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BACKGROUND
The Graduate Students’ Association (GSA) was established in 1967 and currently represents over 6000 University of Calgary graduate students. Five student representatives are elected each year to sit on the GSA’s Board of Directors. These elected officials, and a group of permanent staff members, advocate for graduate students to the University and the three levels of government, provide professional development opportunities, host diverse social events, and provide various funding opportunities. These are just a few of the ways that the GSA supports graduate students.

MEMBERSHIP
The GSA membership consists of all University of Calgary full and part-time graduate students. The membership elects the GSA Executive Board of Directors for a one-year term beginning May 1. The Executive Board of Directors governs the Association and provides strategic direction.

GSA MISSION, VISION, COMMITMENTS AND VALUES
The GSA developed a thorough 3-year strategic plan, titled Peer Beyond in 2015. This document guides the association to make the best, most effective decisions that will benefit our graduate membership.

Vision
We will be a recognized leader in graduate student representation.

Mission
We provide a strong foundation for our members and community by offering valued services and programs that support and empower graduate students during and after their academic endeavors. We create an environment built on fiscal sustainability, social engagement, and effective representation.

Commitments
- Resilience - To be organizationally sustainable by being fiscally accountable, environmentally responsible, and providing a strong foundation of effective governance.
- Student Engagement - Using effective communication to engage our members and the wider community, to create awareness, to advocate to government, and to offer programs and services that contribute to overall student success.
- Organizational Learning - To continually seek and utilize the most effective ways to represent graduate students.

Values
- Communication - Achieving goals through effective communication and teamwork.
- Collaboration - Determined for deeper understanding through co-operation.
- Accountability - Using transparency to create understanding.
- Adaptability - Continuous learning, improvements and assessments.
- Legacy - Creating lasting memories.

2015 - 2016 GSA BOARD OF DIRECTORS
- President: Mike Webster
- Vice-President Academic: Blake Lewis
- Vice-President External: Erica McLachlan
- Vice-President Student Life: Danica MacDonald
- Vice-President Finance & Services: Sam Hossack
The GSA Board of Directors' main objective is to support graduate students and advocate on their behalf. The GSA provides workshops, special events, financial aid and support, as well as facilitates career-based growth and development for graduate students as they progress through their university programs. The GSA also administers its own non-profit, self-funded, health and dental plan.

The BoD of the GSA creates committees in order to:

- Research specific issues
- Seek advice or input on specific issues
- Oversee and secure the proper functioning of projects, initiatives or programs

Committees of a permanent nature are called standing committees. Each BoD portfolio has its own standing committee(s):

- President: Governance Committee, Senior Leadership Team
- VP Academic: Academic Standing Committee, Awards Committee
- VP External: External Relations Committee
- VP Student Life: Student Experience Standing Committee (shared with VP Finance & Service), Community Engagement Committee, Events Committee, Mental Health & Wellness Committee, Newcomer and International Student Committee, Residence & Family Housing Committee
- VP Finance & Services: Finance Standing Committee, Student Experience Standing Committee (shared with VP Student Life), Sustainability Committee

Committees created for a one-time function are called ad hoc committees. All committees are responsible to the BoD.

For a summary of the GSA organizational structure - see Appendix 1

For more information about the GSA Executives, or to contact them, visit gsa.ucalgary.ca/executive or call the GSA Executive office at 403.220.3501

For more information on the GSA, please see our website at gsa.ucalgary.ca

GSA STRUCTURE AND GOVERNANCE

Objects and Bylaws
The Graduate Students’ Association Objects and Bylaws are the governing documents of the GSA. These documents set out the structure of the GSA and govern the conduct of all GSA bodies. There is important information listed within our bylaws, including how to initiate a referendum, what the Judicial Board is for and how we run our elections. See Appendix 4 for some important bylaws regarding GRC. Please take some time to review your GSA Bylaws before the next Graduate Representative Council meeting. Our Objects and Bylaws can be found at: gsa.ucalgary.ca/constitution

GRC MEETING SCHEDULE

GRC meetings are usually held on the last Tuesday of most months of the academic year (see http://gsa.ucalgary.ca/grc for dates) at 5:30 pm (check the website, newsletter, or email commcor@gsa.ucalgary.ca for the location) unless otherwise announced in the GSA News and Views Newsletter and on the GSA website. They run on average about 1.5-2.5 hours and cover issues affecting graduate students. After the meeting, members are encouraged to join the executive at the Last Defence Lounge (LDL) where free refreshments will be provided to those who attended the meeting.

