

THE BYLAWS OF THE UNIVERSITY OF MANITOBA HEALTH SCIENCES GRADUATE STUDENTS' ASSOCIATION (HSGSA)

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ARTICLE I – DEFINITIONS

1. In this document and all other documents of the HSGSA unless the context otherwise specifies or requires:
 - a. ‘Bylaw’ means any bylaw of the HSGSA in force and effect;
 - b. ‘Council’ means the Council of the HSGSA; unless otherwise specified
 - c. ‘Member’ means a member of the HSGSA, pursuant to Article 3.1 of these by-laws;
 - d. ‘Executive’ means any member of the Association’s executive team;
 - e. ‘University’ means the University of Manitoba;
 - f. the singular shall be used to include the plural and vice versa

ARTICLE II – NAME, DESCRIPTIONS, AIMS AND OBJECTIVES

1. The Association shall be known as the University of Manitoba Health Sciences Graduate Students’ Association (HSGSA) and shall hereinafter be referred to as either the Association or HSGSA.
2. The HSGSA recognizes its association with the University of Manitoba Graduate Association (UMGSA) members outside the field of Health Sciences, primarily located the Fort Garry Campus. The HSGSA operates as a part of the UMGSA, representing a subset of the UMGSA members. For a full list of departments in the HSGSA please refer to the “Council Policy Manual.”
3. The Association shall promote the interests of graduate students as a whole and shall act as a platform for educational, cultural, and social activities.
4. The Association shall endeavour to work with the other student unions and coalition partners to promote the interests of graduate students to the University authorities, government, and other organizations on and off campus.

ARTICLE III – MEMBERSHIP:

1. Membership of the Association:
 - a. The following shall be members of the Association:
 - i. All students registered in the Faculty of Graduate Studies affiliated with the Health Sciences Centre and associated the Bannatyne and St. Boniface campuses.
 - b. Membership fees shall be set at a General Meeting of the UMGSA or through referendum. Any alterations to membership fees are applicable to the following academic year, unless otherwise specified.
 - c. Each member enrolled in a department which offers a graduate program shall be entitled to one vote in the election for their departmental representative to Council.
 - i. Departmental representatives from departments which operate on the Health Science Campus shall sit on both the HSGSA and UMGSA Councils.

- d. Each member enrolled in a department which offers a graduate program shall be entitled to send a representative member to Council
- e. Each member of the HSGSA shall be entitled to one vote at General Meetings of the HSGSA.
- f. Membership in the HSGSA shall be terminated automatically when a member ceases to qualify for membership (See 3.1.a).

2. Membership of Council:

- a. Each council member has one vote at the council meeting.
- b. Each department which offers a graduate program shall be entitled to send a representative member to council
- c. The representative must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.
- d. Membership shall be suspended if the councillor has three consecutive absences from Council meetings, without submitting regrets or a proxy. The Executive shall make all reasonable efforts to inform the departmental organization of the suspension, and that the department has the right to appoint a councillor to the position
- e. Membership of Council shall be terminated automatically when a member's term has expired. A member can return to Council if they are again chosen democratically by their department

3. Membership of HSGSA Executive are:

- i. President
- ii. Vice-President (Internal)
- iii. Vice-President (External)
- iv. Vice-President (Academic)
- v. Vice-President (St. Boniface)
- vi. Vice-President (Marketing and Events)
- a. Members of the Executive are chosen by annual General Elections. Vacant positions are to be filled according to the elections policy and procedure manual.
- b. Any member of the HSGSA who is in good standing may run for any of the Executive positions.
- c. Members of the HSGSA Executive are chosen by annual General Election by the Membership of the HSGSA.
- d. An executive who graduates in her term is allowed to remain in her position till the end of the term providing she fulfills her duties specified in the elections policy and procedure manual.
- e. Membership of the Executive shall be terminated in the following cases:
 - i. Conviction of an indictable offence
 - ii. Abuse or misappropriation of finances, resources or private information belonging to the UMGSA/HSGSA

- iii. Misrepresentation of the UMGSA/HSGSA in legal or public matters
- iv. Expulsion from their program or the University
- f. Executives may be impeached for the following:
 - i. Gross negligence
 - ii. Abuse of a fellow Executive, Council member or other individual which compromises the Executive's ability to perform their role
- g. Membership are subject to review by the IDRC. In addition they will be evaluated by council survey two times each year for November and April.**
- h. Impeachment of an Executive's position should only be undertaken in circumstances when all other means of mediation are exhausted. These means include, but are not limited to:
 - iii. Initial face to face dialogue between conflicting parties; and if it does not work
 - iv. Introduction of the conflict to HSGSA council for debate and dialogue on the way forward which may be;
 - v. Mediation efforts from executives mandated to do so by the HSGSA council
 - vi. Formation of a commission for a fact-finding mission
- g. An executive may only be impeached by the student body which elected her; five students, who are not members of either campus' Association's Executive, must provide in writing their grievances and clear documentation of the steps taken to resolve the conflict. All information must be supplied to the Internal Review and Development Committee, who will hold all materials in confidence until a decision is reached. IDR may recommend further mediation, or submit materials to Council for consideration. Once the matter is presented to Council, all materials must be made public. Council may then decide to either consider the impeachment, or pursue further means of mediation.

