

Bylaws

Society of Graduate Students

November 19, 2009

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Bylaw 1

Duties of the Executive

1.1 All Executive Members

- 1.1.1 shall be a member of the Society throughout his or her term and upon ceasing to be a member of the Society shall cease to hold his or her office.
- 1.1.2 shall be primarily concerned to foster, organize and mobilize the participation of the membership by dedicating themselves to ensuring that those committees, whether standing or ad hoc, for which they are ‘Official Liaisons’
 - (a) have members;
 - (b) meet on a regular basis; and
 - (c) regularly communicate their activities to Council.
 - (d) recommend, in consultation with the corresponding committee, the awarding of an honoraria to the chairs(s) of the committee, by the April council meeting.
- 1.1.3 shall maintain a file specifically relating to their portfolios that will be useful for their successors to the position.
- 1.1.4 shall not serve concurrently as a non-executive officer of the Society.
- 1.1.5 shall not normally serve as chair of any committee.
- 1.1.6 shall have a working knowledge of the Constitution, Bylaws, and Policies of the Society, and of Robert’s Rules of Order.
- 1.1.7 shall write and submit a report for inclusion in the monthly Council mailout.
- 1.1.8 shall disseminate information relating to their portfolios, including news releases about the Society’s activities and events, in consultation with the VP External and Communications.
- 1.1.9 shall co-sign cheques as necessary.
- 1.1.10 shall be responsible for informing the members of the committees of the Society in their portfolios that remuneration is available for a committee chair, but is dependent upon the recommendation of the committee to Council.
- 1.1.11 shall, upon election, provide the executive committee and the office of the Society with up-to-date contact information.
- 1.1.12 shall be present in the office for no less than one hour per week during normal business hours.

- 1.1.13 shall further the long-term interests of the Society.
- 1.1.14 shall perform such other duties as Council may from time to time provide.

1.2 The President

- 1.2.1 shall be responsible for the overall operation of the affairs of the Society.
- 1.2.2 shall oversee the bookkeeping and administrative functions of the Society.
- 1.2.3 shall be responsible for ensuring the Vice-Presidents execute their duties.
- 1.2.4 shall be a non-voting member, ex officio, of all standing committees of the Society.
- 1.2.5 shall be responsible for calling a meeting of the Executive prior to any General or Council meeting.
- 1.2.6 shall chair Executive meetings and prepare an agenda.
- 1.2.7 shall be responsible for the minutes of Executive meetings.
- 1.2.8 shall, with the Vice President Finance, and only with Council's approval, enter into loan agreements on behalf of the Society.
- 1.2.9 shall, with the Vice President Finance, be responsible for the administration of the Society's emergency loan system, travel grants fund, and child care fund.
- 1.2.10 shall, with the Vice President Finance, and with Council's approval, be responsible for the administration of the Society's long-term investments.
- 1.2.11 shall ensure the names of the winners of Society's non-confidential sponsored programs are published.
- 1.2.12 shall co-ordinate the contract renewal process for the Society's office staff.
- 1.2.13 shall in the absence of the Speaker and Chair of the Bylaws and Constitution Committee, assume the duties of the Speaker until a Speaker pro-tem is appointed by Council.
- 1.2.14 shall maintain organizational charts that reflect the mandate, operations, and needs of the Society, and shall update them annually.

1.3 The Vice-President External Affairs and Communications

- 1.3.1 shall regularly update Council on external issues affecting the Society's members.
- 1.3.2 shall coordinate and promote activities that raise awareness of external issues affecting the Society's members.
- 1.3.3 shall represent the Society as necessary at meetings of campus associations, including, but not limited to, the University Students' Council, the MBA Association, the GTA Union, the UWO Faculty and Staff Associations, and departmental graduate student associations.
- 1.3.4 shall liaise with community, provincial, and national bodies on issues of interest to the Society's membership, and shall represent the Society at meetings of such organizations on an ad hoc basis as council may from time to time provide.
- 1.3.5 shall publish a monthly newsletter for the purpose of keeping graduate students informed of news and events that may interest them.
- 1.3.6 shall ensure that the Society's bulletin boards and websites are regularly updated.

1.4 The Vice-President Academic

- 1.4.1 shall ensure representation of graduate student interests and concerns with academic-related bodies.
- 1.4.2 shall co-ordinate the academic programs of the Society, including, but not limited to, the Western Graduate Review, the Graduate Student Teaching Awards, and the Western Research Forum.
- 1.4.3 shall meet regularly with the School of Graduate and Postdoctoral Studies to discuss academic issues.

1.5 The Vice-President Student Services

- 1.5.1 shall oversee the administration of the services offered by the Society, including, but not limited to, the Health Insurance Plan and the Bus Pass.
- 1.5.2 shall ensure representation of graduate student interests and concerns with University student service and sport programming bodies.
- 1.5.3 shall oversee the promotion of the Society-sponsored social and athletic events for graduate students.

1.6 The Vice-President Finance

- 1.6.1 shall serve as the chief financial officer of the Society.
- 1.6.2 shall consult regularly with the Accounts Manager and the Chartered Accountant of the Society.
- 1.6.3 shall be responsible for ensuring that all moneys received by the Society be safely deposited with the financial institution named by Council for this purpose.
- 1.6.4 shall administer the payment of all debts incurred by the Society during the course of the Society's fiscal year.
- 1.6.5 shall, with the President, be responsible for the administration of the Society's emergency loan system, travel subsidy, and child care subsidy, thesis subsidy, OOP (Out of Province) and OSOTF (Ontario Student Opportunity Trust Fund) bursaries.
- 1.6.6 shall, with the President, and only with Council's approval, be authorized to enter into loan agreements on behalf of the Society.
- 1.6.7 shall prepare a yearly budget for the Society to be presented to and approved at a General Meeting of the Society.
- 1.6.8 shall, with the President, and with Council's approval, be responsible for the administration of the Society's long-term investments.
- 1.6.9 shall assist the Grad Club Manager in the preparation of a yearly budget for the Grad Club to be presented to Council at its March meeting.
- 1.6.10 shall present the year-end financial statements of the Society to Council at its July meeting and to the Annual General Meeting of the Society.
- 1.6.11 shall inspect monthly cash reconciliations for the Grad Club and review financial reports from the manager.
- 1.6.12 shall conduct inventory checks of the Grad Club at least once a term.
- 1.6.13 shall communicate to the management of the Grad Club the decisions of Council concerning the operations of the Grad Club.

- 1.6.14 shall represent the Society in its official relations with Hospitality and Food Services.
- 1.6.15 shall be responsible for submitting changes to the Society's fees to the University's administration, in accordance with the relevant University policies.
- 1.6.16 shall oversee the preparation of an annual review of engagement or audit of the finances of the Society, in accordance with the requirement set by the Campus and Community Affairs Committee of the Board of Governors.
- 1.6.17 shall present the year-end financial statements of the Grad Club to Council at its July meeting.

Bylaw 2

Duties of Non-executive Officers

2.1 Non-executive Officers

- 2.1.1 shall be a member of the Society throughout his or her term and upon ceasing to be a member of the Society shall cease to hold his or her office.
- 2.1.2 shall further the long-term interests of the Society.
- 2.1.3 shall not serve concurrently as an executive member.

