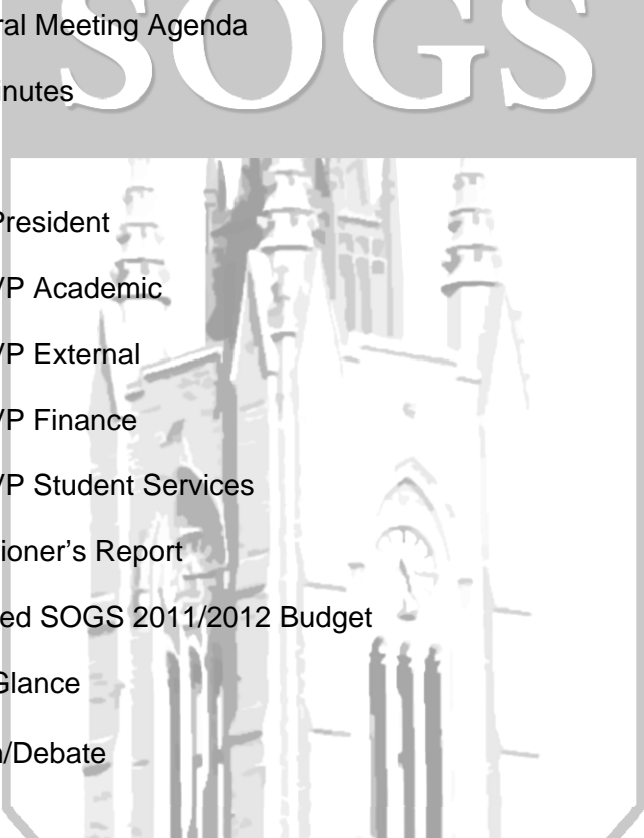


**SOCIETY OF GRADUATE STUDENTS
FEBRUARY 8, 2011
ANNUAL GENERAL MEETING**

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SOCIETY OF GRADUATE STUDENTS

THE UNIVERSITY OF WESTERN ONTARIO

SOCIETY OF GRADUATE STUDENTS

ANNUAL GENERAL MEETING

AGENDA

February 8, 2011

5:30 p.m.

Health Sciences Building, Room 40

1. Approval of Agenda
2. Approval of ratified Minutes of the 2010 AGM
3. Announcements
4. Orders of the Day
5. Executive Update Reports
 - a) President, Duncan Sutherland
 - b) VP Academic, Fiona Simpson
 - c) VP External & Communication, Saidur Chowdhury
 - d) VP Finance, Jordan Harel
 - e) VP Student Services, Christopher Hum
6. Updates
 - a) Non-executive updates
 - b) Councillor updates
 - c) SOGS Board of Governors Representative update
 - d) SOGS Senator Representative update(s)
 - e) Committee Chair Reports
7. New Business/Open Forum

SOGS ANNUAL GENERAL MEETING
Minutes
Approved
University Community Centre – Room 56
February 11, 2010
5:50 - pm

- 1. Approval of Agenda**
Moved: Steven Beasley (Biochemistry)
Seconded: William Tam (Occupational Therapy)
Passed
- 2. Approval of ratified Minutes of the 2009 AGM**
Moved: Duncan Sutherland (Chemistry)
Seconded: Scott Armstrong (Law)
Passed
- 3. Approval of Minutes of the August 2009 GM**
Moved: Scott Armstrong (Law)
Seconded: Tanya Berkers (Biology)
Passed
- 4. Approval of Minutes of the November 2009 GM**
Moved: Steven Beasley (Biochemistry)
Seconded: Scott Armstrong (Law)
Passed
- 5. Announcements**
 - Welcome to the Annual General Meeting
 - Quorum is 30.
 - Light refreshments will be offered after tonight's meeting at the Grad Club.
 - The SOGS OSOTF, OOP, Grad Club Bursaries and the 125th Scholarship deadline is February 26th.
 - The Western Research Forum will be held on Saturday, February 27 in the Wave and UCC conference rooms. Dinner and award presentations will follow the talk. Tickets to the talk will be sold for \$10. Watch the Western Research Forum website for more details.
 - Nominations for SOGS President are open and will close tomorrow Friday, February 12 at 5 pm. Nomination forms are available in the SOGS office, and here at the desk.
 - The next Council meeting will be February 25st.
 - The SOGS office will be closed from February 15 for one week for renovations.
- 6. Orders of the Day**

BIRT SOGS adopt the budget for Fiscal Year 2010-2011 as proposed by the Finance Committee and recommended to the membership by Council at its meeting of January 28, 2010.
Moved: Duncan Sutherland (VP Finance)
Seconded: Dan Dechene (Engineering)
Passes

BIRT the ballots from the Presidential recall be destroyed.
Moved: Jessica Dechene (Chemistry)
Seconded: Scott Armstrong (Law)
2/3 needed to pass
Passes

7. Executive Update Reports

a) President, Rick Telfer

- first part of term worked on working out details of health plan
 - first few months were busy with producing handbook
 - attended several CFS meetings – May, August (Ontario), February (National Graduate Caucus)
 - signed off on Society audit
 - conducted fall orientation sessions in departments
 - GSIC – created official facebook page for SOGS and president
 - attended and participated in various meetings with Administration
- S. Beasley (Biochemistry) – will the report be included in Council package?
R. Telfer – everything has already been reported on in monthly packages.

b) VP Academic, Natalie Szudy

- Western Research Forum will be on February 27; schedule will be posted on the website shortly; keynote speaker is Alyssa Gilbert – “The Imposter Syndrome”

c) VP External & Communication, Saidur Chowdhury

- presented written report

d) VP Finance, Duncan Sutherland

- SOGS and Grad Club financially stable

e) VP Student Services, Jenny Jiang

- International Graduate Student Issues Committee – had a successful bowling night; works with SDC on various projects; helped in Haiti relief
- Orientation Committee – Successful Christmas party; well organized bash for all students; new event in March or April. Committee members needed
- Health Plan Committee – deadline for opting-in/out was in September. HPC is looking at submissions for bursaries
- will be conducting a survey in March/April on what graduate students think the health plan should do for students.

