



**Constitution
Bylaws
Standing Orders
Letters Patent
Appendices**

Updated February 2019

Preface and Acknowledgments

The GSA Constitution is the result of several years' work by numerous individuals. The process of revision was initiated formally on October 28, 1991 when Council passed a motion to strike a Constitutional Review Committee. During the 1992-1993 academic year Marjorie Cullen and Stephen Matsuba together drafted a series of amendments. Many of these were acted upon in subsequent years.

On August 10, 1993 the Office of Student Affairs issued a set of guidelines for student governments at York to follow in revising their constitutions. On August 11, 1993 the Constitutional Review Committee was re-struck and included members Stephen Friedman, Philip Kiff, Nancy Kingsbury, Danny Spitale, Maureen Yorke and Mike Zmolek. Numerous proposals were drafted during that year. Miriam Jones and Andrea Davis drafted the proposal to add the position of Vice-President Equity. Dan Keyes and Charles Levi drafted the revised election procedures, as well as the new complaint resolution procedures. Mark DeFazio and Larry Patriquin drafted the Hiring Policy and Procedures with input from Joe MacKenzie and Mike Zmolek. Passed by Council in the 1993-1994 year, the Hiring Policy and Procedures later became a Standing Order.

In 1994-1995 numerous changes were made and committee members included Carolyn Bassett, Mark DeFazio, Andrew Goodman, Mwkali Keti, Philip Kiff, Didier Pomerleau, and Mike Zmolek. In 1995-1996 the committee members were Andrew Goodman, Charles Levi, and Mike Zmolek. Hyacinth Simpson assisted in drafting changes to the Preamble and Objectives of the Constitution. Jerzy Zadykowicz and Edmund Abaka were consulted on changes to the Standing Orders. Jie-Ping Lin drafted the text, later modified by William Uhlmann, of the "Rules Governing Campaigning" which appear as amended for this document in Appendix E.

Over the course of a number of years nearly every subsection of the document has been amended, and it is now much more comprehensive and covers many contingencies not addressed by the October 1990 edition. Two editions were issued during this period, one in April 1994 and one in March 1995. Earlier editions on file include the 1969 edition, the March 1975 edition and the October 1987 edition.

In 2000, an organizational review audit was authorized by the 1999-2000 Council. The Constitution Committee composed of Gillian DeBoer, Marnin Heisel, Denise Hammond and Charity Marsh brought forward a series of motions and amendments. Amendments were further approved at the 21 March 2002 and 25 March 2004 GSA Council Meetings. In February and March of 2007 the Constitution Committee composed of Neil Balan, Salimah Vaiya, Kelly Fritsch, Vanessa Lehan- Streisel and Erika Loic made a number of revisions that were approved by Council on 19 April 2007. After a series of Constitutional Consultations with the membership at large, numerous changes were approved at the May 15, 2008 council meeting including creating additional seats on council for each graduate department, expanding the duties of the executive committee and instituting summer council meetings which had previously only occurred between September and April of each year. By 2016, however, summer council meetings were eliminated once again due to persistent difficulty in reaching quorum.

On behalf of those who have worked on the GSA Constitution in the past, we hope our endeavors will help future members avoid problems arising from the ambiguity and deficiency of language.

The Constitution Committee, York University Graduate Students' Association
November 2016

Table of Contents

Constitution

Article 1 – Name.....	7
Article 2 – Preamble.....	7
Article 3 – Objectives.....	7
Article 4 – Equity Mandate/Objective.....	8
Article 5 – Dissolution Clause.....	8

Bylaws

Bylaw 1 – Membership	9
1.1 - Full Membership.....	9
1.2 - Associate Membership.....	9
1.3 - National Membership.....	9
1.4 - Associate Members and Eligibility for Office or Voting.....	9
1.5 - Constituent Groups.....	10
Bylaw 2 – The Council of the YUGSA.....	10
2.1 – Composition.....	10
2.2 – Duties.....	10
2.3 – Meetings.....	11
2.4 – Quorum.....	11
2.5 – Voting Privileges.....	11
2.6 – Election of Council Members.....	11
2.7 – Expiration of Term.....	11
2.8 – Conflict of Interest.....	11
2.9 – Orientation and Training.....	12
2.10 – Anti-Oppression Training.....	12
2.11 – Staff Participation.....	12
Bylaw 3 – The Executive Committee.....	12
3.1 – Composition.....	12
3.2 – Frequency of Meetings.....	13
3.3 – Attendance.....	13
3.4 – Notification of Meetings.....	13
3.5 – Quorum.....	14
3.6 – Voting Privileges.....	14
3.7 – Summer Authority.....	14
3.8 – Office Meetings.....	14
3.9 – Elections.....	15
3.10 – Expiration of Executive Terms.....	15
3.11 – Orientation and Training.....	15
Bylaw 4 - Duties of the Executive Officers.....	16
4.1 – General Duties.....	16

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

4.2 – President..... 18
4.3 – Vice President Campaigns..... 19
4.4 – Vice President Internal..... 20
4.5 – Vice President Finance and Services..... 22
4.6 – Vice President Equity and Vice President Community Relations..... 23

Bylaw 5 – The Corporation.....24
5.1 – Composition of the Board..... 24
5.2 – Board Meetings and Quorum..... 24
5.3 – Board Powers and Responsibilities.....24
5.4 – Indemnity..... 25
5.5 – Insurance..... 25
5.6 – Annual General Meetings..... 25
5.7 – General Meetings of the Members at Large..... 25
5.8 – Conduct of Annual and General Meetings..... 26

Bylaw 6 – The Establishment of Committees.....26
6.1 – Committees of Council..... 26
6.2 – Closed Committees..... 26
6.3 – Open Committees..... 27
6.4 – Notification..... 27
6.5 – Quorum..... 27
6.6 – Reports and Minutes..... 27
6.7 – Executive Assignments.....27
6.8 – Non-Executive Elections/Appointments.....27
6.9 – Structure and Voting.....28
6.10 – Chairing..... 28
6.11 – Absence, Resignation and Interim Appointments.....29

Bylaw 7 – Appointments of Council.....29
7.1 – Chair of Council..... 29
7.2 – Chief Returning Officer..... 30
7.3 – Further Appointments..... 30
7.4 – Payment of Officers of Council..... 30

Bylaw 8 – Senators and Chief Councillors..... 31
8.1 – Duties of Senators..... 31
8.2 – Duties of Chief Councillors..... 32
8.3 – Elections..... 34
8.4 – Expiration of Terms..... 34

Bylaw 9 – Election Procedures.....34
9.1 – Interim Position on the Executive Committee..... 34

Bylaw 10 – Vacancies.....34
10.1 – Definition..... 34
10.2 – Withdrawal of Registration..... 34

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

10.3 – Councillor Seats..... 35

10.4 – Other Interim Appointments..... 35

10.5 – Honoraria and Interim Members..... 35

10.6 – Vacancies of Board of Governors, Senators, and Chief Councillors..... 35

10.7 – Power of Council..... 35

Bylaw 11 – Signing Authority..... 36

11.1 – Directors Have Authority..... 36

11.2 – Chief Signing Authority..... 36

11.3 – Two Signatures Required..... 36

11.4 – Empowerment..... 36

11.5 – Duration..... 36

11.6 – Revocation..... 36

11.7 – New Directors through By-Election..... 36

11.8 – Board's Powers Limited..... 36

Bylaw 12 – Misconduct: Complaint Resolution and Impeachment Procedures 37

12.1 – Fiduciary Duties..... 37

12.2 – Lodging of Complaints..... 37

12.3 – Informal Resolution of Complaint..... 37

12.4 – Formal Resolution of Complaint..... 38

12.5 – Complaints Against Other Members..... 39

12.6 – Complaints or Conflicts Arising Among YUGSA Staff Members
and/or Members in Service..... 39

12.7 – Procedures Pertaining to False Accusations, Allegations, or Innuendo
Made Against YUGSA Staff Members and/or Members in Service, and/or
Regarding the Violation of Confidentiality Regarding Such Complaints..... 41

Bylaw 13 – Audit..... 42

Bylaw 14 – Entrepreneurial Activities..... 42

Bylaw 15 – Amendments..... 42

15.1 – Procedure..... 42

15.2 – Abstentions..... 43

Bylaw 16 – Standing Orders..... 43

Bylaw 17 – Rules of Order..... 43

Bylaw 18 – Interpretation..... 43

18.1 – Vice-President Internal has Conditional Authority..... 43

18.2 – Council has Final Authority..... 43

18.3 – Vice-President Internal Absent at a Meeting..... 43

Bylaw 19 – Departmental Graduate Student Associations..... 43

19.1 – Chapter Associations..... 43

Standing Orders

Section 1 – Budget and Operating Grants Fund.....	45
Section 2 – Funding Committee.....	47
Section 3 – Academic Fund.....	48
Section 4 – Emergency Loan Fund.....	50
Section 5 – Honoraria.....	51
Section 6 – Toronto and York Region Labour Council.....	51
Section 7 – Capital and Renovation Expenses.....	52
Section 8 – Individual Advocacy.....	53
Section 9 – Dependent Bursary.....	55
Section 10 – Community Outreach Support Program (COSP).....	56
Section 11 – Publication Support Fund.....	57
Section 12 – International Student Bursary.....	59
Section 12 – Health Plan Committee.....	60
Letters Patent.....	61

Appendices

A: Associate Membership Agreement with the Graduate Business Council - 30 April, 2013.....	63
B: Associate Membership Agreement with the Graduate Environmental Studies Students' Association – 08 August, 2013.....	67
C: Associate Membership Agreement with the Legal and Literary Society of Osgoode Hall – 04 March, 2013.....	72
D: Elections Procedure Code and Guidelines.....	76
E: York University-YUGSA Overgrad Café Space Agreement.....	88
F: Sample Hiring Notice.....	93
G: Collective Agreement between YUGSA and CUPE 1281.....	94

THE CONSTITUTION of the YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Last Amended February 2009

ARTICLE 1 - NAME:

The name of the organization is "The York University Graduate Students' Association," hereafter referred to as the YUGSA or as the Association.

ARTICLE 2 - PREAMBLE:

The YUGSA seeks to protect, stimulate and enrich the academic and social interests of its constituents. As the central governing body of graduate students, the Association is guided by the principle that all members are deserving of equitable treatment at all levels of academic and social life. The YUGSA's primary goal is to foster cooperation and communication among its members so as to fulfill the more specific objectives outlined below.

ARTICLE 3 - OBJECTIVES:

The objectives of the YUGSA are:

- 3.1** - To draw into a formal association all graduate students at York University with the aim of serving their diverse interests and needs.
- 3.2** - To stimulate a greater interest in university government among its members.
- 3.3** - To provide a medium through which the members' opinions may be responsibly represented; to increase graduate student influence on decisions of relevance to them, both inside and outside the University; to act as an advocate for individual and collective graduate student concerns; to facilitate cooperation among students in organizing services which supplement the learning experience and which develop a sense of community.
- 3.4** - To pursue equity and social justice by promoting respect, honesty, and fairness in all matters relating to the work of the University, such as:
 1. in academic matters, including admissions, curriculum design and pedagogy, research and scholastic opportunity;
 2. in recruitment and hiring practices; and
 3. in the creation and enforcement of policies and procedures which carefully and clearly describe the processes by which community members may seek redress in funds and the provision of services.
- 3.5** - To foster activities and events which will enhance the life of the University at large. The YUGSA will seek to facilitate communication between the graduate student body and other organizations both within and outside the university. The YUGSA will ensure the widespread dissemination and communication of relevant matters to its members, through publications, educational forums and support programs.

3.6 - To establish, maintain and strengthen the spirit and morale of the members by supporting academic, educational and social activities; and to encourage interdisciplinary exchange.

3.7 - To oversee policies, planning and events related to the Overgrad Café.

3.8 - To promote and assist in maintaining an academic and social environment free from prejudice, exploitation, abuse or violence on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability.

ARTICLE 4 - EQUITY MANDATE/OBJECTIVE

In the spirit of the Ontario Human Rights Code, the York University Graduate Students' Association holds that every person has a right to equal treatment with respect to membership, services, goods, and facilities without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability. For the purpose of fostering and developing participation and representation in the Graduate Students' Association Council, the YUGSA has designated up to 12 Council seats for 'under represented' constituent groups on campus (constituting up to 25% of Council) that are primarily engaged in serving the interests of persons identified by a prohibited ground of discrimination.

ARTICLE 5 - DISSOLUTION CLAUSE

The YUGSA, upon dissolution of the Association, after all debts and encumbrances have been paid, will distribute any assets remaining to a charitable organization of the members' choice, one with similar purposes and aims. This is an unalterable clause.

BYLAWS of the YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

LAST AMENDED FEBRUARY 2019

BYLAW 1 – MEMBERSHIP

ARTICLE 1 - FULL MEMBERSHIP:

Every person, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability, registered full-time or part-time in a graduate program with the Faculty of Graduate Studies at York is a full member of the Association.

ARTICLE 2 - ASSOCIATE MEMBERSHIP:

Graduate students in other faculties may negotiate associate status with the Association on a collective basis. Duties and services will vary according to the negotiated agreement, except where governed by Article 3 below. Such agreements, once signed by representatives of both parties, cannot be overruled without the consent of both parties; and shall be appended to the current Constitution. (See Appendices for current associate membership agreements.)

ARTICLE 3 - NATIONAL MEMBERSHIP:

After a democratic referendum was held in 1994, all Graduate Students at York University became members of the Canadian Federation of Students and shall be referred to as members of Local 84. All members are entitled to the rights, privileges and services offered by the Canadian Federation of Students and the Canadian Federation of Students Ontario Component. All associate member organizations are also entitled to the same rights, privileges and services and are subsequently represented as Local 84 members. Rules and procedures for membership to the Canadian Federation of Students are not subject to change by the authorization of this Association.

ARTICLE 4 - ASSOCIATE-MEMBERS and ELIGIBILITY FOR OFFICE OR VOTING:

Members of the student governments who have successfully negotiated associate status with the YUGSA are not eligible to stand as candidates in YUGSA Executive elections, to vote in open YUGSA elections and by-elections or to serve as appointments of Council, unless their associate membership agreement permits otherwise.

ARTICLE 5 - CONSTITUENT GROUPS:

In the interest of becoming a more representative body of York University graduate students, the YUGSA has designated up to twelve (12) Council seats for under-represented constituent groups. These Council seats shall have full voting rights. Those who wish to hold such a seat must be graduate students who are affiliated with a student group or organization which works to eradicate systematic barriers based on race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability. These seats shall require the approval of Council.

Representatives from such student groups or organizations wishing to participate in the YUGSA Council as an under-represented constituent group should notify the YUGSA Executive Committee or YUGSA staff of their interest a minimum of seven (7) days before the Council meeting which they wish to attend as voting members. VP Equity and VP Community Relations will notify under-represented groups approximately every two (2) months via e-mail and in writing of their right to participate in the YUGSA Council beginning in May of each year. Both VP Equity and VP Community Relations will personally liaise with these individuals and/or student groups/organizations in addition to notification via e-mail and in writing. Should their organizational board choose to elect a graduate student as a representative, the representative will be granted full Council membership privileges.

The YUGSA Executive Committee, and in particular VP Equity and VP Community Relations will make every effort throughout their term to encourage the holding of these seats at Council.

Additionally, the YUGSA designates one (1) ex- officio, non-voting seat to a representative from CUPE 3903, the York Federation of Students, and the York University Faculty Association.

BYLAW 2 - THE COUNCIL OF THE YUGSA

ARTICLE 1 - COMPOSITION:

The Council of the YUGSA, the governing body of the Association charged with the administration and management of its affairs, shall be composed of:

1. The Executive Committee
2. A minimum of two representatives from each departmental GSA, with an additional representative for every two hundred (200) members or part thereof of each graduate program, according to the November 1 enrollment figures from the previous academic year;
3. Representatives of the associate member organizations;
4. Two Senators *ex-officio*;
5. One graduate student Board of Governors representative *ex-officio*;
6. Up to twelve (12) seats for constituent groups; and
7. Ten (10) Chief Councillors *ex-officio*.

ARTICLE 2 - DUTIES:

The Council may pass Bylaws (not inconsistent with the spirit and the letter of the Constitution) relating to the financial and administrative affairs of the Association which

it considers necessary for the achievement of the objectives of the YUGSA and/or for the efficient and effective conduct of its business (see Bylaw 15- Amendments).

ARTICLE 3 - MEETINGS:

Council shall meet on a monthly basis during the Fall and Winter terms (September — April). If required, the President, the Executive Committee or at least five (5) members of Council have the authority to call special Council meetings, provided that a notice of eight (8) days is given.

ARTICLE 4 - QUORUM:

Council quorum shall be determined by the following formula: $n/4$ plus 1, ignoring fractions and rounding down to the nearest whole sum, where n is the number of available seats on the Council, with the proviso that no meeting shall be called to order with the majority of members present being Executive members.

ARTICLE 5 - VOTING PRIVILEGES:

Each member of Council shall have one vote. The failure of a member to vote shall be deemed an abstention. The Chair of a Council meeting shall not vote except in the case of a tie (see Bylaw 7.1- Chair of Council and Bylaw 4.2 - Duties of the Executive: President).

ARTICLE 6 - ELECTION OF COUNCIL MEMBERS:

The election and appointment of the members of Council, with the exception of the Executive Committee and the Senators, shall take place during September of each year. Each departmental YUGSA shall ensure that such an election is duly carried out (see Standing Order 1.7 and 1.8).

If a member of Council from one of the departmental YUGSAs misses three (3) consecutive meetings of Council without duly notifying the Vice President Internal a formal letter will be sent to the executive of the departmental YUGSA.

ARTICLE 7 - EXPIRATION OF TERM:

The appointment of each person elected under Bylaw 2.6 expires on the last day of August following election to Council, or until such time as:

1. The same councillor or a new councillor has been elected or appointed to fill the seat; or
2. The seat is withdrawn from the Council due to a decrease in student enrollment in the graduate program in question.

ARTICLE 8 - CONFLICT OF INTEREST:

A member of the YUGSA Council will abstain from voting on any motion in which a personal conflict of interest exists. A personal conflict of interest is defined as a situation in which a voting member or a member of their family stands to benefit financially or materially from a decision by the voting body. A member of Council may speak to an issue so long as they declare such a conflict of interest exists.

ARTICLE 9 - ORIENTATION AND TRAINING:

The YUGSA Council must participate in an orientation on Robert's Rules of Order, the organization of Council meetings, the YUGSA Equity Policy/Mandate, the YUGSA Constitution, the YUGSA Complaint and Conflict Resolution procedure, the YUGSA committee structure, the staff collective agreement, annual goals, campaigns, and initiatives. This orientation will take place at least twice in the month of October. At least one member from every department must attend. If Councillors do not attend the orientation and training, their departmental GSAs will not receive their financial installment (Standing Order 1, Budget and Operating Grants Fund). The Executive will be responsible for organizing this orientation and training, which may or may not include presentations by guests.

ARTICLE 10 – ANTI-OPPRESSION TRAINING:

At least one member from every department must attend anti-oppression training, which will take place annually prior to the November Council meeting. If Councillors do not attend anti-oppression training, their departmental GSAs will not receive their financial installment (Standing Order 1, Budget and Operating Grants Fund). The VP Equity and the VP Community Relations will be responsible for organizing anti-oppression training.

ARTICLE 11 – STAFF PARTICIPATION:

At the request of the executive committee, staff members shall be permitted to attend and to participate in Council meetings, including in camera sessions, in order to provide support to executive committee members. Staff participation in meetings shall be understood to include speaking to relevant points of information including context or history, the staff Collective Agreement, the Constitution and ByLaws, or rules of order. Staff members are not eligible to vote and may not speak on motions.

BYLAW 3 - THE EXECUTIVE COMMITTEE

ARTICLE 1 - COMPOSITION:

1.1 - The Executive is composed of six positions: President, Vice President Internal, Vice President Finance and Services, Vice President Campaigns, Vice President Equity, and Vice President Community Relations.

1.2 - ASSOCIATE MEMBERS: In accordance with any agreement between the YUGSA and an associate member organization, such (a) member(s) shall be represented by one seat on the Executive Committee as a member, as worded in the written agreement between the organizations. Voting privileges shall be prescribed in the associate member agreement.

1.3 - APPOINTED MEMBERS *EX-OFFICIO*:

Council may deem that a representative of the Council elected to any special or standing committee established by a body within the University shall sit as a member ex-officio on the Executive Committee.

1.4 - GUESTS

Any other person may attend if:

1. Invited by a voting member of the Executive Committee; or
2. Directed to attend that particular session by a motion from Council.

ARTICLE 2 - FREQUENCY OF MEETINGS:

The Executive Committee shall meet at least twice per month through the summer and weekly through the regular session, exempting times when York University is closed. Additional meetings or sessions, as required, may be called by the request of at least three (3) voting members of the Executive Committee. Where additional meetings are required, a minimum of 48 hours notice must be provided and every attempt must be made to ensure that additional meetings can be attended by all members of the Executive Committee. Additional meetings or sessions required can be called to meet in instances where the full Executive Committee is not available to meet only when 2 or less voting members of the Executive Committee have been exempted from meetings in order to carry out business pertaining to the YUGSA.

ARTICLE 3 - ATTENDANCE:

Regular attendance at meetings is expected of all who sit on the Executive.

