

COMMITTEE POLICY AND PROCEDURE MANUAL

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ARTICLE I — AMENDMENT PROCEDURES

1. This Policy and Procedure Manual may be amended at a meeting of Council with a regular majority.
2. Any proposed amendments to this document must be circulated one week prior to the Council meeting.
3. Any ratified changes to this document must be made available to the membership in print and electronic form within two weeks. Any ratified changes to this document must be made available to all committee members in print and electronic form within one week.

ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to Article VI of the Association's Bylaws.

ARTICLE III — STANDING COMMITTEES

1. Bylaws and Policy Committee
 - a. Committee composition:
 - i. VP St. Boniface (Chair)
 - ii. President
 - iii. VP Internal
 - iv. VP External
 - v. VP Academic
 - vi. Three additional Council members
 - b. Mandate
 - i. Develop and maintain all legislative documents for the Association.
 - ii. Develop and maintain the following:
 1. Legislation (including the Bylaws and Policy Manuals).
 2. Administration (including a Terms of Reference for Non-GSA Committees).
 3. Develop and maintain all legislative documents for the Association.
 - iii. Present an annual review of the Bylaws and Policy Manuals at the March meeting of Council.
 - c. Meetings
 - i. The committee will be organized in September and meet no less than once per term.
 - d. Reporting and Authority
 - i. The Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Bylaws and Policy Committee activities.
 - ii. All changes to the HSGSA Policy Manuals require approval by the HSGSA Council, and all changes made to the HSGSA Bylaws

require approval by the HSGSA Council and members at the HSGSA AGM.

2. Canadian Student Health Research Forum Committee:
 - a. The Canadian Student Health Research Forum provides a venue for health research trainees from across Canada to present their work, network and be recognized for the excellence of their contributions. The forum features research posters, awards for excellence, tours and social events, as well as a one-day symposium on a cross-disciplinary scientific theme by some of the world's leading scientists in that field.
 - b. The Committee will consist of:
 - i. VP Internal (Co-Chair)
 - ii. VP External (Co-Chair)
 - iii. President
 - iv. VP Academic
 - v. VP Marketing and Event
 - vi. VP St. Boniface
 - vii. Four members of Council
 - c. The committee for this event will be assembled in September. The committee will meet starting in the beginning of March, and will work in conjunction with the Associate Dean of Graduate Studies at the Bannatyne Campus. Meetings will be held as deemed necessary by the co-chairs of the committee.
 - d. The committee will be responsible for the following arrangements:
 - i. Setting up and attending the forum information booth.
 - ii. Providing assistance to all students at the conference.
 - iii. Coordinating graduate student social events.
 - e. The HSGSA will provide \$200.00 to each of the recipients (3) of the Research Days poster award.
3. Distinguished Lectureship Series Committee:
 - a. This committee will invite prominent Health Researchers to the Health Sciences Center, with the intention of increasing the exposure of the University of Manitoba to new and emerging research.
 - b. The Committee will consist of:
 - i. VP Academic (Chair)
 - ii. Four members of the Council
 - c. Meetings will be held beginning in September, and will be called as deemed necessary by the chair of the committee. The committee will also report back to the HSGSA Council regularly following meetings, and seek Council approval on invited speakers.
 - d. The committee will invite a distinguished speaker with broad interests as funds allow by October. The committee may wish to collaborate with the GSA, the office of Student Life, and various departments and faculties to explore the possibility of funding the visit of a speaker with research interests in Health Sciences.

