



University of Calgary Graduate Students' Association
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Graduate Labour Union Committee Terms of Reference

Definitions

All defined terms which are used, but not defined herein, and which are defined in the University of Calgary Graduate Students' Association Bylaws shall have the meaning given to them in those Bylaws.

“Academically Employed Graduate Student” (AEGS) means an active member of the GSA who is academically employed. For the purposes of these Terms of Reference, an active member of the GSA whose academic employment has terminated within the last twelve (12) months is also considered an Academically Employed Graduate Student, with all rights and privileges except those restricted by the Post-Secondary Learning Act or the Labour Relations Code

“Committee” is the Graduate Labour Union Committee (referred to as Labour Relations Committee in GSA Bylaws)

“GSA” is the Graduate Student Association

Establishment

The academically employed graduate students of UCalgary hereby establishes a standing committee called the *Labour Relations Committee* (LRC) under the provisions of Bylaw 18 of the Association.

Statement of Purpose

The purpose of the Committee is the administration of labour relations of the Association and its academically employed graduate student members. This includes but is not limited to collective agreement negotiations, the handling of disputes with the employer, and advocating for a high standard of graduate student employment.

Authority

1. The authority of the Committee is derived from the Association bylaws, the *Post-Secondary Learning Act*, and the *Labour Relations Code*.
2. The Committee has the authority to carry out its role and responsibilities, subject to any specific conditions imposed on it by the Association Bylaws, the *Post-Secondary Learning Act*, the *Labour Relations Code*, or a resolution of academically employed graduate students at an annual general meeting.
3. The Committee constitutes the highest decision-making authority for all Association matters pertaining to labour relations.

Membership

4. All members of the Committee must be An Academically Employed Graduate Student at the time of election.
5. The Committee shall consist of:
 - 5.1. The Chair (non-voting)
 - 5.1.1. who is elected as per GSA Bylaw 18.
 - 5.1.2. must have either
 - 5.1.2.1. Conducted required steward training or equivalent via PSAC or equivalent, or;
 - 5.1.2.2. Have equivalent experience in a Union setting.
 - 5.1.3. Who must either
 - 5.1.3.1. Have conducted scholarship or experience in equity, inclusion, or related fields, and be academically aware of such fields, or;
 - 5.1.3.2. Appoint a Vice-Chair, Steward, or member in good standing within the Union to advise on such issues.
 - 5.1.4. Whose duties shall include:
 - 5.1.4.1. Those laid out in GSA Bylaws.
 - 5.1.4.2. Oversight of Collective Agreement negotiations.
 - 5.1.4.3. Presiding at meetings of the Committee.
 - 5.1.4.4. Leading the Committee in all aspects of its work and effectively managing the affairs of the committee.
 - 5.1.4.5. Ensuring the Committee meets its obligations and responsibilities in performing the functions of a trade union as laid out in the Alberta Labour Relations Code.
 - 5.1.4.6. Fostering and promoting the integrity of the Committee and a culture where the Committee works ethically and cohesively in the best interest of AEGSSs.

- 5.1.4.7. Formulating meeting agendas.
- 5.1.4.8. Ensuring orderly conduct of meetings, in accordance with all applicable laws and these Terms of Reference or, where applicable laws or these Terms of Reference are silent on the matter,
- 5.1.4.9. Ensuring the Committee maintains principles of EDI.
- 5.1.4.10. Oversight of investigations of potential grievances.
- 5.1.4.11. Signing authority for grievances submitted to the employer and
- 5.1.4.12. Oversight of all duties of Vice-Chairs
- 5.2. The Vice-Chair Internal
 - 5.2.1. Who is appointed as per these Terms of Reference and
 - 5.2.2. must have either
 - 5.2.2.1. Conducted required steward training or equivalent via PSAC or equivalent, or;
 - 5.2.2.2. Have equivalent experience in a Union setting.
 - 5.2.3. Whose duties shall include:
 - 5.2.3.1. Oversight of the budget and financial accounts.
 - 5.2.3.2. Ensuring contract compliance.
 - 5.2.3.3. Recommending changes to the Terms of Reference.
 - 5.2.3.4. Recording Meeting Minutes.
 - 5.2.3.5. Maintaining AEGS lists.
 - 5.2.3.6. Acting as Chair in their absence.
 - 5.2.3.7. Shadowing, supporting and assisting the Chair and their duties within reason.
- 5.3. The Vice-Chair Health and Safety,
 - 5.3.1. Who is appointed as per these Terms of Reference and
 - 5.3.2. must have either
 - 5.3.2.1. Conducted required steward training or equivalent via PSAC or equivalent, or;
 - 5.3.2.2. Have equivalent experience in a Union setting.
 - 5.3.3. Whose duties shall include:
 - 5.3.3.1. Representing the GSA on the Joint Workplace Health and Safety Committee.
 - 5.3.3.2. Planning workshops and initiatives on worker health and safety.
 - 5.3.3.3. Providing oversight to a subcommittee that performs regular assessments of AEGS safety in workspaces and gathers data regarding real and perceived (mental and physical) safety.