3.1 All members of the Executive Committee are required to attend all regularly scheduled Executive Committee meetings.

3.2 Where any voting member of the Executive Committee is unable to attend three (3) consecutive or four (4) total regularly scheduled meetings Executive Committee meetings in one academic term of service, and has not been exempted from these meetings in order to carry out business pertaining to the YUGSA, the remaining Executive Committee must immediately discuss these absences. If the member's attendance does not improve after this discussion, the executive will begin the informal process of requesting the resignation of the Executive in question. If the Executive member in question does not consent to resign at this time, they may seek formal resolution of the matter before Council. As in Bylaw 12, Article 4.3, after evidence is presented on this matter, Council may propose a motion or motions designated to resolve the complaint. These motions may include:

- a. A dismissal of the complaint without further action; or
- b. Approval of an apology by the Executive member in question and the development of an action plan to address the issue at hand where it is deemed necessary; or
- c. Impeachment of the Executive member; or
- d. Any other resolution of the matter the Council may approve.

Any motion must be approved by a three-quarters majority of the Council members present. The judgment of Council will be considered final and binding in this matter.

ARTICLE 4 - NOTIFICATION OF MEETINGS:

4.1 The Vice President Internal shall prepare a schedule of meetings to be distributed to each member of the Executive once it has been agreed to at an Executive Meeting. Following this, the Vice President Internal shall ensure that all Executive members are notified of any amendments to the initial schedule, or impromptu meetings that are called.

4.2 In the absence of one (1) or more voting members of the Executive Committee when meeting times are discussed, the proposal of any/all subsequent meetings agreed to at an Executive Meeting must be circulated for the approval of all members of the Executive Committee within forty-eight (48) hours of the

Executive Meeting. Every attempt must be made to ensure that any/all subsequent meetings can be attended by all members of the Executive Committee and minutes from all executive meetings must be circulated by the VP Internal to all members of the executive. Subsequent meetings may be held in instances where the full Executive Committee is not available to meet only when two (2) or fewer voting members of the Executive Committee have been exempted from meetings in order to carry out business pertaining to the YUGSA.

ARTICLE 5 - QUORUM:

The quorum of an Executive Meeting may be determined by the following formula: $n/2$ plus 1, where n is the number of voting members on the Executive, ignoring any fractions by rounding down to the nearest whole sum.

ARTICLE 6 - VOTING PRIVILEGES:

Each Executive member has one vote. However, wherein the President or any other Executive member is acting as the designated Chair of the meeting, they shall only vote in the event of a tie. Associate members may vote as full members as long as it does not override what is stipulated in the associate membership agreement. Appointed members ex-officio, and guests, may not vote.

ARTICLE 7 - SUMMER AUTHORITY:

7.1 - The Executive Committee will be empowered to act for the Association during the months of May to September inclusive, but it will give an accurate and complete account of its activities at the first meeting of Council to be held in September. During this period:

1. The Executive Committee is not authorized to spend more than 1/3 of annually budgeted monies without the approval of Council.
2. The Executive may not make any alterations to the Constitution, Bylaws or Standing Orders.

7.2 - During Summer months, the Executive Committee may take the following actions which are otherwise reserved for Council. It may approve:

1. A budget for Summer expenditures by the Association.
2. The audit, which will nevertheless be approved again by Council at the October council meeting.
3. The final list of awards proposed for the Thesis Support Fund, Skills Development Support Fund, Conference Support Fund and Funding Grant by the Funding Committee.

ARTICLE 8 - OFFICE MEETINGS:

8.1 In addition to Executive meetings, Office Meetings shall be held with staff to deal with issues that arise in the course of day-to-day activities. Attendance is open to both Executive and Staff, and is voluntary, and prior notification of such meetings shall be given to each Executive and Staff member. Office Meetings do not require quorum.

At Office Meetings, Executive and Staff shall:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

1. Oversee the allocation of office space, the granting of meeting space to external organizations, and the issuing of keys, and deal with other logistical problems which arise regarding use of office space and materials.
2. Discuss and address concerns raised by the office staff.
3. Assist the Vice President Internal in the coordination and overseeing of staff activities.
4. Discuss and oversee the policy, direction, and strategy of current campaigns, discuss logistical matters in regard to referenda, and oversee purchases of office materials.

8.2 While Office Meetings are open to all members of the Executive Committee and all staff members, the Labour Management Committee remains the primary body designated to deal with formal questions and updates about office policies and procedures, complaints from or against staff, issues of harassment, issues of workplace health and safety, staff concerns, the hiring of contract employees, and any other matters outlined in the Collective Agreement.

ARTICLE 9 - EXECUTIVE ELECTIONS:

9.1 - The election of the Executive Committee shall be conducted in March of each year as set out in Appendix D.

9.2 - The new Executive Committee members shall take office on May 1st, following their election.

9.3 - The election or appointment of associate members is an internal matter of each associate member organization, not governed by this document.

ARTICLE 10 - EXPIRATION OF EXECUTIVE TERMS:

The appointment of each person elected to the Executive Committee expires on the last day of April following the election of the next Executive. The outgoing executive member who is also a Senator may continue performing his or her senatorial duties for the months of June and July, but is under no obligation to do so. Should said officer decline to serve as Senator for May and June, the incoming executive shall assume such duties.

ARTICLE 11 - ORIENTATION AND TRAINING:

The YUGSA Executive must participate in anti-oppression training annually within the first two (2) months of their term. It is the responsibility of the Vice President Equity and the Vice President Community Relations to organise this training.

The YUGSA Executive must also participate in an orientation around the YUGSA Equity Policy/ Mandate, the YUGSA Constitution, the YUGSA Complaint and Conflict Resolution procedure, an office orientation and the staff Collective Agreement annually within the first two (2) months of their term. The tasks for the preparation of this orientation must be distributed at the first annual meeting of the incoming Executive.

BYLAW 4 - DUTIES OF THE EXECUTIVE MEMBERS

ARTICLE 1 - GENERAL DUTIES:

Members of the Executive Committee shall:

1.1 Fulfill the mandates of the YUGSA and perform such functions of the Association as are delegated to it by the Council, the Bylaws and/or the Constitution. Additionally, subject to ratification by Council at its next scheduled meeting, the Executive Committee may take action upon any other matter that requires immediate attention between meetings of Council. This does not include making, amending, or revoking a Bylaw, Standing Order, or any part of the Constitution.

1.2 Perform the duties set out in the individual Executive portfolios.

1.3 Provide a written report to Council on a monthly basis. These reports shall be filled out and submitted to the VP Internal using the model set out in the YUGSA Executive Report Template (see Bylaw 4, Article 1.4). Each report must be completed and submitted to the VP Internal at least five (5) days prior to all regularly scheduled Council meetings. It is then the responsibility of the VP Internal to circulate these reports to Councilors at least three (3) days prior to all regularly scheduled Council meetings and to provide paper copies at all Council meetings. The VP Internal shall also ensure that copies of each monthly Executive report to Council are appropriately filed in the Council binder. Where any member of the Executive Committee fails to complete and submit a maximum of two (2) written reports to Council in one academic term of service, the remaining Executive Committee must discuss this together at an executive meeting. Three or four missed executive reports may mean that the executive committee will begin the informal process of requesting the resignation of the Executive in question. If the Executive member in question does not consent to resign at this time, they may seek formal resolution of the matter before Council. As in Bylaw 12, Article 4.3, after evidence is presented on this matter, Council may propose a motion or motions designated to resolve the complaint. These motions may include:

- a. A dismissal of the complaint without further action; or
- b. Approval of an apology by the Executive member in question and the development of an action plan to address the issue at hand where it is deemed necessary; or
- c. Impeachment of the Executive member; or
- d. Any other resolution of the matter the Council may approve.

Any motion must be approved by a three-quarters majority of the Council members present. The judgment of Council will be considered final and binding in this matter.

1.4 Maintain an Executive Report Template for use in preparing reports to Council. Members of the Executive Committee may submit reports formatted differently from the template, but the content requirements remain the same. In order to ensure that systematic and transparent reporting of all Executive duties is taking place and is readily available to Council and the membership, the following items must be addressed on all Executive Reports:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- a. Indicate all meetings attended (including all regularly scheduled meetings and any additional meetings or events attended), and provide a short summary/written report of each meeting.
- b. Indicate all meetings not attended (including all regularly scheduled meetings and any additional meetings or events each Executive member committed to or was expected to attend). In the event that a regularly scheduled meeting or any additional meeting or event is canceled, indicate the cancellation and the reason for the cancellation.
- c. General report back section to communicate information on ongoing issues or projects to Staff, the Executive Committee, Council, and the membership (information in this section is in addition to the reporting required for each regularly scheduled meeting and any/all additional meetings or events attended).
- d. In the event that an Executive member attends a regularly scheduled meeting or any additional meeting or event that is held in closed session, the Executive member is expected to report the date, time, location, and attendance of this meeting. In place of a short summary/written report of the meeting, the Executive Member can simply indicate that business relating to the work of the committee was heard.

1.5 Provide a written report to Council at the end of the term of service. Each Executive member's Year-End Report shall summarize the important events/accomplishments of his or her term with respect to the individual's portfolio and the YUGSA as a whole. The report will also identify and outline the challenges/goals that lie ahead. At the end of an executive member's term of service he/she will arrange to have a transition meeting with the incoming executive member. At this meeting the executive member will pass off a written report describing his/her responsibilities and duties such that the incoming member can have access to information about his/her new position.

1.6 Be available from Monday to Friday during the regular hours of operation of the university for all of the regularly scheduled meetings (as defined in Bylaw 4, Article 1.9) pertaining to the specific portfolios of each of the members of the Executive Committee. Some Executive members are also required to be available outside of the regular hours of operation in order to attend regularly scheduled meetings (as defined in Bylaw 4, Article 1.9) or events on behalf of the YUGSA in accordance with their respective portfolios (see Bylaw 4, Articles 2-8).

1.7 Spend approximately 10 hours per week on YUGSA related matters, of which partial hours will be spent in the office, outside of YUGSA meetings, during regular hours of operation. Executive committee members are recommended to hold regularly scheduled office hours. Executive committee workload may vary weekly, monthly and seasonally.

1.8 Represent the interests of the Association at meetings of other bodies, as appointed by Council, the Executive, or as prescribed in this document and follow the reporting procedure as outlined in Bylaw 4, Article 1.3.

1.9 Attend all regularly scheduled meetings. Regularly scheduled meetings are defined as: all Executive meetings, meetings pertaining specifically to an Executive's portfolio, meetings pertaining to all the Committees on which and Executive member sits, YUGSA Council meetings, and FGS Council meeting. If an executive member is regularly scheduled to teach during FGS council meetings, he/she can request a proxy vote. In addition to attending all regularly scheduled meetings, all members of the Executive Committee are expected to regularly attend meetings with the Dean of the Faculty of

Graduate Studies, and where applicable, the University President, Vice Provost, Vice Presidents, and other university administrators.

1.10 Where any member of the Executive Committee is unable to attend 2 regularly scheduled meetings, other than Executive Committee meetings, in one academic term of service, and has not been exempted from these meetings in order to carry out business pertaining to the YUGSA, the Executive Committee must discuss this matter at an executive meeting. If the member continues to miss meetings, the executive can begin the informal process of requesting the resignation of the Executive committee member in question. If the Executive committee member in question does not consent to resign at this time, they may seek formal resolution of the matter before Council. As in Bylaw Article 4.3, after evidence is presented on this matter, Council may propose a motion or motions designated to resolve the complaint. These motions may include:

- a. A dismissal of the complaint without further action; or
- b. Approval of an apology by the Executive committee member in question and an the development of action plan to address the issue at hand where it is deemed necessary; or
- c. Impeachment of the Executive committee member; or
- d. Any other resolution of the matter the Council may approve.

Any motion must be approved by a three-quarters majority of the Council members present. The judgment of Council will be considered final and binding in this matter.

1.11 Ensure representation on all external committees, including, but not limited to: Security Advisory Committee and the York University Advisory Committee on Responsible Investment. All external committee members are required to submit written reports to Council on a monthly basis using the model set out in the YUGSA Non-Executive Committee Representative Report Template (see Bylaw 6, Article 8.6).

1.12 Be members of the Finance Committee of the YUGSA.

1.13 Assist the Vice President Internal with drafting content for the YUGSA website.

1.14 Approve the hiring of all employees in tandem with the Collective Agreement.

1.15 Be non-partisan in the performance of its duties.

1.16 Fulfill the responsibilities of the Board of Directors as per the Ontario Corporations Act. This does not include the associate or appointed members.

1.17 Observe the fiduciary duties in acting as the executive of the corporation.

1.18 Ensure representation at the Toronto and York Region Labour Council, where necessary.

ARTICLE 2 - PRESIDENT:

2.1 MANDATE - The President shall:

1. Act as the chief executive officer of the YUGSA overseeing the daily business of the YUGSA.
2. Be the chief Spokesperson of the YUGSA.
3. Enforce due observance of the Constitution, Bylaws, and Standing Orders, and, with the counsel of the Vice- President Internal, shall decide all questions of order which arise during executive meetings when acting as chair.
4. Serve as the presiding officer and director of the corporation.

2.2 SPECIFIC DUTIES - the President shall, in consultation with the executive:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

1. Hold monthly meetings with the Dean of the Faculty of Graduate Studies, and when possible, the University President, Vice Presidents and other university administrators, to represent the concerns, interests and positions taken by the YUGSA.
2. Assist in the oversight and coordination of any referenda in which YUGSA members shall be voting and attend meetings of the Board of Referenda Committee (BORC).
3. Appoint the VP Campaigns to act as Acting President in the event of a temporary absence.
4. Liaise with York Housing and the York Apartments to assist graduate students with their appeals.
5. Inform the Association of relevant matters requiring research, investigation and policy development.
6. Attend and/or assign delegates to the meetings of the York University Cross-Campus Alliance (CCA).

2.3 COMMITTEE APPOINTMENTS - The President shall:

1. Chair all council meetings to which an external chair has not been named, voting only in the case of a tie.
2. Chair all Executive and Board of Directors meetings, voting only in the case of a tie.
3. Attend all meetings pertaining to constitutional revision.

ARTICLE 3 - VICE PRESIDENT CAMPAIGNS:

3.1 MANDATE - The Vice President Campaigns shall:

1. Liaise and maintain regular communication with departmental Graduate Students' Associations and Council Members.
2. Be an executive member of the Canadian Federation of Students representing Local 84, the Graduate Students' Association.
3. In the unanticipated absence of - or assigned by - the President, fulfill the duties of that office. Where the absence becomes a vacancy, the Vice President Campaigns will assume the role of the President until such time as the Council has appointed an Acting President as a replacement.
4. Ensure that the YUGSA Executive and Council are duly informed of meetings of and have access to the literature provided by the Canadian Federation of Students and other external events which are of integral importance to the YUGSA as the representative body of graduate students at York and which may be essential to the operations of the YUGSA and the representation of graduate students.
5. Inform the YUGSA of relevant matters requiring research, investigation and policy development.
6. Coordinate research and campaigns as determined by the Executive Committee and by Council, and supervise, in conjunction with the Vice President Internal, persons hired to undertake such research or campaigns.

3.2 SPECIFIC DUTIES - the Vice President Campaigns shall:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

1. Promote awareness of the Association by providing the names of Executive members, and contact information to:
 - a. The Canadian Federation of Students;
 - b. Fellow graduate student bodies off campus;
 - c. Provincial and national graduate student bodies;
 - d. International graduate student bodies;
2. Promote awareness of and coordinate membership participation in the meetings, campaigns, programs and services provided by the Canadian Federation of Students and other external organizations.
3. Attend or ensure attendance, as necessary, at all executive and general meetings of the Canadian Federation of Students, including, but not limited to: the National AGM, the Ontario AGM, the Ontario Executive meetings, the Ontario Graduate Caucus and the National Graduate Caucus meetings.
4. Carry out other campaign duties important to the YUGSA which Council or the Executive Committee may assign.
5. Attend, or ensure attendance at the annual meeting of the Canadian Association of Graduate Studies (CAGS).
6. Be primarily, but not solely, responsible for working with graduate program-level students' associations on campaigns and reporting to the Executive Committee and GSA Council.

3.3 COMMITTEE APPOINTMENTS - the Vice President Campaigns shall:

1. In the absence of the Vice President Finance and Services, be responsible for organizing and assembling all meetings of the Funding Committee.
2. Chair the Campaigns Committee and hold meetings regularly to implement the campaigns of the organization.

ARTICLE 4 - VICE PRESIDENT INTERNAL:

4.1 MANDATE - The Vice President Internal shall:

1. Prepare agendas for biweekly meetings of the Executive and the Board of Directors and monthly Council meetings in consultation with other members of the Association.
2. Liaise and maintain regular communication with departmental Graduate Students' Associations and Council Members.
3. Act as counsel to the President or the acting chair of any meeting, on questions of how to interpret the wording of the Constitution, Bylaws, Standing Orders, Letter Patent and Appendices to the Constitution; and shall decide all outstanding differences of opinion as to such interpretation, subject only to the will of the Council.
4. Oversee the daily operations of the YUGSA offices and coordinate scheduling to ensure that the YUGSA office is open during its regularly scheduled hours of operation.
5. Be the custodian of all YUGSA records and ensure that general typing, filing, clerical, and correspondence duties pertaining to the daily operations of the YUGSA are performed.

6. Be responsible for all communications with the YUGSA membership, including, but not limited to, the YUGSA Handbook, the YUGSA website and the YUGSA newsletter.
7. Be responsible for overseeing the process of staff employment, and ensure that staff are fully aware of their duties, rights, and obligations.
8. Oversee the provision of all technical printing and computing requirements of the YUGSA office.

4.2 SPECIFIC DUTIES - The Vice President Internal shall:

1. Perform weekly YUGSA website updates in order to make YUGSA news and operational information readily accessible to the YUGSA membership.
2. Coordinate the publication of any literature that the YUGSA may produce from time to time.
3. Distribute a written announcement of Council and Executive meetings, attaching previous minutes and an agenda, giving seven (7) days notice wherever possible.
4. Ensure that minutes of all Council, Executive, Senate, and Committee meetings are kept and filed appropriately. The VP Internal shall also keep a formal record of Council, Executive, Senate, and Committee meeting attendance and the submission of written reports for regularly scheduled meetings. The VP Internal will therefore be responsible to notify the president of the Executive Committee when any member of Council, the Executive Committee, Senate, an/or Non-Executive Committees has failed to meet the requirements for attendance and/or reporting with respect to their elected or appointed position. This matter will be discussed at the next executive committee meeting.
5. Maintain an up-to-date list of all members of Council readily available on the YUGSA website.
6. Make available a copy of the YUGSA's Constitution, Bylaws, and Standing Orders to all new members at the September Council meeting.
7. Ensure that any Executive of the YUGSA who corresponds in writing in the capacity of an officer of the YUGSA on any matter shall file a copy of this correspondence.
8. Be responsible for transferring all relevant documents to the York University Archives for storage when, in consultation with the President and the Vice President Finance, it is feasible to do so.
9. Supervise the preparation, assembly, printing, and distribution of the YUGSA Handbook.
10. In the absence of an Acting President, cause to be held a special meeting of Council for the purpose of appointing an Acting President.

4.3 COMMITTEE APPOINTMENTS - The Vice President Internal shall:

1. Be responsible for organizing and assembling all meetings of the Hiring Committee.
2. Organize and attend meetings of the Labour Management Committee with YUGSA staff members.
3. Be responsible for organizing and assembling all meetings pertaining to constitutional revision.

ARTICLE 5 - VICE PRESIDENT FINANCE AND SERVICES:

5.1 MANDATE – The Vice President Finance and Services shall:

1. Oversee the provision and coordination of the various services which the Association offers to graduate students at York.
2. Act as a chief signing authority for the YUGSA.
3. Supervise the disbursement of funds by the YUGSA in accordance with the instructions of Council.
4. Supervise the running of the YUGSA Health and Dental Plan.
5. Act as a liaison between the Health Plan and Finances Coordinator and the YUGSA Executive and Council.
6. Assume primary responsibility for any health or dental insurance plans negotiated for full members and members of student governments with associate status, working with organizations involved to ensure that all students who are subscribed have full access to materials and information about the plan.

5.2 SPECIFIC DUTIES - The Vice President Finance and Services duties shall include:

1. Supervising and facilitating the work of the Health Plan and Finances Coordinator and Health Plan Administrator and/or any staff employed for the YUGSA Health and Dental plan.
2. Submitting for approval by the Finance Committee a list of graduate students and amounts who have applied for a disbursement from the Academic Fund on a tri-annual basis. Facilitating the appeals of prior adjudications as described in Standing Order 4 and 5.
3. Keeping orderly files of all Academic Fund awards, and Funding Grant awards, including final reports of all approved disbursements.
4. Supervising the distribution of emergency loans in conjunction with the Resource Coordinator(s).
5. Overseeing the execution of an audit of all the YUGSA's accounts for the previous fiscal year, and, after his or her term has expired, sign the audit for the fiscal year corresponding to his or her term, as well as oversee a mid-term review of the YUGSA's accounts by the auditor, and present a signed statement to the effect that the accounts are in order to the administration no later than February.
6. Preparing a budget for approval by Council in October, and presenting regular reports at Council on the financial situation of the YUGSA.
7. Reviewing budgets of the graduate program-level student associations.
10. Calculating the amounts for and write out the Operating Grants Fund cheques to the departmental graduate student associations (see Standing Order 1).
8. Ensuring that monthly honoraria is disbursed to the executive committee.
9. Ensuring that an inventory of YUGSA office equipment and furniture is taken annually.
10. Assisting the Vice President Internal with drafting content for the production of the handbook and the YUGSA website.