2.2 The Speaker

- 2.2.1 shall be familiar with Robert's Rules of Order and shall inform members of appropriate procedures when necessary.
- 2.2.2 shall advise the Society on matters of procedure and shall be the final authority in the event of a dispute over the interpretation of the Constitution and Bylaws.
- 2.2.3 in the event of a dispute over interpretation of the Constitution or the Bylaws, the Speaker will present a written ruling to Council at its next meeting.
- 2.2.4 shall co-ordinate those committees for which he/she is the Official Liaison.
- 2.2.5 shall chair both General and Council meetings.
- 2.2.6 shall prepare the Agenda for General Meetings and meetings of Council.
- 2.2.7 shall determine the number of departmental and part-time representatives and co-ordinate the election of these representatives in advance of the October meeting of Council.
- 2.2.8 shall be responsible for calculating quorum and shall inform Council of this at the beginning of each term.
- 2.2.9 shall, in consultation with office staff, prepare the Council mail-out.
- 2.2.10 shall prepare a list of motions for the Council mail-out.
- 2.2.11 shall determine whether quorum exists at each Council meeting.
- 2.2.12 shall serve, ex officio, as Chief Returning Officer of the Society, in which capacity he or she shall be responsible for the conduct of elections and referenda, in accordance with the provisions of Bylaws 3 and 4.

- 2.2.13 shall advise members charged with disciplinary action of their rights according to the Constitution and Bylaws.
- 2.2.14 shall oversee the preparation, maintenance, and distribution of a package for new Councilors which will include the Constitution and Bylaws of the Society, the Society's official summary of Robert's Rules, descriptions of the committees of the Society, descriptions of University committees on which the Society has representation, and descriptions of external organizations of which the Society in a member.
- 2.2.15 shall be responsible for the minutes of Council meetings.
- 2.2.16 shall sign one copy of the minutes of Council or General meetings after such minutes have been accepted by Council.
- 2.2.17 shall be responsible for the ongoing maintenance of Councilor and committee lists.

2.3 Commissioners and Coordinators

- 2.3.1 The Executive and Council shall have the authority to create, dissolve, or amend commissioner and coordinator positions and to create or amend the terms of reference for each position by resolution.
- 2.3.2 Unless otherwise specified, the Executive shall appoint students to fill commissioner and coordinator positions.
- 2.3.3 No person shall hold more than one (1) commissioner or coordinator position at any time.
- 2.3.4 A commissioner or a coordinator may be removed from the position for unsatisfactory performance of his/her responsibilities by resolution of the Executive or Council. The vacancy shall be filled in accordance with this by-law.
- 2.3.5 A commissioner shall sit on Council as an ex-officio non-voting member.
- 2.3.6 A commissioner or coordinator may be awarded an honoraria consistent with SOGS operating policy.

Bylaw 3

Councillors

- 3.1 shall, if representing a graduate department or graduate program where a duly constituted graduate student organization exists, be selected by that organization, which shall communicate in writing the names of Councillors it has selected to the Speaker in advance of the October meeting of Council.
- 3.2 shall, if representing a graduate department or graduate program where no duly constituted graduate student organization exists, present a nomination form signed by four full- or associate members registered in that department in advance of the October meeting of Council.
- 3.3 shall serve a one-year term, beginning with the October meeting of Council.
- 3.4 shall attend all meetings of Council.
- 3.5 shall regularly communicate with his or her constituents concerning the activities, programs, and decisions of the Society.
- 3.6 shall report to Council on matters of concern to his or her constituents, provided these matters fall within the purview of the Constitution of the Society.
- 3.7 shall, in the event that he or she is unable to attend a meeting of Council, convey his or her regrets to the speaker and, designate an alternate from his or her department, using the form provided in the monthly Council package.
- 3.8 Councillors shall be deemed to be in dereliction of his or her duties if he or she fails to attend two meetings during his or her term and fails to designate an alternate without written explanation to the Speaker by the adjournment of the meeting.

Bylaw 4

Referenda and the Presidential Election

4.1 Responsibility

4.1.1 The Chief Returning Officer (CRO) shall be responsible for all aspects of an election or referendum, including but not limited to: call for nominations; announcement of candidates; establishment of an on-line balloting system and the proper functioning of that system; announcement of the dates of balloting; ruling on the validity of any election or referendum; and announcement of official results to candidates, referenda groups, Council, and the media.

4.2 Election Appeal Board

4.2.1 The Election Appeal Board shall rule on appeals relating to presidential elections and referenda.

4.2.2 Members shall be elected to the Election Appeal Board at the first Council meeting held in January.

4.2.3 The Election Appeal Board shall consist of exactly 4 members plus one representative from the School of Graduate and Postdoctoral Studies.

4.2.3.1 The Election Appeal Board shall consist of exactly 1 member each from the divisions of Physical Sciences, Biological Sciences, Arts & Humanities, Social Sciences.

4.2.4 The Election Appeal Board shall have a ranked waiting list.

4.2.4.1 Members of the Election Appeal Board waiting list shall follow the same restrictions as members of the Election Appeal Board.

4.2.5 Should a member of the Election Appeal Board no longer be able to fulfill his or her duty, the highest ranked member of the same division from the waiting list shall take his or her place.

4.2.6 Any member who joins the Election Appeal Board or Election Appeal Board waiting list must state his or her intention to not graduate within 4 months.

4.3 Referendum-specific Rules

4.3.1 Need for a referendum, as well as the wording of the referendum statement, shall be determined and approved by either a General Meeting of the Society or Council.

- 4.3.2 A campaign spending limit shall be established by Council for each referendum group.
- 4.3.3 The Chief Returning Officer shall present the decision regarding validity/invalidity or the conduct of the referendum to Council for procedural ratification.
 - 4.3.3.1 if valid, the results of the voting shall be binding on the Society.
 - 4.3.3.2 if invalid, the referendum will be re-run at a date determined by Council.

4.4 Presidential Election-specific Rules

- 4.4.1 A Presidential election shall be held once each year and at other times as necessary.
- 4.4.2 All full and associate members shall be eligible to vote.
- 4.4.3 Nominations for the position of President shall be open from the first Monday of February for ten (10) consecutive business days, closing on the tenth day at 5:00 p.m. Nomination forms must be obtained from the Chief Returning Officer (or his or her designate) during the Society's business hours. Nominations shall bear the signatures of two full or associate members of the Society as well as that of the nominee, and shall be submitted to the Chief Returning Officer during the Society's business hours.
- 4.4.4 Appeals regarding a decision on the validity of a nomination shall be made in writing to the Chief Returning Officer no later than one business day after the close of nomination. The Chief Returning Officer shall render a decision before the beginning of the campaign period.
- 4.4.5 The call for nominations shall be advertised by the CRO one week prior to the opening of nominations.
- 4.4.6 If only one nomination is received the candidate shall be acclaimed, pending ratification by Council.
- 4.4.7 In the event that no nominations for the position of President be received by the Chief Returning Officer by the close of nominations, nominations shall be reopened the first Monday in March and close after ten (10) consecutive business days, at 5:00 p.m.
- 4.4.8 In the event that no nominations be received by the end of the second nomination period, the Council shall nominate an eligible member of the Society at the Council meeting following the close of nominations. If Council fails to do so, then the Executive shall nominate an eligible member of the Society as President, subject to ratification at the next Council meeting. If ratification is not forthcoming, Council must appoint a President at that meeting. If Council fails to do so, then the new President shall be selected by the Executive from the Vice-Presidents.
- 4.4.9 The new President shall take the following Oath at the Council meeting following their election: "I, [name], do hereby swear to faithfully fulfill my duties as President and to uphold the Constitution and Bylaws of the Society of Graduate Students of the University of Western Ontario." The Oath shall be administered by the Speaker.
- 4.4.10 In the event that the elected President be a departmental or part-time representative, Speaker, or another member of the Executive, that person shall not hold the position of departmental representative, Speaker or other Executive member while being President.
- 4.4.11 Actual transfer of signing authority and responsibilities of the Office of the President shall take place on the first of May, at which time the retiring President shall formally hand over office to the incoming president.

