

**SOCIETY OF GRADUATE STUDENTS
FEBRUARY 12, 2008 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 12, 2008

4:30 p.m.

Social Science Centre, Room 2024

1. Ratification of Agenda
2. Announcements
3. Orders of the Day
 - SOGS 2008/2009 Budget
4. Executive Oral Reports
 - a) President, Duane Jacques
 - b) VP Academic, Margie Davenport
 - c) VP External and Communication, Michael Daubs
 - d) VP Finance, Steven Beasley
 - e) VP Student Services, Kristina Neely
5. New Business/Open Forum

Orders of the Day

SOGS 2007/2008 Budget

BIRT SOGS adopt the proposed SOGS budget for 2008/2009.

Budget

	Proposed Budget 2008 – 2009	year end Projections	May - December'07	2007 – 2008 Budget
REVENUE				
Student Membership				
Bus Pass Dues	548,674.77	493,481.53	317,027.89	497,733.21
Bus Pass Administration Fees	4,792.32	4,850.73	3,567.69	3,645.84
Sub-total	553,467.09	498,332.26	320,595.58	501,379.05
CFS Full-time Student Dues	51,751.53	46,853.72	30,244.97	47,274.38
CFS Part-time Student Dues	5,316.67	3,532.95	2,491.41	3,837.45
Sub-total	57,068.20	50,386.67	32,736.38	51,111.83
Health Plan Premiums	1,245,521.15	1,132,121.19	725,932.11	1,222,222.41
Health Plan - Opt-ins	103,033.83	88,359.42	54,014.81	96,780.00
Health Plan Administration Fees	65,710.12	59,535.35	38,417.63	60,049.15
Sub-total	1,414,265.09	1,280,015.96	818,364.55	1,379,051.56
Full-time Student Membership Fees	233,190.44	233,171.67	151,379.77	233,812.98
Part-time Membership Student Fees	32,410.21	21,099.86	14,265.57	23,093.69
Sub-total	265,600.65	254,271.53	165,645.34	256,906.67
Grad Club				
GC Administration	27,600.00	27,600.00	16,100.00	27,600.00
GC Subsidy				
Sub-total	27,600.00	27,600.00	16,100.00	27,600.00
Other Income				
Bank Interest	13,000.00	12,025.02	8,016.68	17,748.28
Contributions	3,200.00	3,400.00	200.00	3,200.00
Emergency Loan Administration	400.00	350.00	317.52	450.00
FGS Subsidies	1,600.00	1,000.00		1,000.00
Handbook Advertising				3,500.00
Miscellaneous Income		200.00	183.60	
Retained Revenue		68,547.64	68,547.64	9,886.28
Sale of Merchandise				
Sub-total	18,200.00	85,522.66	77,265.44	45,784.56
TOTAL INCOME	2,336,201.03	2,196,129.08	1,430,707.29	2,261,833.67

	Proposed Budget 2008 – 2009	year end Projections	May - December'07	2007 – 2008 Budget
EXPENSES				
Awards, Bursaries and Subsidies				
Child Care Subsidy	9,000.00	9,430.00	5,680.00	12,000.00
Out of Province Bursary	21,000.00	21,000.00	15,000.00	21,000.00
Scholarships	5,000.00	5,000.00		5,000.00
Student Emergency Fund	3,000.00	1,000.00		6,000.00
Thesis Binding Subsidy	7,500.00	6,000.00	4,000.00	6,000.00
Travel Subsidy	25,500.00	25,500.00	14,825.00	25,500.00
Sub-total	71,000.00	67,930.00	39,505.00	75,500.00
Membership Disbursements/Transfers				
Bus Pass Fees	548,674.77	493,481.53	317,027.89	497,733.21
Bus Pass Printing	840.00	805.13	536.75	1,500.00
CFS Fees	57,068.20	50,386.67	32,736.38	51,111.83
Departmental Grants	23,040.00	12,419.19	3,255.30	10,000.00
Emergency Loan Delinquency	500.00	500.00		500.00
Health Plan Discretionary Funds	3,000.00	1,000.00		3,000.00
Health Plan Premiums	1,161,726.80	1,062,044.01	668,741.59	1,196,534.00
Health Plan Refunds	186,828.17	158,436.60	97,508.24	122,468.41
Recompense Program	2,500.00	1,739.00	1,239.00	4,000.00
Sub-total	1,984,177.95	1,780,812.12	1,121,045.15	1,886,847.45
Office and Administration				
Bank Service Charges	500.00	403.65	269.10	676.77
Capital Acquisitions/Depreciation	600.00	450.00	300.00	2,250.00
Insurance - Office Liability	500.00	383.04	383.04	600.00
Insurance - Officer and Director Liability	1,800.00	1,782.00	1,782.00	1,800.00
Office Computer Support/ Supplies	1,200.00	1,562.85	1,041.90	7,132.00
Office Equipment Rentals/ Charges	6,600.00	5,276.24	3,517.49	7,000.00
Office Expenses	4,400.00	3,611.05	2,601.05	4,450.00
Photocopier Usage	500.00	500.00		800.00
Professional Fees - Accounting	10,000.00	13,123.35	3,123.35	25,500.00
Professional Fees - Legal	3,000.00	-		3,000.00
Sub-total	29,100.00	27,092.18	13,017.93	53,208.77
Payroll, Benefits and Contributions				
President	16,156.00	15,444.00	10,374.00	16,224.00
Vice Presidents	36,232.00	31,096.00	18,928.00	32,448.00
Office Staff	96,247.27	91,928.22	62,961.58	92,014.61
Payroll Taxes and Remittances	10,404.47	7,617.95	5,566.96	12,619.59
WSIB Premiums	876.95	666.93	444.62	815.98
CFS Representative	918.90	900.00	600.00	900.00
Speaker	5,157.00	2,400.00	1,600.00	7,800.00
Student Disabilities Commissioner	918.90	900.00	600.00	900.00
Staff Benefits and Training	2,902.20	2,257.70	1,606.26	4,772.71
Temporary Staff	1,800.00	1,037.50	537.50	1,000.00
Sub-total	171,613.69	154,248.30	103,218.92	169,494.89