5.3 COMMITTEE APPOINTMENTS - The Vice President Finance and Services shall:

1. Be responsible for organizing and assembling all meetings of the Finance Committee.
2. Be responsible for organizing and assembling all meetings of the Health Plan Committee.
3. Be responsible for organizing and assembling all meetings of the Funding Committee.
4. Attend meetings of the Labour Management Committee with YUGSA staff members.

ARTICLE 6 - VICE PRESIDENT EQUITY AND VICE PRESIDENT COMMUNITY RELATIONS:

6.1 MANDATE - the Vice President Equity and the Vice President Community Relations shall work closely together to:

1. Be responsible for establishing working relations between the Association and on-campus and off-campus organizations whose business pertains to the equity affairs of the YUGSA.
2. Collect, compile and be prepared to present both quantitative and qualitative research on relevant equity issues for graduate students at York.
3. Be responsible for the YUGSA's advocating for students.
4. Be responsible for and politically accountable to the concerns of members of disenfranchised groups on campus (i.e. disabled persons, members of racial and ethnic minorities, Indigenous peoples, women, gay men, lesbians and bisexuals, transgendered, transsexuals, queer people and international students).
5. Investigate systemic barriers within the university including, but not limited to the process of admissions to graduate programs.
6. Work with other Executive and Council members to promote inclusiveness at all levels of YUGSA functioning.

7.2 SPECIFIC DUTIES - the Vice President Equity and the Vice President Community Relations shall work closely together to:

1. Directly liaise with diverse campus organizations, including but not limited to, TBLGAY York, Race Inclusion and Supportive Environments (RISE), Student Accessibility Services (SAS), Enable York, the Centre for Human Rights, Equity, and Inclusion, the Centre for Women and Trans People, The Centre for Sexual Violence Response, Support, and Education, the TransFeminist Caucus (TFAC) of CUPE 3903, and the Accessibility Committee of CUPE 3903.
2. Meet approximately every two months with CUPE 3903 TransFeminist Caucus (Co)Chair(s) to discuss and strategize about relevant equity issues concerning graduate students at York University.
3. Work with diverse campus organizations in actively seeking under-represented constituent groups to participate in YUGSA Council and the GSA Equity committee.
4. Prepare summer anti-oppression training for the Executive Committee.

5. Maintain a calendar of equity days and events on and off-campus (e.g., Pride Parade, Black History Month, National Indigenous Peoples Day, Trans Day of Remembrance, International Women's Day, etc.). VP Equity and VP Community Relations should raise awareness of and organize graduate student involvement in these events.
6. Coordinate Council orientation with the VP Internal.
7. Be available for consultation with members of disenfranchised groups on campus (i.e. disabled persons, members of racial and ethnic minorities, Indigenous peoples, women, gay men, lesbians and bisexuals, transgendered, transsexuals, queer people and international students) who come to the Association for assistance on matters related to equity issues, and bring these matters before the Executive or Council, when appropriate, for information, discussion, and/or taking action.
8. Refer individuals who come to the Association asking for assistance on matters related to equity issues to the appropriate organizational bodies on campus which are best equipped to deal with the issue.
9. Prepare fall anti-oppression training for the Executive Committee.

7.3 COMMITTEE APPOINTMENTS - the Vice President Equity and the Vice President Community Relations shall work closely together to:

1. Form and co-chair an Equity Committee, which shall be composed of the general membership and make use of equity funds to host equity events, workshops, and speaker series.
2. In the absence of the Vice President Internal, be responsible for organizing and assembling the Hiring Committee.

BYLAW 5 - THE CORPORATION

ARTICLE 1 - COMPOSITION OF THE BOARD:

1. Any person duly elected as a voting member and member of the Executive shall be a Director of the Corporation *ex-officio*.

ARTICLE 2 - BOARD MEETINGS AND QUORUM:

1. The Directors shall meet as such no less than once per annum to deal with the concerns pertaining to the Corporation and shall thereby satisfy requirements of incorporation.
2. Whenever possible, the President shall distribute a written agenda to all active members at least eight (8) days in advance of the meeting.
3. Quorum for a meeting of the Board shall be four (4) voting members.

ARTICLE 3 - BOARD POWERS AND RESPONSIBILITIES:

The Board:

1. Shall have the power to add items to the agenda of the next meeting of the YUGSA Council, as well as propose motions.
2. Shall be responsible for all matters pertaining to the incorporation status of the Corporation, its Letters Patent and its Corporate Bylaws.

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

3. Shall be responsible for ensuring the appointment of an auditor and the presentation of an annual audit, as appropriate.
4. Shall oversee the handling of any legal matters involving the Corporation.
5. Shall be accountable to all resolutions and Bylaws passed by the Council, at Annual Meetings, and at General Meetings of the Members at Large.

ARTICLE 4 – INDEMNITY

Every Executive Officer, employee, or other person undertaking any action or liability, either within the scope of the office or with express authority of the Association, shall be indemnified and saved harmless out of the funds of the Association:

1. from and against any and all costs, charges, damages and expenses sustained or incurred in relation to the affairs of the Association; and
2. with respect to any action, suit or proceeding brought about as a result of the execution of duties owed to the Association, except to the extent that such liability results from the individual's willful neglect or default.

ARTICLE 5 – INSURANCE

The corporation shall purchase and maintain insurance for the benefit of any Representative, Officer or other person acting on behalf of the Corporation against any liability incurred in that person's capacity as a Representative, Officer or other person acting on behalf of the Corporation, except to the extent that such liability results from the individual's willful neglect or default.

ARTICLE 6 - ANNUAL GENERAL MEETINGS:

1. The corporation shall hold an annual general meeting each year between September and April, in lieu of/in conjunction with the Council Meeting for that month. The meeting shall be open to every individual member of the Association, and each member shall have one vote.
2. The President shall ensure that not less than two weeks notice are given to the membership and motions and agenda items to be considered therein.
3. At each Annual Meeting the current President shall present a report, summarizing the important events of his or her term, the accomplishments of the past year, and identifying the challenges that lie ahead.
4. At each Annual Meeting the audit and financial statements of the previous year shall be presented and adopted.
5. The members of the Executive Committee are expected to produce a written report specific to this meeting. Executive reporting for the month in which the Annual Meeting is held will correspond to regular reporting procedures as outlined in Bylaw 4, Article 1.3.

ARTICLE 7 - GENERAL MEETINGS OF THE MEMBERS AT LARGE:

Every meeting of the YUGSA Council is simultaneously a General Meeting of the Members, whereby the members are represented through their elected delegates on the

YUGSA Council. This does not preclude the possibility of holding General Meetings of the Membership at Large, outside of Council Meetings and Annual Meetings. Such a meeting would have powers equivalent to those of the Council. This article, and the provisions for such General Meetings under Article 6, govern the organization of such meetings.

1. A General Meeting may be called at any time by the President, the Board of Directors, or the YUGSA Council.
2. A General Meeting must be called within seven (7) days upon presentation of a petition to do so as signed by one-hundred (100) percent of the members at large.
3. The President shall ensure that no less than one week's notice is given to the membership at large of the General Meeting and the motions and agenda items to be considered therein.

ARTICLE 8 - CONDUCT OF ANNUAL AND GENERAL MEETINGS:

At all Annual and General Meetings of the membership at large:

1. The President shall preside as chair, voting only when it will affect the outcome.
2. Each member in attendance shall have one vote, no proxies shall be permitted.
3. Minutes shall be kept, and shall be stored in the head office of the corporation.
4. Members may pass or suspend Bylaws, according to the procedures set out in Bylaw 15.
5. Members may overturn any resolution passed by the Directors.
6. Members may overturn any resolution which is binding upon the membership of the corporation, previously passed by the GSA council or Executive. The members may not amend or adopt or overrule any Standing Orders of Council. Quorum for all Annual and General Meetings shall be 2% of the general membership of the Association. No more than that 2% can be from one program.

BYLAW 6 - ESTABLISHMENT OF COMMITTEES

ARTICLE 1 - COMMITTEES of COUNCIL:

Council may establish committees as it deems necessary.

ARTICLE 2 - CLOSED COMMITTEES:

2.1 Committees which allocate funding to students, conduct hiring procedures, or otherwise must take confidential documents under consideration are considered 'closed' committees, and may only be attended by persons appointed, elected or specifically designated by virtue of their portfolio to sit on the committee, or otherwise invited by a member of the committee to attend as a guest.

2.2 Closed committees shall consist of:

- (a) the Funding Committee; and

(b) the Health Plan Committee.

ARTICLE 3 - OPEN COMMITTEES:

3.1 All other committees are 'open,' and all members of the YUGSA may attend any formal session.

3.2 Open Committees shall consist of:

- (a) the Campaigns Committee; and
- (b) the Equity Committee.

ARTICLE 4 - NOTIFICATION:

One executive officer shall be responsible for assembling and organizing each committee, and shall provide no less than seven (7) days' notice of a meeting prior to its convening. Any member unable to attend because she or he was not given seven (7) days' prior notice has the right to request that the meeting be postponed. Such a request cannot be denied.

ARTICLE 5 - QUORUM:

Quorum for any committee is three (3).

ARTICLE 6 - REPORTS and MINUTES:

6.1 Committees assigned with the task of presenting a report to Council and/or the Executive for approval, or to request/propose that either body take a specific action, must produce a written report to be presented for approval or consideration; minutes are not required in such cases.

6.2 Committees not specifically engaged in such activities shall keep minutes of all meetings.

6.3 Each Executive member must produce a monthly written report to Council on the business of each "open committee" for which they are responsible (as defined in Bylaw 6, Article 3), in accordance with Bylaw 4, Article 1.3, 1.4. In the event that no Executive member is a member of a Committee of Council, the designated Chair of said committee shall produce the required monthly written report in accordance with Bylaw 4, Article 1.3, 1.4.

ARTICLE 7 - EXECUTIVE ASSIGNMENTS:

In accordance with their portfolios, the Executive members must agree upon committee assignments in May.

ARTICLE 8 - NON-EXECUTIVE ELECTIONS/APPOINTMENTS:

8.1 - At the first meeting of Council in September, nominations shall be taken and elections/appointments held for:

1. The non-executive positions on all committees which are expected to be active throughout the year.
2. The non-executive representative to the Toronto and York Region Labour Council.

8.2 All Non-Executive committee members are mandated to attend all regularly scheduled meetings of the committee to which they are appointed.

8.3 Where any elected/appointed Non-Executive committee member is unable to attend 2 regularly scheduled meetings in one academic term of service, and has not been exempted from these meetings in order to carry out business pertaining to the GSA, the Executive Committee must immediately begin the informal process of requesting the resignation of the Non-Executive committee member in question. If the Non-Executive committee member in question does not consent to resign at this time, they may seek formal resolution of the matter before Council. As in Bylaw Article 4.3, after evidence is presented on this matter, Council may propose a motion or motions designated to resolve the complaint. These motions may include:

- a. A dismissal of the complaint without further action; or
- b. Approval of an apology by the Non-Executive committee member in question and an the development of action plan to address the issue at hand where it is deemed necessary; or
- c. Impeachment of the Non-Executive committee member; or
- d. Any other resolution of the matter the Council may approve.

Any motion must be approved by a three-quarters majority of the Council members present. The judgment of Council will be considered final and binding in this matter.

8.4 If an appointment falls vacant for any reason, a by-election will be held in the first meeting of Council following the vacancy. The newly appointed Non-Executive committee representative will then be mandated to execute all duties in accordance with Bylaw 6, Article 6, 8. 2, 8.3.

ARTICLE 9 - STRUCTURE and VOTING:

1. The voting structure for closed committees is two (2) executive members and three (3) councillors or members at large. On closed committees, only appointed or elected members are allowed to vote. Closed committees shall follow the same procedures on conflict of interest as spelled out in Bylaw 2.8.
2. Open committees shall appoint a minimum of two (2) executives and three (3) non-executive members, but all members present may vote, with the only exception being given under Article 9.4 below.
3. Voting shall be undertaken to determine the majority view of members present. Reports should reflect the majority view. If any member present feels particularly strong about an issue on which that member is in the minority, the member may request that the dissenting view be reflected in the report or the minutes. Such a request cannot be denied.
4. As stated in Bylaw 4.2, the President of the Association is an *ex-officio* member of all YUGSA committees to which she/he is not already appointed, and may vote only in the event of a tie. If the President is not sitting *ex-officio*, that is, if the President is appointed as a regular member of the committee, this restriction does not apply, and she or he may vote as a regular member.

ARTICLE 10 - CHAIRING:

1. Each committee may decide who shall chair the meeting upon convening. Closed committees must designate an appointed or elected

- member as chair. Open committees may designate a chair from any person, member or non-member, present.
2. One executive officer shall be responsible for organizing and assembling meetings, but this duty does not preclude another committee member from acting as chair.
 3. The acting chair of any committee may vote without restrictions, unless that person is a non-member.

ARTICLE 11 - ABSENCE and RESIGNATION and INTERIM APPOINTMENTS:

- a. Executive committee members who are unable to attend meetings should appoint an executive or non-executive replacement. In the event of an executive resignation or other absence, other executive members have an obligation to fill the position in the interim.
- b. On closed committees:
 1. Upon the resignation of a non-executive member, or when a member consistently fails to attend meetings, that member may be replaced by calling for nominees at the next Council meeting.
 2. If the absence occurs during summer, or for a meeting which is to take place before the next regular meeting of Council, and quorum would not otherwise be met, a non-executive member may be recruited and appointed to sit on the committee by the Executive.
 3. When such an appointment is made, the person recruited must not be someone who has an application for funding currently submitted to the same committee.
 4. If quorum cannot be met, the business may be taken up by the Executive Committee.

BYLAW 7 - APPOINTMENTS OF COUNCIL

From time to time, Council may determine the need for Officers of Council who will perform specified jobs and duties for the benefit of graduate students at large.

ARTICLE 1 - CHAIR OF COUNCIL:

- a. The President is Chair of the Council, unless an external chair is appointed.
- b. Any member of the Executive receives no additional honorarium for acting as Chair of Council.
- c. The acting Chair may not participate in debate.
- d. VOTING - the Chair may vote *only*:
 - a. In instances where such a vote would be the decisive vote;
 - b. In a secret ballot, provided she is a member of the YUGSA, and provided her ballot is received by the tellers prior to the commencement of the counting;
- e. RESPONSIBILITIES - the Chair shall:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- a. Ensure the efficient, orderly, and equitable conduct of Council meetings.
- b. Ensure that the Rules of Order are adhered to at meetings.
- c. Ensure, in consultation with the Vice President Internal, that quorum is met prior to calling the meeting to order.
- f. *PRO-TEM* CHAIR - Should the President wish to vacate the chair and appoint a *pro-tem* chair:
 - a. So that the President may join in debate and discussion on an agenda item, the appointment shall last for the duration of the discussion of such item, and shall not be rewarded pecuniarily.
 - b. For a meeting at which s/he shall be absent, the appointment shall last until that meeting is adjourned.
 - c. So that the President may regularly join in debate and discussion, as well as have full voting rights as a member of Council, the appointment may be made for the duration of the President's term.
 - d. A *pro-tem* Chair who currently holds a voting position on the Council may vote only when her or his vote would change the outcome of a vote. A *pro-tem* Chair who does not currently hold a voting position on the Council may not vote under any circumstances.
 - g. QUALIFICATIONS - the Chair shall:
 1. Have a working knowledge of the Rules of Order followed by the Association at meetings.

ARTICLE 2 - CHIEF RETURNING OFFICER (CRO):

- a. RESPONSIBILITIES - the CRO shall:
 1. Fulfill his or her mandate as set out in the Election Procedures (Bylaw 9).
 2. Recruit and/or hire Deputy Returning Officers and Poll Clerks as needed.
2. APPOINTMENT: An open competition for the position of CRO shall be held according to the Hiring Policy and procedures of the Association, and a recommendation shall be presented to the January meeting of Council.

ARTICLE 3 - FURTHER APPOINTMENTS:

- a. APPEALS COMMITTEE: In January of each year, the Council shall appoint an Appeals Committee of three (3) members at large, for the purpose of adjudicating appeals of decisions of the CRO. The Appeals Committee shall select a chair from within the committee who shall act as the Appeals Officer. The Appeals Committee shall fulfill the mandate set out in the Elections Procedure Code and Guidelines (Appendix D).
- b. OTHER APPOINTMENTS: Council may create other appointments, as it deems necessary (i.e. Activities Coordinator).

ARTICLE 4 - PAYMENT OF OFFICERS OF COUNCIL:

Appointees of Council who are to be paid shall be paid according to a rate set upon their approval or appointment by Council.

BYLAW 8 - SENATORS AND CHIEF COUNCILLORS

ARTICLE 1 - DUTIES OF SENATORS:

1. All Senators are required to attend all regularly scheduled meetings of the Senate and the Student Senate Caucus, and are strongly encouraged to attend all meetings of the YUGSA Council.
2. Where any Senator is unable to attend 2 regularly scheduled Senate meetings in one term of service, and has not been exempted from these meetings in order to carry out business pertaining to the YUGSA, the Executive Committee must immediately begin the informal process of requesting the resignation of the Senator in question. If the Senator in question does not consent to resign at this time, they may seek formal resolution of the matter before the YUGSA Council according to Bylaw 12, Article 4.3 and 4.4.
3. Each Senator is required to provide a written report to the YUGSA Council on a monthly basis. These reports shall be filled out and submitted to the VP Internal using the model set out in the YUGSA Senator Report Template (see Bylaw 8, Article 1.4). Each report must be completed and submitted to the VP Internal at least 5 days prior to all regularly scheduled YUGSA Council meetings. It is then the responsibility of the VP Internal to circulate these reports to YUGSA Councilors at least 3 days prior to all regularly scheduled YUGSA Council meetings. In the event that a regularly scheduled meeting of the Senate and/or the Student Senate Caucus takes place less than 5 days prior to a regularly scheduled YUGSA Council meeting, the Senators may deliver a verbal report on these meetings to the YUGSA Council and submit their written reports to the VP Internal within 48 hours of the regularly scheduled YUGSA Council meeting. Where either Senator fails to complete and submit a maximum of 2 written reports to the YUGSA Council in one term of service, the Executive Committee must immediately begin the informal process of requesting the resignation of the Senator in question. If the Senator in question does not consent to resign at this time, they may seek formal resolution of the matter before the YUGSA Council according to Bylaw 12, Article 4.3 and 4.4.
4. The YUGSA will maintain Senator Report Template. Senators may submit reports formatted differently from the template, but the content requirements remain the same. In order to ensure that systematic and transparent reporting of all Senatorial duties is taking place and is readily available to the YUGSA Council and the membership, the following items must be addressed on all the YUGSA Senator Report Templates:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- a. Indicate all meetings attended (including all regularly scheduled meetings and any additional meetings or events attended), and provide a short summary/written report of the meeting.
 - b. Indicate all meetings not attended (including all regularly scheduled meetings and any additional meetings or events that each Senator had committed to or was expected to attend). In the event that a regularly scheduled meeting or any additional meeting or event is canceled, indicate the cancellation and the reason for the cancellation.
 - c. General report back section to communicate information to the Staff, the Executive Committee, the Council, and the membership (information in this section is in addition to the reporting required for each regularly scheduled meeting and any/all additional meetings or events attended).
 - d. In the event that a Senator attends a regularly scheduled meeting or any additional meeting or event that is designated as a "closed committee" (see Bylaw 6, Article 2), the Senator is expected to report the date, time, location, and attendance of this meeting. In place of a short summary/written report of the meeting, the Senator can simply indicate that business relating to the work of the committee was heard.
5. Carry out duties related to their representation on the Senate and/or the YUGSA Council as may be assigned.
 6. Take direction from the YUGSA Council and/or the YUGSA Executive Committee on strategic voting.
 7. Senators are strongly encouraged to form alliances with undergraduate and graduate student Senators to express the students' concerns in a strong manner.

ARTICLE 2 – DUTIES OF CHIEF COUNCILLORS

1. The YUGSA designates one (1) Chief Councillor to each resource faculty at York University, except for the Faculty of Graduate Studies. As of academic year 2018-19, there exists ten (10) resource faculties at York University, namely: School of the Arts, Media, Performance & Design; Faculty of Education; Faculty of Environment Studies; Glendon; Faculty of Health; Lassonde School of Engineering; Faculty of Liberal Arts & Professional Studies; Osgoode Hall Law School; Schulich School of Business; Faculty of Science.
2. All Chief Councillors are required to attend all regularly scheduled meetings of their associate Faculty Council and its Student Caucus, and are strongly encouraged to attend all meetings of the YUGSA Council.
3. Where any Chief Councillor is unable to attend 2 regularly scheduled Faculty Council meetings in one term of service, and has not been exempted from these meetings in order to carry out business pertaining to the YUGSA, the Executive Committee must immediately begin the informal process of requesting the resignation of the Chief Councillor in question. If the Chief Councillor in question does not consent to resign at this time, they may seek formal resolution of the matter before the YUGSA Council according to Bylaw 12, Article 4.3 and 4.4.

