

Board of Directors Manual

Introduction

This manual is a general introduction to the structure and activities of the Graduate Students' Union (GSU) of Memorial University of Newfoundland (MUN) and outlines the duties and responsibilities of the various directors, councils, and committees. It is intended for Board of Directors Representatives (hereafter directors), but is only a starting point and should not be considered a substitute for the GSU Policy and Procedures Manual and/or the GSU Constitution. Directors are expected to familiarize themselves with each of these as well as any other document referred to in this and the above-mentioned documents.

Throughout this document, 'GSU' refers to the Graduate Students' Union, 'BOD' refers to the Graduate Students' Union Board of Directors', 'MUN' refers to Memorial University of Newfoundland, 'MUNSU' refers to the Memorial University of Newfoundland Students' Union.

1.0 Background

The GSU is a non-share capital corporation that addresses the needs and concerns of the graduate student population at MUN. Part-time and full-time graduate students automatically become members of the GSU upon registration in a graduate student program. There are, at the time of writing, approximately 3774 graduate students enrolled at MUN.

1.1 History of the GSU

Today's GSU had its beginnings as the Post-Graduate Society, a society of MUNSU (the undergraduate student union at MUN). Formed to address the unique needs of the growing graduate student population at MUN, the society had several goals. These included providing activities of a more mature nature of graduate students, publishing a review of research at MUN to be distributed to other universities, and uniting the often-isolated graduate students' body into an independent, incorporated union. The needs of graduate students were viewed as those of a small special interest group. It was soon apparent that graduate students needs would be best addressed by a separate student union, which would allow for graduate representation on university committees, boards, and councils,

The Graduate Students' Union was approved by the Joint Committee of Student affairs on 27 October 1967, and became incorporated in 1971.

1.2 Goals of the GSU

The GSU has several goals. These include:

- i. To present graduate students' interests to the university administration and other organizations, both on and off campus;

- ii. To provide graduate students with an educational, social, and cultural organization;
- iii. To foster contact and communication among graduate students;
- iv. To establish and promoting contact with similar bodies at other universities;
- v. To generate positive exposure for graduate students within and outside the university community.

2.0 Structure of the GSU

In December 1997, a new constitution was passed by the general membership of the GSU. This constitution implemented a number of important changes to the structure of the organization. The most significant was the division between the Facility and Academic services of the GSU.

2.1 The Facility Division

The Facility Division of the GSU has many components. These include:

- i. The Feild Hall residence (Section 3.2 for further information);
- ii. Bitters Restaurant and Lounge (Section 3.10 for further information);
- iii. The Facilities Management Office;
- iv. All office space on the second floor of Feild Hall (except for offices occupied by the GSU Academic division);
- v. All furniture and equipment purchase or acquired to maintain the operation of the units of the Feild Hall residence, Bitters Restaurant and Lounge, and the Facilities Management Office.

Decisions regarding the Facility are made and administered by the Facilities management Board (FMB), as set forth in the Lease Agreement for Feild Hall, under the direction of the Board of Directors (BOD) (Section 2.2.1 for further information) and the general membership of the GSU (all graduate students at MUN). The FMB is chaired by the Executive Director of External Affairs of the GSU, and is comprised of:

- i. Two (2) representatives to be named by the University's Office of Student Affairs and Services,
- ii. A Feild Hall Representative who is a General Member and a resident of Feild Hall
- iii. Two (2) Members-at-Large who are General Members and are neither residents of Feild Hall, employees of the GSU Facility Division or GSU Academic Division, nor Directors of the GSU
- iv. The GSU Executive Director of Finance
- v. The General Manager and the Residence Coordinator of the GSU (non-voting)

2.2 Academic Division

The GSU Academic Division is administered by the directors of the GSU (Section 2.2.1.2) under the direction of the BOD (2.2.1) and the general membership of the GSU. This division includes:

- i. The equipment and furniture purchased or acquired for the second floor office space of the Academic division;

- ii. All properties purchased with graduate student fees before and after the enactment of the lease; and
- iii. All of the services and resources provided by the GSU which do not directly pertain to the Facilities Division (Section 3.0)

2.2.1 Board of Directors

The GSU is governed by a Board of Directors (BOD), whose conduct is governed by regulations set forth in the Articles and By-Laws of the GSU Constitution, the Corporations Act-C36, and Roberts's Rules of Order. It consists of:

- i. The executive council
- ii. Academic unit representatives (elected directors); and
- iii. Non-voting adjunct members.

2.2.1.1. Executive Directors

All members who are elected by the General Membership to hold office as the Executive Council and shall include:

Executive Director of External Affairs, Executive Director of Academic, Executive Director of Finance, Executive Director of Communication, and Executive Director of Campus Life.

