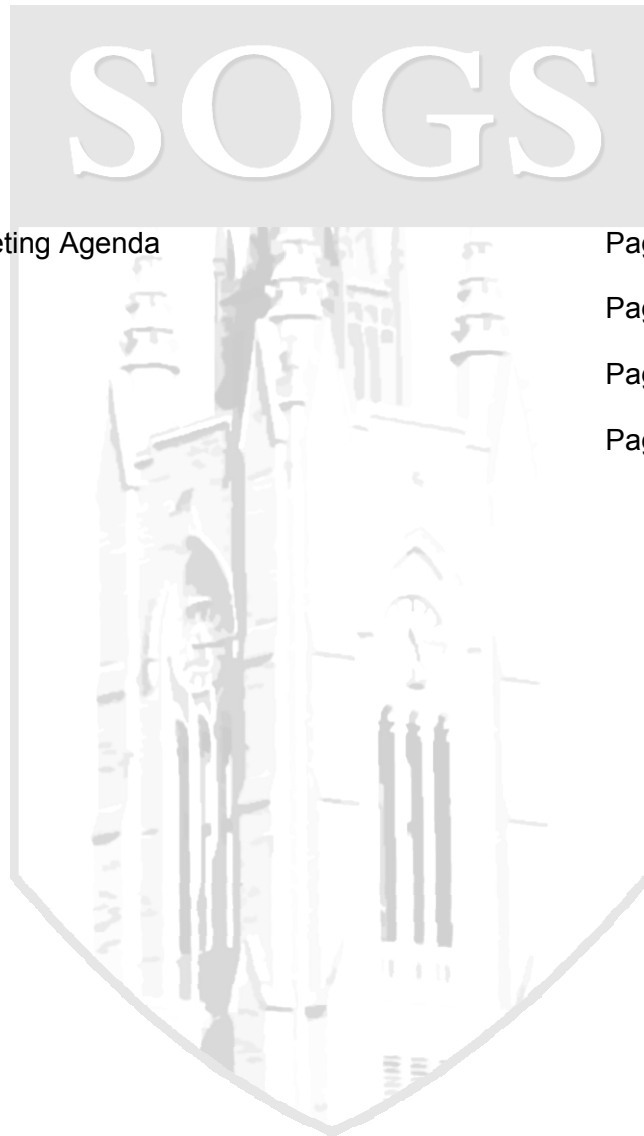


**SOCIETY OF GRADUATE STUDENTS
FEBRUARY 1, 2007 ANNUAL GENERAL MEETING**

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SOCIETY OF GRADUATE STUDENTS

THE UNIVERSITY OF WESTERN ONTARIO

SOCIETY OF GRADUATE STUDENTS

ANNUAL GENERAL MEETING

AGENDA

February 1, 2007

6:00 p.m.

North Campus Building, Room 114

1. Ratification of Agenda
2. Announcements
3. Guest Speaker
4. Orders of the Day
 - a) SOGS 2007/2008 Budget
[The budget presented here is contingent upon acceptance of the Budget proposal at the January 25, 2007 Council Meeting. Any changes to this budget will be posted on-line by noon on Monday, January 29, 2007.]
 - b) Ad Hoc Personnel Policy Committee
5. Reports
 - a) President, Shannon Dea
 - b) VP Academic, Duane Jacques
 - c) VP External and Communication, Michael Daubs
 - d) VP Finance, Steven Beasley
 - e) VP Student Services, Kai Pisters
 - f) Disability Commissioner's Report, Brent Sherar
 - g) Bylaws and Constitution Committee's Report, Forrest Pass
 - h) Graduate Senators Report
6. New Business/Open Forum

Orders of the Day

1) SOGS 2007/2008 Budget

BIRT SOGS adopt the proposed SOGS budget for 2007/2008.

2) Ad Hoc Personnel Policy Committee

WHEREAS SOGS Council instructed the Ad Hoc Personnel Policy Committee (hereafter, the PPC), in conjunction with the Finance Committee, to research the feasibility of hiring a general manager and report on same with advice and a motion to hire or not to hire a general manager at the February 1st, 2007 SOGS AGM; and

WHEREAS the PPC has been diligently conducting research toward this goal but is not yet ready to issue a report or to make a motion.