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

4. Each Chief Councillor is required to provide a written report to the YUGSA Council on a monthly basis. These reports shall be filled out and submitted to the VP Internal using the model set out in the YUGSA Chief Councillor Report Template (see Bylaw 8, Article 2.5). Each report must be completed and submitted to the VP Internal at least 5 days prior to all regularly scheduled YUGSA Council meetings. It is then the responsibility of the VP Internal to circulate these reports to YUGSA Councilors at least 3 days prior to all regularly scheduled YUGSA Council meetings. In the event that a regularly scheduled meeting of the Faculty Council and/or its Student Caucus takes place less than 5 days prior to a regularly scheduled YUGSA Council meeting, the Chief Councillors may deliver a verbal report on these meetings to the YUGSA Council and submit their written reports to the VP Internal within 48 hours of the regularly scheduled YUGSA Council meeting. Where either Chief Councillor fails to complete and submit a maximum of 2 written reports to the YUGSA Council in one term of service, the Executive Committee must immediately begin the informal process of requesting the resignation of the Chief Councillor in question. If the Chief Councillor in question does not consent to resign at this time, they may seek formal resolution of the matter before the YUGSA Council according to Bylaw 12, Article 4.3 and 4.4
5. The YUGSA will maintain Chief Councillor Report Template. Chief Councillors may submit reports formatted differently from the template, but the content requirements remain the same. In order to ensure that systematic and transparent reporting of all Chief Councillor duties is taking place and is readily available to the YUGSA Council and the membership, the following items must be addressed on all the YUGSA Chief Councillor Report Templates:
 - a. Indicate all meetings attended (including all regularly scheduled meetings and any additional meetings or events attended), and provide a short summary/written report of the meeting.
 - b. Indicate all meetings not attended (including all regularly scheduled meetings and any additional meetings or events that each Chief Councillor had committed to or was expected to attend). In the event that a regularly scheduled meeting or any additional meeting or event is canceled, indicate the cancellation and the reason for the cancellation.
 - c. General report back section to communicate information to the Staff, the Executive Committee, the Council, and the membership (information in this section is in addition to the reporting required for each regularly scheduled meeting and any/all additional meetings or events attended).
 - d. In the event that a Chief Councillor attends a regularly scheduled meeting or any additional meeting or event that is designated as a “closed committee” (see Bylaw 6, Article 2), the Chief Councillor is expected to report the date, time, location, and attendance of this meeting. In place of a short summary/written report of the meeting, the Chief Councillor can simply indicate that business relating to the work of the committee was heard.
6. Carry out duties related to their representation on the Faculty Council and/or the YUGSA Council as may be assigned.

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

7. Take direction from the YUGSA Council and/or the YUGSA Executive Committee on strategic voting.
8. Chief Councillors are required to be regularly in touch with Departmental GSAs that fall under their associate resource faculty. It is also the responsibility of Chief Councillors to encourage departments/graduate programs that do not have a Departmental GSA to constitute one.
9. Chief Councillors are strongly encouraged to form alliances with undergraduate and graduate student members of their associate Faculty Council to express the students' concerns in a strong manner.

ARTICLE 3 - ELECTIONS:

1. The election of Senators and Chief Councillors shall take place concurrent with the election of the Executive Committee, and Senators and Chief Councillors shall assume office on the first day of July following the elections.
2. The election of Chief Councillors is faculty-specific; that is, only members of the associate resource faculty are eligible for nomination and voting.

ARTICLE 4 - EXPIRATION OF TERMS:

The terms of Senators and Chief Councillors expire on the last day of June in the final year of the term. The term of office for all the Senators and Chief Councillors shall be one year.

BYLAW 9 - ELECTION PROCEDURES

ARTICLE 1 – INTERIM POSITION ON THE EXECUTIVE COMMITTEE:

1. When an Executive position becomes vacant, a posing will be made through the YUGSA listservs and website by the Vice President Internal, in regards to soliciting interest in filling the interim position on the Executive Committee. If the vacancy in question is for the Vice President Internal position, then the Executive Committee will select a designate to post the vacancy. At the following Council meeting, any persons who bring their names forward for the position will make themselves known to the Council, and may give a brief speech to the Council at this time.
2. A vote by Council will take place, by secret ballot.
3. The length of the interim appointment will be dependent on the time of year the vacancy becomes open.

BYLAW 10 -VACANCIES

ARTICLE 1 - DEFINITION:

In the event that any member dies or resigns the seat *ipso facto* becomes vacant.

ARTICLE 2 - WITHDRAWAL of REGISTRATION:

If, for whatever reason, a member of Council withdraws from the University after eight (8) months in office, Council may allow that person to finish the term of office.

ARTICLE 3 - COUNCILLOR SEATS:

In the event that the seat of a program representative to the Council falls vacant, the graduate departmental YUGSA shall forthwith elect or appoint a new representative.

ARTICLE 4 - OTHER INTERIM APPOINTMENTS:

In the event that any Executive position other than President falls vacant, the Council may make an interim appointment.

ARTICLE 5 - HONORARIA and INTERIM MEMBERS:

Any designated Acting President or other interim member of the Executive, as appointed by the Executive, and fulfilling all the duties of the portfolio, is entitled to the full honorarium associated with that portfolio.

ARTICLE 6 - VACANCIES OF BOARD OF GOVERNORS, SENATORS, and Chief Councillors:

Unless Council deems otherwise, By-Elections for vacant Senator and/or Chief Councillor positions shall be held in Council according to the following procedure:

- a. At the Council meeting where the vacancy is declared, the Executive will notify Council that elections shall take place at the next regularly scheduled Council meeting. In the event that there is no CRO, the Council shall appoint an interim CRO to oversee the Senator and/or the Chief Councillor By- Elections. Notices will be sent out to all voting departments announcing the date of the By- Elections and specifically stating that all full members and associate members are eligible to run for the post, whether or not they sit on Council.
- b. At the next regularly scheduled Council meeting, the CRO shall ask for nominations. Any single Council member may nominate a candidate. Any full member or associate member in good standing is eligible to run (see also Bylaw I Article 3).
- c. Each candidate shall be given a chance to speak briefly and respond to questions in Council. Candidates who are not present may designate someone to read a statement on their behalf.
- d. Voting shall take place in the Council by secret ballot and each Council member shall be eligible to vote once for each vacant position. Each candidate may designate a scrutineer to observe the counting of ballots. The CRO shall count the ballots twice and then return to Council to announce the results. In the event of a tie, the procedure outlined in Appendix D: Elections Procedure Code and Guidelines, Article 8.2 shall be followed.
- e. All appeals shall be made prior to approving the results. Motions related to appealed elections require a two-thirds vote of Council.
- f. The election results become valid once the Council approves the results.

ARTICLE 7 - POWER OF COUNCIL:

During any vacancy it is lawful for the Council to exercise all of its power.

BYLAW 11 - SIGNING AUTHORITY

For the purpose of authorizing expenditures of YUGSA funds in accordance with the guidelines specified in the annual budget and in accordance with the duties of the Executive Committee:

ARTICLE 1 - DIRECTORS HAVE AUTHORITY:

The signing officers of the Association shall be the following: Vice President Finance and Services, Vice President Internal, President, the Resource Coordinator, the Finance and Health Plan Coordinator, and the Student Services Coordinator.

ARTICLE 2 - CHIEF SIGNING AUTHORITY:

The chief signing authority for the Association shall be the Vice President Finance.

ARTICLE 3 - TWO SIGNATURES REQUIRED:

All expenditures shall require the signatures of two signing authorities. One of these two signatures shall be that of the chief signing authority unless:

1. That person is the recipient whose name appears on the cheque; or
2. The chief signing authority is unavailable to sign a cheque, the signing of which cannot be delayed.

ARTICLE 4 - EMPOWERMENT:

The approval of the Chief Returning Officer's Election Report for the annual Executive elections shall empower the newly elected Directors to assume signing authority upon their assumption of office on May 1. The new Managers shall confirm this designation of signing authority at their first meeting of the Board.

ARTICLE 5 - DURATION:

The term of signing authority extends until the end of the Manager's term of office.

ARTICLE 6 - REVOCATION:

In the event that a signing officer resigns or is removed from office, the Board of Directors shall meet to approve a motion rescinding the member's signing authority, and a copy of the motion shall be forwarded to Council members and to those institutions with whom the YUGSA holds accounts.

ARTICLE 7 - NEW DIRECTORS THROUGH BY-ELECTION:

When a vacant position is filled through a By- Election, the new Director shall be empowered with signing authority upon the approval of the Chief Returning Officer's Report on any By- Election at Council. The Board of Directors shall meet to confirm the designation of signing authority to the new director(s), and Council shall thereafter be notified of the action of the Board.

ARTICLE 8 - BOARD'S POWERS LIMITED:

The Board of Directors is not empowered to grant signing authority to anyone whose name was not included as a member elected or acclaimed to a directorship position in a report from the CRO previously adopted by Council; this includes members granted interim executive appointments.

BYLAW 12 - MISCONDUCT: COMPLAINT RESOLUTION AND IMPEACHMENT PROCEDURES

ARTICLE 1 - FIDUCIARY DUTIES:

Persons who accept a position within or on behalf of the Association have an obligation to observe:

1. A standard of conscience: acting honestly and in good faith with attention to equity, respect for all parties involved and confidentiality, and with a view to the best interests of the Association rather than in their own personal interest.
2. A standard of diligence: exercising the same care, diligence and skill with a spirit of understanding and helpfulness as any reasonably prudent person in comparable circumstances would employ. Such obligations are called "fiduciary duties."

ARTICLE 2 - LODGING OF COMPLAINTS:

1. Any twenty (20) members of the YUGSA may lodge a complaint against an elected member of the Executive, or Senators other than ex-officio members, by submitting it to the YUGSA office. The YUGSA must provide a receipt for the complaint.
2. A valid complaint shall contain the names, signatures and student numbers of the complainants, the substance of the complaint, and the name and telephone number of a contact person who will be responsible for communicating among the complainants.
3. Valid subjects for complaint are breach of duties outlined in Article 4 and 8 of the Bylaws or any actions contrary to the spirit of the preamble of the Constitution.

ARTICLE 3 - INFORMAL RESOLUTION OF COMPLAINT:

1. Within ten (10) days of a submission of a complaint, an informal meeting or meetings shall occur between a representative of the complainant group, the subject of the complaint, and a chair acting as intermediary who is either the VP Internal or another Executive member.
2. The chair of the meeting and a representative of the complainant group shall be jointly responsible for informing the complainants of the results of the meeting(s) and the resolution of the complaint.
3. The purpose of the informal meeting shall be to mediate and resolve the complaint in a manner satisfactory to the complainant group.

4. If three or more members of the Executive are the subject of the complaint, the informal resolution process is to be ignored and formal resolution under Article 4 below shall occur.
5. The informal resolution process will immediately come into effect if any voting member of the Executive Committee, any Non-Executive committee representative, and/or either Senator fails to attend the specified number of regularly scheduled meetings without having been exempted from meetings in order to carry out business pertaining to the YUGSA. (For Executive Committee, see Bylaw 3, Article 3.2. For Non-Executive committee representative, see Bylaw 6, Article 8.3. For Senators, see Bylaw 8, Article 1.2)
6. The informal resolution process will immediately come into effect if any voting member of the Executive Committee, any Non-Executive committee representative, and/or either Senator fails to complete and submit the specified number of monthly written reports. (For Executive Committee, see Bylaw 4, Article 1.3. For Non-Executive committee representative, see Bylaw 6, Article 6.4. For Senators, see Bylaw 8, Article 1.3)

ARTICLE 4 - FORMAL RESOLUTION OF COMPLAINT:

- a. If the informal meeting or meetings fail to resolve the complaint, or if ten (10) working days pass without an informal meeting being called, upon request by the complainant group, Council shall call a special meeting (see Bylaw 2.3) to consider the complaint. At this meeting, the head of the complainant group or his/her designate shall have full speaking rights.
- b. The sole purpose of the emergency meeting shall be to consider the complaint. Evidence may be provided by both the complainant group and the subject of the complaint.
- c. After evidence is presented, Council may propose a motion or motions designed to resolve the complaint. These motions may include:
 1. A dismissal of the complaint without further action; or
 2. Approval of an apology by the subject of the complaint and the development of an action plan to address the issue at hand where it is deemed necessary; or
 3. Impeachment of the subject of the complaint; or
 4. Any other resolution of the complaint which the Council may approve.
- d. Any motion must be approved by a three-quarters majority of council members present.
- e. At the next Council meeting after the special meeting, the minutes of the special meeting shall be distributed. At this meeting both the complainant group and the subject of the complaint may bring forward points solely regarding the procedure of the special meeting. All motions passed at the special meeting must then be confirmed by a three-quarters majority of council members present to be valid and binding on Council and all other named parties.

- f. After all votes to confirm motions from the emergency meeting have been taken, the judgment of Council will be considered final and binding in this matter.
- g. The formal resolution process will immediately come into effect if the Executive Committee is unable to resolve matters with any voting member of the Executive Committee, any Non-Executive committee representative, and/or either Senator for failing to attend the specified number of regularly scheduled meetings without having been exempted from meetings in order to carry out business pertaining to the YUGSA. (For Executive Committee, see Bylaw 3, Article 3.2. For Non-Executive committee representative, see Bylaw 6, Article 8.3. For Senators, see Bylaw 8, Article 1.2)
- h. The formal resolution process will immediately come into effect if the Executive Committee is unable to resolve matters with any voting member of the Executive Committee, any Non-Executive committee representative, and/or either Senator for failing to complete and submit the specified number of monthly written reports. (For Executive Committee, see Bylaw 4, Article 1.3. For Non-Executive committee representative, see Bylaw 6, Article 6.4. For Senators, see Bylaw 8, Article 1.3)

ARTICLE 5 - COMPLAINTS AGAINST OTHER MEMBERS:

- 1. Complaints against any members for their conduct during meetings shall be dealt with in the manner governed by the Rules of Order.
- 2. Complaints against Councillors, ex-officio members of the Executive, Senators, or Governors for breach of duty, actions contrary to the spirit of the preamble of the Constitution, or persistent misconduct at meetings, shall be dealt with initially by following the informal resolution of complaint procedure set out in 12.2 above. Twenty (20) signatures must be gathered by the complainants to initiate the process.
- 3. In the event that such an informal resolution process fails, the President shall within ten (10) days present a written request calling upon the student organization which elected or appointed the member to the Council whether it be a (full member) program-level student association or an associate member organization to resolve the complaint formally.

ARTICLE 6 - COMPLAINTS OR CONFLICTS ARISING AMONG YUGSA STAFF MEMBERS AND/OR MEMBERS IN SERVICE:

- a. YUGSA staff members and/or members in service are advised to attempt to resolve complaints or conflicts arising with other YUGSA staff members and/or members in service amongst themselves, in accordance with Article 1.
- b. Complaints are advised to initially confer with the Staff Relations Officer in order to informally resolve the issue(s) of their complaint.
- c. If a successful resolution cannot be reached by the Staff Relations Officer and the complainant(s), the Staff Relations Officer will contact the other party or parties against whom an informal complaint has been

grieved, if necessary, to arrange a meeting of all parties involved at the earliest date available. The purpose of the informal meeting shall be to mandate and help to resolve the complaint in a manner satisfactory to all parties involved.

- d. If a successful resolution cannot be reached following informal procedures, complainants may submit a formal complaint to the Staff Relations Officer in writing. Complainants are to include a detailed description of the issues(s) of their complaint, of informal resolution attempts made previously, and some indication of the desired outcome of the complaint. Once a formal complaint has been lodged against YUGSA staff members and/or members in service, all parties involved will be sent a copy of the complaint and a notice of the following formal complaint resolution procedures and potential penalties, by registered mail. The complainee will be asked to reply to the formal complaint in writing within 20 days following receipt of the complaint, in order to provide a further avenue of quick complaint resolution.
- e. If a successful resolution cannot be reached following the methods outlined above, a meeting will be arranged between the parties involved, the Staff Relations Officer, and a Complaint Resolutions Committee of the YUGSA. The purpose of such a meeting shall be to consider the complaint, and provide resolution to the issue(s) of the complaint. Statements may be provided by both the complainant(s) and by the compainee(s).
- f. After statements have been presented, the Complaint Resolutions Committee may make the following motions subject to the approval by a three-quarters majority of committee members present:
 1. Dismissal of the complaint without further action; or
 2. Approval of an apology by the compainee(s); or
 3. Approval of an apology by the complainants(s); or
 4. Impeachment or termination of duties of the complainees(s) if the complainee(s) are either an executive or staff member, respectively; or
 5. Any other resolution of the complaint which the committee may approve, including but not limited to referral of the matter to a relevant organization or agency within York University.
 6. Any decision of the Complaint Resolutions Committee may be appealed by either the complainant(s) or the complainee(s) in the manner outlined below.
 7. Appeals of the decisions of the Complaint Resolutions Committee are to be submitted to the Board of Directors of the YUGSA for consideration. The Board of Directors is to consider both sides of the appeal, is to granted full access to all of the information gathered regarding the complaint and/or grievance procedures, including written reports from the appellant, Staff Relations Officer, and Complaint Resolutions

Committee of the YUGSA. The YUGSA Board of Directors may then propose a motion or motions designed to resolve the appeal. These motions may include:

1. Dismissal of the appeal without further action; or
 2. Referral of the issue back to the Complaint Resolutions Committee; or
 3. Approval of an apology of the Complaint Resolutions Committee; or
 4. Any other resolution of the complaint which the Board of Directors may approve.
- g. If unsatisfied with the resolution of the appeals process, the appellant may refer the issue on to the YUGSA council for consideration, or to an appropriate agency of mediation at York University.

ARTICLE 7 - PROCEDURES PERTAINING TO FALSE ACCUSATIONS, ALLEGATIONS, OR INNUENDO MADE AGAINST YUGSA STAFF MEMBERS AND/OR MEMBERS IN SERVICE, AND/OR REGARDING THE VIOLATION OF CONFIDENTIALITY REGARDING SUCH COMPLAINTS:

- a. Formal complaints arising among YUGSA staff members and/or members in service are taken seriously by the YUGSA. YUGSA staff members and/or members in service found making false accusations, allegations, or innuendo against any other YUGSA staff member/and or member in service, or found violating the confidentiality of the aforementioned complaint resolution procedures of the YUGSA may be penalized by the Complaint Resolutions Committee. Any complaint believed to be false or in violation of confidentiality by either the Staff Relations Officer or the chair of a meeting regarding said complaint are to be forwarded on to the Complaint Resolutions Committee.
- b. A meeting shall be arranged between the complainants believed to have either submitted a false accusation, allegation, or innuendo against any other YUGSA staff member and/or member in service, or found violating the confidentiality of the aforementioned complaint resolution procedures of the YUGSA, the Staff Relations Officer, and the Complaint Resolutions Committee. Attempts will be made to schedule this meeting within 20 days of the committee's receipt of the Staff Relations Officer's letter. The purpose of this meeting shall be to consider the grievance of the Staff Relations Officer, and to resolve the issue(s) of said grievance. Statements may be provided by both the Staff Relations Officer and the complainant.
- c. After statements are presented, the Complaint Resolutions Committee may make the following motions subject to the approval of a three quarter majority of the committee members present.
 1. A dismissal of the grievance without further action; or
 2. A dismissal of the complainant's initial complaint; or
 3. Approval of an apology by the complainant(s); or
 4. Approval of an apology by the Staff Relations Officer; or
 5. Impeachment or termination of duties of the complainant(s) if the complainant(s) are either an executive or staff member, respectively; or

6. Any other resolution of the grievance which the committee may approve, including but not limited to referral of the matter to a relevant organization or agency within York University.
7. If the Complaint Resolutions Committee finds that a complainant has made false accusations, allegation or innuendo against any other YUGSA staff member and/or member in service, or is found violating the confidentiality of the aforementioned complaint resolution procedures of the YUGSA, the complainee shall receive notice of the actions taken by the Complaint Resolutions Committee. A complainee may not lodge a complaint against the complainant (unless both sides lodge complaints simultaneously), but may appeal the decision of the Complaint Resolutions Committee, if so desired.

BYLAW 13 - AUDIT

Last Amended April 1997

The accounts and financial transactions of the Council shall be audited annually by independent auditors following the election of the Executive Committee. The auditors' report shall be presented to Council for adoption, subject to final adoption at an Annual General Meeting of the Members at Large.

BYLAW 14 – ENTREPRENEURIAL ACTIVITIES

For the purpose of these bylaws, all business concerns and entrepreneurial activities undertaken by Council or the Executive Committee are the property and responsibility of any and all succeeding Councils.

BYLAW 15 - AMENDMENTS

ARTICLE 1 - PROCEDURE:

Amendments to this Constitution or Bylaws shall normally be made according to the following procedure:

1. A notice of amendment to the constitution has been given at the meeting of Council immediately preceding the meeting where the amendment is to be considered.
2. Copies of the proposed amendment have been distributed by the Vice President Internal to all members of the Council at least five (5) days prior to the meeting where the amendment is to be considered. Where it has been determined that the amendment will be considered at the Annual General Meeting or a General Meeting of the Members at Large, the Vice President Internal will make copies of the proposed amendment available to the membership at large.

3. The proposed amendment has been accepted by a two-thirds majority vote at the aforementioned meeting of Council, Annual Meeting, or General Meeting.