4.5 Campaigning

- 4.5.1 The campaign period shall begin two days after nominations close and shall continue up to and including the day preceding the balloting. No campaigning may be undertaken other than during the designated campaign period.
- 4.5.2 Campaigning is defined as any action by a candidate or campaign manager, or any action undertaken at the behest of the candidate or campaign manager, that is intended to influence any voter to cast his or her ballot on behalf of the candidate in question.
- 4.5.3 Prior to the beginning of the campaign period, all parties and their campaign managers shall attend a meeting wherein they will be briefed on the terms of the election by the Chief Returning Officer and Deputy Chief Returning Officer. At that meeting an agreement will be signed by all parties wherein they acknowledge being bound to conduct their campaign in accordance with the Society's Constitution and Bylaws, and define any terms of the election not covered by these Bylaws.
- 4.5.4 All forms of media may be used during the campaign period. No media coverage is allowed on the day of balloting.
- 4.5.5 Society space, resources or materials may not be used in the preparation or dissemination of campaign material, except with the agreement of all candidates and the Chief Returning Officer.
- 4.5.6 Campaigning must cease by midnight before the day of balloting. All advertising must be removed by this deadline.
- 4.5.7 No candidate may address either Council or any other Society organized meeting of members without the same opportunity being provided to all candidates.

4.6 Advertisements of a Presidential Election or Referendum by the Society

- 4.6.1 Advertisements shall be placed:
 - 4.6.1.1 on campus bulletin boards one month prior to the final voting date
 - 4.6.1.2 in University publications one week prior to the voting date
 - 4.6.1.3 on the Society's Web page
- 4.6.2 Advertisements shall consist of date(s) and place(s) or voting, the candidates' names or referendum statement(s) and the name of the Society.

4.7 Voting

- 4.7.1 A secret ballot shall be held following the close of the campaign period, for the Presidential election, or during a period determined by Council, for a referendum.
- 4.7.2 Polling shall be conducted on-line each day of the election. A computer terminal to access the on-line polling station shall be located in the Society's office throughout the voting period and will be accessible during regular business hours.
- 4.7.3 There shall be a total of four (4) polling days, including a one day (24 hour) advance poll that shall take place one week prior to the scheduled regular polling. The regular polling period shall consist of three (3) consecutive business days at the end of the campaign period, to be determined by the CRO, in consultation with the candidates and Council. The regular polling period shall take place no later than the third full week of March.

4.7.4 No proxy voting shall be allowed.

4.7.5 No access shall be granted to the results of on-line polling during the election, by any member or employee of the Society, with the exception of the CRO. The CRO must verify daily that the on-line polling station remains operational.

4.8 Counting Ballots

4.8.1 Quorum for any referendum question shall be 10% of all eligible voters. The Presidential election shall have no quorum.

4.8.2 A plurality of ballots cast will determine the result of any referendum or election.

4.8.3 Each candidate/referendum group shall be allowed one scrutineer to be present when the final results of the election/referendum, as recorded by the on-line polling station, are revealed.

4.8.4 In the event of a tie, the tie shall be broken by a vote by Council.

4.9 Campaign Impropriety and Appeals

4.9.1 No candidate/referendum group may, using his or her own initiative and discretion, attempt to enforce the rules for elections.

4.9.2 All members of the Society have the right to submit a charge of campaign impropriety.

4.9.3 The Chief Returning Officer shall decide on any charge or campaign impropriety, no more than four (4) business days following the complaint.

4.9.4 All charges of campaign impropriety shall be submitted in writing to the Deputy Chief Returning Officer, (Deputy CRO) at the Society office. Within one business day of the charge having been submitted the Deputy CRO will begin an impartial investigation. Barring exceptional circumstances, the Deputy CRO shall submit the result of their investigation to the CRO no more than one business day after the start of investigation.

4.9.5 To find that an act of campaign impropriety has occurred, the CRO must be satisfied that the result of the Deputy CRO's investigation shows, on the balance of probabilities, the indicted party did commit the offence with which they have been charged.

4.9.6 'Campaign Impropriety' is defined as any action undertaken by a candidate or their representative during the campaign and polling period that can be shown to be violations of any part of the Society's Constitution, Bylaws, or the agreement between the parties reached at the All Candidates Meeting.

4.9.7 Except in those instances outlined in Section 4.9.8 below, where the CRO has determined that an act of campaign impropriety has occurred, the CRO has the discretion to take the following actions:

4.9.7.1 reduce or eliminate a candidate's/referendum group's subsidy

4.9.7.2 declare the election to be void

4.9.8 Violations of the following nature will result in automatic disqualification of the candidate:

4.9.8.1 failure of the candidate and their campaign manager to attend the All Candidates' Meeting with the Chief Returning Officer and Deputy Chief Returning Officer.

4.9.8.2 tampering with other candidates' signs so as to cause their being defaced or removed

4.9.8.3 spending 125% or more of the maximum spending limit

- 4.9.9 In the event a winning candidate is disqualified, the runner-up will take the place of the disqualified winner.
- 4.9.10 Appeals regarding sanctions levied by the Chief Returning Officer shall be made in writing to the Elections Appeal Board, care of the Society's office, within 48 hours of the announcement of sanctions. The Elections Appeal Board shall render a decision and make such decision public within two days following their meeting.
- 4.9.11 The results of the Society's elections/referenda, as accumulated by the on-line polling station shall not be deleted until the deadline for election appeals has passed.

4.10 Validity

- 4.10.1 Any full or associate member of the Society may challenge the validity of an election/referendum in a written submission to the Chief Returning Officer within two business days after the close of balloting. Such submission shall contain the appellant's name, student number, telephone number and address, as well as a detailed account of the alleged reasons for invalidating the election/referendum.
- 4.10.2 The Deputy CRO shall investigate the appeal and present the results of that investigation to the CRO within two business days. The CRO will take appropriate action in response to the investigation results within two business days.
- 4.10.3 When the Chief Returning Officer has rendered a decision on the submission, a further written appeal may be taken to the Elections Appeal Board within 2 business days of the announcement of the decision.

4.11 Campaign Expenses and Subsidy

- 4.11.1 The Society shall provide subsidies for campaign expenses incurred by candidates of 50% of the maximum spending limit. The spending limit will be \$150 unless changed at the February Council meeting by a motion which requires a simple majority to pass.
- 4.11.2 The Society shall provide full subsidies for campaign expenses incurred by each referendum group that receive at least 10% of the total unspoiled votes cast in the election.
- 4.11.3 All candidates shall submit to the Chief Returning Officer documentation of all expenditures by the election day.
- 4.11.4 The Chief Returning Officer shall have the authority to disallow any campaign expenditure.