8. Updates

- a) Non-executive updates
- b) Councillor updates
- c) SOGS Board of Governors Representative update
- d) SOGS Senator Representative update(s)
- e) Committee Chair Reports

9. New Business/Open Forum

Motion to adjourn

Orders of the Day

Motion 1 (VP Finance)

SOGS 2010-2011 Budget

BIRT SOGS adopt the budget for Fiscal Year 2011-2012 as proposed by the Finance Committee and recommended to the membership by Council at its meeting of January 27, 2011. (See Appendix A – Budget 2011-2012, page xx.)

Motion 2 (Council)

Whereas the Graduate Education Council (GEC) meets collectively four times a year and graduate student representatives to the GEC have the option to serve up to two years. Whereas the majority of new graduate students arrive in the Fall Term (i.e. the new Academic Year).

Whereas in an attempt to recruit new graduate students to the GEC, the start of a new term of membership for graduate student representatives to the GEC will commence on October 1 and terminate on September 30 following the second calendar year.

Whereas there are eleven graduate student representatives to the GEC, one per Faculty (i.e. Arts and Humanities, Engineering, Health Sciences, FIMS, Music, Science, Social Science, Ivey [Business], Law, Education, and Schulich [Medicine & Dentistry]).

Reaffirming the motion passed by Council in April 2010 stating that the SOGS Constitution 6.1.7 should be amended to: "Members of the Society who serve as graduate student representatives to The University of Western Ontario Senate, Board of Governors, Graduate Education Council, or Graduate Students Teaching Assistants Union shall be non-voting, ex-officio members of Council."

Whereas we believe elections to serve on the GEC to be democratic:

BIRT new graduate student representatives to the GEC are elected during the September SOGS Council meeting.

BIFRT SOGS email all graduate students ten (10) business days before the September SOGS Council Meeting to call for nominations for the positions that are vacant or for those whose current member has reached the completion of their term.

BIFRT graduate student representatives to the GEC-elect appear in person to the SOGS office within seven business days after the election, in order to verify a representative's student status and home Faculty.

BIFRT SOGS forwarded the names of the graduate student representatives to the GEC-elect to the chair of the Operations/Agenda and Nominating Committee of the GEC for ratification.

Executive Report – President

Dear General Membership,

SOGS Office

Several years have passed since my predecessor, Shannon Dea, stated in a report to the Alumni Association that Western's *Engaging the Future* strategic plan would lead to a tremendous increase in the number of graduate students at Western. I am happy to report that since her tenure as President, SOGS has grown from 3338 members in 2006-2007 to 4434 members in 2009-2010. In order to accommodate the 33% increase in membership, SOGS has renovated its office space to include a private conference room and an expanded workspace for the executive. SOGS has also hired two part-time graduate student receptionists to aide with the increased student traffic. In addition to new staff, our long-time accounting manager, Raquel Rodrigues, will be going on maternity leave and I would like to take this opportunity to thank her for all of her hard work and to welcome Jacklyn Chang to SOGS.

SOGS and SGPS

SOGS has had a very productive year with the School of Graduate and Postdoctoral Studies (SGPS). A long standing issue among graduate students is the payment of tuition on a per term basis, while many graduate students receive income on a monthly basis. This has been partly addressed with scholarship holders (OGS, NSERC, SSHRC) now being paid on a per term basis and tuition being directly deducted from this amount.

SGPS has also been working to include graduate external scholarships and donor scholarships retroactively as of September 1, 2008 on the holder's transcript. Senate approved this addition in the November meeting. SOGS has been consulted several times throughout the development of this proposal, and we believe this is a significant step forward for Western as it recognizes the significant achievements of our graduate students.

This year representation on the Graduate Education Council (GEC) was expanded to include one representative from each faculty. This increase serves two purposes: i) increase the graduate representation when dealing with graduate policy, ii) account for the increase in graduate enrolment. It is our belief that this increase in graduate representation on the GEC continues Western's dedication to involving graduate students in the decision making processes of the University. The GEC currently has vacancies for both Education and Law, interested individuals from these faculties can contact me for further information (sogs.president@uwo.ca).

Looking ahead...

It is likely that the enrolment of SOGS will continue to increase. As the Society expands, new challenges will include the coordination of both personnel and the distribution of limited office space. However, these challenges pale in comparison to the added and enhanced services SOGS will be able to offer with a larger membership pool. I am truly happy to be President of SOGS during these exciting times.

Respectfully Submitted,

Duncan Sutherland
SOGS President
Chemistry, Ph.D. IV

Executive Report – VP Academic

Dear Graduate Students,

Here are the updates for the VP Academic portfolio.

GSTA Awards:

We received 150 nominations for the fall half term GSTA Awards. The committee will be meeting to adjudicate the nominations and determine the dates for winter half term and full term courses in February.

Western Graduate Review:

I have been in talks with some of our campus partners about reformatting the Western Graduate Review and featuring some of the new content on the Research Western website and in the Western News. Anyone who would like to help write articles or take photos should email me at sogs.academic@uwo.ca about joining the editorial board.

Joint Fund for Graduate Research and Scholarship:

The Joint Fund is actively receiving applications for funding for UWO events that support graduate research and scholarship.