ARTICLE 2 - ABSTENTIONS:

Failure by any member to vote shall be deemed an abstention.

BYLAW 16 - STANDING ORDERS

Adopted March 1975

The Standing Orders of Council shall constitute operating guidelines for the Council and may be approved, changed, or deleted by a majority vote of the Council.

BYLAW 17 - RULES OF ORDER

The most recent edition of Robert's Rules of Order shall be the rules of order for Council, committee, and sub-committee meetings of the YUGSA.

BYLAW 18 - INTERPRETATION

ARTICLE 1 - VICE PRESIDENT INTERNAL HAS CONDITIONAL AUTHORITY:

All questions pertaining to the interpretation of the Constitution, Bylaws, Standing Orders, Letters of Patent and Appendices to the Constitution shall be resolved by the Vice President Internal of the Association, subject only to the will of Council (see Bylaw 4).

ARTICLE 2 - COUNCIL HAS FINAL AUTHORITY:

If a ruling on interpretation by the Vice President Internal is changed, the ruling may be overturned by a two-thirds majority vote of Council.

ARTICLE 3 - VICE-PRESIDENT INTERNAL ABSENT AT MEETING:

If the Vice President Internal is absent at any meeting where a question of interpretation arises, or if the position of Vice President Internal is vacant, the presiding Chair shall have authority to resolve the matter.

BYLAW 19 – DEPARTMENTAL GRADUATE STUDENT ASSOCIATIONS

ARTICLE 1 - CHAPTER ASSOCIATIONS:

All individual graduate program-level student associations which appoint or elect (a) representative(s) to the YUGSA Council and are considered eligible for OGF (see

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Standing Order I, Article 7) shall be instituted as official chapter organisations of the YUGSA. The Association will register all chapter graduate program-level student associations as official student organisations with the Office of Student Affairs and the Faculty of Graduate Studies.

STANDING ORDERS of the YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

STANDING ORDER 1 - BUDGET AND OPERATING GRANTS FUND

Last Amended October 2007

ARTICLE 1 - The Budget for the Association shall be prepared during the period from May 1st to October 30th. A draft shall be presented to the Council at its September meeting. A final draft shall be presented to the Council for approval at the October meeting.

ARTICLE 2 - During the period referred to above, the Executive Committee shall inform the university community that the budget is being prepared and that all reasonable requests from graduate students and organizations acting in good faith will be entertained.

ARTICLE 3 - One line of the Budget, entitled "Operating Grants Fund" (hereafter "OGF"), shall set out the amount of money to be transferred to the individual graduate program student associations of the YUGSA, excluding associate members.

ARTICLE 4 - Each program-level student association shall be allocated an Initial Share of \$100.00. The remainder of the total amount allocated to the OGF will then be divided amongst these associations according to the distribution of Full-time Graduate Student Equivalents (FGSEs), as Proportional Shares (0.5 for part-time students, 1.0 for full-time students). The calculation shall be based on the York University Factbook numbers for Fall "Graduate Full-time / Part-time Status by Gender" from the previous academic year. The Initial Share plus the Proportional Share equals the Total Grant or allocation for each association for the academic year.

ARTICLE 5 - Under normal circumstances, grants shall be made available to the departments in two installments, with 50% of the total available by November 30, and the remainder by March 1.

ARTICLE 6 - If a new graduate program is formed by the Faculty of Graduate Studies, but is not allocated a grant under I.3-I.5, the student association of the graduate program may apply directly to the YUGSA for funding.

ARTICLE 7 - To be eligible to apply to the OGF, each member association must appoint or elect its representative(s) to the YUGSA Council, and will supply to the YUGSA any information required by the YUGSA's auditors for the annual audit.

ARTICLE 8 - OGF monies are disbursed to member associations provided the following four conditions are met. Failure to meet these conditions shall result in the immediate suspension of any further transfers of OGF monies until such time as compliance with these conditions can be confirmed.

1. Meetings of the graduate program student association which are open to all graduate students enrolled in the specific program shall be held on a regular basis; such assemblies shall have final authority over all matters of the association.
2. Officers who shall have signing authority for the association shall be elected according to democratic procedures at such open assemblies as prescribed in 8.1 above.
3. OGF funds are to be spent on projects which are open to all students, or which provide support for initiatives endorsed at open assemblies of the association.
4. Each graduate program-level student association must submit to the VP Finance and Services a budget once a year (by 15 November). The budget will include two parts. First, the actuals of the preceding academic year as per Article 11 (Standing Order I); and second, a proposed budget based on the preceding year's budget that outlines an estimation of their spending per activity (e.g. conference, socials, etc).

ARTICLE 9 - Upon application for OGF monies, each association shall provide verification that the account to which funds are to be transferred is held by the association, and a list of the association's present signing authorities.

ARTICLE 10 - The "Base Level" of any grant is defined as 60% of the Total Grant for each association (as defined in Article 4 above).

- a. If either of the following conditions is not met, then the grant for the current year will be reduced to the Base Level.
 1. To receive their Total Grant, associations must apply by November 15, or the first business day thereafter.
 2. Upon applying for OGF monies, representatives of the member association must provide the YUGSA with an estimation of their spending for the academic year under the following six categories:
 - i. Conference funding;
 - ii. Special academic events and student support;
 - iii. Social events;
 - iv. Capital funds or long term projects; and
 - v. Other.
- b. By March 1, the member association's representative(s) to the YUGSA Council or their alternates attended fewer than three (3) of six (6) regular meetings of Council. [Special exemptions shall be allowed for associations in programs located away from York's main campus, and for programs in which graduate students are predominantly enrolled part-time.]

- c. The grant for the current year will also be reduced to the Base Level if, in the previous year, the member association spent less than 50% of its allocation, and when called upon to do so fails to outline its planned use of the surplus funds, according to the five categories listed under 10.1.2 above.
- d. Amounts forfeited by member associations who receive only the Base Level shall return to the general operating fund of the YUGSA.

ARTICLE 11 - Each graduate program student association shall, prior to receipt of each installment of OGF monies, submit copies of bank statements from the time of the last OGF funding to the present, and the organization's ledger showing all income and expenditures since the last installment from the OGF.

ARTICLE 12 - Any OGF allocations not picked up within five (5) months of the end of the YUGSA's fiscal year [fiscal year ends April 30]--that is, by September 30 of the succeeding fiscal year--will be forfeited by the member association to whom money was allocated, and shall return to the general operating fund of the YUGSA.

1. During the (approximate) period of eleven (11) months between the availability of the first installment and the date of forfeiture, the YUGSA Executive must have made reasonable efforts to notify these associations and make them aware of their eligibility to apply to the OGF in order to enforce this rule.
2. Member associations shall have until April 30th of the succeeding fiscal year to appeal, by petitioning the YUGSA Council to release the funds in question.

ARTICLE 13 – Any program-level student association seeking redress for potential error in the allocation of their OGF that is not satisfactorily addressed by the VP Finance and Services and/ or the Executive may petition the YUGSA Funding Committee to review the disbursement process and amount. The judgment of this committee will be considered final.

STANDING ORDER 2 - FUNDING COMMITTEE

Last Amended September 2009

ARTICLE 1 – The Funding Committee is a closed, standing committee (as defined by Bylaw 6.2), and is to include at least two members of the Association.

ARTICLE 2 – Three deadlines for submission shall be set, August 1, December 1, and April 1. The Committee shall meet within two weeks of the deadline to review the application and set the amounts of the awards. Further meetings of the Committee may be called on an ad hoc basis.

ARTICLE 3 – The Funding Committee shall deal with Academic (skills, thesis and conference) funding submissions, OGF allocations and donation applications. In all matters academic activities will take priority over social activities.

ARTICLE 4 - The requesting organization may, at the invitation of the Committee Chair, send a representative to the designated meeting of the Funding Committee. It is the responsibility of the Committee, specifically the Chair, to ensure that all relevant information is presented to the Executive and to Council on behalf of the requesting organization.

ARTICLE 5 - The Funding Committee shall forward its recommendations to the Executive for approval. The final amounts of the awards shall be announced to Council.

ARTICLE 6 - The Executive shall reserve the right to review the documentation for funding requests, including the options of recalling the presenter of the request and /or sending back the Committee's recommendation for further clarification.

ARTICLE 7 - In the event of a disagreement between the Funding Committee and the Executive, both recommendations shall go before Council for consideration. The decision of Council shall be final.

ARTICLE 8 - The maximum amount which can be allotted to donation applications is \$500 for graduate student organizations and \$300 for other groups.

ARTICLE 9 - Groups are limited to one successful application per year. Any grants awarded by the Funding Committee will be held for a period not to exceed six (6) months from the date that they are awarded by the committee. These conditions must be clearly stipulated when notifying the recipients of these awards.

ARTICLE 10 - Any individual or association seeking redress for error in the allocation of their grant or for cases of extreme financial need that is not satisfactorily addressed by the VP Finance and Services and/or the Executive may petition the YUGSA Funding Committee to review the disbursement process and amount. The judgment of this committee will be considered final.

STANDING ORDER 3 - ACADEMIC FUND

Last Amended January 2011

ARTICLE 1 - The purpose of this fund is to alleviate some of the financial costs incurred through the pursuit of graduate studies. Although university funding packages often fail to meet a graduate student's individual needs, graduate students must have the flexibility to pursue various aspects of professional development without harm to their academic progress. Therefore, the goal of the Academic Fund is to provide some additional financial flexibility to members in order to help them achieve their academic and professional goals.

ARTICLE 2 - Requests from members may be for either:

1. Conference expenses (for delivering a paper or chairing a session).
2. Thesis or dissertation expenses, including research/field-work expenses and ongoing material expenses; or
3. Expenses incurred on projects undertaken towards vocational skills development, such as special educational programs or seminars, and internships or apprenticeships not involving remuneration for the work involved.

ARTICLE 3 – The applicant must supply the Association with the following to be eligible:

1. Receipts for all expenses claimed
2. Proof of conference presentation and/or chairing of a session
3. Letter from the applicant's supervisor and/or mission statement (where applicable)
4. A completed and signed application form.

ARTICLE 4 - The Academic Fund is overseen by the Funding Committee, a standing committee of Council (as defined under Standing Order 2).

ARTICLE 5 - The Committee will establish three deadlines throughout the academic year: August 1, December 1, and April 1.

ARTICLE 6 - The Funding Committee will adjudicate the Academic Fund applications through a blind review process. Information essential to the adjudication of the funds will be prepared by the Chair of the committee and reviewed at the confidential meetings of the committee.

ARTICLE 7 - In order to ensure that the fund is available to assist as many of our members as possible, applicants are limited to one successful Academic Fund application per fiscal year. The maximum amount that all eligible applicants can receive is \$200.00. The amount awarded to each applicant is subject to the total number of applicants and the total amount of funding available.

ARTICLE 8 - The Academic Fund Committee shall forward its recommendations to the Executive for approval. The final amounts of the awards, not including the names of the applicants but showing their programs, shall be announced to Council. In the event of a disagreement between the Committee and the Executive, both recommendations shall go before Council for consideration. The decision of Council shall be final.

ARTICLE 9 - Grants awarded under the Academic Fund will be held for a period not to exceed six (6) months from the date that they are awarded by the committee. These conditions must be clearly stipulated when notifying the recipients of these awards.

ARTICLE 10 - Any individual seeking redress for error in the allocation of their grant or in cases of extreme financial need that is not satisfactorily addressed by the VP Finance and Services and/or the Executive may petition the YUGSA Funding Committee to review the disbursement process and amount. The judgment of this committee will be considered final.

ARTICLE 11 – In accordance with the YUGSA Constitution and in the interests of our

members' privacy, the Association will destroy in a secure manner all collected application forms and photocopies once they are no longer needed for auditing purposes.

ARTICLE 12 - Applicants who have an emergency loan in default (as defined under Standing Order VI) are ineligible to receive an Academic Fund grant.

STANDING ORDER 4 - EMERGENCY LOAN FUND

Last Amended November 2017

ARTICLE 1 - Any full member of the YUGSA is eligible to apply for an interest-free loan from the Fund, provided she or he plans to be enrolled for at least one term past the term of application. Members from the associate member organizations are eligible only if such a possibility has been negotiated by their programs with the YUGSA.

ARTICLE 2 - The maximum amount of the loan shall be three hundred and fifty (350) dollars, although smaller amounts will be encouraged. Requests for amounts greater than this, or which require special consideration or suspension of the rules, shall be reviewed by the Executive.

ARTICLE 3 - Given the time-sensitive nature of applications to the Emergency Loan Fund, the Resource Coordinator and the Student Services Coordinator shall review and decide on all cases that do not require referral to the Executive (as required in Article 2 of Standing Order 4).

ARTICLE 4 - The borrower must supply the YUGSA with the following to be eligible:

1. A copy of a valid driver's license (or if not possessing this, a photo ID other than the York Card);
2. A copy of an identification card demonstrating that the applicant is currently registered at York University;
3. The expected date of degree completion.

ARTICLE 5 - Further, the borrower shall sign a promissory note which will specify the terms of repayment. Post-dated cheques covering the loan amount must also be provided.

ARTICLE 6 - The Fund shall be administered from a separate designated account. The President and Vice-President Finance shall make reports to Council from time to time about the status and activity of the Fund. In accordance with the YUGSA Constitution students receiving or repaying emergency loans will not be provided.

ARTICLE 7 - The Council may, at its discretion, appoint a Director to administer the Fund. The Director shall then become an Officer of the YUGSA and shall be responsible to the Council for all matters pertaining to the Fund.

ARTICLE 8 - The YUGSA recognizes that every Emergency Loan and every Emergency Loan borrower is unique. A loan will be considered to be in default when a borrower has made no good faith effort to repay her/his loan. Generally, this shall be considered to be the case when:

1. No updated repayment plan has been made within two (2) weeks of notification of a returned cheque;
2. The borrower is more than two (2) months behind on a repayment plan; or
3. The borrower has made no repayment of any amount within six (6) months of the start of the loan or has not made a payment on an existing loan within six (6) months.

STANDING ORDER 5 - HONORARIA

Last Amended October 2018

ARTICLE 1 - DEFINITION OF HONORARIA:

Honoraria are the monies which may be paid to elected Executive members, Senators or Chief Councillors for discharging their duties in the service of the Association.

ARTICLE 2 - PAYMENT SCHEDULE AND AMOUNTS:

Honoraria amounts must be approved by Council prior to being paid out.

1. Honoraria payments to Executive members shall be made monthly. Executive honoraria shall increase yearly with the rate of inflation plus 1%.
2. The amount of honoraria to be paid to Senators and Chief Councillors over the twelve (12) month period from July to June shall be set at the time of approving the annual YUGSA budget at the YUGSA Council (that is normally the October Council meeting). Half the Senators' or Chief Councillor's honoraria shall be paid at the end of December, and half shall be paid at the end of June.
3. No payments of honoraria are to be paid in advance of services rendered to the organization. Honoraria amounts are only to be paid upon the completion of monthly duties by each member of the YUGSA.
4. Both the Executive and the Council have the power to reduce or suspend the honorarium of a negligent, delinquent, or absent Executive member, Senator or Chief Councillor for a given period at a YUGSA Council Meeting. In the event that the neglected duties were performed by another elected member, Council may deem the suspended honorarium to be redirected to that member, pending the outcome of any appeal.

STANDING ORDER 6 – TORONTO AND YORK REGION LABOUR COUNCIL

Adopted September 2009

ARTICLE 1: The YUGSA will also be an associate member of the Toronto and York Region Labour Council.

ARTICLE 2 – REPRESENTATION ON THE COUNCIL

2.1 - At least one (1) delegate to the Toronto and York Region Labour Council must be an executive member, and at least one (1) delegate to the Toronto and York Region Labour Council must be a member-at-large, provided that there are two (2) seats available.

2.2 – If two seats are not available:

7. If Available seats on the Toronto and York Region Labour Council are less than two (2), representation on the Council will be the responsibility of the Executive.
8. If available seats on the Toronto and York Region Labour Council exceed two (2), the composition of the representatives is referred to Council, taking into account the provisions of Standing Order 8 Article II.I.

STANDING ORDER 7 – CAPITAL AND RENOVATION EXPENSES

*Replaced original Standing Order 9 – Capital and Contingency Funds, October 2011.
Last amended May 2013.*

ARTICLE 1 – Capital items shall be defined as furniture and equipment purchased for use of the YUGSA. Renovations shall be defined as regular upkeep and maintenance of YUGSA spaces, including, but not limited to, repairs and painting.

ARTICLE 2 – Expenses related to the purchase of capital items or to renovations shall be approved by the following methods:

1. Routine/replacement purchases of under \$500: no formal approval required. Multiple purchases of under \$500 for the same project or initiative should be considered together.
2. Routine/replacement purchases of \$500 to \$5,000: Executive Committee approval
3. New purchases of under \$500: Executive Committee approval
4. New purchases of \$500 to \$5,000: Council approval
5. All purchases over \$5,000: Council approval

ARTICLE 3 - Renovations shall be funded through the YUGSA's net assets, and shall not be considered in the YUGSA's operating budget. Amortization of capital expenses shall be budgeted for in the YUGSA's annual operating budget.

ARTICLE 4 - If, at any time, the YUGSA's net assets are reduced to an amount less than one half of the current fiscal year's operating budget, the budget shall be amended such that 5% of the operating budget be directed to contingency.

ARTICLE 5 – Expenses incurred on behalf of any subsidiary business or cooperative shall be funded through the YUGSA's net assets, and shall not be considered in the YUGSA's operating

budget. Expenses incurred on behalf of any subsidiary business or cooperative shall be approved by Council.

STANDING ORDER 8 – INDIVIDUAL ADVOCACY

Adopted March 2010

ARTICLE 1 – The York University Graduate Students' Association (YUGSA) provides advocacy services for graduate students who are members (full time and part time students) of the Association.

ARTICLE 2 – CIRCUMSTANCES UNDER WHICH THE YUGSA CAN ADVOCATE ON BEHALF OF GRADUATE STUDENTS: If the student is having problems with his/her supervisor, are facing allegations of academic dishonesty or are experiencing discrimination (e.g. racial, gender, sexual orientation, etc.) we may be able to help. The YUGSA can assist students under the following circumstances:

- 2.1** - Grade reprisals.
- 2.2** - Requesting formal re-evaluation of course work or exams by a third party.
- 2.3** - Addressing problems with professors, supervisors, graduate program directors, staff, faculty or offices on campus.
- 2.4** - Defending graduate students who are members of the association against allegations of academic dishonesty or other non-legal misconduct.
- 2.5** - Experiencing racial, gender, sexuality, sexual orientation, religious, ability or other forms of discrimination.
- 2.6** - Experiences of harassment.
- 2.7** – Any other instance where a graduate student is being treated unfairly and the executive committee believes that it is appropriate, reasonable and possible for the Association to intervene on the graduate student's behalf.

ARTICLE 3 – WAYS IN WHICH THE YUGSA CAN ADVOCATE ON BEHALF OF GRADUATE STUDENTS: The Vice-President Equity & the Vice-President Community Relations or another YUGSA executive may provide the following services in regards to graduate student advocacy:

- 3.1** - We advise students on what we feel the appropriate course of action is regarding the specificities of the particular case at hand.
- 3.2** - We arrange meetings with departments and the Faculty of Graduate Studies to discuss the situation in the hope of resolving the conflict.
- 3.3** - We also write letters of support and defend student rights as appellant representatives at hearings.

ARTICLE 4 – ADVOCACY SERVICES PROVIDED BY THE ASSOCIATION: Graduate students can expect some or all of the following services from a representative:

- 4.1** - Someone who will listen to student concerns carefully and takes them seriously.
- 4.2** - Someone who will ask students to clarify their situation and make an assessment based on the information provided.

4.3 - Someone who can direct students to information regarding appeal mechanisms so that students can help themselves understand the policies, procedures and practices that are appropriate for their given situation.

4.4 - Discuss possible solutions.

4.5 - Advise students on how to rectify the situation.

4.6 - Offer to make inquiries to obtain the facts when appropriate.

4.7 - Offer to intervene by setting up meetings with departments, Deans from FGS or other individuals or institutions if this course of action is appropriate and depending on the specificities of the case.

4.8 - Keep confidential records of the student's case.

4.9 - Keep race, gender, and ability statistics on graduate students who use our advocacy services in order to determine if there are systemic issues of discrimination on York University campuses.

Students who use the YUGSA's advocacy service are asked to keep in mind that the executive committee is only permitted to work a maximum of 10 hours per week as mandated by the YUGSA constitution. Depending on the specificities of the case and time constraints the executive committee will provide some or all of the aforementioned services at the executive's discretion. The YUGSA executive reserves the right to determine which services the Association provides. All of the aforementioned services may not be necessary depending on the specificities of the case.

ARTICLE 5 – CONFIDENTIALITY: All information students provide will be kept confidential. Information will only be shared with third parties with verbal or written consent from the student the Association is representing. Without the student's consent the Association cannot release any information pertaining to a particular case.

ARTICLE 6 – SERVICES THE ASSOCIATION DOES NOT PROVIDE: In terms of individual advocacy, the YUGSA primarily takes on an advisory role for the student. The student is expected to carry out the majority of the "legwork." The YUGSA will not conduct the following tasks:

6.1 - The YUGSA does not provide legal advice, as our executive committee may not be trained lawyers. The YUGSA is not a law office or legal service. We do not and will not provide legal services.