ARTICLE IV – ELECTIONS:

1. Elections, and all members participating in the election process, must follow the guidelines laid out in the "Elections Policy and Procedure Manual."
 - a. The most recent copy of the "Elections Policy and Procedure Manual" must be available to all members of the HSGSA at all times.
 - b. Any revisions to the Manual must be made available within one week of the change
 - c. No revisions may be made during an election period.
2. Referenda must follow the same guidelines as General Elections, with each side of the question acting as a candidate.

- a. All advertising, spending and campaigning rules in place for the Elections or By-Election process apply to all referenda held by the HSGSA

ARTICLE V – EXECUTIVE AND COUNCIL RESPONSIBILITIES:

1. Duties of the Executive:

- a. The HSGSA Executive shall:
 - i. Be responsible to the HSGSA Council for the day-to-day workings and emergency decisions required for the HSGSA.
 - ii. Represent the HSGSA both internally and externally, following HSGSA/UMGSA policy on all matters
 - iii. Report to the Council decisions and activities that effect the general operational policies of the HSGSA
 - iv. Prepare the annual budget for the HSGSA, which must be presented in the May meeting of Council for approval.
 - v. Respect the fiscal constraints of the budget as approved by Council.
 - vi. Be responsible for an effective year-end transition process.
 - vii. Post regular office hours, and provide and clearly post contact information for all members of the Executive.
 - viii. Submit an annual report by March 20, for review at the April meeting of Council
- b. Specific duties of each of the Executive Members is provided in the “Elections Policy and Procedure Manual” and the “Executive Procedure Manual.” In the case of any discrepancy between the documents, the “Elections Policy and Procedure Manual” shall be the authoritative document.

2. Duties and Operations of Council:

- a. Composition and Role of Council
 - i. The Council of the HSGSA shall consist of the Executive and one member from each department of the Health Sciences Centre wherein qualified members are enrolled, as well as non-voting members as specified in the Council Policy and Procedure Manual
 - ii. Council shall have authority to determine the policy and practices of the HSGSA, as well as to approve or disallow:
 - a. The annual budget of the HSGSA
 - b. All grants made by the HSGSA
 - c. All donations made by the HSGSA in excess of \$250.00 for a single recipient
 - d. The election of members of the Executive Committee
 - e. The Chairperson of every standing or ad hoc committee established by the HSGSA
 - f. Appointment of any representative of the HSGSA on any other board, committee, or organization, internal or external.

- b. Each councillor of the HSGSA shall:
 - i. Represent the interests of graduate students in their department in Council and committee meetings of the HSGSA
 - ii. Report to the graduate students of their department on the proceedings of Council and committees of the HSGSA
 - iii. Select a graduate student from their department to act as proxy to represent their constituents at Council when they are unable to attend.
 - iv. Serve on at least two committees of the HSGSA, or provide an alternate from their department.
 - v. Report to the Vice-President (Internal) of the HSGSA on their department's activities and expenditures for which the department received a department grant.
 - vi. Conduct an election for an incoming departmental representative to Council upon completion of her term of office, or find an alternate to do so.
 - vii. Submit an annual report by 20 March for department grants.
- c. Meetings
 - i. Regular Meetings: Will take place once a month at a location designated by the President and agreed upon by Council. Meetings in June, July, August, and December are not required, but may be called at the discretion of the Executive. Due notice of the meeting must be provided one weeks in advance prior to the meeting. Meeting documents must be sent to the council no longer than one week
 - ii. Special Meetings and Notice: A meeting of the Council above the scheduled meetings may be called by an 5 voting council members at any time. Notice and purpose of any meeting shall be served in writing online and in print in a forum available to all members of Council not less than 7 days before the meeting is to take place.
 - iii. Motions: All motions to amend the policies and procedure manuals, the practices or the finances of the HSGSA must be provided in writing with all supporting documents no less than 7 days prior to the meeting.
 - iv. Quorum: A minimum of 50% of the councillors and 50% of the Executive shall form a quorum for the transaction of business. Provided their meeting has been properly called, a quorum may exercise the powers of the Council. In the absence of a quorum, no business shall be transacted at a meeting of councillors, except the adjournment of the meeting to a new date of which notice shall be given to all members of the Council following the one week rule.
 - v. Each represented department and each member of the Executive shall be entitled to one vote at Council meetings.
 - vi. Proxies: Each councillor must notify the chair at least 24 hours prior to the meeting if they are not attending or sending a proxy. The chair must receive written notice of any proxy prior to the

Council meeting, as either a signed proxy form or a letter of proxy from an email address registered at the UMGSA office. The deadline for sending a proxy via email is at least 3 hours prior to the scheduled start time and the written proxy form must be received by the Chair before the meeting is called to order. Written absentee votes will be accepted in special circumstances detailed in the “Council Policy and Procedure Manual.”