	Proposed Budget 2008 – 2009	year end Projections	May - December'07	2007 – 2008 Budget
Executive				
Events and Organizing	800.00	376.57	376.57	600.00
Graduate Sponsorship	1,500.00			
Honoraria	6,500.00	3,600.00	600.00	2,500.00
Joint Fund	4,000.00			
Meetings/Conferences	800.00	20.00	20.00	800.00
Promotions/Advertising	500.00	100.00	13.94	500.00
Sponsorship/Donations	-	4,650.00	3,650.00	5,000.00
Sub-total	14,100.00	8,746.57	4,660.51	9,400.00
President				
President Expenses	500.00	500.00	48.24	500.00
Vice President Academic				
GSTA Advertising and Materials	1,000.00	1,000.00	29.16	1,000.00
GSTA Awards	10,000.00	9,600.00		9,600.00
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	2,000.00	1,000.00		1,000.00
RF Prizes	1,250.00	1,250.00		1,250.00
RF Room Booking and Catering	2,250.00	2,250.00		2,250.00
Thesis Template Workshops	-	500.00		500.00
WGR Layout and Printing	2,250.00	750.00		1,250.00
Sub-total	21,750.00	9,350.00	29.16	19,850.00
Vice President Finance				
VP Finance Expenses	250.00	192.83	192.83	200.00
GC Sponsorship	400.00			
Sub-total	650.00	192.83	192.83	200.00
Vice President External				
CFS Conferences	6,000.00	3,489.17	1,889.17	9,000.00
CFS Programs	100.00	100.00	44.45	250.00
Media/Subscriptions	200.00	51.95	51.95	900.00
Political Activities/Campaigns/Advocacy	1,000.00	-	-	1,300.00
Sub-total	7,300.00	3,641.12	1,985.57	11,450.00
Vice President Student Services				
Graduation Celebration	1,500.00	500.00	164.58	3,000.00
Handbook Editor	1,000.00	-		1,000.00
Handbook Printing	14,000.00	10,344.24	10,344.24	13,000.00
Handbook Promotions/Prizes	1,200.00	620.00	220.00	1,000.00
International Students	1,000.00	200.35	200.35	600.00
Merchandise	450.00	-	-	450.00
Orientation - Students	4,000.00	4,000.00	2,835.05	4,000.00
Orientation - Councillors	500.00	359.11	359.11	500.00
Sub-total	23,650.00	16,023.70	14,123.33	23,550.00

	Proposed Budget 2008 – 2009	year end Projections	May - December'07	2007 – 2008 Budget
Speaker				
Council Meeting Packages/Supplies	200.00	-		200.00
Elections/Referenda	2,000.00	900.00		2,000.00
Meeting Refreshments/Catering	1,620.00	1,200.00	700.00	1,500.00
Sub-total	3,820.00	2,100.00	700.00	3,700.00
Contingency Fund	7,542.06			7,328.00
TOTAL EXPENSES	2,335,203.69	2,080,636.81	1,298,526.64	2,261,029.11
NET INCOME	997.34	115,492.27	132,180.65	804.56