6.2 - Fill out forms on the student's behalf for the petitions committee or the Appeals and Academic Honesty Committee.

ARTICLE 7 – THE YUGSA'S EXPECTATIONS OF GRADUATE STUDENTS

a. – If an advocacy case the YUGSA is working is to go before a committee for a hearing, the YUGSA expects students to provide the YUGSA with factually accurate information relevant to the case. We cannot defend students against issues we are not aware of.

7.2 – Possess some knowledge of the academic and non-academic policies and procedures of the program, department and faculty. There are over 50 graduate programs at York University. The executive committee may not be familiar with the rules and regulations of every program or department. A well informed student and YUGSA

executive increases the likelihood of the student winning his or her case.

7.3 - The YUGSA expects that graduate students do not make unreasonable demands of the executive committee.

STANDING ORDER 9 – DEPENDENT BURSARY

Last Amended January 2011

ARTICLE 1 – The YUGSA recognizes that family responsibilities are a fundamental aspect of life. The purpose of this fund is to alleviate some of the financial need incurred through the pursuit of graduate studies. Although university funding packages often fail to meet a graduate student's individual needs, let alone the additional needs of dependents, graduate students must have the flexibility to pursue various aspects of professional development and attend to family priorities without harm to their academic progress. Therefore, the goal of the Dependent Bursary is to provide some additional financial flexibility to members who are in a primary caregiver role and who are experiencing financial need in order to help them achieve their academic and professional goals.

ARTICLE 2 – The YUGSA defines 'dependant' as a family member who requires constant supervision and who cannot physically meet her or his own daily needs. The Association further defines 'primary care giver' as the person who lives in the same residence as the dependant and is physically and financially responsible for ensuring on a daily basis that the dependant's needs are met.

ARTICLE 3 – The applicant must supply the YUGSA with the following to be eligible:

- a. A copy of a valid driver's license or passport identification page
- b. Proof that the applicant is currently registered at York University, such as a valid YU card
- c. A completed and signed application form

ARTICLE 4 – The Academic Fund is overseen by the Funding Committee, a standing committee of Council (as defined under Standing Order 2).

ARTICLE 5 – The Committee will establish three deadlines throughout the academic year: August 1, December 1, and April 1.

ARTICLE 6 – The Funding Committee will adjudicate the Dependent Bursary applications through a blind review process. Information essential to the adjudication of the bursary will be prepared by the Chair of the committee and reviewed at the confidential meetings of the committee. First-time applicants will be privileged in the adjudication of funds.

ARTICLE 7 – In order to ensure that the fund is available to assist as many of our members as possible, applicants may apply once each academic semester, although first-time applicants will be privileged. The maximum amount that each eligible applicant can receive each academic semester is \$200.00. The amount awarded to each applicant is subject to the total number of

applicants and the total amount of funding available, as well as the financial need of the individual applicant.

ARTICLE 8 – The Academic Fund Committee shall forward its recommendations to the Executive for approval. The final amounts of the awards, not including the names of the applicants but showing their programs, shall be announced to Council. In the event of a disagreement between the Committee and the Executive, both recommendations shall go before Council for consideration. The decision of Council shall be final.

ARTICLE 9 – Bursaries awarded from the Dependent Bursary will be held for a period not to exceed six (6) months from the date that they are awarded by the committee. These conditions must be clearly stipulated when notifying the recipients of these awards.

ARTICLE 10 – Any individual seeking redress for error in the allocation of their grant or in cases of extreme financial need that is not satisfactorily addressed by the VP Finance and Services and/or the Executive may petition the YUGSA Funding Committee to review the disbursement process and amount. The judgment of this committee will be considered final.

ARTICLE 11 – In accordance with the YUGSA Constitution and in the interests of our members' privacy, the Association will destroy in a secure manner all collected application forms and photocopies once they are no longer needed for auditing purposes.

ARTICLE 12 – Applicants who have an emergency loan in default (as defined under Standing Order VI) are ineligible to receive a Dependent Bursary grant.

ARTICLE 13 – Only one application shall be eligible per residence.

ARTICLE 14 – The dependent bursary is intended to provide a small measure of additional support to members, with dependents, facing financial difficulty. As such, first priority will be given to members whose verified household income falls below the Ontario poverty line, and additional applications will be considered on the basis of demonstrated financial need, at the discretion of the adjudicating committee.

STANDING ORDER 10 – COMMUNITY OUTREACH SUPPORT PROGRAM (COSP)

Last amended April 21, 2011.

ARTICLE 1 – As part of the York University Graduate Students' Association (YUGSA) objectives to

‘Foster activities and events which will enhance the life of the University at large, the YUGSA will seek to facilitate communication between the graduate student body and other organizations both within and outside the university’ and ‘to establish, maintain and strengthen the spirit and morale of the members

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

by supporting academic, educational and social activities; and to encourage interdisciplinary exchange' (YUGSA Constitution, 7),

the goal of the Community Outreach Sponsorship Program (COSP) is to support the volunteer work of graduate students, and community organizations with which there are involved, while also helping to create stronger connections between campus and the surrounding area communities, and the greater graduate student population at York University.

ARTICLE 2 – The criteria for applying to COSP would include an organization's ability to demonstrate that they provide community work to the York campus or the surrounding community (i.e. Jane and Finch community), by providing a copy of the organization's mission statement, along with proof that the organization is either run by York graduate student volunteers although undergraduate students may also be involved or that has York graduate students involved in the organization, and a budget. The application must be submitted on behalf of a York graduate student.

ARTICLE 3 – The YUGSA defines 'community work' to be work conducted by a not-for-profit organization that focuses on improving community's life, which can include but is not limited to work that addresses anti-oppression, lack of access for community members to participation in art/sports programs, learning, and food.

ARTICLE 4 – The YUGSA Council will be given the discretion to sponsor the awarded applicant organization for up to three years maximum or to create an annual renewal application process for each successive year.

ARTICLE 5 – Each applicant organization may apply for funding up to \$2000.00 per funding period.

ARTICLE 6 – The YUGSA Council, on a case-by-case basis, will adjudicate the COSP applications.'

ARTICLE 7 – Only one application per organization, per funding period (May-April) shall be eligible.

ARTICLE 8 – The applicant organization will provide financial and program year-end report to the YUGSA Council (April). At the beginning of the allocation of funds, the awarded organization president will sign an agreement with the YUGSA, which is to be kept on file with the YUGSA for five (5) years.

ARTICLE 9 – In accordance with the YUGSA Constitution and in the interests of our members' privacy, the Association will destroy in a secure manner all collected application forms and photocopies once they are no longer needed for auditing purposes, after a five year period.

STANDING ORDER 11 – PUBLICATION SUPPORT FUND

Adopted September 2011.

ARTICLE 1 – The goal of the Publication Support Fund is to support the intellectual and artistic work of graduate students and the publications with which they are involved in the hopes of generating discussion and dialogue that is compliant with the equity mandate of the YUGSA.

ARTICLE 2 – The Publication Support Fund is designed to help support on-campus publications that are generated by students, and especially those that involve graduate students. Publications that do not meet these criteria may apply to the fund and their funding eligibility will be determined at the discretion of Council.

Criteria for receiving support from the Publication Support Fund include:

- a. The ability to demonstrate that they are compliant with the equity mandate of the YUGSA (as defined in Article 4 of the Constitution).
- b. A copy of the publication's mission statement or governing constitution and proof that the organization is either run by or involves York University graduate students (although undergraduate students or other York University members may also be involved).
- c. Financial statements that include the publication's annual expenses and operating costs, a budget, and other sources of funding. (Note: financial information particular to the applicant organization will be reviewed by the Funding Committee and kept confidential. The applicant organization has a right to disclose this information to Council, but they are under no obligation to do so.)
- d. One advertising space per issue granted to the YUGSA.

The application must be submitted on behalf of a York University graduate student and at least one representative of the publication shall make a brief presentation to Council at the time the funding request is brought forward.

ARTICLE 3 – The YUGSA Council has the discretion to sponsor each applicant organization for up to three successive years. In this instance, the applicant will submit a renewal application to Council on an annual basis in the month that their initial funding request was approved. If the renewal application is not submitted within one month of this period, the applicant organization will have to resubmit a full application to be considered for funding. Following the completion of a three-year sponsorship period, the applicant can reapply for funding according to the application process outlined in Article 2.

ARTICLE 4 – Each applicant organization may receive a maximum of \$1,500.00 per funding period.

ARTICLE 5– The YUGSA Council, on a case-by-case basis, will adjudicate the Publication Support Fund applications.

ARTICLE 6 – Only one application per publication, per funding period (May-April) shall be eligible.

ARTICLE 7 – In accordance with the YUGSA Constitution and in the interests of privacy, the Association will destroy all collected application forms and documentation once they are no longer needed for auditing purposes.

STANDING ORDER 12 – INTERNATIONAL STUDENT BURSARY

Last amended October 2013

ARTICLE 1: The YUGSA recognizes the extensive financial, social, and mental burdens that international graduate students have to deal with once they commence their graduate studies. Moreover, we recognize their immeasurable contribution to graduate student life on campus, and in Toronto as a whole. Unfortunately, while they pay almost double of what Canadian students pay, they are not privy to a majority of the sources of funding, job opportunities, medical facilities and social networks that local students are able to participate in. For these reasons, as part of our mandate, in a bid to offer some support to these graduate students while recognizing that there are broader goals of reducing international tuition fees and facilitating a greater and accountable support network for these students which we need to work towards, the YUGSA establishes an international student bursary. The goal of this bursary is to provide some additional financial support to these students, who face significant barriers, in order to help them achieve their academic, social and professional goals.

ARTICLE 2: An International student is defined as a student who requires a student permit in order to be enrolled in a post-secondary institution in Canada.

ARTICLE 3: The maximum amount that each eligible applicant can receive is \$200.00. The amount awarded to each applicant is subject to the total number of applicants and the total amount of funding available, as well as the financial need of the individual applicant

ARTICLE 4: The applicant must supply:

1. A copy of a valid study permit
2. Proof that they are registered as a graduate student at York University.

ARTICLE 5: Candidates will be selected through a blind review process which will be conducted by a funding committee that will include the VP Campaigns, VP finance and one other external committee member. First time applicants will be privileged in the adjudication of these funds. Once the recipients have been chosen they will be forwarded to the Executive for approval

ARTICLE 6: Applications will be due on April 1st

ARTICLE 7: The applications will be destroyed once the recipients have picked up the cheques.

ARTICLE 8: Only one application shall be eligible per residence.

STANDING ORDER 13 – Health Plan Committee

Adopted February 2018

ARTICLE 1: The Health Plan Committee shall be responsible for adjudication of all health plan petitions.

ARTICLE 2: Petitions can be submitted for review for 2-months after the opt-out deadline. No further petitions will be reviewed after this 2-month grace period.

ARTICLE 3: The petition form, as well as a detailed description of the petition process, shall be made available to members on the YUGSA website, and will request the following information:

- proof of comparable dental, pharmaceutical, and extended coverage
- demonstrable extenuating circumstances as to why the opt-out deadline was missed, where the definition of extenuating circumstances is subject to interpretation of the Health Plan Committee.

ARTICLE 4: Inadequate reasons for missing the opt-out deadline include but are not limited to: not checking student account, claiming ignorance of communication from YUGSA, and/or incorrect advice from non-YUGSA bodies.

ARTICLE 5: No petition or opt-out request shall be accepted if the petitioning member has already made claims on their plan.

ARTICLE 6: Decisions of the Health Plan Committee are final and may not be appealed.

LETTERS PATENT of the YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Enacted December 6, 1982

[The following has been transcribed (in English only) from the bilingual original. Signatures, letterhead of the Ministry, and the Ontario corporation number have not been reproduced here.]

PART I: LETTERS PATENT

By virtue of the powers vested in me under the Corporations Act, I do by these Letters Patent issue a charter to the applicants named in the application attached hereto and which forms part of these Letters Patent, constituting them a corporation without share capital under the name

YORK UNIVERSITY GRAD STUDENTS ASSOCIATION

The Letters Patent are subject to the following terms and conditions:

- (a) The corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects;
- (b) The corporation is prohibited from occupying and using a house, room or place as a club, which, except for the provisions of paragraphs 179(2) (a) and (b) of the Criminal Code (Canada), would be a common gaming house within the meaning of "common gaming house" as appears under subsection 179(1) of the Criminal Code (Canada); and if it is made to appear to the satisfaction of the Minister that the corporation purports to so use a house, room, or place, these Letters Patent may be cancelled by and in the discretion of the Lieutenant access to and inspection of such premises by police or fire officers or are found fitted or provided with any means or contrivance for playing any game of chance or any mixed game of chance and skill, gaming or betting or with any device for concealing, removing or destroying such means or contrivance, these Letters Patent may be cancelled by and in the discretion of the Lieutenant Governor;
- (d) Nothing in these Letters Patent shall be construed as a grant of a license within the meaning of subsection 179(2) of the Criminal Code (Canada);
- (e) The corporation shall not maintain a clubhouse or similar premises

Dated: December 6, 1982

Robert G. Elgie, M. D.
Minister

per:
B.C. Howard, Q. C., Executive Director
Ministry of Consumer and Commercial Relations

PART II: OBJECTS OF INCORPORATION:

The objects for which the corporation is incorporated are:

II.1 - to provide and fund academic, educational and social activities, programs and services for its members or for the benefit of its members.

II.2 - to provide a medium through which the members' opinions may be reasonably represented.

II.3 - to stimulate a greater interest in university government among its members.

II.4 - to carry on activities to raise money and to accept fees, donations, gifts, legacies and bequests, and then to dispense said moneys for the further attainment of said objects.

II.5 - to purchase assets and incur debts for the further attainment of said objects.

II.6 - the corporation shall be carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.

PART III: SPECIAL PROVISIONS:

The special provisions are:

III.1 - The President and Vice-Presidents are automatically the directors of the corporation and shall meet and have powers in accordance with the corporation's by-laws. The Corporation shall have no less than two Vice-Presidents.

III.2 - The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from his position as such: provided that a director may be paid reasonable expenses incurred by him in the performance of his duties.

III.3 - The Corporation may, from time to time, pass by-laws relating to the financial and administrative affairs of the Corporation and all matters that it may consider necessary for the achievement of the said objects.

Appendix A:

Associate Membership Agreement
between the
Graduate Business Council
and the
York University Graduate Students' Association

30 April 2013

ADOPTED by the Graduate Business Council on 15 April 2013

ADOPTED by the YUGSA Council on 18 April 2013

A. Preamble:

Whereas York University's Presidential Regulation Number 4 – Regulations Regarding Student Governments/Organizations requires that “every student must be represented by, and pay a fee to, a central student government,” and further requires that students in the Schulich School of Business (formerly the Faculty of Administrative Studies) be associate members of the York University Graduate Students' Association (“the YUGSA”) on terms agreed to between the YUGSA and the Graduate Business Council (“the GBC”); it is hereby agreed:

B. Jurisdiction:

1. The GBC recognizes that the YUGSA acts as the central student organization on issues common to all graduate students at York University.
2. The YUGSA recognizes that the GBC as constituted in its charter documents:
 - a) Acts as the principal student organization on issues pertaining specifically to students enrolled in programmes in the Schulich School of Business; and
 - b) Retains complete autonomy over internal matters.
3. The GBC and the YUGSA each retain the right to establish and maintain external relationships independent of each other.
4. The GBC, by virtue of its members having participated in the referendum held in November and December of 1994, is a member of the Canadian Federation of Students (CFS) and Canadian Federation of Students-Ontario (CFS-O). Its members are therefore entitled to all the privileges of such membership, and are subject to dues collection on behalf of the CFS and CFS-O.
5. In the event of a dispute arising between the parties as to jurisdiction over a specific matter, the same shall be resolved by the President of the YUGSA and the President of the GBC after consultation with their respective councils with the understanding that:
 - a) All residual powers are held by the GBC, and;

- b) If the dispute cannot be resolved to the mutual satisfaction of the parties, an appeal will lie with a joint committee comprising of the President of the GBC, the President of the YUGSA, a second representative of the GBC, a second representative of the YUGSA, and a third party individual to be mutually agreed upon by the representative of the YUGSA and GBC.

C. Representation and Services:

- v. The GBC shall elect or appoint two (2) representatives to the YUGSA Council. These representatives shall have full voting privileges on the YUGSA Council and will be fully accountable to the GBC.
- vi. Eligibility for seats on the York Senate and York Board of Governors is defined by each of those bodies. This agreement shall not extend eligibility or voting rights for any seats reserved for the YUGSA or for students in the Faculty of Graduate Studies, to members of the GBC.
- vii. Members of the GBC shall not be eligible to seek nomination for or to vote for any YUGSA executive positions.
- viii. Members of the GBC shall not be eligible or entitled to use or enjoyment of the YUGSA services, including but not limited to advocacy services, Emergency Loan Funds or other funding programs, or receipt of copies of the YUGSA Handbook.
- ix. The GBC shall not be eligible to apply for the Operating Grants Fund of the YUGSA.
- x. When members of the GBC have voted to participate in a mandatory health plan offered by the YUGSA, the YUGSA Executive shall make every effort to ensure that GBC participants receive fair and equitable service according to the terms of the plan, and to ensure that the GBC member participants are supplied with all relevant information and necessary materials.

D. Presidents' Roundtable:

At any time, the President of the YUGSA or any president of an associate member organization may call a "Presidents' Roundtable," at which the acting YUGSA President, or an appointed representative, as well as the presidents of all associate member organizations, or their designated representatives, must be in attendance to meet quorum. This committee:

1. Will meet to help coordinate joint efforts between associate member organizations, including referenda.
2. Will meet as appropriate, to confer with associate members on actions taken by the YUGSA Council which directly affect their members.

E. Financial:

1. A sum of 2% of the annual fee paid by members of the YUGSA shall be deducted from the annual levy of the GBC, per member of the GBC, and forwarded to the YUGSA by the Student Community and Leadership Development, in recognition of services performed by the YUGSA for members of the GBC. The amount of this fee shall be based on the Full Time Equivalent (FTE) Student fee paid by members of the YUGSA.
2. Until April 30, 2017 the effective annual fee per member of the GBC shall not exceed \$4.00.
3. The amounts shall be forwarded according to the following formula: sixty percent (60%) in the Fall term, twenty-five percent (25%) in the Winter term, and fifteen percent (15%) at the end of the fiscal year.

F. Referenda:

1. In this section “referenda” refers to internal referenda conducted in accordance with the constitution of the YUGSA or the constitution of the GBC, as well as referenda conducted in accordance with the *Guidelines and Procedures for the Conduct of Student Referenda at York University*.
2. Referenda undertaken by the YUGSA shall not be open to members of the GBC, unless otherwise agreed upon by both parties in advance.
3. The President of the YUGSA shall inform the President of the GBC in writing of any relevant referenda which it proposes to conduct no less than thirty (30) days prior to approval of going to referendum by the YUGSA Council.
4. For referenda on certain issues, such as a health plan, in which members of the GBC may participate, the YUGSA may wish to restrict the outcome of the voting by GBC students to apply to GBC students only, as a group, such that their votes would not affect the outcome of the final vote for full members of the YUGSA. In such a case, the YUGSA must make such an appeal in writing to the Board of Referenda Commissioners, and submit a copy of the appeal to the GBC.

G. Annual Meetings:

The President of the YUGSA and the President of the GBC shall meet annually to discuss joint efforts on issues common to members of the YUGSA and GBC as well as implementation of the Agreement.

H. Duration

1. This agreement renders null and void the previous Agreement of April 30, 2013, and will continue in force until April 30, 2017 at which time said agreement is subject to review by both parties.

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

2. If either party wishes to change the terms of this agreement in any way, before April 20, 2017, the said party must provide written notice of such at least 30 days in advance.
3. Where there is mutual consent this agreement may be amended before April 30, 2017. Mutual consent in this context requires a majority vote in favour of the proposed changes by both respective Councils.

Signed,

Pooya Faez-Sorkhabi
President, GBC

Carolyn Hibbs
President, YUGSA

Kelly Zarecki
Vice President, GBC

Ben Cassidy
Vice President Finance, YUGSA

30 April 2013

Appendix B:

Associate Membership Agreement
between the
Graduate Environmental Studies Students' Association and the
York University Graduate Students' Association

August 08, 2013

Preamble:

Based on the historical agreements which define the relationship between YUGSA and its associate members, we believe that the appropriate means of responding to the University's imposition under the Presidential White paper of 1987 is through an Associate Membership agreement.

The YUGSA will continue to provide services for their associate members, and these will be provided on a contract basis, as set out in new associate status agreements.