BIRT the PPC and Finance Committee be instructed to continue to undertake this research, and to produce a report, provide advice and a motion by no later than September 2007;

BIFRT the advice, report, and motion be delivered to the first SOGS Council meeting after their completion, and that, if councillors approve in principle a motion that would substantially alter the structure of SOGS' staff, the matter be referred to a meeting of the general membership. This meeting must be called by the Speaker within six weeks of the Council meeting at which the motion is passed.

Fee Projections

	2007 - 2008		2006 - 2007		2005 - 06		2004 - 05	
	term	annual	term	annual	term	annual	term	annual
Full Time Student projections [1]	3578	10734	2611	7833	2,529	7588	2,456	7,367
Part Time Student projections	537	1610	392	1175	342	1025	332	995
CPI [2]			1.021	2.1%	1.018	1.8%	1.016	1.6%
CPI – Canada Transportation		2.61%						
CPI – Canada		2.0%						
CPI - Ontario		1.8%						
Bus Pass Dues [3]								
Bus Pass - FT Dues	49.51	148.54	47.30	141.90	45.55	136.65	44.10	132.30
Bus Pass Administration Dues [4]	0.35	1.06	0.35	1.06	0.35	1.04	0.34	1.02
CFS Membership Dues [5]								
Full-time Students CFS Dues	4.67	14.00	4.58	13.73	4.48	13.44	4.40	13.20
Part-time Students CFS Dues	3.09	9.27	3.05	9.15	2.98	8.95	2.93	8.79
Health Plan Administration Dues [6]								
Full-time Students HP Premiums	125.39	376.17	107.17	321.51	102.12	306.35	95.14	285.42
Full-time Students HP Administration Dues [7]	5.82	17.46	5.82	17.46	5.70	17.10	5.60	16.80
Membership Dues [8]								
Full-time Students Membership Dues	22.95	68.85	22.95	68.85	22.48	67.43	22.08	66.24
Part-time Students Membership Dues	15.29	45.87	15.29	45.87	14.97	44.92	14.71	44.13
	208.69	626.08	188.17	564.51	180.67	542.01	171.66	514.98
	17.62	52.87	18.34	55.01	17.96	53.87	17.64	52.92

NOTES:

Student Dues comes into effect [i.e. collected by the University] September 1 of the new fiscal year.

1. Student enrollment projections are determined by the Faculty of Graduate Studies' office.
2. Annual minimum increase is determined by Statistics Canada.
3. Bus Pass Dues are contractually collected and remitted. These Dues are provided by London Transit, not to exceed the maximum of Revenue Canada's average of the Consumer Price Index rate for Transportation.
4. Bus Pass Administration Dues support administration of the bus pass. Levied on full-time students in conjunction with the bus pass dues.
5. CFS Dues are contractually collected and remitted in trust. Rates are collectively set by members of the Federation, not to exceed the maximum of Revenue Canada's average of the Canadian Consumer Price Index.
6. Health Plan premiums are contractually collected and remitted. Premiums are set by the provider and this figure represents the projected increase of 17%.
7. Health Plan Administration Dues support the administration of the health plan. Levied on full-time students in conjunction with the health plan premiums.
8. Membership Dues are increased by the annual Ontario Consumer Price Index to support the Society's operations. Part-time fee is two-thirds of the full-time fee.