Student Fees*	2008 - 2009		2007 - 2008		2006 - 2007		2005 - 06		2004 - 05	
	term	annual	term	annual	term	annual	term	annual	term	annual
Full Time Student projections [1]	3840		3,578		2,611		2,529		2,456	
Part Time Student projections [2]	576		537		392		379		368	
CPI [3]			1.0180	1.80%	1.021	2.1%	1.018	1.8%	1.016	1.6%
National Consumer Price Index	1.0240	2.4%								
Ontario Consumer Price Index	1.0210	2.1%								
National Consumer Price Index - Transportation	1.0200	2.0%								
Bus Pass Dues										
Full-time Students Bus Pass Dues [4]	50.50	151.50	49.51	148.53	47.30	141.90	45.55	136.65	44.10	132.30
Bus Pass Administration Fees [5]	0.37	1.10	0.36	1.08	0.35	1.06	0.35	1.04	0.34	1.02
CFS Membership Dues [6]										
Full-time Students CFS Dues	4.77	14.30	4.66	13.98	4.58	13.73	4.48	13.44	4.40	13.20
Part-time Students CFS Dues	2.38	7.14	2.33	6.99	3.05	9.15	2.98	8.95	2.93	8.79
Health Plan Fees										
Full-time Students HP Premiums [7]	113.97	341.91	113.97	341.91	111.60	334.80	102.12	306.35	95.14	285.42
Full-time Students HP Administration Fees [8]	6.05	18.15	5.93	17.78	5.82	17.46	5.70	17.10	5.60	16.80
Membership Fees [9]										
Full-time Students Membership Fees	20.66	61.97	22.95	68.85	22.95	68.85	22.48	67.43	22.08	66.24
Part-time Students Membership Fees	13.76	41.29	15.29	45.87	15.29	45.87	14.97	44.92	14.71	44.13
Total Full-time Fees	196.31	588.93	197.37	592.12	192.60	577.80	180.67	542.01	171.66	514.98
Total Part-time Fees	16.14	48.42	17.62	52.86	18.34	55.01	17.96	53.87	17.64	52.92

Notes:

* Student fees 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] Part-time projections are two-thirds of the full time projections.

[3] Canadian Price Index rates are issued by Statistics Canada and published on January 25, 2008.

[4] Bus Pass Dues are set by London Transit annually and will not exceed the annual average change in the Canadian Consumer Price Index for Transportation.

[5] Bus Pass Administration Fees support administration of the bus pass and are increased annually in accordance with the Ontario Consumer Price Index.

[6] CFS Dues are set and provided by the members of the Federation (including SOGS) annually and will not exceed the annual average change in the Canadian Consumer Price Index.

[7] Health Plan premiums are provided by Campbell & Co and there are no changes for the new fiscal year.

[8] Health Plan Administration Fees support the administration of the health plan and are increased annually in accordance with the Ontario Consumer Price Index.

[9] Membership Fees support the Society's operations and will be decreased by 10% for the new fiscal year.

NOTES:

REVENUE

Student Membership

Bus Pass Dues	are set by London Transit to a maximum of the annual average change in the Canadian Consumer Price Index for transportation.
Bus Pass Administration Fees	support the administration costs incurred for printing, issuing and replacing bus passes. These fees are increased annually in accordance with the Consumer Price Index.
CFS Full-time Student Dues	In accordance with Bylaw 1, Section 2 a.iv of the Canadian Federation of Students, national and provincial membership dues are increased annually in accordance to the Canadian Consumer Price Index and contractually remitted in trust.
CFS Part-time Student Dues	are calculated at two-thirds of the full-time fee.
Health Plan Premiums	are determined by Campbell & Company Insurance Consultants Ltd., administered by RWAM Insurance and underwritten by Co-Operators Life Insurance Company. These premiums are levied on student tuition fee bills and contractually remitted.
Health Plan - Opt-ins	Part-time students have the option of receiving health plan coverage and full-time students have the option to receive family coverage but these premiums are not levied on the student tuition fee bills and must be paid directly to SOGS.
Health Plan Administration Fees	support the costs of administering the health plan. These fees are increased annually in accordance with the Canadian Consumer Price Index.
Full-time Student Membership Fees	support the Society's operations and funds programs and services that directly benefit the membership.
Part-time Membership Student Fees	are calculated at two-thirds of the full time fees.