4. Election Committee
 - a. Membership
 - i. The Election Committee shall consist of:
 1. Chief Returning Officer (CRO)
 2. three additional HSGSA Council members
 - ii. No candidate for election may sit on the committee.
 - iii. The election committee shall appoint a CRO from the committee or from the Council. The appointed CRO will chair the HSGSA elections committee and run the HSGSA elections. An honorarium of \$500 will be paid to the CRO.
 - b. Mandate
 - i. The HSGSA General Election Committee shall be struck by Council no later than the January meeting of Council.
 - ii. Operate as per the "Elections Policy and Procedure Manual."
 - iii. The CRO for the HSGSA General Election shall have the duty to ensure the Election follows the policy and procedures outlined in the "Elections Policy and Procedure Manual."
 - c. Meetings
 - i. The Election Committee shall meet no later than the first Friday subsequent to the January meeting of Council to elect a CRO for the General Election.
 - ii. Subsequent to the selection of a CRO for the General Election, the Committee shall meet a minimum of once per week during the Election Period at times and dates to be established by the CRO of the Election.
 - iii. The CRO of the HSGSA Election shall liaise with the CRO of the GSA Election.
 - d. Reporting and Authority
 - i. The CRO of the HSGSA Election shall report the results of the Election at the meeting of Council immediately following the Election.
5. Executive Committee
 - a. Membership
 - i. President (Chair)
 - ii. Vice-President Internal
 - iii. Vice-President External
 - iv. Vice-President Academic
 - v. Vice-President Marketing & Events
 - vi. Vice-President St. Boniface
 - b. Mandate
 - i. Operate in accordance the "Executive Policy and Procedure Manual."
 - ii. Review all documents to be submitted to Council.

- iii. Refer items to the relevant Committee when deemed appropriate.
 - iv. Refer items directly to Council when deemed appropriate.
 - v. Set the agenda for each Council meeting.
 - c. Meetings
 - i. The Executive Committee shall meet a minimum of once per month.
 - d. Reporting and Authority
 - i. Where not explicitly outlined through the agenda, the Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
6. Finance Committee
- a. Membership
 - i. VP Internal (Chair)
 - ii. President
 - iii. VP External
 - iv. Maximum of two additional HSGSA Council members
 - b. Mandate
 - i. Provide monthly reports to Council on the finances of the HSGSA.
 - ii. Make policy recommendations regarding the “Finance Policy and Procedure Manual” and the design of all grant and donation application forms.
 - iii. Provide all documents to the GSA for the annual audit.
 - iv. Ensure that:
 - 1. All documents and forms published by the Committee are current to the upcoming granting year.
 - 2. No discrepancies exist between applications and their governing subsections within the “Finance Policy and Procedure Manual.”
 - c. Meetings
 - i. The Finance Committee will meet in October and April, and may call meetings as needed.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled meeting to provide an update on Finance Committee activities.
7. Internal Development and Review Committee (IDRC)
- a. Membership
 - i. The HSGSA IDRC membership shall reflect a broad spectrum of faculties with the greatest diversity of students.
 - ii. The IDRC shall be composed of six non-Executive members of the HSGSA Council.
 - iii. The IDRC Chairperson shall be the HSGSA President, except during the Executive Review, in which case a member of the

Committee will be elected as the chairperson to oversee the review until completed.

1. It is the responsibility of the President of the HSGSA to turn over all review documents to the Chairperson of the IDR Subcommittee by November 1 of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.
2. It is the responsibility of the Chair of the IDR Subcommittee to turn over all HSGSA review documents to the Chairperson of the GSA - IDR Subcommittee by November 15 of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.

b. Mandate

- i. Address all matters requiring ethical consideration within the HSGSA.
- ii. Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
- iii. Form an Internal Development and Review Subcommittee to perform the bi-annual review of the current Executive.
 1. The IDR Subcommittee shall elect its own Chairperson from its membership.
 2. The IDR Subcommittee shall perform the bi-annual review of the Executive, with special regard to attendance and participation.
 3. The first review is to occur in November of the term under review.
 4. The second review is to occur in March of the term under review.
 5. Make recommendations to Council for the development and maintenance of the review process.
 6. Obtain peer review reports from executive for both November and March reviews.

c. Meetings

- i. The IDRC shall meet in September to form the IDR Subcommittee.
- ii. The IDRC shall meet in September to determine a meeting schedule for non-Subcommittee meetings for each academic term.
- iii. The Committee shall meet at least once per academic term plus additional as needed.
- iv. The IDRC shall determine its own meeting parameters and schedule.

- d. Reporting and Authority
 - i. All information discussed at a committee meeting is considered confidential. The HSGSA Council is responsible for the release of any information;
 - ii. The Chairperson of the IDRC shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
 - iii. The Chairperson of the IDR Subcommittee shall present the IDR Subcommittee's findings as per the first review at the January meeting of Council of the Executive term under review.
 - iv. The Chairperson of the IDR Subcommittee shall present the IDR Subcommittee's findings as per the second review at the April meeting of Council of the Executive term under review.
 - v. If a member of the HSGSA Executive has failed to fulfill their duties as outlined within the HSGSA constitution and by-laws, the HSGSA Council will vote upon a probationary period for the Executive member.