5.4. The Vice-Chair International,

5.4.1. Who is appointed as per these Terms of Reference and

5.4.2. must have either

5.4.2.1. Conducted required steward training or equivalent via PSAC or equivalent, or;

5.4.2.2. Have equivalent experience in a Union setting.

5.4.3. Whose duties shall include:

5.4.3.1. Providing support with equity-based workplace concerns involving international graduate students.

5.4.3.2. Planning workshops and initiatives to educate international AEGSs.

5.4.3.3. Representing AEGSs on international student group committees where appropriate.

5.4.3.4. Liaising with international and cultural graduate student groups.

5.5. The Vice-Chair Communications,

5.5.1. Who is appointed as per these Terms of Reference and

5.5.2. must have either

5.5.2.1. Conducted required steward training or equivalent via PSAC or equivalent, or;

5.5.2.2. Have equivalent experience in a Union setting.

5.5.3. Whose duties shall include:

5.5.3.1. Maintaining and updating the Graduate Labour Union website.

5.5.3.2. Maintaining activity on social media channels.

5.5.3.3. Assisting in preparing electronic communications and maintaining the AEGS email list.

5.5.3.4. Maintaining Committee bulletin boards.

5.6. The Vice-Chair Outreach,

5.6.1. Who is appointed as per the Election Regulations of these Terms of Reference and

5.6.2. must have either

5.6.2.1. Conducted required steward training or equivalent via PSAC or equivalent, or;

5.6.2.2. Have equivalent experience in a Union setting.

5.6.3. Whose duties shall include:

5.6.3.1. Organizing Annual and Special General Meetings.

5.6.3.2. Liaising with departments and groups to host info and outreach sessions.

- 5.6.3.3. Coordinating orientation and training events as requested by departments.
- 5.6.3.4. Identifying what events and workshops are desired by AEGSs.
- 5.6.3.5. Facilitating and organizing stewards training and other education.

Oversee the Stewards Representative Committee and act as Chair of said Committee or appoint a Chief Steward to take on this role.5.7 Up to five Deputy Vice-Chair (non-voting and observing) positions (one for each Vice-Chair)

5.7.1 Whose titles will be decided by both Chair and Vice-Chair

5.7.2 Whom will be appointed by joint decision of the Chair and relevant Vice-Chair

5.7.3 Who must have either

5.7.3.1 Conducted required steward training or equivalent via PSAC or equivalent or have equivalent experience in a Union setting.

5.7.4 Whose duties shall include.

5.7.4.1 Assisting and representing the relevant Vice-Chair in their duties.

5.7.4.2 All other duties deemed relevant to their position by both the Chair, Vice-Chair, and Deputy Vice-Chair (themselves).5.7.4 Whose status as non-voting, observing positions on the committee shall be governed under the same rules and regulations under LRC Vice-Chair Appointments.

LRC Vice-Chair Appointments

- 6. The Committee Vice-Chairs be appointed by the Chair, with advisement by Committee Members.
- 7. Only AEGSs may be appointed to the Committee as a Vice-Chair.
- 8. If a Vice-Chair is no longer an AEGS at any time during their appointment, they must resign their position.

Expectations and Obligations of Members

9. Members will read and adhere to these Terms of Reference
10. Members are expected to:
 - 10.1. Ensure that they are able to devote sufficient time and energy to carrying out their duties effectively.
 - 10.2. Provide monthly reports to the Stewards Committee
 - 10.3. Make every effort to attend all Committee meetings and activities, in person whenever possible, and carry out all duties requested of them by the Chair.
 - 10.4. Come to meetings prepared to engage in respectful, meaningful discussion and provide considered, constructive, and thoughtful feedback and commentary, express opinions and ask questions to enable the Committee to exercise its best judgement in decision making and advising.
 - 10.5. Act honestly, in good faith, and in the best interests of the Committee and the academically employed graduate students of UCalgary without regard to their own private interests,
 - 10.6. Act with integrity, and in a manner befitting the trust and confidence placed in them and that will hold up under public scrutiny, and
 - 10.7. Once a decision is made, respect the authority of the Committee and its decisions.
11. Members acknowledge that the Chair is the only official spokesperson of the Committee
12. Members will consider these Terms of Reference before acting and, where there is any doubt, will refrain from the action in question and seek guidance from the Chair

Confidentiality

13. Members will hold in strict confidence all confidential Committee information, documents, proceedings, deliberations, interviews, and opinions expressed therein and will sign a confidentiality agreement articulating their obligations in this regard.