Bylaw 5

Other Elections

5.0.1 Nominations for the positions of elected officers, with the exception of the President and the Speaker/CRO, shall be received by the Speaker.

5.1 Vice-Presidents

5.1.1 Elections of Vice-President External Affairs and Communications, Vice-President Academic, Vice-President Student Services, and Vice-President Finance shall be held at the Council meeting specified in the Elections Table. The date of the election, eligibility requirements, and duties of the Executive position shall be advertised in the month before the election in appropriate campus media. The term shall be one year commencing on the first day of the month following the election.

5.1.2 Elections for members of the Executive shall be conducted by secret ballot. The votes shall be tallied by the Speaker. If only a single candidate stand for an office, then that person shall gain the position by acclamation.

5.1.3 In the event that any position of Vice President become vacant other than through the normal retirement of the Vice President, then the appropriate Vice President-Elect, shall assume the duties of the Vice President. If there be no Vice President-Elect, or if the Vice President-Elect is unable to assume the duties, then the Executive shall select a member of the Society to assume the duties of that Vice President. In any of the above cases, the individual assuming the duties of the Vice President does so with full remuneration. Council shall decide at the following meeting:

- (a) to appoint that person to the position, or
- (b) to open nominations for a specified time after which a Council meeting shall elect a suitable candidate.

5.1.4 In the event that the elected Vice President is a departmental representative, or the Speaker, that person shall not hold the position of departmental representative, or Speaker while being Vice-President.

5.2 Speaker

5.2.1 Candidate(s) for the position of Speaker shall be nominated by the Executive. If a candidate's name is withheld, the Executive must explain why they have refused a nomination at the next Council meeting. The Speaker position must be advertised one month prior to the Council meeting at which a Speaker is to be elected. In the event that the Executive nominate a single candidate, this nomination must be ratified by a majority of Councilors at the Council meeting prior to the beginning of a new Speaker's

term. Where there be more than one candidate, an election by secret ballot shall be held at the Council meeting prior to the beginning of a new Speaker's term.

5.2.2 In the event that the Speaker's position not be filled, the Executive shall nominate a new Speaker prior to the next Council meeting.

5.2.3 In the event that the elected Speaker be a departmental representative or member of the Executive, that person shall not hold the position of departmental representative or member of the Executive while Speaker.

Bylaw 6

Exceptional Circumstances

6.0.1 In the event that an officer, non-executive officer, or councillor resigns or is otherwise required to vacate the position prior to the completion of their term, a temporary replacement will be assigned as designated by the bylaws and a by-election will be held.

6.1 Presidential By-election

6.1.1 In the event of a vacancy in the position of president, the VP Academic shall assume the responsibilities of president until a by-election can be held.

6.1.2 The presidential by-election shall be held in a General Meeting called for that purpose.

6.1.3 A General meeting shall be called scheduled for no less than 5 business days and no more than 14 business days from the date the presidential position was vacated.

6.1.4 Notice for the General meeting shall include notification of the by-election and shall be be communicated to the membership as required by the bylaws concerning notice for a General meeting.

6.1.5 The nomination period shall be 5 business days prior to the general meeting.

6.1.6 All nominations must be submitted to the CRO or Office manager by midnight prior to the meeting.

6.1.7 Campaigning may be conducted during the nomination period by candidates who have submitted a completed nomination and been briefed by the CRO.

6.1.8 All forms of media may be used during the campaign. No media coverage is allowed the day of the General Meeting

6.1.9 Society space, resources or materials may not be used in the preparation or dissemination of campaign material, except with permission of the CRO.

6.1.10 Candidates may address the General meeting and participate in a question and answer session prior to the election at the General Meeting.

6.1.11 Voting at the meeting will be conducted by secret ballot.

6.1.12 In the event of a single candidate, ratification may be done by a show of hands or roll call.

6.1.13 Proxy voting is allowed as specified in the rules governing General Meetings

6.1.14 Each candidate shall be allowed one scrutineer to be present while votes are being tabulated

- 6.1.15 In the event of a tie, the tie shall be broken by the CRO.
- 6.1.16 The maximum spending limit for a by-election presidential campaign is \$50.
- 6.1.17 The society shall provide subsidies for 50% of campaign expenses incurred by candidates the maximum spending limit.
- 6.1.18 In the event no nomination is received in time for the General Meeting, the meeting shall be cancelled and rescheduled for 1 week later, the nomination period shall be similarly extended.
- 6.1.19 The term of the president elected in a by election shall extend only until the next regularly scheduled election, and notification shall be sent to the membership

6.2 Executive and non-executive officers

6.2.1 Chain of Command

- 6.2.1.1 In the event of a vacancy in the position of Vice-President external Affairs and Communications the duties shall be assumed in order of preference
 - i. by the chair of the GSIC committee.
 - ii. by the chair of the Equity committee.
 - iii. by a member appointed by the remaining executive, until a by-election can be held.
- 6.2.1.2 In the event of a vacancy in the position of Vice-President Academic the duties shall be assumed in order of preference
 - i. by the chair of the Academic committee
 - ii. by the chair of the GSTA Awards committee
 - iii. by the chair of the WGR committee
 - iv. by a member appointed by the remaining executive until a by-election can be held
- 6.2.1.3 In the event of a vacancy in the position of Vice-President Student Services the duties shall be assumed in order of priority
 - i. by the chair of the Orientation committee
 - ii. by the chair of the Health Plan committee
 - iii. by the chair of the IGSIC committee
 - iv. by a member appointed by the remaining executive until a by-election can be held
- 6.2.1.4 In the event of a vacancy in the position of Vice-President Finance the duties shall be assumed in order of preference
 - i. by the chair of the Finance committee
 - ii. by the chair of the GC committee
 - iii. by a member appointed by the remaining executive until a by-election can be held
- 6.2.1.5 In the event of a vacancy in the position of Speaker the duties shall be assumed by the chair of the BCC until a by-election can be held
- 6.2.1.6 In the event of a vacancy in the position of any other non-executive position, the duties shall be assumed by a member appointed by the executive until a by-election can be held.
- 6.2.1.7 In the event of a vacancy in position of chair, the committee shall select a new chair in an election facilitated by the Liaison.

6.2.2 By-elections

- 6.2.2.1 The nominations for an executive officer position shall be opened by the CRO upon notification of the vacant position.
- 6.2.2.2 Nominations shall remain open until the next scheduled council meeting
- 6.2.2.3 The position shall be filled by a vote of Council.
- 6.2.2.4 The term of an executive officer elected in a by-election shall extend only until the next regularly scheduled council meeting
- 6.2.2.5 In the event no nomination is received, the nomination period shall be extended until the next regularly scheduled council meeting, and notification shall be sent to the membership

6.3 Councillor By-elections

- 6.3.1 Councillor by elections shall be run through the constituency, facilitated by the CRO as requested.

Bylaw 7

Recall

7.1 Recall of the President

- 7.1.1 The president may be recalled by a 2/3 majority vote at a general meeting called for that purpose.
- 7.1.2 The CRO must notify the president and executive of the general meeting called for the purpose of recall within 48 hours of approval for the meeting.
- 7.1.3 Nominations for the position of president will open immediately after a successful recall vote.
- 7.1.4 The position of president vacated by the recall shall be filled according to the presidential by-election procedures.