Grad Club

GC Administration	a monthly cost-recovery basis for administration costs, equipment rentals and advertising in SOGS publications.
GC Subsidy	Grad Club previously subsidized SOGS awards at half their value but due to the GC's expansion in 05-06 they will not be subsidized. Money available will be submitted to the outstanding loan due to SOGS.

Other Income

Bank Interest	is based on average of previous year with Libro Credit Union.
Contributions	money provided for SOGS programs and services from the GTA Union and ticket purchases for planned events, etc.
Emergency Loan Administration	revenue from interest and administration charges on outstanding emergency loans.
FGS Subsidies	any subsidies provided by the Faculty of Graduate Studies.
Handbook Advertising	revenue from advertising sold to customers but is now outsourced.
Miscellaneous Income	unexpected revenue
Sale of Merchandise	is not anticipated this fiscal year

OPERATING EXPENSES

Awards, Bursaries and Subsidies

Child Care Subsidy	are awarded by the Finance Committee each term up to a maximum of \$250 each.
Out of Province Bursary	bursaries awarded by term at \$500 each to out of province and international students in attempt to balance the Ontario Student Opportunity Trust Fund.
Scholarships	are awarded annually by the Academic Committee at \$1,000 each.
Student Emergency Fund	is an exigency fund used to help students in immediate need with unforeseen expenses due to but not limited to injuries, illness or a death in the family, etc.
Thesis Binding Subsidy	awarded by the Finance Committee each term at \$100 for Masters and \$200 for PhD.

Travel Subsidy	awarded by the Finance Committee each term up to a maximum of \$400 each.
Membership Disbursements/Transfers	
Bus Pass Fees	are remitted to London Transit Commission by term.
Bus Pass Printing	expenses billed to SOGS for the costs of printing the bus passes each term.
CFS Fees	are collected by the University and remitted to the Canadian Federation of Students by term.
Departmental Grants	are based on the degree of representation at monthly council meetings at \$1.50 per student.
Emergency Loan Delinquency	allowance for unpaid emergency student loan debts.
Health Plan Discretionary Funds	are distributed by the Health Plan Committee to refund students for miscellaneous costs arising from health care expenses but not covered by the insurance company.
Health Plan Premiums	are remitted to C&C Insurance Consultants Ltd along with part-time and family opt-ins.
Health Plan Refunds	are issued to students opting out of the health plan.
Recompense Program	\$5 GC vouchers are provided at committee meetings to promote member participation.
Office and Administration	
Bank Service Charges	expenses incurred on the bank accounts' activity.
Capital Acquisitions/Depreciation	amortization applied at half rate in the year of acquisition on computer equipment and office furniture expenditures are not amortized in the year of disposal.
Insurance - Office Liability	premiums are determined by Purdom Insurance on an annual basis for office equipment and furniture.
Insurance - Officer and Director Liability	premiums are determined by Purdom Insurance on an annual basis to protect the Society's Officers and Directors in the execution of their duties.
Office Computer Support/Supplies	expenses includes a monthly fee for ITS support and purchases of computer supplies and new software.
Office Equipment Rentals/Charges	expenses billed by UWO for the SOGS and GC phone rentals, long distance charges and data lines/connections.
Office Expenses	cost of office supplies, stationary, postage and courier services. This fiscal year also includes the purchase of a new chair for the Office Manager.
Photocopier Usage	billed annually by UWO for the photocopies made throughout the year.
Professional Fees - Accounting	externally provided professional audit services by Michael A. King
Professional Fees - Legal	expenses incurred for retaining legal representation should the need arise.
Payroll, Benefits and Contributions	
President	salary is equivalent to a full TA salary and increased in accordance with the TA collective agreement.
Vice Presidents	salaries are equivalent to half a TA salary and increased in accordance with the TA collective agreement.
Office Staff	salaries are determined by the salary range set by UWO and increased annually in accordance to the Consumer Price Index, a 2.5% PTR and RRSP contributions of 5%.
CFS Representative	stipend is offered for representation at the CFS meetings and increased annually in accordance to the Consumer Price Index.
Speaker	stipend is paid in accordance to the TA collective agreement at 3 hours per week for council meetings, the presidential election, referenda and meetings that require Roberts Rules.
Student Disabilities Commissioner	stipend is offered for representation of students with disabilities and increased annually in accordance with the Consumer Price Index.
Payroll Taxes and Remittances	Federal Tax, EI, CPI issued on full-time salaries and remittances submitted monthly.