Conflicts of Interest

14. Members are required to:
 - 14.1. Disclose to the Chair a potential or existing, real or apparent Conflict of Interest, including any Private Benefit, Related Person or Related Entity that could give rise thereto, at the first opportunity after they become aware of it,
 - 14.2. Review agenda items and declare any conflicts in respect of an item at the beginning of each meeting,

- 14.3. Actively manage a conflict by applying one or more of the following options, as appropriate for the circumstance and as agreed to by the chair of the meeting, if in a meeting, and the Chair if otherwise. Options for action are:
 - 14.3.1. Removing themselves from any discussion and decision on matters for which the conflict exists or is perceived to exist,
 - 14.3.2. Removing themselves from the circumstance that gives rise to the conflict, and/or
 - 14.3.3. Resigning their position with the Committee.

Operations

Meetings

15. Other than as set out in these Terms of Reference, the Committee shall establish its own operating procedures.
16. The Committee will meet at least once per month. The Chair will make a reasonable attempt to schedule meetings around Committee members' availability and provide at least two (2) weeks' notice for meetings where appropriate.
17. In the case of an emergency meeting, notice will be provided at least two (2) days in advance of the meeting date. The accidental omission to send notice of any meeting to, or the non-receipt of any notice by, any of the persons entitled to notice does not invalidate any proceedings at a meeting.
18. Whenever possible, an agenda and meeting materials will be distributed to members two (2) days in advance of a scheduled meeting.
19. In the event that both the Chair and an appointed Vice-Chair are unable to attend a specific meeting, the meeting will be cancelled. In the event that neither the Chair nor the Vice-Chair is present within fifteen (15) minutes of the time fixed for commencement of the meeting, the meeting will be cancelled.

Quorum

20. A majority (at least 50%) of sitting members shall constitute a quorum for the transaction of business at any meeting of the Committee as per bylaw 18.3.5.
21. If quorum for a Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the chair of the meeting may adjourn or cancel the meeting.
22. A meeting adjourned for lack of quorum may be adjourned to a date and time that is not less than one (1) day after the date of the original meeting and the number of members in attendance at the adjourned meeting shall constitute a

quorum thereat and may transact the business for which the meeting was originally called.

Voting

23. Any member may move or second a motion.
24. Motions will be decided by a show of hands, a roll call (voice), consensus, or otherwise in such manner that clearly evidences a member's vote and is accepted by the chair of the meeting.
25. Voting can take place electronically provided all Committee members have access to the voting platform.
 - 25.1. There must be at least a 24 hour window for an electronic vote. Quorum will be determined based on the number of members who cast a vote within this window.
26. Voting by proxy is not allowed.
27. An affirmative vote of majority of the members present and eligible to vote, or consent without objection is required to pass a motion. The Chair does not have a vote.
28. A declaration by the Chair of the meeting that a motion has been carried and an entry to that effect in the minutes shall be *prima facie* evidence of the action taken. Any member may ask at the time of the vote that the member's individual vote or abstention be recorded in the minutes.
 - 28.1. In the event of an electronic vote, a record of the vote will be included in either the previous meeting's minutes or the vote will be considered its own meeting for the purposes of recording.

Stewards Representative Committee

29. The Steward Representative Committee consists of AEGSs who have
 - 29.1. Conducted required steward training or equivalent via PSAC or equivalent, or;
 - 29.2. Have equivalent experience in a Union setting.
30. In the event there are multiple students in an academic unit, stewards will be appointed as Steward Representatives such that
 - 30.1. There is no more than one (1) steward representing every fifty (50) AEGSs in the unit.
 - 30.2. in the event there are more Stewards than set out in 28.1, Stewards Representatives are appointed through a democratic process determined by the AEGSs in the unit.
 - 30.2.1. In the case of dispute regarding the democratic process, the Graduate Labour Union Committee Chair shall intervene.

31. Steward Representatives shall

- 31.1. Attend monthly meetings between September and April or appoint an AEGS delegate in their absence such that
 - 31.1.1. In the event a Steward Representative misses three (3) consecutive Steward Committee meetings, and no delegate is appointed, the Steward shall be removed from the Representative Committee.
- 31.2. Share important Graduate Labour Union information to AEGSs in their academic unit.
- 31.3. Provide updates to the Stewards Representative Committee regarding labour concerns within their academic unit when appropriate.
- 31.4. Have the authority to remove the Chair or a Vice-Chair via two-thirds vote at a Steward Representative Committee at which at least 50% of Representatives are present.
 - 31.4.1. If the Chair or Vice-Chair is removed through this process, they have up to two (2) business days to request an appeal to the GSA Judicial Review Board.
 - 31.4.2. The GSA Judicial Review Board has three (3) business days to provide a decision, which shall be final.
 - 31.4.2.1. In the event the GSA Judicial Review Board does not provide its decision within (3) business days, the appeal is upheld.