No Member shall hold any single Executive Director position for longer than twenty-four (24) months in total, or serve on the Executive Council for longer than thirty-six (36) months in total. These totals shall include time spent as an Appointed Director.

The general responsibilities of executive directors of the GSU are to:

- i. Address any issue pertaining to graduate students that can be negotiated with MUN bodies with a view to improvement of services or structures;
- ii. Accept overall responsibility for all actions of the GSU, aware of them or not;
- iii. Provide a written report to the BOD and/or the general membership at least one week prior to the BOD or general meeting
- iv. Consult with the General Manager on any issue under his/her jurisdiction.

Along with these general duties, each executive director has many responsibilities specific to their position:

The Executive Director of External Affairs shall:

- i. Represent the GSU within the university community, in any and all areas necessary to ensure effective representation of graduate students;
- ii. Serve as a liaison between the GSU and other unions and organizations on campus, including, but not limited to, MUNSU, TAUMUN, LUMUN, and other labour unions;
- iii. Be one (1) of the GSU representatives on the Senate;

- iv. Be the GSU representative on the Executive Committee of Senate;
- v. Be the GSU representative on the Academic Council of the School of Graduate Studies;
- vi. Chair the Employment Relations Committee, Graduate Student Development Fund Committee, and the Facilities Management Board;
- vii. Be a member of the Finance Committee and Constitution Committee;
- viii. Act as a liaison between the Academic and Facilities divisions of the GSU;
- ix. Work in consultation with the General Manager and Human Resources Manager in all aspects of Facilities management, including Bitters, the residence, and all physical resources in Feild Hall;
- x. Chair weekly Facilities meetings with the General Manager, HRM, and Executive Director of Finance;
- xi. Be responsible for hiring the General Manager and HRM in consultation with the executive, and ensuring that training is provided;
- xii. Assume the responsibilities of any absent Executive Director or vacant Executive Council position, or to ensure that these responsibilities are fulfilled by some other means;
- xiii. Coordinate with HRM in scheduling sexual harassment training for Bitters staff and the Board of Directors in the fall of each academic year;
- xiv. Schedule and chair weekly meetings of the executive.

The Executive Director of Academic shall:

- i. Be responsible for the guidance and affairs of the GSU in the absence of the Executive Director of External Affairs;
- ii. Ensure adequate graduate student representation on the boards, committees, and faculties of the University;
 - a. Should some positions remain empty following the Spring Annual General Meeting, the out- going Executive Director of Academic is responsible to ensure that they be filled by general members.
- iii. Ensure that academic and non-academic unit director positions on the Board of Directors are filled. In order to assist in this task, the Executive Director of Academic shall publish and advertise a list of academic units currently recognized as having seats on the Board of Directors every September, as well as from time to time during their tenure. This list will

make clear which academic units are currently served by Elected Directors and which ones are vacant;

- iv. Encourage the collection of input from graduate student representatives on the boards, committees, and faculties of the University;
- v. Be one (1) of the GSU representatives on the Senate;
- vi. Be the GSU representative on the Academic Council of the School of Graduate Studies;
- vii. Be the GSU representative on the Academic Council Executive of SGS;
- viii. Be the GSU representative on the Senate Committee on Academic Appeals;
- ix. Be aware of the academic needs of the graduate students of each department through active communication with the Academic Unit representatives;
- x. Provide a support network or access to same for graduate students in academic disputes, needs, or otherwise;
- xi. Chair the Academic Committee of the GSU;
- xii. The Executive Director of Academic will organize a workshop during Gradfest and Winterfest which will highlight the various academic-related services offered by the GSU and the University. This workshop will be advertised with a special budget of one hundred Canadian dollars (\$100 CAD).
- xiii. Plan, organize and coordinate the Aldrich Interdisciplinary Conference and in conjunction with, but not usurping the authority of, the School of Graduate Studies the Aldrich Interdisciplinary Lecture. This task should be a shared responsibility between the Executive Director of Academic and Executive Director of Communications.