Academic Committee/Western Research Forum:

The Western Research Forum will be held Saturday, February 26, 2011 at the Wave and UCC. The abstract submission deadline is February 4th, 2011. Tell your friends to check out the Facebook event or the SOGS website for more details.

Cheers,
Fiona Simpson
VP Academic

Executive Report – VP External & Communications

Dear members:

Thanks. I am very glad to serve you as a VP of External Affairs and Communications since 2009. Here is an update of what has been happening under my portfolio since May 2010.

Orientation Session

In September, 2010, I participated at the departmental orientation events and presented SOGS activities and services to new-grad students.

Equity Issues Committee

1) In June, 2010, Erica Pridoehl, Committee Chair, attended the meeting with [Western's Ontarians Disabilities Act Committee \(WODAC\)](#) to discuss Equity related issues and the preparation of Western's annual accessibility plan.

2) Chelsea Elizabeth Mohler was elected committee chair in Spetember, 2010. In October, members discussed existing events and decided to run (accessibilities) petition campaign for improved and better road intersection at campus. Members collected signatures from grad students to support the petition. We are planning to submit petitions to the University and City Corporation in the mid February.

3) In November, members discussed about CFS report on "Task force on Campus Racism issues". CFS Task force group visited our campus in January, 2011 and informed equity committee about campus racism as well as discrimination on the basis of race or gender or for other human rights issues and accessibility.

Please visit <http://www.uwo.ca/sogs/Committee/Equity%20Issues%20Committee.html> for more information about Equity Issues Committee.

Graduate Student Issues Committee (GSIC)

Graduate Student Issues Committee is very important committee for our members. The purposes of this committee are 1) to deal with all grad-related policy, research and different issues, 2) to monitor, assess, and respond to issues pertaining to the quality and accessibility of graduate Education and 3) to keep graduate students informed of these issues. If you think any grad- related existing policies should be reviewed or revised, you may contact with any of our members or me.

At present, Committee has been working on 1) Whistleblower Policy 2) Water Quality on Campus 3) Racism Task Force, 5) Copyright Law, 6) Research Funding 7) Food Quality on Campus, 8) Post-Residency Fees, 9) Lab Safety Issues and 10) Housing for Grad Student.

In addition, according to bylaw, Committee has been selecting non-executive members from our local. Please visit <http://www.uwo.ca/sogs/Committee/GSIC.html> for more information about GSIC.

CFS Information

a) CFS-Ontario Executive Meeting

The CFS-Ontario Executive meeting was held in May, October and December, 2010 in Toronto. The meeting involved review and discussion of CFS services and future campaigns on grad-related issues. I, CFS Ontario Executive from local 47, have been assigned to work on motions forwarded from different CFS meetings. In addition, I have been assigned to work (with other executives) on the feasibility of producing E-newsletter from CFS Ontario more frequently .

One new campaign "*Education is a right*" has been endorsed by Ontario executives. Executives decided to publish monthly E-newsletter from CFS Ontario Component at October Executive meeting.

b) International Student Identity Cards (ISIC)

At the beginning of every academic year, the Federation travels around the province to locals during orientation events to issue International Student Identity Cards (ISIC) to members. The International Student Identity Card gives students discounts in countries across the globe and here at home it serves to cut the cost of VIA Rail and Greyhound tickets and other travel services. ISIC was distributed at our campus on October 5th- 6th, 2010.

c) CFS Campaign- OHIP petition

OHIP petition group was submitted 5,000 petition signatures to the Ministry of Health on the morning of Wednesday 14, April, 2010. There were a few media outlets, including Omni TV, which followed OHIP group in the rally from Hart House to the Ministry of Health. Minister Deb Matthews, Ministry of Health, received those petitions from UHIP campaign group. OHIP petition groups are still pressuring the Ministry to act on this.

d) Here's an update on the three motions from the January meeting that were moved by Local 47:

1) Whistleblower Protection

Research has been conducted on whistleblower protection in tandem with the CFS National office. This includes having a draft of model whistleblower legislation that is built on best practices and legislation from other jurisdictions. The Federation has continued to lobby the provincial government with regard to graduate student issues, including the submission to the Post-Secondary Education Secretariat, *Our Bright Future: Graduate Studies and Research*. In this submission, one of the recommendations is for the government to "require post-secondary institutions to establish whistleblower protection and safe disclosure policies that include independent third-party oversight as part of Multi-Year Accountability Agreements." The issue of whistleblower protection was also presented to the Minister of Research and Innovation, Glen Murray, during the last Ontario General Meeting and will be included in follow-up meetings with the Minister.

2) Ontario Centres of Excellence and Industry Partners

The Ontario Graduate Caucus has established a clear stance opposing the increased commercialization of research. The *Our Bright Future: Graduate Studies and Research* submission calls for "increased funding for the Champions of Innovation programme delivered through the Ontario Centres of Excellence," recognizing that this is one of a few research programmes available to graduate students that doesn't require applicants to have an industry partner to receive funding. Another recommendation in *Our Bright Future: Graduate Studies and Research* calls for "increased research funding across all disciplines without conditions of commercial viability," with an emphasis on ensuring that there is adequate funding for social sciences and humanities research.

3) Graduate Data Tracking

The Federation continues to lobby for better collection and tracking of data on graduate students in the province. The *Our Bright Future: Graduate Studies and Research* document contains a recommendation to "include the collection and publication of graduate enrolment and completion times data in Multi-Year Accountability Agreements." In addition, the Federation had a meeting with the Higher Education Quality Council of Ontario (HEQCO) regarding graduate studies. In this meeting, which included the HEQCO Research Director and several policy analysts, the Federation presented a detailed list of research areas that needed investigation that included graduate enrolment, retention rates, completion times, class sizes, teaching quality, student-to-faculty ratio, teaching and research opportunities, and industry.