7.2 Recall of executive and non-executive officers

- 7.2.1 Executive and non-executive officers may be recalled by a 2/3 majority motion at a council meeting
- 7.2.2 A motion for recall must be distributed in the council package
- 7.2.3 A motion for recall may not be introduced in new business
- 7.2.4 The CRO must notify the officer or non-executive officer affected by recall within 48 hours of receiving the motion submission
- 7.2.5 Nominations for the position vacated by recall will open immediately after a successful recall vote
- 7.2.6 The position vacated by recall shall be filled according to the appropriate by-election procedures.

7.3 Recall of Councillors

- 7.3.1 A councilor may be recalled:
 - (a) by a motion of the duly-constituted graduate student association responsible for the councilor's nomination; or
 - (b) by submission of a petition signed by one half (1/2) of the members of the councilor's constituency; or
 - (c) upon receipt and verification by the Speaker of a written formal complaint of dereliction of his or her duties under section 1.3.1,

- 7.3.2 A recall petition, must be accompanied by a nomination for a replacement councilor.
- 7.3.3 Recall will not be initiated until the submissions of 6.3.1 and 6.3.2 are verified by the Speaker.
- 7.3.4 The councilor shall be informed of the recall by the Speaker within three business days of the formal receipt of the recall submission.
- 7.3.5 A seat vacated through a motion submitted the duly-constituted graduation student association will be filled by the association's nominee.
- 7.3.6 A seat vacated by any other form of recall will be filled by a by-election in which the recalled councilor is eligible to run.
- 7.3.7 A Councilor elected to fill a seat vacated through recall shall serve until the October meeting of Council following his or her election.

Bylaw 8

Elections Table

POSITION	MONTH ELECTED	DATE OF OFFICE TAKEN
President	March	May 1
Vice-President External	April	May 1
Vice-President Academic	September	October 1
Vice-President Finance	September	October 1
Vice-President Student Services	April	May 1
Speaker	June	July 1

Bylaw 9

Committees of the Society

9.1 Creating and Disbanding

- 9.1.1 Any motion to strike a new committee shall be accompanied by an outline of the type, membership, goals and duties. Official Liaison, and, when appropriate, a title for the Chairperson of the committee. In the case of ad hoc committees, this outline need neither be in writing or made known in advance.
- 9.1.2 Proposals to create, modify, or disband standing committees are normal amendments to the Bylaws.
- 9.1.3 Ad hoc committees shall be created, modified, or disbanded by Council. Each shall accompany its final report with a motion to disband.
- 9.1.4 Once a proposal for a new committee has been accepted by Council, the Official Liaison shall be responsible for arranging an organizational meeting.

9.2 Duties of the Chairperson

The Chairperson shall:

- 9.2.1 be chosen by the committee from amongst its members. If a committee has no chair, the Official Liaison to that committee shall become the interim chair until a chair is elected.
- 9.2.2 have the authority to appoint members to the committee, for a term no longer than one year, renewable indefinitely
- 9.2.3 be responsible for advertising open positions on the committee as necessary
- 9.2.4 have meetings called and notices (oral or written) distributed
- 9.2.5 prepare a meeting agenda
- 9.2.6 chair meetings
- 9.2.7 have brief minutes of each meeting taken and prepared in writing
- 9.2.8 maintain a committee file to be kept in the Society's office
- 9.2.9 present a written report at least once a year at the Annual General Meeting. Motions pertaining to the committee shall be submitted separately from the report, and shall be accompanied by a statement including names of proposer and seconder.
- 9.2.10 co-ordinate with Executive members when necessary.

9.2.11 be responsible for ensuring that committee members execute their duties.

9.2.12 assume other duties within the mandate of the committee in consultation with the Official Liaison.

9.3 General

9.3.1 Each committee shall obtain, as necessary, input on projects within its mandate from members of the Society and, where appropriate, from outside sources.

9.3.2 Each Committee shall have an Official Liaison, who shall be either an Executive member or the Speaker of the Society

9.3.3 In any committee of the Society with a composition not exceeding 3 members, all voting members must be present in person for business to be transacted.

9.3.4 In any committee of the Society with a composition exceeding 3 members, a majority of one-half plus one must be present in person or by proxy for business to be transacted.

9.3.5 All business transacted in the absence of quorum is null and void.

9.3.6 In the event of the failure of a voting member of a committee to attend two meetings during his/her term either in person or by proxy, the chair of the committee shall remind the member in writing of his/her duty to attend committee meetings. If, after notice has been given, a subsequent meeting be missed by the member, the chair may, at the discretion of the other members of the committee, remove the member from the committee.

9.4 Standing Committees

9.4.1 The Executive Council

9.4.1.1 shall have as its chair the President of the Society;

9.4.1.2 shall have as ex officio voting members the Vice Presidents of the Society; the chairs of the Bylaws & Constitution Committee, the Policy Committee, the Academic Committee, the Graduate Student Issues Committee, the Finance Committee, and the Health Plan Committee; and two councillors elected by Council;

9.4.1.3 shall have as ex officio, non-voting members any standing commissioners and the Accounts Manager;

9.4.1.4 shall meet a minimum of once a term to discuss and make recommendations to Council in the form of term reports that outline a clear strategic direction for the adoption and/or dissolution of Services and Programs provided by the Society to its membership.

9.4.2 The Academic Committee (AC)

9.4.2.1 shall have a Chair who;

9.4.2.2 shall support academic events of interest to graduate students

9.4.2.3 shall be responsible for the Western Research Forum and other awards programs that the Society may wish to administer

9.4.2.4 shall receive written requests from graduate students for support for academic events on campus (these events may be sponsored by graduate groups, faculty/departments, or other on-campus groups)

9.4.2.5 shall promote the Society's willingness to give such support

9.4.2.6 shall recommend to the Executive financial help for such requests using the following policy: that the subject of the academic event can be shown to be of interest to a large body of graduate students. The committee will consult with the VP Finance on such expenditures

9.4.2.7 shall advertise organized and supported activities

9.4.3 The Graduate Student Teaching Awards Committee

9.4.3.1 shall have a Chair who shall be known as the Graduate Student Teaching Awards Coordinator;

9.4.3.2 shall have at least one member from each of the divisions of the School of Graduate and Postdoctoral Studies;

9.4.3.3 shall have one member appointed by the Graduate Teaching Assistants' Union;

9.4.3.4 shall administer the Graduate Student Teaching Awards in conjunction with the School of Graduate and Postdoctoral Studies and the Graduate Teaching Assistants' Union.

9.4.3.5 shall award an equal number of Teaching Assistants teaching in each of the following areas: Arts, Biosciences, Physical Sciences, and Social Sciences.

9.4.4 The Bylaws and Constitution Committee (BCC)

9.4.4.1 shall devise new and review old Bylaws to reflect the current needs and wishes of the Society and to allow the specific elaboration, interpretation, and application of the Society's Constitution

9.4.4.2 shall ensure that the Bylaws be kept updated

9.4.4.3 shall react to motions of Council that may impact on the Bylaws and Constitution

9.4.4.4 shall review the Bylaws and Constitution at least once per year

9.4.4.5 shall have a chair who

9.4.4.5.1 shall be the Speaker's first choice to serve as Speaker pro tem

9.4.4.5.2 shall normally serve as Judge in the event of a trial

9.4.4.5.3 shall be familiar with Robert's Rules of Order

9.4.4.5.4 as requested, shall advise Councilors on the wording of motions and on proper procedure

9.4.4.5.5 shall assist the Speaker in the performance of the Speaker's duties, including but not limited to the running of Presidential elections and referenda, where the BCC Chair will assume the role of Deputy Chief Returning Officer.