Whereas the purpose of this *Associate Status Agreement* between the Graduate Environmental Studies Students' Association (hereafter referred to as GESSA) of the Faculty of Environmental Studies (FES), and the York University Graduate Students' Association (hereafter referred to as the YUGSA) of the Faculty of Graduate Studies (FGS) is to create and affirm a mutually beneficial relationship for appropriate and effective student representation and government at York University; it is hereby agreed:

Jurisdiction:

1. The GESSA recognizes that the YUGSA, as constituted in its charter documents, acts as the principal student government on issues pertaining specifically to students enrolled directly in the Faculty of Graduate studies, or who are otherwise full members of the YUGSA.
2. The YUGSA recognizes that the GESSA, as constituted in its charter documents, acts as the principal student government on issues pertaining to Masters (MES) and PhD students in the Faculty of Environmental Studies.
3. The YUGSA further recognizes that PhD students in Environmental Studies, although directly enrolled in the Faculty of Graduate Studies, are full members of GESSA, having voted in the Fall of 1995 to continue the practice of participating in GESSA.
4. The GESSA and the YUGSA:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- a each retain complete autonomy over internal matters; and
 - b each retain the right to establish and maintain external relationships independent of each other.
5. The GESSA, by virtue of its members having participated in the referendum held in November and December of 1994, is a member of the Canadian Federation of Students (CFS). Its members are therefore entitled to all the privileges of such membership, and are subject to dues collection on behalf of the CFS. Services of CFS membership include the ISIC card and Bulk Purchasing, or are otherwise listed as services provided to the GESSA by the YUGSA. The CFS dues and services shall be administered through the YUGSA.
6. In the event of a dispute arising between the parties as to jurisdiction over a specific matter, the same shall be resolved by the President of the YUGSA and the President of GESSA after consultation with their respective Councils with the understanding that:
- a each party retains its residual powers; and
 - b if the dispute cannot be resolved to the mutual satisfaction of the parties, an appeal will lie with the Office of Student Community and Leadership Development (SCLD).

Representation:

The GESSA shall have three (3) representatives to the YUGSA Council:

1. The YUGSA will allocate three (3) seats on the YUGSA Council with full voting privileges to representatives of GESSA, of which two (2) shall be MES students and one (1) PhD student. One of the representatives shall be the President of GESSA, or a designated representative thereof, *ex-officio*. Said persons will be elected or appointed by GESSA and will be fully accountable to GESSA.
2. GESSA is responsible for setting the amount of, and granting payment of any honoraria to be awarded its representatives to the YUGSA Council.
3. In addition, GESSA members may hold up to two (2) of the twelve (12) seats on the YUGSA Council which are designated for underrepresented constituency groups. These representatives shall enjoy full voting privileges.
4. As associate members, GESSA members are not eligible for election to the YUGSA Executive Committee, but are eligible to vote in elections, interim elections or by elections for executive members.

Senate:

Full members of the YUGSA may occupy seats on the York Senate allocated to students directly enrolled in the Faculty of Graduate Studies, and only full members may vote for these positions in open elections. MES and PhD students in Environmental Studies may occupy Senate seats allocated to graduate students in Environmental Studies, and only GESSA members may vote for these positions in open elections.

Board of Governors:

The GESSA and the YUGSA shall work in common to seek graduate student representation on the York University Board of Governors. All members of the YUGSA and GESSA, being graduate students, shall be eligible to become nominees for and to vote for any designated graduate student seat on the Board of Governors.

Financial:

1. Half of the YUGSA membership levy per Full Time Equivalent Student (FTEs), shall be deducted from the annual levy of the GESSA and forwarded to the YUGSA by the Centre for Student Community & Leadership Development (SCLD), commencing on September 01, 2014 in recognition of services performed by the YUGSA for the graduate students in Environmental Studies. This levy shall increase yearly in proportion to the Consumer Price Index (CPI).
2. The amounts shall be forwarded according to the following formula: sixty percent (60%) in the Fall term, twenty-five percent (25%) in the Winter term, and fifteen percent (15%) at the end of the fiscal year.
3. Any increase in full membership levies shall not affect the GESSA levies until April 30, 2018, at which point this agreement is subject to renegotiation.

YUGSA Services:

1. The YUGSA provides advocacy services for members of GESSA, as detailed in the YUGSA Constitution.
2. All GESSA members shall be eligible to apply to the YUGSA Academic Funds (Conference Support Fund, Thesis Support Fund and Skills Support Fund), the Publication Support Fund, the Community Outreach Support Fund, the Dependent Bursary, the Donation Request Fund, and the International Students Bursary. The following funds will be capped at 50% for each individual GESSA student application: Academic Fund (Conference Support Fund, Thesis Support Fund and Skills Support Fund), Dependant Bursary, International Student Bursary, Donations Request and the Publication Support Fund.

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

GESSA students have full access (100%) to the following funds: the Emergency Loan Fund (ELF) and the Community Outreach Support Fund of the YUGSA. The GESSA will assist the YUGSA in collecting on outstanding loans receivable by the ELF on behalf of GESSA members which are outstanding for a duration of greater than twelve months.

3. Members of the GESSA will be eligible to apply for the Emergency Loan Fund (ELF) of the YUGSA. The GESSA will assist the YUGSA in collecting on outstanding loans receivable by the ELF on behalf of GESSA members which are outstanding for a duration of greater than twelve months.
4. The YUGSA will provide one copy for each GESSA member (approximately three hundred and twenty (320) copies) of the *YUGSA Handbook and Dayplanner* to the GESSA each year of the contract, upon publication, at the GESSA Fall Orientation, at no cost to the GESSA.
5. Members of GESSA have voted to participate in a mandatory health plan offered by the YUGSA. The YUSGA shall make every effort to ensure that GESSA participants receive fair and equitable service according to the terms of the plan, and to ensure that the GESSA member participants are supplied with all relevant information and necessary materials.

Duration:

1. This agreement renders null and void the previous agreement between GESSA and the YUGSA of December 4, 1997, and will continue in force until April 30, 2018, at which time said agreement is subject to review by both parties.
2. If either party wishes to change the terms of this agreement in any way, before April 30, 2018, the said party must provide written notice of such at least 30 days in advance.
3. Where there is mutual consent this agreement may be amended before April 30, 2018. Mutual consent in this context requires a majority vote in favour of the proposed changes by both respective Councils.
4. Where either Council votes in favour of, and provides written notice of the suspension of this agreement, this document becomes null and void thirty days from the date of submission of written notice to the other party.

Signed:

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Yasar Bukan
President, YUGSA

Jennisha Wilson
President, GESSA

Kimalee Phillip
Witness, YUGSA

Jessica Cook
Witness, GESSA

Appendix C:

Associate Membership Agreement
between the
Legal & Literary Society of Osgoode Hall Law School
and the
York University Graduate Students' Association

4 March 2013

ADOPTED by the Legal & Literary Society Council on 13 February 2013

ADOPTED by the YUGSA Council on 28 February 2013

A. Preamble

Whereas the purpose of this Associate Membership Agreement (the "Agreement") between the Legal & Literary Society of Osgoode Hall Law School (the "Society") and the York University Graduate Students' Association (the "YUGSA") is to set out the terms of the relationship between the parties hereto, in recognition of the requirements of Presidential Regulation 4; it is hereby agreed as follows:

B. Special Provisions

The Society hereby waives any and all claims, contingent or vested, to levies and funds received by the YUGSA from the Society or the members of the Society at any time prior to the ratification of this agreement.

C. Jurisdiction

- xi. The Society recognizes that the YUGSA acts as the central student government on issues common to all graduate students at York University.
- xii. The YUGSA recognizes that the Society, as constituted in its charter documents:
 - 3. Acts as the central student government on issues pertaining specifically to Osgoode Hall Law School J.D. students, and;
 - 4. Retains complete autonomy over internal matters.
- xiii. The Society and the YUGSA each retain the right to establish and maintain external relationships independent of each other.
- xiv. The Society, by virtue of its members not having participated in the referendum held in November and December of 1994, is not a member of the

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Canadian Federation of Students (CFS). Its members are therefore neither entitled to the privileges of such membership, nor under any obligation to the CFS by virtue of this Associate Membership Agreement.

xv. In the event of a dispute arising between the parties as to jurisdiction over a specific matter, the same shall be resolved by a representative of the President of the YUGSA and the President of the Society after consultation with the respective councils with the understanding that:

4. All residual powers are held by the Society, and;
5. If the dispute cannot be resolved to the mutual satisfaction of the parties, an appeal will lie with the Centre for Student Community & Leadership Development or a designee thereof.

D. Representation

5. The Society shall have one representative to the YUGSA Council with voting limited to budgetary matters only; said person shall be appointed pursuant to the procedures of the Society, shall be fully accountable to the Society, and shall be remunerated, if at all, by the Society.
6. The Society recognizes the rights of the YUGSA Executive to set its own terms of membership, and agrees that it shall not have any right of membership on the YUGSA Executive.
7. All members of the Society are entitled to vote for all candidates whose names appear on the ballot as standing for representation on the Board of Governors, or for representation pursuant to Section D (1), in any general election held by the YUGSA, but members of the Society are not entitled to vote for candidates whose names appear on the ballot for any other position in a general election held by the YUGSA.
8. Society members may not run for any position in a general election of the YUGSA, except that members of the Society may run to be a representative on the Board of Governors or to represent the Society pursuant to Section D (1), if the procedures of the Society so allow.
9. The Society recognizes and supports the right of the YUGSA to obtain graduate student representation on the York University Board of Governors.

E. Financial

4. A sum of \$0.25 per Full Time Equivalent (FTE) shall be deducted from the annual levy of the Legal & Literary Society and forwarded to the YUGSA by the Centre for Student Community & Leadership Development, pursuant to the terms of this agreement.

5. The amounts shall be forwarded according to the following formula: sixty percent (60%) in the Fall term, twenty-five (25%) in the Winter term, and fifteen percent (15%) at the end of the fiscal year.

F. Referenda

1. In this section “referenda” refers to internal referenda conducted in accordance with the constitution of the YUGSA or the constitution of the Society, as well as referenda conducted in accordance with the Guidelines and Procedures for the Conduct of Student Referenda at York University, all as amended from time to time.
2. Referenda undertaken by the YUGSA are considered as uniquely graduate student concerns, and therefore shall not be open to members of the Society, unless otherwise agreed upon by both parties in advance.
3. The President of the YUGSA shall inform the President of the Society in writing of any relevant referenda which it proposes to conduct no less than thirty (30) days prior to approval of going to referendum by the YUGSA Council.

G. YUGSA Services

Members of the Society will not be eligible or entitled to use or enjoyment of any of the YUGSA services, including but not limited to advocacy services, Emergency Loan Funds or other funding programs, or receipt of copies of the YUGSA Handbook.

H. Duration

- a. This agreement renders null and void all previous “Associate Membership Agreements”.
- b. The Society may renew the terms of this agreement, for a one year term, and the Society shall have a maximum of four (4) consecutive options to exercise such right of renewal. The Society shall be deemed to have exercised such an option if, as of April 30 of the renewal year, no written notice of any intention to the contrary has been sent to the YUGSA by the Society.
- c. If at any time the Society indicates in writing that it will not exercise its option to renew, or in any event after 30 April 2017, this agreement shall cease to be in force and effect and shall be subject to review by either party.
- d. Where there is mutual consent, this agreement may be amended while it is in force. Mutual consent in this context requires a

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

majority vote in favour of the proposed changes by both
Councils.

Signed:

Carolyn Hibbs
President, YUGSA

Elena Iosef
President, Legal & Literary Society

Kimalee Phillip
Witness

Jonathan Samosh
Secretary, Legal & Literary Society

March 4, 2013

APPENDIX D:

Elections Procedure Code And Guidelines

Last Amended December 2011

ARTICLE 1 - INTERPRETATION

The Electoral Committee and the GSA Council make all interpretation to this Code. For the purpose of this Code:

Arm's-length party

Arm's-length party shall mean any individual or group who is not a "Non-arm's-length party".

Campaign material

Campaign material shall mean any item, design, sound, symbol, or mark that is created or copied in any form in order to influence voters to cast a ballot in favour or in opposition of a candidate.

Campaigning

Campaigning shall mean any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign material.

Candidate

Candidate shall refer to any individual who has met the requirements of section 6 of this code.

Committee

Committee shall mean Elections Committee.

Constituency

Constituency shall refer to the pool of voters that are eligible to cast a vote for the position in question.

Code

Code shall mean the Election Procedure Code and Guidelines document.

CRO

CRO shall mean the Chief Returning Officer.

Cross Campaigning

Cross Campaigning shall mean the sharing of campaign materials, slogans, tactics, identifying marks or names; and/or joint campaigning, with the intent of associating two or more candidates in the mind of a voter.

Distribute

Distribute shall mean the dissemination of campaign materials by a candidate, or a non-arm's-length party, to an individual or group.

Endorsement

Endorsement shall mean supporting a candidate, through either verbal or non-verbal communication; through the provision of materials, advertisements, or non-financial donations.

The Elections Committee will be comprised of the Chief Returning Officer and the Deputy Returning Officer(s).

Member

Member shall refer to any individual who is a current member of the Union as defined in the Union's By-laws.

Non-arm's-length party

Non-arm's-length party shall mean an individual or group who a candidate knew, or reasonably ought to have known, would assist that candidate with his/her campaign.

Polling Station

Polling station shall mean any Union sanctioned Ballot Box or any electronic device that may be used to log into Passport York (York University Repository of Student Information).

Poster

Poster shall refer to print media to be affixed to a surface, or displayed for viewing.

Public Domain

Public Domain means any place to which the public has an automatic right of access.

Spoiled vote

Spoiled vote means any ballot cast that is not a valid vote.

Sponsorship

Sponsorship means a financial contribution or in-kind donation made for the purpose of supporting a candidate's campaign.

Student Organization

Student Organization shall refer to any student groups on campus that collects a compulsory levy or student fees.

Union

Union shall refer to the Graduate Students' Association.

Valid Identification

Valid Identification shall mean a valid York U Card or government issued photo identification.

Valid vote

Valid vote shall mean that a vote is valid when the number of candidates selected does not exceed the number of positions to be filled.

Votes cast

Votes cast means the total of valid votes and spoiled votes.

ARTICLE 2 - POWERS OF THE ELECTIONS PROCEDURE CODE AND GUIDELINES

2.1 - Jurisdiction

The provisions of this Code shall apply to those elections conducted by the Union and the candidates within those elections.

2.2 - Administration of Elections Procedure Code

- a. It will be the duty of the Chief Returning Officer and the Deputy Returning Officer(s) to administer this Code and to uphold its spirit and principles.
- b. All Union elections must run according to the Union Accessibility Policy, and any other applicable policy of the Union.

2.3 - Amendments to Elections Procedure Code and Guidelines

The Council cannot conduct amendments to the Code between the commencement of the nomination period(s) and announcement of results.

ARTICLE 3 - CANDIDATE ELIGIBILITY

3.1 - The Constituency

All members of the Union who are eligible to cast a vote for the position in question as defined in the Constitution and By-Laws of the Union.

3.2 - Candidate Eligibility

The Candidate Eligibility for election to executive position is as defined by Union by-laws.

3.3 - Nomination Form

- i. Nomination forms shall be produced by the CRO and shall include, at minimum, the deadline for receipt of nominations, the date of the All-Candidates meeting, the criteria for eligibility to run for office, and the criteria for eligibility to be a nominee. The nomination form shall also supply space for the nominee to provide the position sought, the nominee's name, student number, department, program of study, the signature of the nominee, and the name, signature, and student number of the nominators. It is the responsibility of the candidate to ensure their eligibility with the CRO. A nomination form:
- ii. Is valid when a potential candidate submits a nomination form prior to the closing of the nomination period and is filled out completely, accurately and with the appropriate signatures required;
- iii. Is the onus of the Union member seeking candidacy;
- iv. A member who fails to submit a proper nomination form is treated as if they submitted no nomination form;
- v. May be disputed by submitting in writing to the Elections Committee no later than twenty-four (24) hours following the release of the names of the eligible

candidates. The Committee shall render a decision before the beginning of the campaign period.

- vi. A receipt system will be used to log the distribution and submission of all nominations packages.

Nomination forms must be made available in accessible formats by the CRO. This includes, but is not limited to, large print and in electronic copy. If a candidate cannot sign the hard-copy form, an electronic signature will be accepted.

3.4 - Candidate

A Candidate nomination form must be signed by at least ten (10) Union members and submitted to the CRO, or designate, by the close of the nomination period.

ARTICLE 4 - ADMINISTRATION OF ELECTIONS

4.1 - The Elections Committee

- a. The Elections Committee oversees the conduct and supervision of the Elections of the Union.
- b. The Committee reserves the right to modify the following sections of the Code:
 - i. Section 5: All-Candidates Meeting, subsection (4).
 - ii. Section 6: Rules for Elections, subsection (1.n).
- c. All Committee members shall act impartially during the Election period. Failure to act impartially may result in Council's removal and/or censure from the committee.

4.2 - The Chief Returning Officer

The Chief Returning Officer (CRO) shall:

- a. Report to the GSA Council.
- b. Ensure that Elections Procedure Code and Guidelines is enforced.
- c. Be in charge of all matters regarding the holding of Elections, including the receipt and certification of nominations, the posting of notices and newspaper advertisements, providing for an all candidates meeting, the establishment of polls, the counting of ballots and the declaration of elected candidates.
- d. Acquire a list of valid voters from the administrative office of the Faculty of Graduate Studies.
- e. Conduct the Elections on days established by the Council.
- f. Be ineligible to vote.
- g. Not be eligible to run for office in GSA Elections unless notice of resignation is given to the Executive fourteen (14) days prior to the opening of Nominations for such Elections or By-Elections.
- h. Provide a final report for approval to the GSA Council at the next scheduled meeting following the election results.
- i. Hire the DRO (s) and polling clerks as required.

4.3 - The Deputy Returning Officer(s)

The Deputy Returning Officer(s) (DRO) shall:

- a. Report to the CRO
- b. Aid the CRO with promoting the Election
- c. Act impartially in the election

- d. Assume the responsibility of the CRO in his/her absence
- e. Assume other duties as delegated by the CRO and the Committee

4.4 - The Poll Clerks

The Poll Clerks Shall:

- a. Assist the electoral committee;
- b. Operate the polling station. Ensure that no tampering occurs with voting procedure;
- c. Be eligible to vote in Elections and By-Elections, but otherwise maintain complete impartiality.

4.5 - Appeals Officer and Committee Members

The Appeals Committee shall:

- a) Remain at arms length from the elections process, including but not limited to refraining from campaigning for any candidate, or representing the GSA Executive or Councillors.
- b) In the case of an appeal of a decision of the CRO, the Appeals Officer shall convene the committee, and report their decision to the appellants and others affected by the decision within 48 hours. The decision shall also be posted on the door of the GSA office until Council ratifies the election results.
- c) Not be a current elected or appointed officer of the GSA at the time of their appointment.
- d) Not be eligible to run for office in the GSA Elections.
- e) Provide a report to the GSA Council at the next scheduled meeting following the election results

ARTICLE 5 - ALL-CANDIDATES MEETING

5.1 - All nominees, or an authorized representative of each nominee, must attend the All-Candidates Meeting in its entirety or arrange to meet with the CRO in person within twenty-four (24) hours of the meeting.

5.2 - For an authorized representative to be valid, they must possess a signed statement from the nominee that the representative has the authority to act on their behalf for the duration of the meeting.

5.3 - Any candidate who fails to attend or send an authorized representative to the All-Candidates meeting, or fails to arrange a meeting with the CRO within forty-eight (48) hours, shall be disqualified from the election.

5.4 - The topics at the All-Candidates meeting shall include, but not limited to:

- a. the Code;
- b. York University policy;
- c. The Election schedule;
- d. The duties and functions of the Election officials.

5.5 - Each candidate, or authorized representative, will sign a statement before leaving the meeting that indicates s/he understands the rules and regulations governing the Election, including the Code.

5.6 - It is the responsibility of each candidate to understand all information provided at the All-Candidates meeting.

ARTICLE 6 - RULES FOR ELECTIONS

6.1 - Campaigning

- a. Pre-campaigning
No active campaigning shall take place before the nomination period and before the start of the campaigning period.
- b. Conflict of Interest
Any current member of the Board, staff, volunteers, and committee members of the corporation who decides to run for an Election shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.
- c. Responsibility of Candidates
Candidates have the responsibility of the actions and violations stemming from such actions, of any non-arm's-length party, however occurring.
- d. Fair Play
Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact.
- e. Adherence to Existing Policy
It is the responsibility of the Candidates that all campaign tactics, materials and/or advertisements, conform to all policies and regulations of the Union and University, and with all municipal, provincial, federal laws.
- f. Approval of campaign by CRO
All campaign tactics, material and/or advertisements need approval by the CRO in advance of posting or distribution. All submissions made to the CRO shall be returned with or without approval within two (2) business days.
- g. Environmental Protection and Recycling
All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please pass this on to a friend and recycle after the election."
- h. Candidate posters and campaign materials
The following shall also apply to candidate posters:
 - i. Poster size shall not exceed 11"x17" (297mmx420mm)
 - ii. No more than three banners are allowed, and are not to exceed 9'x3' (2.75mx0.92m)
 - iii. No laminated posters are allowed
 - iv. Each candidate's poster may not overlap another candidate's poster.
 - v. All posters may only contain information that is relevant to the election.
 - vi. All posters must be removed within forty-eight (48) hours after the close of the voting period.
 - vii. Campaign materials shall not:
 - a. Overlap or be attached to a campaign materials already affixed to something.
 - b. Be posted in classrooms or seminar rooms.

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- c. Be removed from any posted location, legal or illegally, without the authorization of the CRO or designate, except a candidate's own materials removed by that candidate or person(s) authorized by that candidate to remove such materials.
 - viii. Candidates must create campaign materials in accessible format wherever possible. Posters and flyers created by candidates should be made available for distribution in large print and electronic format. Websites created by candidates should also be accessible. Guidelines for accessibility of websites will be made available by the CRO.
 - i. **Specific Restrictions on Campus**

Restrictions regulating campaigning, that are unique to the following, shall be followed. It is the responsibility of the candidates to familiarize themselves with the different rules that govern each of the aforementioned entities.