Should you have any questions about my portfolio, feel free to contact me at sgs.external@uwo.ca.

Best
Saidur R Chowdhury
VP External of Affairs & Communications.

Executive Report – VP Finance

Fellow Graduate Students,

Since May 2010, I have had the privilege to serve as your Vice President Finance. During my tenure, I have been tasked with overseeing four SOGS Committees: Finance, Grad Club, Bursaries and Subsidies, as well as Sustainability. During my tenure thus far, I have attended and held various meetings regarding a proposed SOGS endowment with the University, with the ultimate goal of one day subsidizing student fees. I continue to work diligently on this matter, and look to bring forth a proposal to council in the coming months. Also during the Spring term, I oversaw and presented to council the findings of the SOGS 2009-2010 audit which highlighted the relative financial strength of our organization.

With respect to sustainability initiatives, the committee, along with my oversight, is currently in the process of conducting a sustainability audit in order to see how we 'stack up' regarding the sustainability of our society, as well as how we can improve our ecological footprint in the coming months and years. I am also currently looking into the feasibility of creating a SOGS award in sustainability.

Regarding Bursaries and Subsidies, under my tenure we have looked to streamline the application process, in which we moved from an essay style format to a fill in the blank concept in order to ensure the accuracy and integrity of the application process.

Furthermore, the Grad Club has recently repaid its outstanding loan to SOGS in its entirety. However, we are constantly looking for ways to improve its profitability and to enhance the graduate student experience.

Tonight I present to you for your approval the proposed budget for the 2010-2011 fiscal year, which has already been recommended by the Finance Committee, and approved by council.

Thank You,

Jordan Harel

VP Finance

Executive Report – VP Student Services

Orientation Committee

The following new programs have been established year by the VP Student Services: First, an “Open Mic Nite” an open stage for graduate students to contribute the cultural life on campus. This event is very popular and has received the corporate sponsorship of Mill Street Breweries; second, monthly horseback riding excursions to local ranches; third, Latin Dance Lessons; fourth, several sports teams (Outdoor Soccer, Dodgeball, Futsal, and shiny hockey); fifth, there have been several exuberant student socials and fundraisers to support the Environment and Sustainability Program, Mental Health Awareness, and hopefully an event to draw attention the local ‘Violence Against Women’ campaign in London. Special thanks should go to Nichoas McGinnis for serving as an early co-host as well as Marc Lalonde for the sponsorship, Dan Dechene and Dwayne Jacques for their advice on acquiring funding for a regular crew of hosts, and for the regular Open Mic community members for their faithful attendance.

These special events include: An Orientation Party for First Year Students (with Opera Singer, Dance Demonstration, Folk Singer, and party games); A Halloween Costume Party (with prizes); An Ugly Sweater Festivus (with a comedian for the ‘Airing of Grievances’, inflatable sumo wrestling suits for the ‘Feats of Strength’, and an Aluminum Pole (compliments of Kai Pisters). The OC is supporting the inaugural Funspiel organized by the recently founded Western Graduate Student Curling Club (President Laura Murphy). There was also a great trip to Grand Bend in July 2010. The Orientation Committee is currently planning a Formal Dinner and Wine Tasting Party for early spring.

The Orientation Committee is also happy to announce the establishment of a ‘BAT TEAM’ designed to recruit new members into the volunteer community to help organize events and facilitate programs. Special thanks to you all.

Jessica Dechene served out her term as both Orientation Committee Chair and Editor of the SOGS Handbook. Thank you Jessica for all your hard work and congratulations for successfully completed your Doctorate.

Health Plan Committee

Health Plan Survey: The committee constructed and facilitated a university-wide survey to gauge the satisfaction of graduate students with their current health care plan. More than 516 students participated. This information will be used to provide the committee with an idea on how to move forward with the tendering process of our current plan. Jenna Allan, MA in Engineering, was elected by the Committee to serve as Chair. The Opt-Out Process functioned without any major hiccups. Appeals were reviewed by the committee, but it must be noted that the lack of an institutional record in the Health Plan Committee as a result of having archives is often problematic. Maintaining proper records should be a priority of this committee in the future.

International Graduate Student Committee

Chair Shahram Armirnia organized a number of successful themed dinner parties for International Graduate Students, including a dinner featuring live music recruited from the Open Mic community and a Full-Moon Thai food dinner celebration.

Report from Commissioner for Graduate Students with Disabilities

1) Audible Pedestrian Signals/Accessible Street Crossings

Along with the assistance of the equity committee and physical plant, we now have two accessible street crossings with audible pedestrian signals and blended/tactile curbs. The university has been supportive of this initiative, but as some street crossings are city property (e.g. Western and Sarnia) accessible crossings cannot be implemented by UWO at these locations.

Thank you to all who assisted in circulating petitions; these will be delivered to the city of London on Feb 15 to request funding for accessible crossings at these intersections.

2) USC Accessibility Commissionaire

I have been liaising with the University Students' Council Accessibility Commissionaire. Together, we have noted several commonalities in the issues regarding accessibility students bring forward. These issues include accommodations for non-academic events, barriers (social and physical on campus) and access to funding for disabled students. In working towards creating solutions to some of these issues, we are in the process of composing an accessibility steering committee. The steering committee will hold its second meeting on 7 February, with the aim of developing strategies to remove some of these barriers to student life.

3) Campus Access Review and Enhancement/Western's Ontarians with Disabilities Accessibility Committee

The CARE committee met on 12 January (please see January council package for meeting minutes). The WODAC committee has not held a meeting this academic year.

4) Braille Signage

With the support of physical plant, we have had success implementing Braille signage in recently constructed buildings around campus. As funding becomes available, signage will be placed in older buildings around campus.