9.4.4.5.6 shall assume the duties of the Speaker when that office is vacant

9.4.4.5.7 shall maintain the motions database

9.4.4.5.8 shall maintain the policy database

9.4.4.5.9 shall maintain committee descriptions on overhead transparencies for use in Council meetings

9.4.5 The Finance Committee (FC)

- 9.4.5.1 shall have a Chair;
- 9.4.5.2 shall monitor spending and consider amendments to the budget for submission to Council for approval
- 9.4.5.3 shall collect and organize data on overall student support
- 9.4.5.4 shall assist the Vice-President Finance to draft a budget, subject to approval by Council, while considering information such as previous budgets, previous actual spending, and the stated priorities of Council
- 9.4.5.5 shall recommend the fee(s) to be levied on full and associate members of the Society to support the operation of the Society at the Annual General Meeting
- 9.4.5.6 shall monitor the long-term investments of the Society and make recommendations on their management to the Vice-President Finance.

9.4.6 The Bursary and Subsidy Committee (BSC)

- 9.4.6.1 shall have a Chair;
- 9.4.6.2 shall collect and organize data on overall student support;
- 9.4.6.3 shall administer the Society, Grad Club and external bursaries and subsidies;
- 9.4.6.4 shall have representatives of at least one member from each Category of students (Cat I and Cat II);
- 9.4.6.5 shall have representation by at least one student in at least 3 divisions (Arts/Humanities; Physical Sciences; Biological Sciences; Social Science).

9.4.7 The Graduate Club Committee (GCC)

- 9.4.7.1 shall assist the Grad Club Manager in preparing a budget for approval by Council, prior to each new fiscal year and shall approve this budget before it is sent to Council
- 9.4.7.2 shall review financial statements and revised budgets of the Grad Club
- 9.4.7.3 shall review prices of products and services in the Grad Club
- 9.4.7.4 shall recommend new policies to Council
- 9.4.7.5 shall review old policies and forward revisions for approval by Council
- 9.4.7.6 shall approve Grad Club entertainment policy
- 9.4.7.7 shall review suggestions received shall recommend honorary and associate Grad Club memberships to Council

9.4.8 The International Students' Issues Committee (ISIC)

- 9.4.8.1 shall have a Chair who shall be known at the International Students' Commissioner;
- 9.4.8.2 shall assess the particular needs of international students and disseminate relevant information
- 9.4.8.3 shall advocate on behalf of such students with the administration as necessary

9.4.9 The Orientation Committee (OC)

9.4.9.1 shall have a Chair;

9.4.9.2 shall produce and distribute the Society handbook/dayplanner and Councilor orientation packages;

9.4.9.3 shall arrange presentations and host social events for new students and Councilors.

9.4.10 The Western Graduate Review (WGR) Editorial Board

9.4.10.1 shall have a Chairperson who shall be known as the Managing Editor.

9.4.10.2 shall have at least one member from each of the four divisions: Arts, Biosciences, Physical Sciences and Social Sciences.

9.4.10.3 shall advertise for submissions.

9.4.10.4 shall maintain instructions for authors.

9.4.11 The Graduate Student Issues Committee

9.4.11.1 shall have a Chair;

9.4.11.2 shall monitor, assess, and respond to issues pertaining to the quality and accessibility of graduate education

9.4.11.3 shall work to keep graduate students informed of these issues

9.4.11.4 shall select non-executive members of the Society to be dispatched as delegates to general meetings of the Canadian Federation of Students.

9.4.12 The Policy Committee

9.4.12.1 shall have a Chair;

9.4.12.2 shall have one voting ex-officio member: the Deputy Speaker.

9.4.12.3 shall review the motions database in order to discern and/or devise policy from it for systematic inclusion in a distinct Policy Manual which will be publicly available in the same manner as other documents of the Society.

9.4.12.4 shall develop a system for cross-referencing the motions database from within the Policy Manual.

9.4.12.5 shall draft motion-based policies so that the original intent of the motion is not substantially altered.

9.4.12.6 shall react to motions of Council that affect the Policy Manual.

9.4.12.7 shall meet at least once between meetings of Council.

9.4.13 Equity Issues Committee

9.4.13.1 shall discuss and make recommendations to Council on equity issues affecting graduate students.

9.4.13.2 shall serve as a liaison between the Society and other groups and programs concerned with equity issues on campus and in the community.

9.4.13.3 shall work to increase awareness of equity issues on campus, particularly within the graduate student community, through events and publicity campaigns.

9.4.14 Health Plan Committee

9.4.14.1 shall have a Chair;

9.4.14.2 shall review and recommend changes to the society's health plan and health plan policies

9.4.14.3 shall review health plan contracts and make recommendations to council

9.4.14.4 shall review and decide upon requests for grants out of the health plan discretionary fund

9.4.14.5 shall include the accounts manager and office manager as nonvoting members

9.5 Official Liaison Table

COMMITTEE	OFFICIAL LIAISON
Academic	VP Academic
BCC	Speaker
Equity Issues Committee	VP External Affairs and Communications
Finance	VP Finance
Graduate Club	VP Finance
Graduate Student Issues	VP External Affairs and Communications
Graduate Student Teaching Awards	VP Academic
Health Plan	VP Student Services
International Students	VP Student Services
Orientation Committee	VP Student Services
Policy	President
WGR Editorial Board	VP Academic

Bylaw 10

Personnel

- 10.1 All employment positions created by the Society must be approved by Council.
- 10.2 Each employment position created by the Society must have an explicit job description prepared by the Executive or by an appropriate officer of the Society and shall be approved by Council.
- 10.3 Council shall establish a Personnel manual pertaining to all aspects of employment by the Society and shall be responsible for approving changes to the manual.
- 10.4 The President shall coordinate the contract renewal process for the employees at the Society. Contract negotiations shall be conducted in consultation with the Executive.

Bylaw 11

Conflict of Interest

- 11.1 A conflict of interest arises when a current member of Council, of the Society's Executive, or of a committee of the Society has or could be seen to have the opportunity to use the authority, knowledge, or influence derived from her or his position to benefit improperly the member or another person. Such situations include but are not limited to the following:
- 11.1.1 Participating as a director, officer, or in any other capacity in the management of a firm that is a supplier of materials or services for the Society
 - 11.1.2 Having personal financial dealings with an individual or company whose business with the Society involves the member's sphere of responsibility
 - 11.1.3 Participating in the hiring or contract review process affecting an immediate relative (i.e. a spouse, parent, in-law, sibling, child or step-child)
 - 11.1.4 For members of the Executive, taking part in draws or lotteries organized by the Society or the Grad Club. Members of the Executive are thus ineligible to participate in these draws, lotteries, or contests. For members of the Graduate Club Committee, taking part in draws or lotteries sponsored by the Grad Club. Members of this committee are thus ineligible to participate in these draws, lotteries, or contests. For members of the Executive, benefiting financial or otherwise, from awards, bursaries, or granting programs administered by the Society. Executive members are thus ineligible to participate in the following programs, except in an administrative capacity: The TA Awards, the Western Research Forum, and all bursary programs. Omission of a particular award, bursary, or granting program from this list does not preclude the application of the general principles regarding conflict of interest in this section; individual instances of potential conflict not directly covered here will continue to be addressed on an ad hoc basis.
- 11.2 If any Society member or employee be faced with a situation involving an existing or potential conflict of interest, or be in doubt about the application of these policies, he or she shall report the situation to the President, the Speaker, or the chairperson of a committee, as appropriate. The disclosure of the potential conflict of interest may be given orally or in writing.
- 11.3 On hearing of a potential conflict of interest, the presiding officers listed above shall:
- 11.3.1 determine that no conflict of interest exist or will exist; or
 - 11.3.2 find that a conflict of interest exist, and reach agreement with the members involved by which that conflict can be removed or avoided.
- 11.4 Possible courses of action to be taken include but are not limited to the following:
- 11.4.1 requiring the individual to abstain from discussion of the issue