WSIB Premiums	are determined by WSIB and reconciled monthly based on full-time salaries.
Staff Benefits and Training	costs incurred for staff health plan premiums, one birthday lunch, annual \$100 holiday bonus, staff party and the training and/or development in accordance with the personnel policies (sections A, L and M).
Temporary Staff	wages are budgeted for assistance to the Office Manager for issuing bus passes, handbooks, etc at a maximum of 20 hours per week for three weeks each term at a rate of \$10.00 per hour.
Executive	
Events and Organizing	costs associated with events not deemed part of the VP portfolios... a meet and greet with the Graduate Assistants for their assistance throughout the year is scheduled in August and a Committee Chair Conference will be held at the beginning of the year.
Graduate Sponsorship	cost of sponsoring non-academic initiatives directly benefiting graduate students at a maximum of \$250. Graduate Sponsorship Forms must be submitted and funds matched for Executive's approval.
Honoraria	grants issued to Committee Chairs annually for their efforts throughout the year at a maximum of \$500 as determined by the committee members.
Joint Fund	cost of supporting the Joint Fund for Graduate Research and Dissemination matched by UWO.
Meetings/Conferences	expenses for external meetings/conferences attended by executive and/or SOGS representatives.
Promotions/Advertising	expenses for any publication needed for promoting SOGS programs/services/issues in the campus media (Western News, Gazette, etc) and/or off campus sources such as London Free Press should the need arise.
Sponsorship/Donations	separated into two line items (Graduate Sponsorship & Joint Fund)
President Expenses	
	expenses for meetings held with UWO administration and informal meetings related to SOGS business held at the Grad Club
Vice President Academic	
GSTA Advertising and Materials	estimated costs for cost of posters and newspaper advertisements.
GSTA Awards	20 prizes at \$500 each are awarded in April at a reception and \$3,200 is funded by the TA Union. Faculty of Graduate Studies has also contributed in the past.
GSTA Reception	is hosted by the President, administered by Alumni Relations and half the expenses are paid by UWO.
RF Advertising and Materials	estimated costs for posters, newspaper advertisements and materials for the event.
RF Judges and Guest Speaker	estimated costs for guest speaker and GC vouchers awarded to the judges.
RF Prizes	three first place prizes at \$200 each and four second place prizes at \$100 each awarded at the reception.
RF Room Booking and Catering	estimated costs for the event traditionally held at the Grad Club.
WGR Layout and Printing	estimated costs for posters, newspaper advertisements, materials and a photographer.
VP Finance	
VP Finance Expenses	expenses for informal meetings held with UWO Administration and informal meetings related to SOGS business held at the Grad Club
GC Sponsorship	donation to include half the cost of registration for a SOGS team made up of up to five executive members.
Vice President External	
CFS Conferences	delegate fees and expenses associated with general meetings of the Canadian Federation of Students for the two delegates including one non-executive member at every general meeting of the Federation as decided by council.
CFS Programmes	costs associated with the local administration of CFS related programs (i.e. ISIC cards).
Media/Subscriptions	estimated costs for the purchase of information, subscriptions to print media.

Political Activities/Campaigns/Advocacy	costs for implementing campaigns and advocating on behalf of all graduate students as determined by Council and at CFS meetings.
Vice President Student Services	
Graduation Celebration	estimated costs for a drink of choice in the goblet of knowledge for graduates defending their thesis.
Handbook Editor	is paid for the preparation and editing the contents of the handbook for printing.
Handbook Printing	estimated cost for printing the annual handbook for all graduate students.
Handbook Promotions/Prizes	\$10 GC vouchers are issued to winners of promotional games such as the monthly trivia, etc.
International Students	estimated costs for the social events for International Students... an Orientation party held in cooperation with the Student Development Centre and the Christmas dinner party at the Grad Club.
Merchandise	costs associated with the creation and distribution of SOGS merchandise.
Orientation - Students	costs associated with student parties held at the GC each term.
Orientation - Councillors	costs associated with meet and greet(s) held at the GC.
Speaker	
Council Meeting Packages/Supplies	costs associated with preparing the monthly council packages.
Elections/Referenda	provisions for Presidential candidates and yes/no campaigns... Elections = \$150 for 3 candidates, 3 ads at \$150 each. Referenda = \$100/side, 2 ads at \$150 each, \$500 for online voting and \$100 for administration.
Meeting Refreshments/Catering	costs for refreshments provided by the GC at each council meeting and the AGM.
Contingency Fund	is calculated at 2.0% of Operating Revenue.



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 12, 2008 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