The Executive Director of Finance shall:

- i. Be responsible for the guidance and affairs of the GSU in the absence of the Executive Director of External Affairs and the Executive Director of Academic;
- ii. Work in conjunction with, but not usurp the authority of the General Manager;
- iii. Act as an agent for the Board of Directors in overseeing any properties, as defined in Article 3, owned totally or in part, leased, or similar, by the GSU in accordance with the policies of the Board of Directors;

- iv. Supervise all GSU Administrative accounts held through the Financial and Administrative Services of the University;
- v. Oversee all matters pertaining to security of files, equipment, and similar in accordance with, but not limited to, any relevant sections of the GSU Policies and Procedures Manual;
- vi. In consultation with the University Financial and Administrative Services and/or any GSU managers, supervisors, and/or the Finance Committee, make recommendations concerning financial policy to the Board of Directors;
- vii. Review the accounting procedures from time to time with a view towards improving them, in consultation with the General Manager and/or appropriate individuals;
- viii. Cooperate directly with the General Manager of the GSU to:
 - a. Keep clear and accurate records of all financial transactions of the GSU,
 - b. Prepare and present statements of the accounts at the request of the Board of Directors,
 - c. Lead in the preparation of the estimates of the budgets for the various units of the GSU,
 - d. Review the collection of GSU Academic Fees in cooperation with the Financial and Administrative Services of the University,
 - e. Review and authorize all Travel Claim applications as they are received and ensure accurate records of all successful applicants are retained on file,
 - f. Be responsible for the collection of all GSU Life Membership Fees;
- ix. Upon receipt of an official notice from an organization that the GSU holds a membership in, ensure the timely payment of those membership dues;
- x. Upon receipt of an invoice for registration fees for official GSU Conference Representatives, ensure the timely payment of those fees;
- xi. Chair the Finance Committee of the GSU;
- xii. Chair the Health & Dental Plan Committee of the GSU;
- xiii. Be the GSU representative on the Senate Planning and Budget Committee;
- xiv. The Executive Director of Finance will organize a workshop during Gradfest and Winterfest which will highlight the various academic-related services offered by the GSU and the University. This workshop will be advertised with a special budget of one hundred Canadian dollars (\$100 CAD).

The Executive Director of Communications shall:

- i. Be responsible for all typewritten and electronic records of the GSU;
- ii. Oversee all minutes, reports, and similar including, but not limited to, all meetings of the Executive Council, the Board of Directors, Committees, and General Membership, and to make sure such minutes, reports, etc. are presented to said bodies for approval at subsequent meetings;
- iii. Immediately incorporate any enactments, amendments or repeals of the Articles or enactments, amendments, repeals, or suspensions of the By-Laws of this Constitution approved by the Board of Directors or General Membership, and
 - a. Make the updated document available upon request,
 - b. Strive to eliminate any outdated editions of the Constitution;
- iv. Notify all applicable members of the time and place of all Board of Directors meetings and General Meetings of the GSU and to provide them with an agenda approved by the respective body;
 - a. Notification of meetings of any Standing or Ad-Hoc Committees is the responsibility of the Chair of that committee.
- v. Prepare and maintain all filing systems of all minutes, reports, correspondence, or other records as outlined in the GSU Policies and Procedures Manual that pertain to anybody of the GSU;
- vi. Be responsible for all dealings with external agencies for the Academic Division of the GSU;
- vii. Make recommendations to the Board of Directors on all aspects of publicity;
- viii. Keep informed of external affairs which relate to graduate students and to report such to the Board of Directors;
- ix. Foster communication among graduate students by utilizing campus media in order to keep graduate students informed;
- x. Organize and maintain the GSU notice boards;
- xi. Chair the Steering Committee of the Board of Directors;
- xii. Chair the Constitutional Committee;
- xiii. Chair the External Relations Committee;
- xiv. Be the GSU representative on the Appeals Committee of the School of Graduate Studies;

- xv. The Executive Director of Communications will organize a workshop during Gradfest and Winterfest which will highlight the various academic-related services offered by the GSU and the University. This workshop will be advertised with a special budget of one hundred Canadian dollars (\$100 CAD).
- xvi. Be ultimately responsible for the GSU online forums.

The Executive Director Campus Life shall:

- i. Prepare in consultation with the EDFS and the Finance Committee an estimate of expenditures for all planned social events funded by the Academic Division of the GSU;
- ii. Cooperate with the General Manager for events sponsored by the GSU Academic Division, concerning:
 - a. Booking and operating any event,
 - b. Ordering purchasing, and/or delivery of all foods, beverages, or other materials not normally available through the Facility that are required for the execution of any event;
- iii. Negotiate with the General Manager and/or the Facilities Management Board any remuneration, contracts, sponsorships, or agreements that may occur from said events with a view towards reasonable compensations for both divisions of the GSU;
- iv. Ensure at least one member of the Social Events Committee is present at each social event sponsored by the Academic Division of the GSU, and for that person to be responsible for the organization and running of the event;
- v. Plan, organize and coordinate Fall and Winter Gradfest;
- vi. Chair the Graduate Student Awards Committee;
- vii. Be the GSU representative on the SGS Graduate Student Orientation Committee;
- viii. Foster interactions between graduate students and faculty across disciplines, both socially and recreationally;
- ix. Serve as a liaison between the GSU and the Office of Student Affairs and Services to ensure that all graduate students are cognizant of the programs and services available to them;
- x. Annually prepare a list of all clubs, societies, and resource centers recognized by the GSU
 - a. This list shall be submitted to the Board of Directors and publicized to the General Membership.
- xi. Coordinate the ratification of new clubs, societies and centers by the GSU;