5) Next Steps

As per request from students with disabilities on campus, I would like to look into the possibility of printing the grad club menu in Braille and large print. I will continue to liaise with the undergraduate commissionaire regarding issues of access around campus.

APPENDIX A
SOGS Proposed Budget 2011 - 2012

	2010 – 2011 Budget	May - December	year end Projections	Proposed Budget 2011 – 2012	
REVENUE					
Student Membership Fees					
Full-time Student Membership Fees	216,186.53	151,780.98	230,847.62	235,396.27	
Part-time Membership Student Fees	24,689.17	14,796.00	22,261.50	23,654.29	
Sub-total	240,875.70	166,576.98	253,109.12	259,050.56	
Bus Pass					
Bus Pass Dues	660,750.68	462,044.19	708,182.08	758,324.77	
Bus Pass Admin. Fees	5,324.85	4,476.39	5,919.42	6,313.24	
Sub-total	666,075.53	466,520.58	714,101.50	764,638.01	
Canadian Federation of Students					
CFS Full-time Student Dues	57,238.11	40,334.52	61,390.31	63,559.68	
CFS Part-time Student Dues	4,503.35	2,680.32	4,035.17	4,353.90	
Sub-total	61,741.46	43,014.84	65,425.48	67,913.58	
Health Plan					
Health Plan Premiums	1,918,898.10	1,210,041.84	1,857,814.19	2,062,770.85	
Health Plan - Opt-ins	181,170.24	183,841.47	185,948.07	187,179.80	
Health Plan Administration Fees	73,859.94	50,034.47	76,343.89	76,343.89	
Sub-total	2,173,928.28	1,443,917.77	2,120,106.15	2,326,294.54	
Contributions					
GC Administration	13,800.00	9,200.00	13,800.00	13,800.00	
GC Profit Sharing	0.00	0.00	0.00	0.00	
SGPS & TATP Subsidies	3,200.00	3,200.00	3,200.00	3,200.00	
Other Contributions	0.00	1,250.00	1,250.00	0.00	
Sub-total	17,000.00	13,650.00	18,250.00	17,000.00	
General Revenue					
Bank Interest	3,000.00	4,761.44	5,601.44	5,000.00	<i>depending on savings account/investment</i>
Emergency Loan Administration	500.00	332.49	498.74	500.00	
Handbook Advertising	0.00	980.00	980.00	0.00	

SOGS Proposed Budget 2011 - 2012

	2010 – 2011 Budget	May - December	year end Projections	Proposed Budget 2011 – 2012
Miscellaneous Income	0.00	0.00	0.00	0.00
Sale of Merchandise	0.00	0.00	0.00	0.00
Sub-total	3,500.00	6,073.93	7,080.18	5,500.00
 TOTAL REVENUE	 <u>3,163,120.97</u>	 <u>2,139,754.10</u>	 <u>3,178,072.43</u>	 <u>3,440,396.69</u>
 EXPENSES				
 Award Programs				
Child Care Subsidy	9,000.00	5,000.00	9,000.00	9,000.00
Scholarships	5,000.00	0.00	5,000.00	5,000.00
Student Emergency Fund	3,000.00	0.00	3,000.00	3,000.00
Travel Subsidy	25,500.00	16,705.00	25,500.00	25,500.00
Sub-total	42,500.00	21,705.00	42,500.00	42,500.00
 Membership Disbursements				
Bus Pass Fees	663,750.68	464,279.19	710,417.08	760,824.77
CFS Fees	61,741.46	43,014.84	65,425.48	67,913.58
Departmental Grants	25,416.00	7,116.47	15,172.47	27,120.00
Emergency Loan Delinquency	500.00	930.00	930.00	1,000.00
Health Plan Discretionary Funds	3,000.00	950.00	3,000.00	3,000.00
Health Plan Premiums	1,696,620.62	1,016,823.34	1,672,199.42	1,837,396.48
Health Plan Refunds	403,447.72	377,059.97	371,562.84	412,554.17
Recompense Program	3,500.00	1,060.00	1,590.00	3,500.00
Sub-total	2,857,976.48	1,911,233.81	2,840,297.29	3,113,308.99
 Administration				
Bank Service Charges	400.00	112.60	168.90	200.00
Equipment/Depreciation	1,420.00	990.28	1,352.54	1,630.47
Insurance - Office Liability	400.00	278.64	278.64	300.00
Insurance - Officer & Director Liability	2,000.00	1,782.00	1,782.00	2,000.00
Office Computer Support/Supplies	1,200.00	1,391.74	2,087.61	2,100.00
Office Equipment Rentals/Charges	6,800.00	3,804.70	5,707.05	6,000.00
Office Expenses	4,291.07	4,514.55	6,771.83	6,780.00
Photocopier Usage	600.00	844.73	1,351.01	600.00

includes UWO charge for new annual maintenance

*incl 600 for numeric lock & TV installation
incl \$331 from previous year & \$260 copier repair*