 - i. Keele and Glendon campuses; student residences; and,
 - ii. Any building on campus, including Union offices
 - j. **Restricted Areas**

Areas designated for campaigning will be subject to the following restrictions:

 - i. No campaigning of any form is permitted in the YUGSA offices, inside the Overgrad Café, South Ross 167, or any area that can be perceived to be under the jurisdiction of the YUGSA unless otherwise stated by the CRO.
 - ii. Campaigning within a classroom is forbidden without the expressed permission of its presiding faculty member(s). To campaign in a classroom, a candidate must obtain consent from the professor/lecturer before the start of class. Candidates are required to inform the CRO within a reasonable time about such activities.
 - k. **Campaign Restrictions on Polling stations**

Restrictions concerning Union polling stations include:

 - i. Campaigning shall not take place within six (6) meters of a designated polling station during the election voting days
 - ii. Any and all campaign materials found within six (6) meters of a designated polling station shall be removed during the election voting days.
 - iii. Designation of polling station is at the discretion of the CRO.
 - l. **Tangible Benefits Conferred by Virtue of Office**

Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.
 - m. **Designation of Campaign Materials**

In determining a candidate's total campaign expenditure, the Committee reserves the right to include the Fair Market Value (FMV) of any materials that endorse or support a candidate. This may, at the discretion of the

Committee, include situations whereby a party producing the material or advertising does so without the consent of the candidate, but where the candidate knows, or reasonably ought to know, about such material or endorsement.

- n. Discount on Fair Market Value
Where a candidate purchases goods or services at a discounted price, or receives them as a donation, the FMV of the purchase will be used to determine a candidate's campaign expenditure.
- o. Cross Campaigning
 - i. Cross campaigning is allowed between candidates in the election governed by this Code.
 - ii. Cross campaigning is allowed between candidates being elected through other organizations and candidates in the election governed by this code.
- p. Campaigning During Voting Period
During the specified voting period campaigning is allowed with the following restrictions:
 - i. Campaigning is not allowed within York Graduate Apartments
 - ii. Campaigning and campaign materials are not allowed within the Library

6.2 - Campaign Expenses

- a. Proof of Campaign Expenses
All candidates shall submit to the CRO original receipts of all campaign expenditures within twenty-four (24) hours of the close of voting. The CRO may at any time request from any of the candidates original receipts for expenditures prior to the close of voting.
- b. Maximum Spending Limit
The Committee will set the maximum spending limit for all campaign expenditures.
- c. Campaigning Donations
Sources and amounts of any campaign donations must be disclosed to the CRO. Candidates will not be reimbursed for this amount.
- d. Fair Market Value
 - i. Fair Market Value of a product or service shall be the lowest price, without special concessions or discounts that is available in Toronto, Ontario for that product or service, to all persons who approach a person or company that sells, or deals in, that product or service.
 - ii. The Committee shall contact three (3) major suppliers in the Toronto area and shall adopt the lowest price as the FMV. The candidate may rebut such FMV if the candidate is able to produce/submit receipts from the Toronto area merchants which evidence a lower FMV than that obtained by the Committee.
- e. Reimbursement of Campaign Expenses
All candidates shall be reimbursed for campaign expenses up to a maximum of \$150.00 per person.

6.3 - Violation of Campaign Rules

- a. Elections Committee Sole Authority

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

- i. CRO shall have the sole authority to enforce the provisions of this Code. The Committee may, however, enforce this Code when there has been no ruling given by the CRO.
 - ii. The CRO and the Committee reserve the right to make rulings on issues and events not otherwise covered in this code, or to add in such rulings to supplement existing sections.
- b. Allegations of Violations
Allegations of violations of this Code shall be submitted to the CRO in writing. Such allegations must be made within forty-eight (48) hours of the closing of the voting period.
- c. Agency of Elections Committee and CRO
The Committee and/or CRO may lay charges of violations of campaign rules on its own initiative.
- d. CRO decision
The CRO shall render a decision within forty-eight (48) hours in writing to the candidates in questions and the complainant, unless the complaint is time sensitive, in which case the CRO shall render a decision within one (1) business day. A complaint shall be deemed time-sensitive when the activity outlined in the complaint are ongoing.
- e. Appeals of CRO's ruling
 1. Appeals regarding decisions made and/or sanctions levied by the CRO shall be made in writing to the Committee within forty-eight (48) hours of the candidate being informed of the decision of the CRO. If the appeal is made after such a time period, the appeal shall be ruled out of order by the Committee and categorically denied.
 2. Candidates may attend the Committee meeting at which their appeal will be considered to present their case. The candidate can make oral statements and/or deliver a written submission at this time.
 3. A candidate shall be informed of a Committee decision six (6) hours after the decision is posted on the designated elections space in the Union office(s). All decisions shall indicate the time posted.
 4. If the candidate is not satisfied with the final ruling of the Committee s/he may appeal the results of the election at the time of the approval of the CRO's report. Appeals may only be made on grounds of procedure. Upon hearing an appeal, Council may either accept the appeal and declare new elections held, or reject the appeal and declare the results of the elections as valid. All motions related to appealed elections must be passed by a two thirds vote.
- f. Candidate's Responsibility of Knowledge of CRO decisions
It is the responsibility of the candidate to ascertain his/her position with respect to decisions made by the CRO or Committee regarding alleged violations committed by the candidate. This shall be done on a regular basis by consulting the CRO, a published list, or minutes posted on the designated elections space in the Union office.
- g. Publication of Violation

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

Where the CRO or Committee finds there has been a violation of the Code, the CRO or Committee Chair must publish the details of the violation in a designated elections space in the Union office.

h. Penalties for Violations

The CRO or Committee may:

- i. Assign a demerit point penalty.
- ii. Assign multiple penalties where the violation encompasses more than one offense.
- iii. Declare that an election in a particular Union election or election of a candidate be ruled void.

i. Campaign Material

Violation	Demerit Point
Unintentional Misrepresentation of Facts	3
Multiple violation in the same location/building	4
Unapproved material	5
Displayed in an unauthorized area	5
Pre/post campaign materials	6
Intentional misrepresentation of facts.....	10

ii. Campaigning

Violation	Demerit Point
Unintentional Misrepresentation of Facts	3
Failure to submit campaign receipts and/or signed statement of having no expenses.....	4
Distribution of campaign material within six (6) meters of a polling station.....	15
Improper distribution of campaign materials	8
Multiple violations within ten (10) meters	8
Intentional misrepresentation of facts.....	10
Campaigning in an unauthorized area	10
Pre/post campaigning.....	10
Breaking University, municipal, provincial, and/or federal law/regulation while campaigning	10

i. Demerit Points

Demerit points as outlined in the above section are assessed on, but not limited to, the following basis. The values listed below are a guide for issuing demerit points. Values may be increased or decreased at the discretion of the CRO and Committee. The CRO or Committee reserves the right to assign a demerit point penalty of an amount determined at their discretion, including a sufficient amount to disqualify a candidate, to any candidate who has committed this offense.

**The CRO and the Committee reserves the right to assign a demerit point penalty of an amount determined at their discretion, including sufficient amount to disqualify the candidate

iii. Fair Play

Violation	Demerit Point
Candidates enforcing Elections Procedure Code	5
Unsanctioned use of Union resources	15
Gross misrepresentation of facts.....	20
Malicious or intentional violation of Elections Code or Policy	25
Abuse of position or status	15

- j. Disqualification
Violations of the following nature will result in an automatic disqualification of a candidate:
 - i. Anyone improperly declared an eligible candidate.
 - ii. Failure to attend the All-Candidates meeting or make arrangements with the CRO.
 - iii. Any candidate spending over the maximum spending limit as set by the Committee.
 - iv. Intentional misrepresentation of campaign expenditures.
 - v. A candidate accruing greater than 35 demerit point limit is disqualified.
 - vi. Any attempted interference in the Election process as regulated in this Code.
- k. Disqualification of Winning Candidate
In the event a winning candidate in any election is disqualified, the runner-up will take the place of the disqualified winner.

ARTICLE 7 - VOTING PROCESS

7.1 - Polling Stations

All polling stations will be wheelchair accessible. Ballots will be made available in large print and Braille. Members requiring support with filling out ballots will be assisted by elections officers. All elections officers require training on accessibility in voting. This training will be provided by the CRO or designate.

7.2 - The Voting Process

The method for voting in the Election process shall be as follows:

- a. Valid identification from members is required for voting.
- b. Sealed ballot boxes shall be stored in a location to which no other individual student, administrator or Elections Committee official would have access to such as but not limited to the Ombuds Office or campus security until the vote is to be counted.

7.3 - Election of Candidates

- a. In the event that the number of candidates nominated for an Executive position is greater than the number of candidates available to be elected, the winner(s) shall be elected by a plurality of the votes cast.
- b. In the event that number of candidates nominated for election for any Executive position is lesser than the number of candidates available to be elected, the candidate shall be declared as winner by acclamation.

ARTICLE 8 - ELECTION RESULTS

8.1 - Vote Count

- a. At the close of the voting period, the CRO and DRO shall immediately remove the ballot box to a secure location for the vote count. Normally, the counting shall begin within half an hour of the ballots' arrival at the secure location.
- b. Votes will be counted by the CRO and DRO.
- c. In cases where more than five hundred (500) ballots are cast, the CRO shall

ensure that two poll clerks are on hand to assist with the counting. Compensation for these additional vote counters shall be determined by the CRO.

d. No one but the designated vote counters shall handle cast ballots.

e. A ballot that does not clearly indicate one candidate shall be deemed spoiled.

f. Each candidate or slate has the right to appoint one (1) scrutineer to oversee the vote count. Scrutineers shall at no time handle cast ballots.

g. No one but designated vote counters and scrutineers shall be present in the room as the votes are being counted.

h. After the count, ballots shall be held in a secure location to which the Executive Committee does not have access.

8.2 - Equality of Votes

If the outcome of an Election or By-Election is confirmed as a tie, then the CRO shall resolve the tie by conducting a vote in the next Council Meeting.

8.3 - Close Vote Counts

a. If the outcome of an Election or By-Election is within ten (10) votes after the first count, there will be an automatic recount.

b. If the outcome of an Election or By-Election is within twenty-five (25) votes, any candidate has the right to request a recount.

c. A recount may be undertaken at the discretion of the CRO.

8.4 - Ratification

Candidates shall not be deemed elected until they have been ratified by the Union's Council at the subsequent meeting following the election results. All results not appealed shall require a majority vote for approval.

8.5 - Destruction of Ballots

The ballots shall be kept in a secure location until Council has ratified the election results and passed a motion to destroy the ballots.

ARTICLE 9 - APPEALS PROCESS

Candidates who so wish may appeal the results of the elections at the time of the approval of the CRO's report. Appeals may only be made on grounds of procedure. Upon hearing an appeal, Council may either accept the appeal and declare new elections held, or reject the appeal and declare the results of the election as valid. All motions related to appealed elections must be passed by a two-thirds vote.

Appendix E:

THIS AGREEMENT made as of the 7th day of August 2013,
BETWEEN:

York University
("York")
AND
York University Graduate Students' Association ("YUGSA")

Article I. - Hosting and Term

Section 1.1 - **Hosting.** In consideration of the performance by YUGSA of its obligations under this Agreement, York shall host YUGSA at York's premises as more particularly described herein.

Section 1.2 - **Term.** This Agreement commences as of August 7th, 2013 and continues August 31, 2014 (the "Term") unless earlier terminated pursuant to Article 7. The Term may be extended by mutual agreement of both parties. The parties will meet between July 1 and August 15, 2013 to negotiate the terms of an agreement for the use of the Premises commencing September 1, 2014.

Article II. - Fee and Payment

Section 2.1 - **Fee.** YUGSA shall pay to York no fees for the use of the premises.

Article III. - Premises and Use

Section 3.1 - **Premises.** York University agrees to provide Ross S167 ("the Premises")

Section 3.2 - **Use.** YUGSA shall use and occupy the Premises only for the operation of a space for graduate students to meet, study, socialize, and engage in other activities approved by the YUGSA and no other purpose. The YUGSA undertakes to plan and permit in the space only those events and activities which are conducive to the purposes listed herein.

Section 3.3 - **Occupancy.** YUGSA shall:

- a) carry on its operations and activities in the Premises in a reputable manner and in compliance with all laws.
- b) not do, omit, permit or suffer to be done or exist upon the Premises anything which is or results in a disruption of, or interference with University activities, or a hazard, in the opinion of York, acting reasonably. ;
- c) not interfere with or compromise the activities of any other occupants, and
- d) comply with all the rules, regulations and policies of York.

Section 3.3 - **Alternate Premises.** The YUGSA and York University agree that during the term of this Agreement, York will not move YUGSA to alternate premises unless a minimum of twelve weeks' notice is provided to YUGSA.

Section 3.4 - **Utilities.** YUGSA shall not overload or misuse any mechanical or electrical facilities serving the Premises or use them for any purpose for which they were not intended or designed. YUGSA shall pay the cost of repairing any damage to such services caused by or resulting from YUGSA's use thereof.

Article IV. - Insurance and Indemnity

Section 4.1 - **Insurance.** Each party shall, at its sole cost and expense, take out and maintain in full force and effect at all times throughout the Term, commercial general liability and property damage insurance, including personal liability, contractual liability with coverage for any one occurrence or claim of not less than Five Million Dollars (\$5,000,000.00) or such higher limits as may require from time to time and YUGSA shall provide York with a Certificate of Insurance as attached.

Section 4.2 - **York Indemnity.** YUGSA shall indemnify and save harmless York, its Board of Governors, officers, employees and agents, from and against all claims, losses, damages, costs, expenses, actions, and other proceedings made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner based upon, occasioned by or attributable to any injury to or death of a person or damage to or loss of property, infringement of rights or any other loss or damages whatsoever arising directly or indirectly from any willful or negligent act, omission, or delay on the part of YUGSA.

Article V. - Maintenance

Section 5.1 - **Access.** York is entitled, with at least 48 hours notice given to YUGSA, emergencies excepted, at all reasonable times to enter the Premises to examine them, to make such repairs, alterations or improvements as York considers necessary or desirable.

Section 5.2 - **Maintenance.** York shall maintain the Premises in good repair, order and condition. York has the right to stop, interrupt or reduce any services, systems or utilities provided to, or serving, the Premises, for the purpose of performing repairs, alterations or maintenance, or to comply with laws or regulations or binding requirements of its insurers or for causes beyond York's reasonable control.

Section 5.3 - **Alterations.** YUGSA shall not make any alterations to the Premises without York's prior written approval. York University, at its expense, will arrange the following alterations to the Premises to be completed by March 1, 2013:

- a) The installation of a code lock on the northernmost door to the room;
- b) The installation of an automatic door operator, to work in conjunction with the code lock such that full access is provided to students using mobility-assistive devices; and
- c) such further items upon the written consent of both parties.

Section 5.4 - **Damages.** YUGSA shall immediately notify York of any accident, defect, damage or deficiency in any part of the Premises, which comes to the attention of YUGSA , and YUGSA shall reimburse York for the resulting cost of repair of the Premises determined by the parties to have resulted from YUGSA's use of the Premises (or assigned temporary use to another user).

Section 5.5 - **Interruption.** York has the right with at least 48 hours notice given to YUGSA, emergencies excepted, to stop, interrupt or reduce any services, systems or utilities provided to, or serving, the Premises, for the purpose of performing repairs, alterations or maintenance or to comply with laws or regulations or requirements of its insurers or as a result of York exercising any rights.

Section 5.6 - **Enquiries** YUGSA will direct enquiries regarding maintenance and/or security to the appropriate representative of York University.

Article VI. - Security

Section 6.1 - York will coordinate with YUGSA as to its security arrangements.

Section 6.2 - The YUGSA will retain control of the security cameras currently installed in the Premises, and keep signs posted informing users of the space that any inappropriate or criminal activity recorded by them will be turned over to the appropriate authorities.

Section 6.3 - The YUGSA undertakes to adopt such measures as may be reasonable to discourage unauthorized entry to the space and/or improper use of it. York University and the YUGSA may meet with at least one week's notice to discuss any security issues that arise.

Section 6.4 - YUGSA acknowledges that as early as September 1, 2013, Ross S166 will be occupied by a food services provider. The parties will discuss possible oversight of the Premises by the food services operator; the details of which will be documented in writing.

Article VII. - Termination

Section 7.1 - **Termination.**

- a) If either party commits any breach of or default in any terms or conditions of the Agreement, the other party who is not in breach or default of this Agreement may, in addition to other remedies it may have, terminate this Agreement by sending notice of termination in writing and such termination is effective immediately.
- b) Either party may terminate this Agreement upon 60 days prior written notice to the other party.
- c) No termination of this Agreement releases the parties from their rights and obligations hereof.

Section 7.2 - **Post-Termination.**

- a) Upon expiry of the Term or earlier termination thereof, YUGSA shall have 30 days from the date of the termination, at its sole cost and expense, to remove its fixtures and

equipment and any chattels as determined by an inventory list to be furnished to York from the Premises and leave the Premises in good repair and condition, reasonable wear and tear excepted.

b) If the Premises are damaged as a result of or in the course of such removal, YUGSA shall repair such damage to the satisfaction of York. If YUGSA fails to remove the fixtures, equipment or chattels from the premises, or fails to repair any damage resulting from such removal in a diligent manner, York may do so at the cost of YUGSA.

ARTICLE VIII - General

Section 8.1 - **Notices.** Each party shall send any notices or other communications required or permitted to be given or delivered hereunder in writing unless otherwise permitted and deliver personally or send by registered or certified mail, return receipt requested, postage prepaid to the other party at the following address:

a) to YUGSA: Attention: Management Board Chair
YUGSA
325 York University Student Centre
York University
4700 Keele Street
Toronto, Ontario M3J 1P3
Fax No.: (416) 736-5729

b) to York: Attention: Senior Executive Officer
Office of the Vice-President Finance and Administration
950 York Research Tower
York University
4700 Keele Street
Toronto, Ontario M3J 1P3
Fax No.: (416) 736-5421

or to such other address as each party may from time to time designate to the other in writing. Any notice given is be deemed to have been received on the date on which it was delivered if a business day, failing which, on the next business day or if mailed, on the 5th business day following the mailing thereof.

Section 8.2 - **Representatives.** For all purposes as may be relevant herein, and until the respective parties designate otherwise in writing, the parties' representatives are the following persons:

a) for YUGSA: Wendy Zhao

b) for York: Steve Dranitsaris

Section 8.3 - **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes all prior understandings and agreements between the parties hereto with respect thereto. There are no

YORK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION

representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties other than as expressly set forth in this Agreement.

Section 8.4 - **Amendments & Waivers.** No amendment to this Agreement is valid or binding unless it is in writing and signed by both parties hereto. No waiver of any breach of any provision of this Agreement is effective or binding unless made in writing and signed by the party purporting to give the same and, unless otherwise provided in the written waiver, is limited to the specific breach waived.

Section 8.5 - **Governing Law.** This Agreement is governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. The parties attorn to the exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.

Section 8.6 - **No Assignment.** No party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other party.

Section 8.7 - **Enurement.** This Agreement enures to the benefit of and is binding on the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Signatures:

Yasar Bukan
YUGSA President

Wendy Zhao
YUGSA Management Board Chair

Steve Dranitsaris, Senior Executive Officer
Office of Vice-President Finance and Administration

Appendix F:

Sample Hiring Notice

EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANTSHIP

The York University Graduate Student's Association (YUGSA) is seeking one or two part-time office assistants who will be responsible for general clerical and receptionist administration at the YUGSA under the supervision and direction of the Executive. The YUGSA is the representative government of graduate and law students at York and is primarily funded by student fees collected through tuition payments. The details of the position are as follows:

HOURS: [xx] hours per week, September [year] to April [year].

SALARY: \$[xx.xx] / hour.

APPLICATION DEADLINE: [day, date, time]

STARTING DATE: [day, date]

ELIGIBLE APPLICANTS: Only individuals currently registered as graduate or law students at York University are eligible for these positions. Graduate students who are currently in default on a YUGSA Emergency Loan or who owe any other money to the YUGSA and have no planned schedule of repayment, are not eligible for these positions.

DUTIES & RESPONSIBILITIES: The office assistants are responsible for a wide range of duties including typing memos and reports, filing, mail-outs and answering queries from students.

QUALIFICATIONS: Good administrative, communication, typing and interpersonal skills, combined with previous experience in an office setting, knowledge of standard computer software such as [examples], and some familiarity with graduate studies at York. Affirmative action principles as well as financial need will be considered by the Hiring Committee which reviews all applications.

The Graduate Students' Association is an equal opportunity employer and we welcome the contributions that individuals from marginalized communities bring to our organization. We strongly encourage applications from women, people who identify as lesbian, gay, bisexual, queer-oriented, transgendered or transsexual, Aboriginal people, people of colour, ethnic minorities, single parents and disabled people.

Please submit resume to:
The Hiring Committee
Office Assistant Position
c/o The Graduate Students' Association
325 Student Centre Complex
York University
4700 Keele Street
Toronto, ON
M3J 1P3

Appendix G:

**Collective Agreement
between the
York University Graduate Students' Association
and
CUPE 1281
September 1, 2015 to August 31, 2018**