- a. Act as an advisor for these organizations to optimize their service to graduate students;
 - b. Act as the liaison for Intramural Athletics;
- xii. Chair the Social Events Committee.
- xiii. Considering the suggestions of the Executive Director of Academic, EDFS, and Executive Director of Communications, the Executive Director of Campus Life will set aside blocks of time during Gradfest and Winterfest for the workshops organized by the Executive Director of Academic, the EDFS, and the Executive Director of Communications. The Executive Director of Campus Life will also help advertise these various sessions.

2.2.1.2 Elected Directors

The graduate students of each academic unit with a graduate program elect one (1) representative to bring their interests and concerns to the BOD. Academic unit representatives (elected directors) also serve as contact people between the GSU and their respective units, and inform students about GSU activities. Elected directors receive an honorarium of \$200 CAD per semester if they attend all meetings in a given semester and sit on at least one committee.

Elected directors have many responsibilities as well. These include:

- i. Attending all monthly BOD meetings;
- ii. Participating in committee work where possible;
- iii. Deliberating upon all motions presented to the BOD; and
- iv. Representing the views and needs of students in their department

All directors of the GSU, in exercising their powers and discharging their duties, are expected to act honestly and in good faith with a view to the best interests of the corporation and its membership.

2.2.1.3 Other Hired Employees

The GSU also hires two (2) graduate students to serve as executive assistants, whose pay is provided through the School of Graduate Studies. Duties of executive assistants include, but are not limited to:

- i. Designing and distributing information materials;
- ii. Assisting executive members on projects; and
- iii. General clerical duties.

The GSU also employs a General Manager, a residence coordinator, along with various GradSWEP positions such as Constitution/Policies Coordinator, Webmaster, Minute taker, Events Coordinator, Grenfell and Aldrich coordinator.

2.2.2 Committees

The GSU has several of its own committees, as well as seats on various university committees.

2.2.2.1 GSU Committees

The BOD organizes and directs several committees, both standing and ad-hoc, to oversee certain activities. Standing committees are permanent and address the regular needs of the GSU. The standing committees of the GSU are:

Health and Dental Plan Committee, whose terms of reference shall include:

- i. Review plan fees and plan design to ensure the plan efficiently utilizes graduate students' health and dental fees
- ii. Monitor current and future trends in coverage to ensure the plans meet the needs of the majority of graduate students
- iii. Actively promote the plan to members to ensure that members are aware of opt-out deadlines, plan rules and design
- iv. Report at the Spring and Fall Semi-Annual General Meeting and to Board of Directors meetings a minimum of once per semester
- v. Adjudicate health and dental plan opt-out appeals, as necessary
- vi. Consist of the Vice-President Finance (Chair), the General Manager (Ex-Officio), and a minimum of 3 additional members of the Board of Directors.

Constitutional Committee, whose terms of reference shall include:

- i. Reviewing all matters constitutional as directed by the BODs,
- ii. Acting in an advisory capacity on matters of constitutional interpretation,
- iii. Researching, developing and reviewing any new Article or By-Law as directed by the BOD or General Members, and
- iv. Reporting to the BODs relevant courses of action taken on all matters constitutional;
- v. Overseeing the Constitution/Policies Coordinator position
- vi. Shall be chaired by the Executive Director of Communication

Finance Committee, whose terms of reference shall include:

- i. Reviewing and distributing all financial information of the GSU according to Article 11, and the By-Laws,
- ii. Reviewing all GSU Grant Applications according to the guidelines outlined in the Policies and Procedures Manual;
- iii. Researching and pricing for the GSU.
- iv. Having access to credit cards or checks for the purpose of purchasing for the GSU.
- v. Shall be chaired by the Executive Director of Finance

Academic Committee, whose terms of reference shall include:

- i. Ensuring strong graduate student representation on all levels of academic structure at the University, and
- ii. Increasing internal and external communications on all matters academic, and
- iii. Researching ways to improve the academic life of all graduate students;
- iv. Shall be chaired by the Executive Director of Academic

Social Events Committee, whose terms of reference shall include:

- i. Planning, scheduling, and coordinating all social and athletic events of the Academic Division,
- ii. Administering all funds in the GSU Academic Division Budget allocated for Social Events, in consultation with the Executive Director of Finance and the Finance Committee, and
- iii. Consulting with the General Manager on all GSU events to be held in Feild Hall;
- iv. Shall be chaired by the Executive Director of Campus Life