SOGS Proposed Budget 2011 - 2012

	2010 – 2011 Budget	May - December	year end Projections	Proposed Budget 2011 – 2012	
Professional Fees - Accounting	10,000.00	0.00	10,000.00	10,000.00	
Professional Fees - Legal	3,000.00	1,927.07	3,000.00	5,000.00	
Sub-total	30,111.07	15,646.31	32,499.58	34,610.47	
Wages and Benefits					
Executive	51,250.58	33,850.80	51,442.56	54,995.01	
Speaker Stipend	5,115.65	3,366.64	5,075.00	5,606.00	
Office Staff	104,308.50	67,590.75	104,308.50	106,590.46	
Temp. Staff - Office Reception	6,530.00	1,551.46	6,530.00	22,880.00	
Student Disabilities Commissioner	943.87	625.54	943.87	962.75	
Payroll Taxes and Remittances	12,140.60	6,572.32	12,551.70	14,255.36	
Staff Benefits and Training	2,840.00	2,369.48	2,840.00	3,673.00	
Sub-total	183,129.20	115,926.99	183,691.63	208,962.58	
Executive					
Advertising and Promotion	500.00	25.00	25.00	500.00	
Events and Organizing	800.00	0.00	200.00	500.00	
Graduate Sponsorship	1,500.00	0.00	1,500.00	1,500.00	
Honoraria	6,500.00	500.00	7,000.00	7,000.00	<i>council approved honorarium to Chair from previous year</i>
Joint Fund	4,000.00	0.00	0.00	4,000.00	
Meetings/Conferences/Travel	800.00	0.00	300.00	500.00	
Sub-total	14,100.00	525.00	9,025.00	14,000.00	
President					
President Discretionary Fund	500.00	190.10	500.00	500.00	
Vice President Academic					
Discretionary Fund	100.00	0.00	100.00	100.00	
Graduate Student Teaching Awards	12,750.00	0.00	12,750.00	12,750.00	
Western Research Forum	6,750.00	0.00	6,750.00	6,750.00	
Western Graduate Research	3,250.00	0.00	3,250.00	3,250.00	
Sub-total	22,850.00	0.00	22,850.00	22,850.00	
Vice President Finance					
VP Finance Discretionary Fund	250.00	0.00	250.00	250.00	

SOGS Proposed Budget 2011 - 2012

	2010 – 2011 Budget	May - December	year end Projections	Proposed Budget 2011 – 2012
GC Sponsorship	400.00	340.00	340.00	400.00
Graduation Celebration	1,500.00	867.47	1,301.21	1,500.00
Sustainability	1,000.00	0.00	1,000.00	1,000.00
Sub-total	3,150.00	1,207.47	2,891.21	3,150.00
Vice President External				
Discretionary Fund	100.00	0.00	100.00	100.00
CFS Conferences & Programs	5,850.00	3,136.86	4,705.29	5,850.00
Media/Subscriptions	200.00	21.60	21.60	200.00
Political Activities/Campaigns/ Advocacy	1,000.00	0.00	0.00	1,000.00
Sub-total	7,150.00	3,158.46	4,826.89	7,150.00
Vice President Student Services				
Discretionary Fund	250.00	189.33	250.00	250.00
Handbook Editor	1,000.00	1,000.00	0.00	1,000.00
Handbook Printing	17,000.00	10,528.00	10,528.00	12,000.00
Handbook Promotions/Prizes	1,200.00	330.00	495.00	1,200.00
International Students	1,000.00	587.21	1,000.00	1,000.00
Merchandise	700.00	0.00	700.00	700.00
Student Socials	4,000.00	3,472.75	4,000.00	7,000.00
				<i>request to add \$3000 for Open Mic nights</i>
Sub-total	25,150.00	16,107.29	16,973.00	23,150.00
Speaker				
Elections/Referenda	500.00	0.00	500.00	500.00
Meetings and Socials	3,820.00	755.07	1,812.17	2,000.00
Sub-total	4,320.00	755.07	2,312.17	2,500.00
Contingency Fund	714.22			5,177.46
TOTAL EXPENSES	<u>3,191,650.97</u>	<u>2,086,455.50</u>	<u>3,158,366.77</u>	<u>3,477,859.51</u>
SURPLUS / DEFICIT	-28,530.00	53,298.61	19,705.66	-37,462.82

NOTES:

REVENUE

Student Membership

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 14% of the full time fees.
Bus Pass Dues	are set by London Transit in accordance with the annual average change in the CPI and additional budgetary needs to a maximum of 5% annually.
Bus Pass Administration Fees	support the administration costs incurred for issuing, printing and replacing bus passes; annual increases with not exceed the annual OPI average index rate average.
CFS Full-time Student Dues	are charged by CFS to Local 47 members in accordance with the annual CPI average.
CFS Part-time Student Dues	are calculated at half the full-time fee.
Health Plan Premiums	premiums are determined by the insurance provider for an annual rate pro-rated by term.
Health Plan - Opt-ins	PT students have the option of receiving health plan coverage and full-time students have the option of receiving family coverage but these premiums are not levied on the student tuition fee bills, therefore students must complete an opt-in form and make payments directly to SOGS.
Health Plan Administration Fees	support the costs of administering the health plan; annual increases will not exceed the annual OPI average index rate average.
GC Administration	monthly fee for a cost-recovery basis for administration, advertising in SOGS publications, equipment rentals and data lines.
GC Profit Sharing	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. Any income available will be submitted to the outstanding loan due to SOGS.
SGPS & TATP Subsidies	subsidies provided by the Faculty of Graduate Studies.
Other Contributions	money provided for SOGS programs and services from the GTA Union and ticket purchases for planned events, etc.

General Revenue

Bank Interest	interest rates are set by Libro Credit Union.
Emergency Loan Administration	revenue from interest and administration charges on outstanding emergency loans.
Handbook Advertising	revenue from advertising in the SOGS annual dayplanner.
Miscellaneous Income	unexpected revenue.
Sale of Merchandise	revenue from merchandise sales.

EXPENSES

Award Programs

Child Care Subsidy	awarded by the Subsidy & Bursary Committee each term up to a maximum of \$250 each.
Scholarships	Subsidy & Bursary Committee awards up to 4 awards at \$1,250 each at the end of the fiscal year.
Student Emergency Fund	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.
Travel Subsidy	awarded by the Subsidy & Bursary Committee each term up to a maximum of \$400 each.