2007 - 2008 Budget

	Proposed Budget 2007 - 08	Year End Projections	May - December	2006 - 2007 Budget
REVENUE				
Bus Pass Dues				
Bus Pass - FT Dues	477,992.11	391,574.35	267,684.35	367,734.81
Bus Pass Administration Dues	4,918.45	4,319.95	3,409.95	2,749.11
Sub-total	482,910.56	395,894.30	271,094.30	370,483.92
CFS Membership Dues				
Full-time Students	45,162.22	38,010.96	26,102.96	36,943.74
Part-time Students	3,698.02	3,557.12	2,642.12	3,410.36
Sub-total	49,074.92	41,568.08	28,745.08	40,354.10
Grad Club				
GC Administration Fee	27,600.00	27,600.00	18,400.00	27,600.00
SOGS Bursaries/Subsidies				
Sub-total	27,600.00	27,600.00	18,400.00	27,600.00
Health Plan Dues				
Health Plan Administration	56,843.94	48,320.82	33,188.82	45,279.53
Health Plan Premiums	1,177,111.71	888,054.62	609,412.62	849,394.65
Health Plan - FT Family Opt-in	71,533.80	41,037.06	20,657.06	53,763.35
Health Plan - PT Opt-in	25,246.20	14,439.67	6,288.00	13,047.78
Sub-total	1,330,735.65	991,852.17	669,546.50	961,485.31
Membership Dues				
Full-time Students	224,152.65	191,863.68	132,193.68	178,530.71
Part-time Students	22,415.14	17,845.36	13,258.36	17,840.94
Sub-total	246,567.79	209,709.04	145,452.04	196,371.65
Other Income				
Bank Interest	17,748.28	12,677.34	8,451.56	3,500.00
Emergency Loan Administration Fees	450.00	400.00	361.69	250.00
FGS Subsidy	1,000.00	1,000.00		1,000.00
GTA Union Contribution	3,200.00	3,200.00		3,200.00
Handbook Advertising	3,500.00	13,217.30	13,217.30	1,000.00
Miscellaneous		0.01	0.01	
Retained Revenue	31,176.54			49,910.00
Sale of Merchandise				
Sub-total	57,074.82	30,494.65	22,030.56	58,860.00
TOTAL INCOME	<u>2,194,565.30</u>	<u>1,697,118.24</u>	<u>1,155,268.48</u>	<u>1,655,154.98</u>

EXPENSES

Awards, Bursaries and Subsidies

Child Care Subsidy	10,500.00	5,000.00	3,333.34	5,000.00
Out of Province Bursary	21,000.00	15,000.00	10,000.00	15,000.00
Scholarships	6,000.00	5,000.00		5,000.00
Student Emergency Fund	6,000.00	2,000.00		2,000.00
Thesis Binding Subsidy	6,000.00	3,000.00	2,000.00	3,000.00
Travel Subsidy	25,500.00	15,000.00	10,000.00	15,000.00
Sub-total	75,000.00	45,000.00	25,200.00	45,000.00

Membership Disbursements

Bus Pass Fees	477,992.11	391,574.35	267,684.35	367,734.81
Bus Pass Printing and Administration	1,500.00	1,200.00		1,200.00
CFS Fees - FT and PT Students	49,676.48	41,568.08	28,745.08	40,354.00
Departmental Grants	10,000.00	7,307.16	4,607.16	7,000.00
Emergency Loan Delinquency	500.00	300.00	300.00	500.00
Health Plan Premiums	1,151,423.30	843,054.30	568,031.63	816,379.63
Health Plan Refunds	122,468.41	100,477.05	68,326.05	99,826.15
Health Plan Discretionary Funds	3,000.00	1,000.00		3,000.00
Recompense Program	4,000.00	2,500.00	1,449.00	1,900.00
Sub-total	1,820,560.30	1,388,980.94	939,143.27	1,337,894.59

Office and Administration

Bank Service Charges	676.77	483.41	322.27	500.00
Equipment Rentals and Charges	8,000.00	7,000.00	4,080.76	8,000.00
Insurance - Office Liability	600.00	574.56	383.04	600.00
Insurance - Officer and Director Liability	1,800.00	1,782.00	717.12	1,800.00
Office - Capital				
Acquisitions/Depreciation	2,500.00	1,900.00	1,216.00	2,500.00
Office - Computer Supplies/Software	2,000.00	1,000.00	302.52	1,500.00
Office-Maintenance/Repairs/Computer Support	1,232.00	840.56	840.56	750.00
Office - Miscellaneous	150.00	100.00	237.81	150.00
Office - Postage and Courier	800.00	521.09	347.39	700.00
Office - Supplies and Stationary	3,500.00	3,028.83	2,019.22	3,500.00
Photocopier Usage	800.00	800.00		800.00
Professional Fees - Accounting	25,500.00	10,500.00	7,000.00	15,000.00
Professional Fees - Legal	3,000.00			750.00
Sub-total	50,558.77	28,530.44	17,430.69	36,550.00

Wages, Benefits and Contributions

Payroll - President	16,224.00	14,400.20	9,450.00	14,400.20
Payroll - Vice Presidents	32,448.00	27,300.00	18,200.00	28,808.33
Payroll - Office Staff	92,014.61	88,465.41	58,839.47	88,465.41
Payroll Taxes and Remittances	13,435.57	12,430.82	9,252.45	8,005.72
Staff Benefits and Training	4,772.71	4,499.40	3,250.92	5,241.20
Stipend - IT Officer	3,900.00			