Legal Committee, whose terms of reference shall include:

- i. Reviewing and advising on any agreement between the GSU and external legal council.
- ii. Shall be chaired by the Executive Director of External Affairs

External Relations committee, whose terms of reference shall include:

- i. Recommend to the BOD which political campaigns the GSU will publicly support
- ii. Shall recommend to the BODs the manner in which the political campaigns should be carried out
- iii. Shall carry out the selection of conference representatives
- iv. Shall be chaired by the Executive Director of Communication

Graduate Student Awards Committee, whose terms of reference shall include:

- i. Planning, scheduling, and coordinating the six (6) Graduate Student Awards to be categorized as follows: two (2) awards per category: Teaching, Research, and Community Service;
- ii. Planning, scheduling, and coordinating the Graduate Student Awards Ceremony;
- iii. Use criteria that meet the high standards of excellence in each category in order to ensure the best nominated graduate student(s) receives the Award;
- iv. Report to the BODs its decision, however, without requiring BODs approval;
- v. Advertising, soliciting, and publicising of the Graduate Student Awards at least two (2) months prior to the anticipated Awards Ceremony Date;
- vi. shall be chaired by Executive Director of Campus Life

Aldrich Committee

- i. Plan, organize and coordinate the Aldrich Interdisciplinary Conference and in conjunction with, but not usurping the authority of, the School of Graduate Studies the Aldrich Interdisciplinary Lecture
- ii. This task should be a shared responsibility between the Executive Director of Academic and Executive Director of Communications.

Employment Relations Committee

- i. Acts as Human Resources for the employees of the GSU
- ii. Oversees the Staff Relations Officer
- iii. Shall be chaired by the Executive Director of External Affairs

Steering Committee

- i. Determining the agenda for each BOD Meeting
- ii. Shall be chaired by Executive Director of Communication

2.2.2.2 Ad-hoc committees

Are struck by the BOD to meet other needs as they arise, and are dissolved upon the acceptance of a final report by the BOD. Committees are usually composed of:

- i. One (1) chair, usually an executive member;
- ii. One (1) executive voting member
- iii. Three (3) additional voting members, the majority of which cannot be executive members;
- iv. Additional voting members from the general membership as needed.

2.2.2.3 GSU Representation on University Committees

The GSU also has representation on MUN committees and councils dealing with issues of concern to graduate students. These include:

- i. Academic Council of the School of Graduate Studies;
- ii. Executive committees of the Academic Council;
- iii. all Faculty Councils;
- iv. The Sexual Harassment Advisory Board;
- v. The Senate;
- vi. Executive Committee of the Senate;
- vii. Departmental Graduate Studies Committee; and
- viii. Senate sub-committees such as:
 - a. Committee on the Library;
 - b. Committee on honorary Degrees and Ceremonial;
 - c. Committee on Research;
 - d. Committee on University Planning and Budget; and
 - e. Committee on Educational Technology

2.2.3 Meetings of the GSU

All GSU meetings (general, BOD, or committee) follow guidelines given in the GSU constitution. Meetings follow Robert's Rules of Order, a summary of which is included in your manual. Each meeting must maintain quorum, a minimum attendance of members, to proceed.

Any Executive Director or Elected Councillor who fails to attend three (3) consecutive Board, General or Extraordinary General Meeting, or any representative of the Board on another committee who fails to attend three (3) consecutive meetings of that committee shall, unless the Board be informed of a satisfactory reason for such failure to attend, be assumed to have resigned his/her position on the Board and/or the committee which they are representing the Union.

Any Executive Director or Elected Councillor who fails to attend two (2) consecutive Board, General or Extraordinary General Meetings, or any representative of the Board on another committee who fails to attend two (2) consecutive meetings of that committee,

shall be notified in writing and be asked to notify the Board in writing of their reasons for their failure to attend.

The types of meetings and the requirements of each are given below. Special or extraordinary meetings may be called to deal with certain circumstances that may arise. The procedure for calling such meetings is given in the GSU constitution.

2.2.3.1 General Meetings

The GSU membership holds general meetings bi-annually, once in October and one in March. Quorum for general meetings is thirty (30) general members. If quorum is not present, the general meeting must be rescheduled for no sooner than one (1) week, and no later than two (2) weeks later.

2.2.3.2 BOD Meetings

The BOD meets once a month. Quorum of BOD meetings is set by Article 7 in the GSU Constitution. For Meetings of the BOD, a ratio of thirty-three percent (33%) of ratified Directors, exclusive of Ex-officio Directors, shall constitute a quorum. If at any BOD Meeting, no quorum is present when called, that meeting shall be rescheduled for a date not less than twenty-four (24) hours and not more than seven (7) days later. If at the rescheduled meeting, no quorum is present when called, procedures shall follow at the discretion of the BOD Members present at that meeting.