GRC members are encouraged to check the GSA’s News and Views Newsletter, the GSA website and their email for meeting reminders, agendas and schedules prior to the meeting itself. If the meeting location changes, it will be announced via e-mail and on our website as early as possible. If you are part of a DGA, you are required to send a representative to GRC in order to maintain DGA funding. Additionally, any GSA member is welcome to attend GRC meetings, although they may not be permitted to vote. For more information and the schedule of this year’s meetings: gsa.ucalgary.ca/grc
GRC REPRESENTATIVES

Each Departmental Graduate Association (DGA) or department authorized by the University of Calgary to operate a graduate program, may be represented by one or more Graduate Representative(s) at GRC meetings. DGAs or authorized departments with:

- Consult with graduate students on decision items.
- Vote in the elections of the roles of speaker, chief returning officer, clerk, and Financial Standing Committee Chair.
- Vote on important issues

GRC MEETING OPERATION

All GRC reps will receive an agenda for each meeting and the minutes from the previous meeting, minimally 5 days prior to GRC. If your DGA's GRC representative is not receiving these emails, please contact commcor@gsa.ucalgary.ca

The meeting will begin with the acceptance of the agenda and the minutes from the previous meeting. A permanent item on the agenda is "Executive Reports" which provides the BoD with the opportunity to present the activities and projects of the previous month, as well as upcoming activities and projects, to GRC and provides GRC representatives an opportunity to ask any questions they might have related to these activities.

Any formal motions, committee reports, DGA happenings or other items of information are welcomed and encouraged. Any GRC rep can vote on or present a motion. If you wish to present at a GRC meeting, please ensure that all written information is submitted to the GSA office (commcor@gsa.ucalgary) by mid-month so that it can be included in that month’s agenda.

During the meeting, the Speaker’s interpretation of Robert’s Rules of Order is followed. See Appendix 3 for a list of commonly used Robert’s Rules.

Departmental Graduate Associations (DGAs)

A significant portion of the GSA’s services aims to foster an engaged student environment where GSA members are aware, accountable and active in their education and community. The Departmental Graduate Association program of the GSA is an integral way that students are showing their engagement. The DGA program, established in 2008, gives graduate students in every department, regardless of size, the chance to plan and manage their own students’ association for graduate students. The GSA supports this program with enhanced and

Responsibilities of GRC Representatives

The Graduate Representative Council (GRC) is a body comprising representatives chosen by graduate students in each university department/faculty. The GRC is an advisory body of the GSA, and is subject to GSA bylaws.

As a GRC representative you are responsible for the following:

- Attend six out of the seven meetings per year. If you are unable to attend you must appoint a proxy inform the GSA prior to the meeting - commcor@gsa.ucalgary.ca.
- Disseminate information to graduate students in your department. This is your most important function as a GRC rep.

If a Consortium Representative is a voting Graduate Representative of a DGA, he/she retains his/her DGA voting privileges (see DGA handbook - gsa.ucalgary.ca/dga-handbook).
ongoing financial support for all DGAs. If you have a DGA in your department, we encourage you to join it. If you’re already a member of your department’s DGA and wish to join another similar DGA to form a consortium, there is funding for that as well. Please read the DGA handbook for more information - gsa.ucalgary.ca/dga-handbook

THE GSA’S ANNUAL GENERAL MEETING (AGM)

The GSA's AGM is held each September and addresses a number of major components such as structural changes and financial review. All graduate students are invited to attend and vote on any motions that arise. Additional Special General Meetings may be called as per the GSA bylaws and all graduate students are encouraged to attend these as well.