Stipend - Speaker	2,640.00	2,400.00	1,400.00	2,400.00
Temporary Staff	1,000.00	950.00	590.00	960.00
Sub-total	166,434.90	150,445.83	100,982.84	148,280.86
Executive				
Events and Organizing	600.00			600.00
Honoraria	2,500.00	2,500.00	1,800.00	2,500.00
Meetings/Conferences	800.00	200.00	142.06	800.00
Promotions/Advertising	500.00	100.00	15.00	150.00
Sponsorship/Donations	5,000.00	3,000.00	2,430.00	3,000.00
Student Disabilities Commissioner	300.00	300.00		300.00
Sub-total	9,700.00	6,100.00	4,387.06	7,350.00
President				
Expenses	500.00	200.00	90.39	300.00
Vice-President Academic				
GSTA Advertising	400.00	400.00	84.24	400.00
GSTA Awards	9,600.00	9,600.00		9,600.00
GSTA Materials and Form Scanning	600.00	600.00	152.89	600.00
GSTA Reception	1,750.00	1,750.00		1,750.00
RF Advertising and Materials	1,250.00	1,250.00		1,250.00
RF Judges and Guest Speaker	1,000.00	1,000.00		1,000.00
RF Prizes	1,250.00	1,250.00		1,250.00
RF Refreshments and Catering	1,750.00	1,750.00		1,750.00
RF Room Booking	500.00	500.00		500.00
Thesis Template Workshops	500.00	-		
WJGR Advertising	500.00	500.00	42.68	500.00
WJGR Layout and Printing	750.00	750.00	97.20	750.00
Sub-total	19,850.00	19,350.00	377.01	19,350.00
Vice-President Finance				
Expenses	200.00	200.00		200.00
Sub-total	200.00	200.00	-	200.00
Vice-President External				
CFS - Conferences	9,000.00	5,005.00	2,455.00	9,000.00
CFS Liaison	900.00	900.00	450.00	900.00
CFS Programmes	250.00	100.00	-56.84	250.00
Media/Subscriptions	900.00	100.00		300.00
Political Activities/Campaigns/ Advocacy/Speakers	1,300.00	300.00	200.00	1,900.00
Sub-total	12,350.00	6,405.00	3,048.16	12,350.00
Vice-President Student Services				
Graduation Celebration	3,000.00			
Handbook Editor	1,000.00	500.00	500.00	1,300.00
Handbook Printing	13,000.00	13,149.49	13,149.49	13,000.00
Handbook Promotions/Prizes	1,000.00	1,000.00	140.00	1,000.00

International Students	600.00	500.00	12.44	500.00
Merchandise	450.00			450.00
Orientation - Students	4,000.00	4,000.00	2,239.12	4,000.00
Orientation - Councillors	500.00	300.00	138.45	500.00
Sub-total	23,550.00	19,449.49	16,179.50	20,750.00
Speaker				
Council Meeting Packages/Supplies	200.00	30.00	30.00	200.00
Council Meeting Refreshments	1,500.00	1,200.00	555.87	1,200.00
Elections/Referenda	2,000.00	50.00	50.00	2,000.00
Sub-total	3,700.00	1,280.00	635.87	3,400.00
Contingency Fund	7,860.10			6,617.21
TOTAL EXPENSES	<u>2,189,877.48</u>	<u>1,665,941.70</u>	<u>1,106,847.87</u>	<u>1,638,042.66</u>
NET INCOME	4,687.82	31,176.54	48,420.61	17,112.32

REVENUES

Annual Budget prepared by finance Committee must be passed at the Annual General Meeting in February before submitted to the annual Campus & Community Affairs Committee held in March-April. Student Dues are adjusted in September.

Bus Pass Dues

Bus Pass Dues cover the Society's bus pass for full-time members. Under the terms of SOGS' contract with the London Transit Commission, dues are determined by the Canadian Consumer Price Index rate for transportation.

Bus Pass Administration Dues cover the administration costs incurred for printing, issuing and replacing bus passes.

Canadian Federation of Students Membership Dues

Canadian Federation of Students Dues. In accordance with Bylaw 1, Section 2 a.iv of the Canadian Federation of Students, national and provincial membership fees are adjusted each academic year by the rate of change in the Canadian Consumer Price Index during the previous calendar year.