2.2.3.3. Executive Council Meetings

The executive council usually meets weekly. However, if the amount of business warrants it, meetings can become monthly. If reduced to once a month, executive council meetings must take place before the BOD meeting so that reports may be given to the BOD. Quorum for executive meetings is three (3) members of the executive council.

2.2.3.4 Standing Committee Meetings

Standing committees must meet at least once a month, prior to one (1) week before a scheduled BOD meeting.

2.2.4 Censure, Reprimand, and Vote of Non-Confidence

- i. The BOD may Censure or Reprimand any:
 - a. Director
 - b. Members(s) on GSU committees, or
 - c. Employee(s) of the GSU Academic Division.
- ii. Notice of Censure or Reprimand shall be presented in the form of a motion to be submitted 9 days prior to a meeting of the BOD.
- iii. A motion to Reprimand must be accompanied with a motion concerning a proposed course of action which may include, but is not limited to:
 - a. suspension from duty, and/or
 - b. suspension of honoraria or pay.
- iv. This (these) course(s) of action must be voted upon separately.
- v. No debate or verbatim is allowed until:
 - a. The individual charged has been notified in writing,

- b. The motion has been served with due notice, and
 - c. The individual charged has been given the opportunity for defence.
- vi. The individual charged is considered censured upon a 2/3rds vote of Board of Directors members present at the Board of Directors meeting at which the motion is being voted on, not including the censured individual.
- vii. Upon a passed motion to censure, the censured individual is required to resign immediately.
- viii. The individual charged is considered reprimanded upon:
 - a: A 2/3rds vote of Board of Directors members present at the Board of Directors meeting at which the motion is being voted on, excluding the individual to which the motion of reprimand will apply.
- ix. Upon a passed motion to reprimand, the reprimanded individual shall not be required to resign.
- x. Notice of intent to call for a Vote of Non-Confidence must be in the form of a written motion and be submitted to the GSU office two (2) week prior to the date of the upcoming General Meeting.
- xi. Any member holding office in, or under, the GSU shall resign if they receives a Vote of Non-Confidence supported by a two-thirds (2/3) majority of those members attending a General Meeting.
 - a. They must resign immediately.
 - b. Any resigned officer shall be eligible for re-election but not for the same position from which they resigned.
- xii. The BOD shall resign if it receives a Vote of Non-Confidence supported by two-thirds (2/3) majority of those members attending a General Meeting.
 - a. The present Board shall hold office until their successors are elected or appointed.
 - b. The BOD shall be responsible for organizing elections for a new BODs.
 - c. Members of the out-going Board shall be eligible for re-election

3.0 GSU Services

The GSU provides many services to and for its members. The following is a brief outline of some of these services. All directors should endeavour to keep their fellow graduate students aware of the various services offered by the GSU.

3.1 GradFest and WinterFest

In an attempt to acquaint new graduate students at MUN with the campus, other graduate students, and the GSU, the GSU organizes GradFest and WinterFest, orientation series. GradFest and WinterFest take place in September and January, respectively, every year. Through fun and informative events like boat or bus tours, campus tours, the Brass Lunch, GradFest, and WinterFest the GSU offers students many opportunities to get

acquainted with the campus, the city, other graduates students, senior university administrators, and the GSU itself.

3.2 Feild Hall

Upon its incorporation in 1971, the GSU found that the growing student population meant that University housing was no longer able to provide a completely graduate residence. In response, the GSU purchased the Gradhouse, a property on Military Road in the downtown area to provide this service. Incorporation allowed the GSU to sign a mortgage for the property.

After a very successful 23 years, the GSU decided to sell the Gradhouse in 1994 and negotiated a loan agreement with MUN; As a result, the GSU leased a property on campus, Feild Hall, which had been a residence for theology students.

Feild Hall was extensively renovated by both MUN and the GSU, and now houses Bitters Restaurant and Lounge, the GSU offices, departmental study offices for graduate students and twenty-nine (29) furnished residence rooms.

3.3 Conference Aid

3.3.1. The GSU shall provide an amount, not less than 16% and not more than 20% of the total GSU academic budget for that fiscal year, for the award of grants to cover expenses incurred by GSU members while attending conferences.

3.3.1.1. All GSU Members are eligible to receive up to two hundred fifty Canadian dollars (\$250 CAD) per Masters' Degree program or up to five hundred Canadian dollars (\$500 CAD) per doctorate program to aid in conference-related costs. An additional \$50.00 may be granted for travel to international conferences (i.e. outside of Canada).