Membership Disbursements

Bus Pass Fees	collected on tuition fee bills by UWO and contractually remitted to London Transit by SOGS each term; along with the projected costs of printing the passes.
CFS Fees	dues which are levied on tuition fee bills are remitted to Canadian Federation of Students by SOGS annually.
Departmental Grants	based on the degree of representation at monthly council meetings at \$2.00 per student; and part-time students are considered at 1/3 of the full-time rate.
Emergency Loan Delinquency	allowance for delinquent emergency student loan accounts.
Health Plan Discretionary Funds	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	collected on tuition fee bills by UWO and contractually remitted to the insurance company by SOGS each term.
Health Plan Refunds	issued to students with alternative health coverage and therefore opting out of the health plan.
Recompense Program	\$5 GC vouchers are provided to committee members at each meeting to promote member participation.

Administration

Bank Service Charges	expenses incurred on the bank accounts' activity.
Equipment/Depreciation	amortization is provided using the declining balance method at 30% for computer hardware and 20% for furniture & equipment with half amortization on net acquisitions and no amortization in the year of disposal.
Insurance - Office Liability	premiums are determined by insurance company on an annual basis for office equipment and furniture.
Insurance - Officer and Director Liability	premiums are determined by insurance company on an annual basis to protect the Society's Directors & Officers including council members in the execution of their duties.

Office Computer Support/Supplies	expenses includes a monthly fee for ITS support and purchases, along with computer supplies and new software.
Office Equipment Rentals/Charges	SOGS & GC expenses billed by UWO for equipment rentals, phones, data lines/connections, etc
Office Expenses	associated costs for office supplies, stationary, postage, courier services, etc. are determined at \$1.50/student.
Photocopier Usage	UWO contract stipulates supplier bills departments individually quarterly for photocopies made throughout the year.
Professional Fees - Accounting	costs associated with external annual professional audit services as requested by UWO.
Professional Fees - Legal	expenses incurred for retaining legal representation should the need arise.
Wages and Benefits	
Executive	salary is equivalent to a full TA salary for the President and half TA salary for the Vice Presidents increased in accordance with the TA collective agreement.
Speaker Stipend	stipend is paid in accordance to the TA collective agreement (less than five hours/week) for council meetings, presidential election, referenda and any meetings that require Roberts Rules.
Office Staff	determined by the UWO salary range and increased annually in accordance with the UWO 2.5% PTR and annual OPI average index rate average; along with 5% RRSPT contributions.
Temporary Staff - Office Reception	wages for new graduate assistant(s) for bus pass distribution, etc. at a maximum of 40 hours/week.
Student Disabilities Commissioner	stipend is offered for representation of students with disabilities and increased annually in accordance with the annual OPI average index rate
Payroll Taxes and Remittances	Federal Tax, EI, CPI and WSIB issued on salaries and remittances submitted monthly.
Staff Benefits and Training	expenses include 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.
Executive	
Advertising and Promotion	expenses for any publication needed to promote SOGS programs/services/issues in campus media (Western News, Gazette, etc) and/or off campus sources such as London Free Press, etc.
Events and Organizing	costs associated with events not deemed part of the VP portfolios... a meet and greet with the Graduate Assistants and a Committee Chair Conference.
Graduate Sponsorship	sponsoring special projects and events benefiting the majority of graduate students at UWO at a maximum of \$250. Not for philanthropic purposes. 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 and approved by council.
Joint Fund	cost of supporting the Joint Fund for Graduate Research and Scholarship Dissemination matched by Research Western and School of Graduate and Postdoctoral Studies.
Meetings/Conferences/Travel	Executive, staff and/or SOGS representative(s) mileage and other expenses for external meetings, supply deliveries, conferences not deemed CFS, etc.
President Discretionary Fund	expenses for meetings held with UWO administration and informal meetings related to SOGS business preferably held at the Grad Club.
Vice President Academic Discretionary Fund	unforeseen expenses incurred for committees, meetings, etc.
Graduate Student Teaching Awards	estimated costs for posters and newspaper advertisements, 20 prizes at \$500 awarded in April at a reception hosted by the President and administered by Alumni Relations with half the expenses subsidized by UWO.
Western Research Forum	estimated costs for posters, newspaper advertisements and materials for the event, guest speaker and GC vouchers awarded to the judges. Three 1st place prizes at \$200/ea and four 2nd place prizes at \$100/each awarded at reception.
Western Graduate Research	estimated costs for posters, newspaper advertisements, materials and a photographer.
Vice President Finance VP Finance Discretionary Fund	expenses for informal meetings held with UWO Administration and informal meetings related to SOGS business preferably held at the Grad Club.
GC Sponsorship	donation to GC annual golf tournament include half the cost of registration for a SOGS team made up of executive and/or council members.
Graduation Celebration	estimated costs for a drink of choice in the Goblet of Knowledge for graduates defending their thesis.
Sustainability	costs associated with the development of sustainability metrics.
Vice President External Discretionary Fund	unforeseen expenses incurred for committees, meetings, etc.
CFS Conferences & Programs	costs associated with the local administration of CFS related programs (i.e. ISIC cards), fees for up to two delegates to attend the Canadian Federation of Students meetings.
Media/Subscriptions	estimated costs for the purchase of information, subscriptions to print media, etc.
Political Activities/Campaigns/ Advocacy	costs for implementing campaigns and advocating on behalf of all graduate students.
Vice President Student Services Discretionary Fund	unforeseen expenses incurred for committees, meetings, etc.