GSA FEES

The following is a list of the fees assessed to graduate students from the GSA:

Graduate Students’ Association 2015-2016 Student Fees

| Health & Dental Fees | GSA Student Health Plan | $283.52 |
|                      | Graduate Student Dental Plan | $231.64 |
|                      | Health Plan Total | $515.16 |
| Other Funds Collected | Alberta Graduate Advocacy Funds | $6.00 |
|                      | External Funds Total | $6.00 |
| Restricted Funds (Levy & Reserve Fees) | Professional Development Awards Levy | $5.00 |
|                      | Levy & Reserve Fees Total (FT) | $5.00 |
|                      | Levy & Reserve Fees Total (PT) | $5.00 |
| Operations & Services | Full Time | $160.07 |
|                      | Part Time | $132.57 |
| Total Full Time GSA Fees | $171.07 |
| Total Part Time GSA Fees | $143.57 |

GSA SERVICES

One of the most important functions of your position as a GRC rep is to present the services of the GSA to your department. Services are described here, on the GSA website (gsa.ucalgary.ca), and will be mentioned at every GRC meeting.

Funding

The GSA offers funding in the form of grants, bursaries and awards, as well as through its DGA and Quality Money programs.

Grants

Professional Development Grant (PDG)/Group Project Grant (GPG).

Funds are available to students to support academic activities and professional development (such as the cost of presenting thesis research at conferences and some professional development workshops).

There are individual and group project awards available. Individual applicants can apply for a maximum of $750 and groups a maximum of $1500.

Applications are accepted in the Fall and Winter terms and are available online at gsa.ucalgary.ca/grants and at the GSA office.

Bursaries

GSA Individual and Family Bursary.

The GSA bursary makes funds available to graduate students who demonstrate financial need.

Bursaries are awarded twice per year, once during the fall semester and once during the winter semester.

You can apply for an individual bursary (maximum $1000) or a family bursary (maximum $1500). For more information see the Terms Of Reference and application forms at gsa.ucalgary.ca/bursaries.

GSA Awards

Margo Husby Award

The Margo Husby Award is a $1500 grant given to the most deserving applicant of the Professional Development Grant (see section on grants). Margo M. Husby was a Communications and Culture professor who had a passion for original thought, personal growth, and giving back to the community. The GSA created this award in 2013 in her honour.
GSA Leadership Award
Students who demonstrate outstanding leadership in their departments, faculties, and the University community are encouraged to apply for the GSA Leadership Award valued at $5000. Given out once per year at the end of the Winter semester, this award celebrates the dedication of graduate students to the University community.

The Alberta Graduate Citizenship Award
This recognizes graduate students who have demonstrated outstanding dedication to their fellow students and/or Alberta communities through public service and volunteer activities. Individual awards are granted in the amount of $2,000 and 20 such awards are available to University of Calgary graduate students. Graduate students can apply for this award once each fall. gsa.ucalgary.ca/awards

Excellence Awards
Each year students are able to nominate exemplary teachers, supervisors, administrators, and mentors that have supported them in their academic career at the University. For more information, visit gsa.ucalgary.ca/awards

Quality Money Initiatives
The GSA is committed to enhancing the student experience. Quality Money initiatives and grants are one way that the GSA gives back to the student community. Emphasis is placed upon proposals that impact the majority of students, promote multidisciplinary interactions, and integrate sustainable initiatives. Each year, the GSA puts out a call for Quality Money proposals in order to solicit proposals from interested parties across the university. Quality Money applications are processed on a competitive first-come-first-served basis. For information on how and when to apply for Quality Money, visit gsa.ucalgary.ca/financial

Ombuds
The office of the Student Ombuds can assist you with term and final grade reappraisals, appeals of academic and non-academic violations and other issues affecting your academic progress at the university. These services are available to all graduate students, and there is no cost to students who use this service. To learn more about the Student Ombuds, contact the VP Academic: vpa@gsa.ucalgary.ca

Employer Liaison
The GSA's Employer Liaison has the skills to help graduate students find employment just about anywhere, whether it's entering the business or industrial arenas (as 80 percent of graduate students do) or continuing with academe. If you would like to find a mentor in academia or out in the business realm, the GSA's Employer Liaison will help you to make professional contacts by pairing you with a mentor in your field of interest. gsa.ucalgary.ca/coordinator

GSA Weekly Newsletter
The GSA News and Views is a weekly e-newsletter to which graduate students are automatically subscribed. The News and Views offers specific and timely information about upcoming events, issues, important deadlines for things like funding applications, grants, scholarship and conference submissions, job postings, and happenings that are important to you, the graduate student. Send us your graduate-related event or information and we'll spread the word in News and Views. Submissions from the graduate student population are greatly encouraged. The weekly deadline for submission is Friday at 4:00 pm. To sign up or to submit, contact co@gsa.ucalgary.ca