3.3.1.1.1. Students may choose to split this amount over several conferences, rather than applying for the entire sum at once. Thus, conference funding may be available more than once during a graduate program.

3.3.1.2. Students are eligible for up to one hundred fifty Canadian dollars (\$150 CAD) of the aforementioned funding for: research trips, Feild trips, in province conferences, conferences at which they are not presenting, workshops, societal meetings or seminar series that are related to their academic program.

3.3.1.3. Such aid is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package.

3.3.1.4. Such aid is available only after the conference is completed.

3.3.1.5. Additional criteria, policies, and procedures governing Conference Aid shall follow those outlined in the GSU Policies and Procedures Manual.

3.3.1.6. The availability of Conference Aid shall be advertised at the beginning of each semester.

3.4 Grant Applications

3.4.1. The GSU shall provide an amount, not less than 5% and not more than 13% of the total GSU academic budget for that fiscal year, for the expressed purpose of providing funding for graduate students within academic units: ratified graduate student societies, groups, or clubs as well as recognized societies, groups, and clubs by the GSU. A maximum of one third of the funds shall be allocated for each semester of the fiscal year.

3.4.2. Requests for funding shall be reviewed at the discretion of the Finance Committee, upon completion of the GSU Grant Application Form. Recognized clubs and societies can apply for one type of grant through the GSU, the Special Project Grant (SPG). There are two grants available to ratified clubs, groups, or societies; SPG and Graduate student development funds (GSDF). Applicants can only hold one grant per academic year. In the event that an application for SPG or GSDF support is unsuccessful, applicants are eligible to apply to the other grant within the same academic year. 13.2.1. The review process shall follow the guidelines for grant applications as presented in the GSU Policies and Procedures Manual.

3.4.2.1. Grants shall not typically exceed seven hundred and fifty Canadian Dollars (\$750 CAD) for ratified groups and five hundred (\$500 CAD) for recognized groups applying for SPG applications per academic year.

3.4.2.2. The Board of Directors shall approve any Finance Committee recommendation of any grant, or total combination of grants, from a single applicant as soon as their total grants for that fiscal year exceed, or may exceed, five hundred Canadian dollars (\$500 CAD) for recognized or seven hundred and fifty Canadian dollars (\$750 CAD) for ratified groups per SPG per academic year.

3.4.2.3. Grant application submissions shall be presented by the applicant to the Finance Committee in an appropriate, professional, and formal manner in a reasonable amount of time prior to the event date. The applicant shall give a further presentation outlining the expenditure of the grant at the Annual General Meeting (Fall or Spring) closest to the event date. A post-event report will also be submitted to the finance committee within two (2) months of the event date or prior to March 10th of the funding year (whichever is first). Failure to produce said report or to present at the Annual General Meeting will result in the ineligibility for future funding from the GSU.

3.4.2.4. All policies, procedures and regulations, explicit or implicit, contained within the Grant Application Forms (SPG and GSDF) must be followed. Any breach of these policies, procedures or regulations shall constitute a breach of contract.

3.4.2.5. The Finance Committee may postpone funding decisions pending committee research into whether items or projects can be purchased or accomplished in a more cost-effective way.

3.4.2.6. The Finance Committee shall purchase items whenever possible in order to take advantage of the GSU's purchasing power and HST refunds.

3.4.2.7. Applications must be signed by the applicant, who shall accept all responsibility, legal or otherwise, for any grant that may be awarded.

3.4.2.8. New funding criteria must be approved by the Board of Directors and incorporated into the Policies and Procedures Manual.

3.4.2.9. The Finance Committee shall provide the Board of Directors with a list including, but not limited to, the grant amount(s) awarded and project title(s), of all successful applicants.

3.4.3. Professional Development Grants (PDGs) are designed to improve access to professional workshops, seminars, and software programs for students.

3.4.3.1. Requests for funding shall be reviewed and approved at the discretion of the Executive Director of Finance, upon completion of the PDG application form and provision of associated receipts.

3.4.3.2. PDG funding shall not exceed one hundred Canadian dollars (\$100 CAD) per Masters' program or two hundred Canadian dollars (\$200 CAD) per doctorate program for the duration of their program. This amount may be spread over several events or programs.

3.4.3.3. All policies and regulations, explicit or implicit, contained within the PDG application form must be followed. Any breach of these policies, procedures, and regulations shall constitute a breach of contract.

3.4.4. Professional Membership Grants (PMG) are designed to help offset expenses involved in joining ONE professional organization to provide better knowledge and professional access to students in their field.

3.4.4.1. Requests for funding shall be reviewed and approved at the discretion of the Executive Director of Finance, upon completion of the PMG application form and provision of associated receipts.