Handbook Editor	is paid for the preparation and editing the contents of the handbook prior to printing.
Handbook Printing	estimated cost for printing the annual graduate student handbook.
Handbook Promotions/Prizes	GC vouchers are issued to winners of promotional games such as the monthly trivia, etc.
International Students	estimated costs for social events benefiting International Students held at the GC in cooperation with the Student Development Centre.
Merchandise	costs associated with the creation and distribution of SOGS merchandise.
Student Socials	costs associated with social events...maximum \$2000 for orientation party at beginning of the academic year; \$875 for fall, \$875 for winter and \$250 for summer terms.
Speaker	
Elections/Referenda	provisions for Presidential candidates and yes/no campaigns... Elections = \$150 for 3 candidates, 2 ads at \$150 each. Referenda = \$50/side, 2 ads at \$150/each and \$500 for online voting.
Meetings and Socials	costs for refreshments provided by the GC, room bookings, etc for council meetings, AGM(s) and any general meetings held. As well as associated costs for annual meet and greet(s) at the GC.
Contingency Fund	calculated at 2.0% of operating expenses and removing the unused emergency fund, health plan discretionary fund, legal fees and graduate sponsorship line items not used.

**Additional notes and historical information can be found at:
<http://uwo.ca/sogs/About/budgets.html>.**

Robert's Rules at a Glance

To do this	You say this	May you interrupt the person speaking?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What vote is required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote required, chair rules
Object to something which prevents your continued participation (e.g., excessive noise)	Point of personal privilege	Yes	No	No	No	No vote required, chair rules
Object to a motion being considered	I object to consideration of this motion	Yes	No	No	No	2/3 Majority
Considered something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	2/3 Majority
Overturn the ruling of the Speaker	I challenge the Speaker on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion... be lifted from the table	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion... be reconsidered	No	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	No	No	No	No	No vote required, Speaker rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn	No	Yes	No	No	Majority

RULES OF Decorum/Debate

Right of Council Members and Non-Council/Non-Society Members

- The Speaker has the right to deny a non-council/non-society member the right to speak. A non-society member is someone who is not a full or associate member of the Society. Only those that are full or associate members are given the right to attend and speak at any meeting of the Society according to the SOGS constitution.
- Robert's Rules state that a guest is not allowed to come to a Council meeting unless it is an open meeting, or unless they were invited to the Council to give input on an issue because that guest has special knowledge about the subject. In that case, after the guest has spoken and answered any questions, they would leave and would not be allowed to participate in debate.

Rules:

- **Direct any questions/comments to the Speaker.**
- **A member can only speak twice during the presentation. The second question will be asked at the end of the queue.**
- **Comments must be relevant to the topic and be of a general nature.**
- **Only one person speaking at a time.**

Removing an Offender from the Assembly Hall

- Anyone attending a meeting can be removed from the assembly hall. The Speaker has the power to remove a non-member at any time during a meeting, and this person has no right to appeal the Speaker's decision. (However, a member can make an appeal on behalf of the non-member.) An assembly vote is required to remove a member.
- If a person is asked to leave the assembly and refuses, the Speaker should take the steps necessary to see that order is enforced. The Speaker must carefully appraise the situation and act wisely. The Speaker can appoint a committee to escort the person to the door.
- Those escorting someone to the door must be careful how much force they use, because they can be liable for damages or be sued. If those appointed to escort the person to the door can't persuade the person to leave, they will call the police.

Though members have the right to debate, established parliamentary rules concerning the privileges of debate exist:

- A member must obtain the floor and be recognized by the presiding officer before beginning to speak. A member can't begin speaking until recognized by the Speaker, the presiding officer.
- The member who made the motion has the first right to speak to the motion. He/she does so by being acknowledged by the Speaker once the Speaker has placed the motion before the assembly for discussion.
- A member can speak twice to the motion on the same day, but he/she can take the second turn only after everyone who wishes to speak the first time has spoken. If debate on the motion is continued at the next meeting, which is held on another day, the member's right to debate is renewed. Debate must be relevant to the motion.
- Members must address all remarks to the Speaker; cross talk between members is not allowed.
- Members must be courteous and never attack peers or question the motives of other members. In controversial issues, the discussion should be focused on ideas, not on personalities. Members must not use inflammatory statements such as "it's a lie".
- When speaking to a motion, it is important for the member to first let the assembly know which side of the issue he/she is on. If in favour of the motion, the member states: "I speak for the motion" and gives the reasons why. If opposed, the member states: "I speak against the motion" and gives the reasons why. Doing so helps the Speaker alternate the debate. On controversial issues, the Speaker should alternate the debate between those speaking for and those speaking against the motion. After someone speaks for the motion, the Speaker asks, "Would someone like to speak against the motion?" and vice-versa. This practice ensures that all sides are represented, keeps tempers down, and prevents one side from dominating the discussion.
- A member can't read (or have the secretary read) from part of a manuscript or book as part of his or her debate without the permission of the assembly. However, the member can read short, relevant printed extracts in debate to make a point.

- During debate, a member can't talk against a previous action that is not pending, unless one of the motions to *rescind*, *reconsider*, or *amend something previously adopted* is pending; or unless the member concludes his/her remarks with one of these motions.
- During debate, member should take care not to disturb the assembly by whispering, talking, walking across the floor or causing other distractions.

Limitations on Debate or "Call the Question"

- Only the motion to *limit debate* can limit debate; and debate can be closed only by the motion *to call the question*. These motions need a second, are not debatable, and require 2/3 vote to adopt.

To Amend a Motion

- Purpose: To change the pending motion before it is acted upon; proposed amendments must be relevant to the main motion.
- Needs a second
- Amendable, but the secondary amendment must be relevant or related to the primary amendment.
- Debatable. Debate goes only to the amendment.
- Majority vote required to adopt. If amending a motion or document that takes a 2/3 vote to adopt, the proposed amendment takes only a majority vote.
- Can be reconsidered.
- **Result:** If adopted, the proposed change becomes part of the pending motion.



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 11, 2010
(Proxy Issuer)

Annual 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