- 8. The Dr. Ed Kroeger Mentorship Award Committee
 - a. The purpose of the Mentorship Award is to recognize professors who have served as noteworthy Mentors.
 - b. The Mentorship Award Committee will consist of:
 - i. VP Academic (Chair)
 - ii. Three members of the HSGSA Council
 - c. The Committee will meet at the beginning of March, have the results finalized by June 1st, and ready to submit to the Assistant Dean of the Faculty of Graduate Studies (based at Bannatyne Campus) for presentation of the award at the Canadian Student Health Research Forum
 - d. The Mentorship Award Committee will call for nominations annually, with the deadline being May 1. Nominations will remain anonymous and the information submitted will be considered confidential.
 - e. Nominations of professors shall include a brief paragraph/story detailing why the candidate should receive the award, along with a completed nomination form (Appendix II).
 - f. Successful candidates shall not qualify to win the award more than once in a 3 year period in order to recognize other exceptional professors.

- 9. Office Committee
 - a. Membership
 - i. VP Marketing & Events (Chair)
 - ii. Two Council members
 - b. Mandate
 - i. Office maintenance will take care of policy regarding purchase/rent of office equipment

- ii. Website and social media maintenance will include regular updates of the website, uploading relevant information for the HSGSA; such as events, pictures, notes, documents.
 - iii. Implementation and maintenance of the communications policy
 - c. Meetings
 - i. The committee will meet at least once per semester or as deemed necessary by the Chair.
 - b. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled meeting to provide an update on Office Committee activities.

ARTICLE IV – AD HOC COMMITTEES

1. Council may call for an Ad-Hoc Committee through a regular motion of council with a simple majority.
 - a. When Council calls for an Ad-Hoc Committee, Council must declare:
 - i. committee composition
 - ii. mandate,
 - iii. meeting frequency
 - iv. reporting and authority

ARTICLE V – EXTERNAL COMMITTEE MEMBERSHIP

1. Many types of Council committees and other bodies at the Health Sciences Centre require graduate student representation. The HSGSA is responsible for providing student representation for these groups. It is our most important means of affecting change in University policy, preserving the quality of our graduate programs and affirming the stature of the graduate student community.
 - a. Faculty of Graduate Studies Executive Committee
 - i. President of HSGSA (ex-officio) or proxy
 - b. Faculty of Graduate Studies Council
 - i. President of HSGSA (ex-officio) or proxy
 - ii. VP Internal of HSGSA (ex-officio) or proxy
 - c. Faculty of Medicine Executive Committee
 - i. President of HSGSA (ex-officio) or proxy
 - d. Faculty of Medicine Council
 - i. President of HSGSA (ex-officio) or proxy
 - e. Bannatyne Student Caucus
 - i. President of HSGSA (co-chair)
 - f. Faculty of Medicine Research Council
 - i. President of HSGSA (ex-officio) or proxy
 - g. Co-Curricular Working Group
 - i. President of HSGSA or proxy
 - h. Diversity Working Group Committee

- i. VP Internal of HSGSA (ex-officio) or proxy
- i. Student Services at Bannatyne Campus
 - i. Vice-President Internal (ex-officio)
- j. Bio-safety Advisory Committee
 - i. Vice-President Academics (ex-officio)
- k. Animal Protocol Committee
 - i. Vice-President External (ex-officio)
- l. UMGSA Committee Membership
 - i. UMGSA council
 - a. President of HSGSA (ex-officio)
 - ii. UMGSA Executive Committee
 - a. President of HSGSA (ex-officio)
 - iii. UMSU/UMGSA Joint Meetings
 - a. President of HSGSA (ex-officio)
 - iv. By-Laws Committee
 - a. Vice-President St. Boniface
 - v. Campaigns Committee
 - a. Vice-President External
 - vi. Awards Committee
 - a. Vice-President Academics
 - vii. Internal Development & Review Committee
 - a. HSGSA IDRC Chair
 - viii. Finance Committee
 - a. Vice-President Internal
 - ix. Elections Committee
 - a. HSGSA CRO

Additional committees (not listed above) are highly likely.