Grad Club Subsidy

GC Administration Fee levied by SOGS on a cost-recovery basis, covers office equipment rentals, accounting, office administration, postage/stationery and advertising in SOGS publications.

SOGS Bursaries/Subsidies are subsidized by the Grad Club at half their value but due to the GC expansion in 05-06 there is nothing expected from the Grad Club.

Health Plan Dues

Health Plan Administration Dues cover the costs of administering the health plan and is adjusted by the rate in the Canadian Consumer Price Index during the previous calendar year. Dues are frozen for this fiscal year to compensate for the substantial increase to the health plan premiums.

Health Plan Premiums are determined by our Insurance company Green Shield Canada and provided by Morneau Sobeco.

Health Plan Family Opt-in. Students have the option of providing coverage to their families and must pay the premiums.

Health Plan Part-time Opt-In. Part-time students are not automatically included on the health plan and therefore must be voluntarily purchased by students.

Membership Dues

Full-time and Part-time Membership Dues cover the operations of the Society and funds a number of programs and services that directly benefit the membership. These dues are adjusted each fiscal year by the rate of change in the Ontario Consumer Price Index during the previous calendar year. Dues are frozen for this fiscal year to compensate for the substantial increase to the health plan premiums.

Other Income

Bank Interest. Based on average of previous year with St. Willibrord Credit Union.

Emergency Loan Administration Fees are student costs associated with interest on outstanding emergency loans.

The Faculty of Graduate Studies has traditionally subsidized the President's Salary, Western Journal of Graduate Research, Western Research Forum, Graduate Students Teaching Awards, New Student Orientation and CAGS. The Vice-President Finance is mandated to submit an annual report to the Faculty on the disbursement of the Faculty's subsidy and the subsidy proposal/request for the following fiscal year. CAGS is an annual conference for the President and receipts must be submitted to FGS. There have been issues with collecting these subsidies, therefore must be budgeted conservatively.

GTA Contribution. The GTA Union contractually agrees to contribute approximately 25% towards the GSTA awards.

Handbook Advertising is a conservative estimate based on previous year's success at selling advertising.

Miscellaneous Income are monies received from donations, etc for the SOGS membership. No revenue is expected to be received this fiscal year.

Retained Revenue is the net income from previous fiscal year indicated on financial statements provided by external accountant.

Sale of Merchandise is an estimate on sales of merchandise for profit. New merchandise will not be purchased this fiscal year, therefore no sales are expected.

EXPENSES

Awards, Bursaries and Subsidies

Child Care Subsidies are awarded by term up to a maximum of \$250 each.

Out of Province Bursaries are awarded by term at \$500 each to attempt to balance OSOTF for non-resident students.

Scholarship is to be used to fund SOGS scholarship(s), which are determined by the Academic Committee.

Student Emergency Fund assists students with immediate financial need for unforeseen expenses due to but not limited to injuries, illness or a death in the family, etc.

Thesis Binding Subsidies are awarded at \$100 for Masters and \$200 for PhD.

Travel Subsidy are awarded by term up to a maximum of \$400 each.

Membership Disbursements

Bus Pass Fees are remitted to London Transit Commission by term.

Bus Pass Printing and Administration Fees cover the costs of printing bus passes and administration fees charged by LTC.

Canadian Federation of Student Dues are remitted annually.

Department Grants are paid out to departments per term. These grants are determined based on the degree of representation at monthly council meetings (2.00/student x % of attendance).

Emergency Loan Delinquency is an allowance for unpaid emergency student loan debts. With increases in the amount of the loan available, this line item has been increased. Loans are issued at a maximum of \$500. A maximum of \$1,000 is issued the first month of every term for unforeseen costs (i.e. rent, tuition, etc.).

Health Plan Premiums. Deposits are remitted monthly and reconciliation is completed at the end of each term.

Health Plan Discretionary Funds are refunds determined by the Health Plan Committee for students with costs associated with the health plan that are not covered by the insurance company.

Health Insurance Refunds are issued to students opting out of the health plan. These refunds do not include the health administration fee.

Recompense Program replaced the Committee Grants with the intention to promote member participation on SOGS committees. Members receive a \$5 GC voucher for every meeting attended.

Office and Administration

Bank Service Charges are based on usage of the bank account(s) and estimated based on the rates provided by LIBRO Credit Union.