3.4.4.2. PMG funding shall not exceed fifty Canadian dollars (\$50.00 CAD) per academic year with a limit of two awards for Masters' Students and up to four awards for Ph.D. Students.

3.4.4.3. All policies and regulations, explicit or implicit, contained within the PMG application form must be followed. Any breach of these policies, procedures, and regulations shall constitute a breach of contract.

3.5 Funding for Clubs and Societies

3.5.1. Requests for additional funding by recognized clubs, societies or resource centers shall be reviewed upon completion of the GSU Grant Application Form as outlined in By- Law 16 with the following exceptions:

3.5.1.1. Grants for recognized clubs and societies typically shall not exceed five hundred Canadian dollars (\$500 CAD) per academic year (SPG), and grants for ratified clubs

and societies typically shall not exceed seven hundred and fifty Canadian dollars (\$750 CAD) per academic year (SPG);

3.5.1.2. These funds are to be drawn from the amount set aside in By-Law 13

3.6 Private Boardroom

The GSU has a private boardroom that is capable of accommodating 20-25 people. This room can be booked by contacting the Executive Assistants.

3.7 Computer Room

The GSU has a computer room in Feild Hall available for all graduate students. Please see the executive assistants of the GSU (GH-2007) for a computer account.

3.8 Facsimile, Photocopying, and Printing Services

The GSU offers a fax, photocopying, and printing service to graduate students. Faxing costs \$1.00/page local, \$1.50/page Canada and USA. and \$2.00/page international. Photocopying and printing cost is \$0.05/page. Please see the executive assistants (GH-2007) before requesting this service.

3.9 Listservs and Website

The GSU maintains three (3) listservs: gsu-l is open and accessible to all graduate students for communication; gsu-bod is used to distribute information to the Board of Directors members. gsu-res is used to distribute information to the graduate residents of Feild Hall. Any graduate student can join the gsu-l by contacting the executive assistants (GH-2007 or gsu@gsumon.ca)

The GSU website (www.gsumun.ca) provides the most up-to-date information about the GSU as well as relevant resource documents (including the GSU Constitution, Policy and Procedures Manual, and Health and Dental Forms) and helpful links.

3.10 Bitters Restaurant and Lounge

Bitters Restaurant and Lounge is located in Feild Hall. It provides a wide variety of events and conveniences for everyone's enjoyment. Bitters serves great food at amazing prices. Bitters is opened from 11am- 10pm Monday through Friday, and brunch is offered on Saturdays. Food is served from 11am – 9pm daily. Bitters is LEAF Certified and offers a great selection of local and imported beers.

3.11 GSU Excellence Awards

Since 1998, the GSU has presented awards to graduate students who have had a significant and positive impact on graduate student life. Awards are presented for excellence in Community Service, Excellence in Outstanding Research, and Excellence in Teaching.

The GSU displays the names of all awards recipients on plaques in Bitters Lounge and Restaurant.

3.12 Aldrich Interdisciplinary Lecture and Conference

Named after a former Dean of Graduate Studies, this two-day conference is open to all honours undergraduate students and graduate students at Memorial University. This event is co-sponsored with the School of Graduate Studies and held in the winter semester. The aim of the event is to provide an engaging environment in which students from various fields of study can share ideas, knowledge, and research with one another while gaining valuable conference and presentation experience.

3.13 Health and Dental Insurance

Full-time graduate students are enrolled in these plans when they register, and fees are collected by the University in all three semesters. For an additional fee, students may extend the coverage to their partners, including same sex partners, and their dependent children.

The health and dental plan guide (www.gsumun.ca) provides a reminder to students of some common concerns and questions. It is important to be aware of deadlines related to the plan and of plan coverage.

4.0 Getting Involved and Staying in Touch

There are several opportunities for graduate students to get involved with the GSU, and directors should strive to make their fellow graduate students aware of these opportunities. Aside from being a BOD representative, graduate students can get involved by attending the BOD meetings or volunteering for one of the various committees the GSU oversees or has seats on. In addition, graduate students can join the listserv. As well, there are various activities throughout the year that require volunteers. For additional inquiries, contact an executive member at the following email addresses:

Executive Director of External Affairs
external@gsumun.ca

Executive Director of Academic
academic@gsumun.ca

Executive Director of Finance
finance@gsumun.ca

Executive Director of Communications
communications@gsumun.ca

Executive Director, Campus Life
campuslife@gsumun.ca

4.1 GSU Office hours and contact information

For the most up-to-date information:

GSU website

www.gsumun.ca

General Office:

Hours: 9am – 3pm Monday through Friday

Location: Feild Hall (GH-2007)

Email: gsu@gsumun.ca

Phone: 709-737-4395