- 11.4.2 requiring the individual to abstain from voting on the issue and to request that the abstention be noted in the minutes
 - 11.4.3 asking the individual to excuse himself/herself from any meeting during which the conflict arises
 - 11.4.4 requiring the individual to withdraw from the activity or the situation during which the conflict arises
- 11.5 Failure to disclose a potential conflict of interest constitutes ground for disciplinary procedures.

Bylaw 12

Finances

- 12.1 An individual executive member can only authorize the spending of \$100 via a UWO or U.S.C. account number for budgeted line items. Amounts in excess of \$100 are subject to normal signing authority, immediately below.
- 12.2 Any withdrawal of funds from the Society's or Grad Club's bank accounts requires two signatures, one of which must be the President or Vice President Finance.
 - 12.2.1 In the case of a withdrawal from the Society's accounts, the second signature may be any member of the executive that did not provide the first signature, or the Society's Accounts Manager.
 - 12.2.2 In the case of a withdrawal from the Grad Club's accounts, the second signature may be any member of the executive that did not provide the first signature, or the Grad Club Manager.
- 12.3 Notwithstanding the above, the Grad Club Goods account requires only one signature, which must be the President's, Vice President Finance's, or the Grad Club Manager's. Similarly, use of the Grad Club Credit Card shall require only one signature, which must be the Grad Club Manager's.
- 12.4 Two executive members, one of whom must be the President or Vice-President Finance, are required to sign any loan agreements.
- 12.5 The President shall sign all contracts on behalf of the Society, unless otherwise determined by Council. The President and Vice-President Finance are required to sign any agreements relating to the long-term investments of the Society, unless otherwise determined by Council.
- 12.6 Proposals for amendments to the budget shall be received by the Vice-President Finance and shall be referred to the Finance Committee. The Finance Committee shall present the proposals with the Finance Committee's recommendations to Council within eight weeks of the Vice-President Finance's receipt of the proposals.
- 12.7 The Society's budget shall be approved at a General Meeting.

12.8 Fees

- 12.8.1 The administrative and membership fees to be levied on full and associate members of the society shall be adjusted annually to a maximum of the Ontario Consumer Price Index
- 12.8.2 The bus pass dues shall be adjusted annually pursuant to the Society's agreement with the London Transit Commission

- 12.8.3 The CFS membership dues shall be adjusted annually to a maximum of the provincial or national Consumer Price Index, whichever is greater; the part time membership dues shall be half the full time dues.
- 12.8.4 The health plan insurance premiums shall be adjusted annually on the recommendation of the Health Plan Committee
- 12.8.5 All of the above dues, fees and levies shall be deliberated by the finance committee during the annual budget preparation and approved at the Annual General Meeting of the Society
- 12.8.6 Any increase over and above the maximum increases listed above shall be introduced as a separate levy at the Annual General Meeting of the Society
- 12.9 The Society will issue grant cheques to departmental graduate student organizations only upon receipt of confirmation that these organizations are duly constituted entities. A duly constituted entity shall be defined as an organization with a bank account in the name of the organization. Cheques will be made out to these organizations, not to individuals. Organizations are responsible for confirming their status with the Society. For those departments that do not fulfill this criteria, the Society will hold the funds in trust payable upon application to the Society by a duly elected Councilor.
- 12.10 An independent external agent shall prepare a statement of the Society's financial position for the preceding year. This report shall be presented to Council in the fall term.

Bylaw 13

Graduate Support Programs

- 13.1 Emergency Loans, travel grants, and child care grants administered to Society members shall be the joint responsibility of the President and Vice-President Finance.
- 13.2 The total amount of money available for these programs and the maximum amount an individual receives shall be determined annually at budget time by recommendation of the Vice-President Finance for approval by Council.
- 13.3 An administrative charge may be levied on overdue loans.
- 13.4 The names of students receiving emergency loans and child care grants are confidential.
- 13.5 The names of persons receiving travel grants will be published in the Society's newsletter.

Bylaw 14

Disclosure of Information

The Society of Graduate Students espouses an open information policy. In accordance with this policy:

- 14.1 All minutes of Council or the Executive, and, where compiled, of committees shall be available to all interested parties, with the exceptions noted below.
- 14.2 Upon request of a full or associate member of the Society, the President must confidentially reveal all details of employee salaries. This may be done in person or at a meeting of Council or the Executive.
- 14.3 For the purposes of these Bylaws, “confidential minutes” means “non-public records taken during a meeting of Council, the Executive, or any committee of the Society”.
- 14.4 Confidential minutes may be viewed only by full and associate members of the Society.
- 14.5 Confidential minutes must be viewed in the presence of an Executive member or the Speaker or the Administrative Assistant. No notes may be taken or copies made of these minutes. In addition, the contents of confidential minutes must not be discussed with any person who is not eligible to view the confidential minutes. Confidential minutes must only be discussed in non public environments.
- 14.6 Notwithstanding the above, all details of personnel matters are subject to the Society’s Personnel Manual guidelines.
- 14.7 Employees of the Society are entitled, in the presence of an Executive member, to examine their own personnel files.
- 14.8 Matters pertaining to the sensitive academic and administrative problems of individuals shall be considered the private property of the individuals.

Bylaw 15

Meetings

15.1 Procedure

- 15.1.1 The rules contained in Robert's Rules of Order shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Society.

15.2 General Meetings

- 15.2.1 General meetings may be called by Council or by a signed petition of one hundred members of the Society.
- 15.2.2 All members of the Society shall be entitled to attend General meetings. Only full and associate members shall be entitled to:
- 15.2.2.1 move, second, and vote on motions, and
 - 15.2.2.2 assign proxy
- 15.2.3 Quorum in the case of General meetings shall be equal to the number of Councillors constituting quorum for a Council meeting. Only full and associate members shall be counted in determining if quorum be present. Proxies count for quorum.
- 15.2.4 Notice of a General meeting, including an agenda showing business to be transacted, shall be advertised in university publications and on campus bulletin boards at least one week in advance of the meeting. Business which has not been included in the advertised agenda requires a two-thirds majority in order for this business item to be added to the agenda. Motions arising from new business require a two-thirds majority to pass.
- 15.2.5 Business for a General Meeting must be submitted 7 business days prior to the meeting by a Society Member
- (a) electronically, from a UWO e-mail address, or;
 - (b) by a written, signed submission to the Society Office.
- 15.2.6 The Society is not bound to circulate any material in a meeting agenda deemed by the Speaker to be
- (a) false; or
 - (b) pertaining to sensitive legal or fiscal negotiations currently in progress.
- 15.2.7 Minutes will be taken and will be available in the Society office after ratification at the subsequent Council meeting.