Equipment Rentals and Charges. These expenses are incurred and billed monthly by the University for phone rentals, long distance charges and data lines/connections including the GC.

Office Liability Insurance was approved by Council on January 27, 2000. These premiums are determined by Purdom Insurance on an annual basis.

Office and Director Liability Insurance has been approved by Council to protect the Society's Officers and Directors in the execution of their duties. Premiums are determined by Purdom Insurance on an annual basis.

Capital Acquisitions/Depreciation. Capital additions of computer equipment and/or office furniture expenditures are budgeted by term. Amortization is applied at half rate in the year of acquisition, with no amortization in the year of disposal. Assets and their related depreciated expense is estimated by the external accountant.

Computer Supplies and Software. To ensure the purchase of computer supplies and new software as needed.

Maintenance/Repairs/Computer Support are expenses for the repairs and maintenance of the computers and/or any other office equipment, etc. in the administrative offices and also includes a monthly fee for ITS support.

Miscellaneous Supplies are expenses not deemed office such as kitchen supplies, etc.

Postage and Courier expenses are budgeted based on the average expense of the previous fiscal year.

Office Supplies and Stationary are expenses associated with any office supplies.

Photocopier Usage. The University bills the Society at the end of each fiscal year for photocopies made through-out the academic year.

Professional Fees for Accounting are projected for external audit services per term and preparation of the annual T4s.

Professional Fees for Legal counsel are incurred on an ad hoc basis. Costs are projected for the review of the Personnel Policies determined by the Personnel Policies Committee.

Wages, Benefits, and Contributions

President's annual salary is equivalent to a full TA salary as per a resolution at a SOGS General Meeting in accordance with the Collective Agreement. No increase is expected for the 07-08 academic year.

Vice President's annual salary is equivalent to half a TA salary as per a resolution at a SOGS General Meeting in accordance with the Collective Agreement. No increase is expected for the 07-08 academic year.

Office Salaries. Wages for the Office Manager and Accounting Manager are determined by the salary range set by the University and 5% RRSP contributions.

Payroll Taxes and Remittances are calculated on salaries at 2.62% for EI, 4.95% for CPP, .58% for WSIB and 1.4% for EHT. As a non-profit organization with a payroll not exceeding \$400,000, SOGS/GC is exempt from Employee Health Tax.

Staff Training and Benefits. Up to \$500 for training and/or development is budgeted for staff which is in line with SOGS Personnel Policies (4/96) Sections A, L and M. Benefits cover the cost of the employee health plan; one birthday lunch per staff, the annual Xmas party along with \$100 staff bonus.

Stipend - IT Officer is a new position created to maintain office computers for a maximum of 40 hours per term at \$32.50/hour, which is the equivalent to the TA hourly rate.

Stipend - Speaker Honorarium is a stipend of \$220 per month, which includes but not limited to 11 Council meetings, one Annual General Meeting, Presidential Election and any Referenda or meetings requiring Roberts Rules.

Temporary Staff wages are budgeted for assistance to the Office Manager for issuing bus passes, etc. This expense will be incurred for two weeks at the beginning of each term at a rate of \$10.00/hour for a maximum of 100 hours annually.

Executive

Events and Organizing. These expenses are for any unforeseen events not deemed part of the VP portfolios such as a meet and greet with the Department and Program Graduate Assistants for their assistance throughout the year and motivation for the upcoming year.

Honoraria expenses have been consolidated and will be disbursed at the discretion of council based on executive recommendations at a maximum not to exceed \$300 per committee chair.

Meetings/Conferences. Expenses incurred for external meetings and conferences attended by executive members.

Promotions/Advertising were decreased due to the elimination of the monthly publication of 'SOGSpeak'. Information is now relayed through the Website. The advertising expense includes any publication needed for promoting SOGS programs/services/issues in the campus media (Western News, Gazette, etc) or off campus sources such as London Free Press should the need arise.

Sponsorship/Donations. \$2,000 is budgeted to support the Joint Fund for Graduate Research and Dissemination. \$3,000 is budgeted for graduate student initiatives on campus and other campaigns. A form must be completed and submitted to the executive for approval.

Student Disabilities Commissioner. New position created in 2005-06 to represent graduate students with disabilities. Stipend to be paid at \$100 per term determined by council.

President

President Expenses are for meetings held with UWO Administration and informal meetings related to SOGS business.

VP Academic

GSTA Advertising. Expenses for posters and newspaper advertisements.