- vii. Resolution in lieu of meeting: A resolution in writing signed by all the councillors entitled to vote on that resolution at a meeting of the Council or of the Executive Committee is as valid as if it has been passed at a properly constituted meeting and is effective from the date specified in the resolution, but that date shall not be prior to the date on which the first councillor signed the resolution. Email votes, mediated by the Chair, are also valid if ratified at the next Council meeting.

ARTICLE VI – COMMITTEES:

1. Committees of the Association are categorized as either Standing or Ad-Hoc.
 - a. The Standing Committees of the HSGSA are:
 - i. Executive
 - ii. Bylaws
 - iii. Finance
 - iv. Internal Development and Review (IDR)
 - v. Mentorship Award
 - vi. Research Days
 - vii. Elections
2. All standing committees must be filled before Ad-Hoc committees can be formed
3. All Committees’ composition, meeting requirements and goals are outlined in the “Committee Policy and Procedure Manual.”

ARTICLE VII – FINANCES

1. HSGSA Honoraria shall be paid through the Association in the following amounts:
 - a. President \$8,400.00
 - b. Vice-President (Internal) \$3,600.00
 - c. Vice-President (External) \$3,600.00
 - d. Vice-President (Academic) \$3,600.00
 - e. Vice-President (Marketing and Events) \$3,600.00
 - f. Vice-President (St. Boniface) \$3,600.00
2. Amounts shall be paid in 12 equal monthly instalments for all UMGSA and HSGSA Executive members who are paid on a per-annum basis
3. Payment of honoraria is subject to payment of CPP and EI to the Canada Revenue Agency (CRA) in accordance with CRA regulations. T4 statements will be issued to each Executive member in accordance with CRA regulations.
4. All honoraria cheques shall be issued by the Fort Garry UMGSA office.

5. Amounts of Executive honoraria may only be changed by a decision of a 2/3 majority at a General Meeting prior to May 1, and such changes shall not take effect until May 1. If determination in accordance with the present Bylaw does not take place, the amount of salary paid in the previous year shall be considered the Executive salary.
6. The HSGSA shall receive a disbursement for the Association to be allocated in the annual budget equal to 16% of all Association student fees (The number of HSGSA students (H) registered within the semester multiplied by the student fees collected from HSGSA members (F) multiplied by 16% [(H)x(F)x0.16]) that are paid by all members of the HSGSA for day-to-day operations. The allocation will be distributed in two equal payments annually during the second and fourth quarter of each year. The allocation amount will be reviewed annually by the UMGSA/HSGSA joint Bylaws Committee no later than one month prior to the January UMGSA and HSGSA AGMs.

ARTICLE VIII – ANNUAL GENERAL MEETING(S)

1. At least one General Meeting shall be held each year between October 1st and January 31st in the city of Winnipeg, Manitoba.
2. The Executive or the Council shall have the right to call additional General meetings at their discretion
3. A General Meeting shall be convened upon the written request of 15 or more members of the HSGSA
4. Notice of a General Meeting must be provided in writing online and in a print forum available to all members of the HSGSA three weeks in advance, with clearly noted time and location.
5. All documents for the meeting, including the agenda, reports and any proposed motions, must be made available to all members of the HSGSA two weeks prior to the meeting.
6. Quorum at a General Meeting shall be 1% of the membership of the HSGSA. Without quorum, no business can take place and no motions can be passed, other than a motion from the floor to reschedule the meeting.
7. The general membership of the HSGSA shall discuss affiliations with external organizations, including but not limited to Canadian Federation of Students (National, Provincial, and/or Services) & Canadian Alliance of Student Associations, at each SGM or AGM

ARTICLE IX – RELATIONSHIP WITH THE CANADIAN FEDERATION OF STUDENTS

1. University of Manitoba Graduate Students' Association and Health Sciences Graduate Students' Association is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students-Services (CFS-S), or the Canadian Federation of Students-Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary, it shall dispute all statements, claims, indications, and suggestions of membership (full or otherwise) to the CFS/-S/-MB

2. The general membership of the HSGSA shall discuss affiliations with external organizations, included but not limited to CFS/-S/-MB and/or Canadian Alliance of Student Associations, at each Special/Annual General Meeting.

ARTICLE X – AMENDMENT OF THIS DOCUMENT

1. The Bylaws of the HSGSA may be amended only at General meetings of the HSGSA subject to the following
 - a. Notice of Motion to amend the Bylaws must be made available in print and electronic to members of the Association two weeks in advance of a vote of amendment
 - b. Any HSGSA By-Law amendments presented by the HSGSA must be passed with a two-thirds (2/3) majority vote by the HSGSA Council
 - c. A motion to amend the Bylaws requires a two thirds (2/3) majority vote of the General Meeting to pass.
 - viii. Any motion altering the HSGSA matters must be presented in advance and pass the joint By-Laws Committee; no motions altering the relationship (either financial or political) between the UMGSA and the HSGSA can be raised from the floor).