- 15.2.8 Every meeting shall be chaired by the Speaker, or in his or her absence, by a Speaker pro tem elected by the members present.
- 15.2.9 A proxy holder must a full or associate member of the Society. Any member attending a General meeting may hold a maximum of two proxy votes. The signed proxy must be submitted to the chair of the General meeting at the opening of the meeting and shall be valid for the period of the meeting.
- 15.2.10 Decisions of a General meeting which are not contrary to the Society's Constitution and Bylaws shall be binding on Council.
- 15.2.11 There shall be an Annual General Meeting of the Society, to be held every February. This shall be a "General meeting" as defined above. This meeting shall not be held the same night as a Council meeting.

15.3 Council Meetings

- 15.3.1 The Executive shall call a meeting of Council at least monthly, with the exception of the month of December (in which a Council meeting shall not normally beheld unless called by the President). Meetings of Council may also be called by the President, by a majority of Councillors, or by a signed petition of one hundred members of the Society.
- 15.3.2 Written notice of the time and place of a meeting of Council shall be circulated to Council members at least one week prior to the meeting. This circulation shall be done via a package, called the "Council mailout," which shall also contain the agenda for the meeting, reports from every Executive member, Speaker's Rulings, a list of positions for election, and motions to be debated at the meeting.
- 15.3.3 All Councillors and Executive members are expected to attend the Council meeting. Any other person may attend and may speak at if recognized by the chair, but may not move, second, or vote. Non-members of the Society may be excluded at Council's discretion.
- 15.3.4 Business for a Council Meeting must be submitted 7 business days prior to the meeting by a Department Councilor or Executive of the Society
- (a) electronically, from a UWO e-mail address, or;
 - (b) by a written, signed submission to the Society Office prior to the submission deadline.
- 15.3.5 Members of the Society wishing to submit business for consideration at council must do so through their department representative or the Society Executive
- 15.3.6 The Society is not bound to circulate any material in a 'Council Mailout' deemed by the Speaker to be
- (a) false; or
 - (b) pertaining to sensitive legal or fiscal negotiations currently in progress.
- 15.3.7 Every meeting shall be chaired by the Speaker, or in his or her absence, by a Speaker pro tem elected by Council.
- 15.3.8 A quorum in the case of a meeting of Council shall constitute twenty per cent of the number of Council seats. All business transacted in the absence of quorum is null and void. During the summer term, May through August, quorum shall constitute fifteen per cent of the number of Council seats.
- 15.3.9 Ex-officio members of Council shall not be counted for the purposes of determining quorum.

15.3.10 Alternate Councillors/Proxy-Voters

- 15.3.10.1 An alternate Councillor is a member of the Society that has been appointed by their department/unit/constituency to replace a regular Councillor from their department/unit/constituency that intends to miss one or more consecutive meetings of Council. An alternate Councillor will assume all the responsibilities of the regular Councillor for the duration of the regular Councillor's absence.
 - 15.3.10.2 An alternate Councillor will be recognised by Council only if they present a copy of the official SOGS alternate Councillor/Proxy form, signed by the regular Councillor they are replacing, to the Speaker prior to the Council meeting at which their temporary tenure is to begin.
 - 15.3.10.3 Alternate Councillors shall count for quorum, and toward attendance for the purpose of their department/unit/constituencies departmental grant.
 - 15.3.10.4 Each voting member of Council is entitled to a proxy-voter. A proxy-voter must be a voting member of Council, but does not need to be a member of the department/unit/constituency of the proxy-issuer. Proxy-voters may hold a maximum of two proxies. A proxy must be signed by the proxy-issuer and submitted to the Speaker prior to the beginning of the meeting at which the proxy is to be exercised, on the official SOGS Alternate Councillor/Proxy form.
 - 15.3.10.5 Proxies shall not count for quorum, nor shall proxies count toward attendance for the purposes of the departmental grant.
- 15.3.11 Business arising at a meeting of Council which is not placed in the Council mailout requires a two-thirds affirmative vote to pass.
- 15.3.12 All original main motions and amendments must be in writing.
- 15.3.13 Minutes shall be taken and shall be distributed to all Councillors before the next Council meeting.
- 15.3.14 Each department shall receive a grant from SOGS every term, based on its size in terms of students and the number of council meetings at which it was represented.
- 15.3.15 The number of students in a department for the purposes of determining councillor representation is the number of Associate Members divided by 3 (rounded up to the nearest whole number) added to the number of Full Members.
- 15.3.16 The degree to which a department is said to be represented' at a council meeting is based on the number of councillors recognized as having been in attendance within the ratified SOGS minutes of that meeting, divided by the total number of councillor positions that department has been allocated. A councillor will be recognized as having been in attendance at a Council meeting for the purposes of the departmental grant if only the Councillor was present for one hour, or two thirds of said meeting, whichever period of time is shorter.
- 15.3.17 The formula by which the specific amount of a departmental grant will be determined as follows:
- (a) The number of students in a department will be multiplied by \$2.00, and this number will be divided by the total number of meetings held in the particular term.
 - (b) The result of the calculation in (a) will then be multiplied by that department's degree of representation at a given SOGS Council meeting. This will be the dollar amount of the rebate earned that month.
 - (c) Summing over the rebate earned for each meeting in a given term yields the precise dollar value of the departmental grant cheque that is issued by SOGS to that department that term.
- 15.3.18 A minimum amount of \$20.00 will be issued to departments that have fewer than 10 graduate students and a 100% attendance rate at council meetings.
- 15.3.19 This policy on departmental grant cheques is only to be applied to the 11 regularly scheduled SOGS council meetings held during one calendar year.

15.4 Executive Meetings

- 15.4.1 Executive members shall meet at least once a month and may request the attendance of any other person in a nonvoting capacity.
- 15.4.2 Notice of the time and place of an Executive meeting must be circulated to all Executive members by the President.
- 15.4.3 The graduate student Senators and the graduate student representative to the Board of Governors (if a full or associate member of the Society) shall have a standing invitation to all Executive meetings.
- 15.4.4 A quorum shall be greater than fifty per cent of the Executive positions.
- 15.4.5 Written minutes must be recorded by an office staff member. The minutes shall be presented at the next Council meeting.

Bylaw 16

The Policy Manual

- 16.1 Policies arising from resolutions of Council or a general meeting that are not included in the Constitution of Bylaws shall be included in the Policy Manual.
- 16.2 Any amendments to the Policy Manual shall be accompanied by the date and origin of the amendment.
- 16.3 The Policy Manual shall be publicly available in the same manner as other documents of the Society.

Bylaw 17

Communications

17.1 Procedures Regarding Statements of Endorsements

- 17.1.1 The Executive will present all proposed statements of endorsement to Council for approval in principle. If Council grants approval, the VP External Affairs and Communications, in consultation with the Executive, will draft and issue the statement on behalf of the Society.
- 17.1.2 In time-sensitive situations where Council approval is not possible, the Executive shall be empowered to issue statements of endorsement on behalf of the Executive only; such statements must include a disclaimer clearly stating that they come from the Executive and not from the Society as a whole.