GSTA Awards are prizes issued to 10 graduate students determined by student tabulation administered by the TA Committee.

GSTA Materials and Form Scanning are costs incurred for scantron forms, result tabulation, pencils, etc.

GSTA Reception is administered by Alumni Relations and hosted by President. It was traditionally held at Gibbons Lodge but is now held at the Great Hall.

Research Forum Advertising and Materials. A conservative estimate for posters and/or newspaper advertisements and any materials required for the event held annually February.

Research Forum Judges and Guest Speaker. GC vouchers are issued to Judges and a guest speaker is paid for time and travel expenses incurred.

Research Forum Prizes are awarded in February and consist of three first place prizes at \$200 each and four second place prizes at \$100 each. A reception is held and \$500 is allocated for a guest speaker and GC vouchers for judges.

Research Forum Refreshments/Catering. Estimate is based on experience from previous years.

Research Forum Room Booking are costs associated with compulsory custodial services for rooms reserved at the university, especially on weekends.

Thesis Template Workshops are funds allocated to pay contract training staff to provide workshops for graduate students to learn how to use LaTeX document preparation software for writing thesis documents, presentations, conference & journal articles, etc. This software is a template conforming to FGS thesis formatting guidelines.

WJGR Advertising expenses are for posters and newspaper advertisements.

WJGR Layout and Printing are costs associated with the layout now online.

VP Finance

VP Finance expenses are for meetings held with UWO Administration and informal meetings related to SOGS business.

VP External & Communication

CFS Conferences. For delegate fees and expenses associated with general meetings of the Canadian Federation of Students. As decided by Council, SOGS is mandated to send at least two delegates to every general meeting of the Federation including one non-executive member.

CFS Liaison position was approved by council a new stipend for a new position to assist the VP External with CFS meetings, conferences, etc.

CFS Programmes. These expenses are associated with the local administration of CFS related programmes such as the printing of ISIC Cards, etc.

Media/Subscriptions. Funds allocated for the purchase of information, subscriptions to print media pertaining to the benefit of graduate students.

Political Activities/Campaigns/Advocacy/Speakers are expenses incurred for implementing campaigns and advocating on behalf of all graduate students, as determined by council and at CFS meetings.

VP Student Services

Graduation Celebration are costs associated with celebrating upon completion.

Handbook Editor is paid out for preparing the contents of the handbook prior to submitting to the printer.

Handbook Printing. Printing costs for dayplanners, which are distributed to all graduate students and traditionally mailed out in August but are now distributed with bus passes.

Handbook Promotions/Prizes is used to promote the use of the handbook among members through contests and prizes for students.

International Students costs are budgeted for social events for International Students... an Orientation party held in cooperation with the Student Development Centre and a Christmas dinner party held by the Grad Club on Dec.25th.

Merchandise to be sold and/or distributed to raise the profile of SOGS/GC.

Student Orientation expenses are for the new student party held at the GC at the beginning of each academic year and at least one graduate student mixer.

Councillor Orientation are costs associated with the beginning of the year social event. A meet and greet is traditionally held after the October council meeting, which is the beginning of the council year.

Speaker

Council Packages/Supplies are expenses associated with preparing the monthly council packages.

Council Meeting Refreshments are provided by the Grad Club at each council meeting to a maximum of \$100/meeting.

Elections and Referenda Grants. Provisions for Presidential candidates and yes/no campaigns...Elections: \$75/candidate, 3 candidates, 2 ads at \$80 each. Referenda: \$75/side, 2 ads at \$80 each, \$500 for online voting and \$100 for administration.

Contingency Fund should be budgeted at 2.0% of Operating Revenue, excluding CFS Membership dues, Health Plan Premiums and Bus Pass Fees.



SOCIETY OF GRADUATE STUDENTS
THE UNIVERSITY OF WESTERN ONTARIO

PROXY FORM

(No more than two proxies can be held by any member)

I, _____, hereby proxy my vote for the February 1, 2007 Annual
(Proxy Issuer)

General Meeting of the Society of Graduate Students of The University of Western Ontario to be

held on _____, to _____.
(Date) **(Proxy Holder)**

(Signature of Proxy Issuer)

(Student No. of Proxy Issuer)

(Department of Proxy Issuer)

(Date)

Received

Only Proxies Submitted On This Form Will Be Accepted