MeetU App
The MeetU app is a great new way to find out about events on campus. Available on the App Store (iOS) and on Google Play (Android), the app lists events and activities related to graduate students going on at the University. The App also gives DGAs a venue to advertise their events and activities to the larger graduate student population as users can set up their own events. More information is available at www.meetu.ca

GSA Health & Dental Plans
The GSA is proud to offer its very own student owned, student governed, and not-for-profit extended health and dental care benefit plans. Coverage under these plans includes annual dental check-ups, 80% coverage for prescription drugs, additional coverage for health practitioner treatments as well as a host of
other benefits. Full-time students are automatically enrolled; part-time students and spouses/dependents of graduate students may purchase coverage too (as long as it is purchased before your registration/annual fees deadline). All forms and coverage information are available online ihaveaplan.ca or contact the GSA office at 403.220.5997 or ask@gsa.ucalgary.ca

**The Last Defence Lounge**

The Last Defence Lounge (LDL) is a fully licensed restaurant and lounge that is owned and operated by the GSA. The LDL is open to graduate and undergraduate students, their guests, faculty, staff, and visitors to the University. It is located on the third floor of MacEwan Student Centre (MSC 350) and features a full food and liquor menu and friendly staff. The lounge has a spacious patio, which is open in the summer. For more information contact the Restaurant Manager at 403.210.6466 or rest@gsa.ucalgary.ca

**Thesis Completion Champagne**

Yes, it’s true - the GSA buys a bottle of champagne or non-alcoholic sparkling wine for all students who successfully complete their oral defense (thesis-based graduate students). Download and fill out the request form and bring it to the Last Defence Lounge: www.lastdefence.lounge.ca/promotions (This is a dine-in only service)

University Graduate Student Services

**Career Services**

Another option if you are looking for career advice, want to improve your job interview skills or tweak your resume/ CV, is to consult Career Services, where you'll find a dedicated full-time staff member who specializes in graduate students to help guide you to career success. www.ucalgary.ca/ssc/career-planning

**My GradSkills**

Along with the GSA, the Faculty of Graduate Studies is committed to your success as a graduate student at the University of Calgary, and beyond to your future career. To assist you with your success, the Faculty of Graduate Studies has partnered with organizations on and off campus (including the GSA) to provide you with a structured MyGradSkills website where you can learn about a wide range of valuable resources, workshops, courses and activities in a single location. Aim high, and use MyGradSkills to help you build your portfolio and create your own success at the University of Calgary and beyond. grad.ucalgary.ca/mygradskills

**Graduate Orientation**

The GSA assists the University in running orientation sessions for new graduate students, these are offered twice per year, and run at the beginning of the Fall and Winter terms. For details on orientation, make sure to check the News and Views Newsletter or contact any of the GSA Executive gsa.ucalgary.ca/executive

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Thank-you very much for volunteering your time to the GSA!
APPENDIX 1: GSA Organizational Chart

Board of Directors

- President Mike Webster
- Vice President Academic Blake Lewis
- Vice President External Erica McLachlan
- Vice President Student Life Danica MacDonald
- Vice President Finance & Services Sam Hossack

Committees:
- Governance Committee
- Awards Committee
- External Relations Standing Committee
- Student Experience Standing Committee
- External Relations Standing Committee
- Academic Standing Committee

Executive Director
- Jason Unsworth

GSA Office Staff
- Accounting Manager: Danielle Abbott
- Communication Manager: Andrew Smith
- Communications Coordinator/Executive Assistant: Katherine Lidgren
- Student Services Administrator: Lina Ginigis
- Employer Liaison: Julie Brown

Last Defence Lounge
- Restaurant Manager: Jason Smith
- Kitchen Manager: Eric Rex
- Lounge, Kitchen and Bar Staff

- Newcomers and International Students Committee
- Sustainability Committee
- Residence and Family Housing Committee
- Events Committee
- Mental Health and Wellness Committee
- Community Engagement Committee

- Graduate Representative Council (GRC)
- Judicial Board
- Chief Returning Officer
APPENDIX 2: Acronyms

Provided below is a list of acronyms commonly used in GRC meetings:

AGM  Annual General Meeting
BOG  Board of Governors
CAGS  Canadian Association of Graduate Schools
CASA  Canadian Alliance of Student Associations
CAUS  Council of Alberta University Students
CIP  Comprehensive Institutional Plan
CPI  Consumer Price Index
CRO  GSAs Chief Returning Officer
DGA  Departmental Graduate Association
FGS  Faculty of Graduate Studies
GA(R)  Graduate Assistantship (Research)
GA(T)  Graduate Assistantship (Teaching)
GA(NT)  Graduate Assistantship (Non-Teaching)
GFC  General Faculty Council
GRN  Graduate Research Network
GPAC  Graduate Provincial Advocacy Council
GRC  Graduate Representative Council
GSA  Graduate Students’ Association
GU15  Group of GSAs from the Canadian research universities
HEPI  Higher Education Price Index
IAE  Ministry of Alberta Innovation and Advanced Education
LDL  Last Defence Lounge
NSERC  Natural Sciences and Engineering Research Council
SLT  GSAs Senior Leadership Team
SSHRC  Social Science and Humanities Research Council
SU  Students’ Union
TA  Teaching Assistant
TUCFA  The University of Calgary Faculty Association
U15  Group of Canadian research universities
UPC  The University Planning Committee
### APPENDIX 3: Robert’s Rules of Order

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<th>About Motions</th>
<th>Purpose of Motion</th>
<th>To Enact Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Motion</td>
<td>To take action on behalf of the body</td>
<td>Debatable; requires majority vote</td>
</tr>
<tr>
<td>Adjourn(ment)</td>
<td>End of meeting</td>
<td>Not debatable; immediately voted upon and requires majority vote</td>
</tr>
<tr>
<td>Call for orders of the day</td>
<td>Asks to stick to the agenda</td>
<td>Not debatable; requires 1/3 majority to sustain</td>
</tr>
<tr>
<td>Motion to limit or extend debate</td>
<td>Limits or extends debate</td>
<td>Not debatable; requires 2/3's majority vote</td>
</tr>
<tr>
<td>Point of order</td>
<td>Is a question about the process or a particular motion</td>
<td>Automatic if granted by chair</td>
</tr>
<tr>
<td>Point of information</td>
<td>To ask about the process or particular motion</td>
<td>Automatic</td>
</tr>
<tr>
<td>Motion to rescind</td>
<td>To change the results of a vote</td>
<td>Requires 2/3's majority to reverse results of earlier vote</td>
</tr>
<tr>
<td>Motion to suspend the rules</td>
<td>Suspend formal process for a short period</td>
<td>Debatable and requires 2/3’s majority vote</td>
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APPENDIX 4: Important Bylaw Items

8.15.5 The FSC Chair and Vice Chair shall: provide a written report on the finances of the Association to the GRC and the Board of Directors in the Fall and Winter Academic terms.

9.14 Any Graduate Representative position that becomes vacant shall be filled by the appropriate DGA or department, according to DGA Policy.

9.14.1 The new representative shall be official once the Speaker and GSA office have been notified.

9.15 The term of office of each Graduate Representative shall be twelve months.

9.16 A DGA or department may not select a GSA Director (aka GSA Executive) as a Graduate Representative.

9.17 If a Graduate Representative is elected to the GSA Board of Directors, her/his position as a Graduate Representative shall be considered vacant once he/she has assumed the Directorship.

Active Members who have been removed as Graduate Representatives under Bylaw 9.2:

9.2 The GRC has the authority to enforce appropriate behaviour by all Members and representatives of the Association. If it is deemed necessary by the GRC,

9.2.1 Any representative of the Association, including a member of the Board of Directors, and GRC Representatives, may be removed from her/his position by a two-thirds majority vote of the GRC.

9.2.2 Any Member may be reprimanded by removal of his/her membership privileges, either in whole or in part, temporarily or permanently, by a unanimous vote by the Board of Directors. This decision can be appealed to the GRC and reversed by two-thirds majority vote of the GRC.

or Bylaw 9.22:

9.22 Any Graduate Representative who is absent without an Alternate for more than two meetings in an academic year may be removed as a Graduate Representative by majority vote of the GRC.