

**HSGSA Annual General Meeting (AGM) Agenda**  
**Monday, February 24th, 2020, 4:45 PM**  
**Theatre C, Basic Medical Sciences Building**

1. Call to order: 4:50PM

2. Ratify the Chair  
*Not necessary, President chaired*

3. Territory Recognition  
 We would like to acknowledge that The University of Manitoba campuses are located on original lands of Anishinaabeg, (pronounced Anish-nah-beg) Cree, Oji-Cree, Dakota, and Dene (pronounced Den-nay) peoples, and on the homeland of the Métis (pronounced May-T) Nation. We respect the Treaties that were made on these territories. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

4. Introduction of HSGSA Executive Members

HSGSA Executive Position	Executive Name
President	Mahder Teffera
Vice-President Internal	Roma Zayats
Vice-President External	Jasmine Frost
Vice-President Marketing and Events	Sanjana Syeda
Vice-President Academic	Javad Alizadeh
Vice-President St. Boniface	Cameron Eekhoudt

5. Guests to be approved by the membership  
 5.1. Whereas visitors do not have speaking and voting rights.  
***BIRT the HSGSA membership approves the presence of (the name of guests) at the HSGSA AGM.***  
*No non-voting guests present*

6. Approval of the agenda.  
***6.1. BIRT the HSGSA membership approves the agenda presented for the February 24<sup>th</sup>, 2019 AGM.***  
*Colin Graydon/Kristin smerchanski*  
*Approved*

7. Approval of the minutes from the January 24th, 2019 HSGSA AGM (see Appendix A). Robert’s Rules specify that AGM minutes must be approved by members who were in attendance at that meeting.  
***7.1. BIRT the HSGSA membership, present at last year’s AGM, approves the minutes of the January 24th, 2019 AGM.***  
*Colin Graydon/Kristin Smerchanski*  
*Approved*

8. Review of the 2018/2019 HSGSA Budget (Appendix B)

The HSGSA Finance Committee is well within the 2019-2020 fiscal budget (\$17, 650.00), which was approved in May 2019. Budget details can be provided by VP-Internal. HSGSA will no longer be included within the UMGSA annual audit therefore the current executive working with the HSGSA bylaws committee has added financial oversight by HSGSA council and UMGSA over our annual budget and spending, this is reflected in the HSGSA Bylaws changes proposed and the financial manual.

9. Executive Committee Annual Reports

9.1. President

Chair of HSGSA Executive, Chair of HSGSA Council, VP Health Sciences (UMGSA), HSGSA Bylaws and Policy committee , HSGSA Elections committee, HSGSA Internal development and Review committee, HSGSA Finance committee, CSHRF (Research Days), FGS Executive committee, FGS Faculty Council, UMGSA executive, UMGSA council, UMGSA VPA selection committee, UMGSA office coordinator selection committee

9.2. VP Internal

Chair of HSGSA Finance, HSGSA Executive, HSGSA council, HSGSA By-laws and Policy committee, UMGSA Finance Committee, Appeals committee, CHSRF (Research Days)

9.3. VP Academic

HSGSA Distinguished Lectureship Committee (Chair), GSA Awards Committee, Biological Safety Advisory Committee (BSAC), HSGSA Bylaws Committee, , HSGSA Executive Committee

9.4. VP External

Chair of Ed Kroeger Mentorship Award Committee, CSHRF (Research days), HSGSA By-laws and Policy committee, U of M Sustainability Committee, UMGSA service and support committee, HSGSA finance committee, HSGSA Executive, HSGSA Council

9.5. VP St. Boniface

Chair of HSGSA Bylaws and Policy Committee, CSHRF (Research Days), UMGSA Bylaws committee, HSGSA Executive, HSGSA council, Appeals committee

9.6. VP Marketing and Events

Chair of CSHRF (Research Days), UMGSA Events Committee, UMGSA CRO/DRO selection committee, HSGSA Council, HSGSA executive

10. Presentation on the history of the relationship between UMGSA and CFS 10.1.

10.1. See Appendix C for the Section of the UMGSA Bylaws that deals with this.

10.2. The Bylaws of the UMGSA stipulate that our relationship with the Canadian Federation of Students will be discussed at each Annual General Meeting. The UMGSA is not a member of the Canadian Federation of Students (CFS), nor its affiliated groups (CFS-S & CFS-MB). Because the CFS has not been willing to concede that fact, per student fees equal

to the amounts that would have been paid to the CFS by equivalent student groups have been collected in a contingency fund to defend the UMGSA's position on this matter.

**10.3. BIRT the HSGSA membership approves no change in the money dedicated to the External Relations Fund only until the end of the UMGSA's 2019-2020 fiscal year, unless otherwise advised by legal counsel and given legal verification of the situation.**

*Kristin Smerchanski/Kaye Quizon*

*Approved*

11. Proposed Bylaw Revisions as presented in Appendix D. (Moved by HSGSA Bylaws committee, February 3<sup>rd</sup>, 2020; will be presented to council on February 18<sup>th</sup>, 2020)

**11.1. BIRT the HSGSA approves all changes to the Bylaws and Procedures manuals as presented in Appendix D and previously approved by the bylaws committee and HSGSA council.**

*Moved by bylaws and policy committee*

*Approved*

12. Other Business

13. Announcements

HSGSA Elections

14. Adjournment: 5:03PM

Appendix A:

**HSGSA Annual General Meeting (AGM) Minutes Thursday, January 24th, 2019, 5:00 pm**

**1. Call to order (5:11 PM)**

**2. Ratify the Chair**

*No ratification required; HSGSA President Carmine Slipski to Chair*

**3. Territory Recognition**

As we commence our HSGSA AGM meeting, I would like to take a moment to acknowledge that The University of Manitoba campuses are located on original lands of Anishinaabeg, (pronounced Anish-nah-beg) Cree, Oji-Cree, Dakota, and Dene (pronounced Den-nay) peoples, and on the homeland of the Métis (pronounced May-T) Nation. We respect the Treaties that were made on these territories. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

**4. Introduction of HSGSA Executive Members**

President	Carmine Slipski
Vice-President Internal	Rahmat Rahman
Vice-President External	Allison Balasko
Vice-President Academic	Colin Graydon
Vice-President Marketing and Events	Andrew Plesniarski
Vice-President St. Boniface	Crystal Acosta
HSGSA Senator	Prajwal Raghunatha

**5. Guests to be approved by the membership**

5.2. Whereas visitors do not have speaking and voting rights.

**BIRT the HSGSA membership approves the presence of (the name of guests) at the HSGSA AGM.**

*Colin Graydon/Andrew Plesniarski (Carried)*

**6. Approval of the agenda.**

**BIRT the HSGSA membership approves the agenda presented for the January 24th, 2019 AGM.**

*Andrew Plesniarski/Olawale Ayilara (Carried)*

- 7. Approval of the minutes from the January 18th, 2018 HSGSA AGM (see Appendix A). Robert's Rules specify that AGM minutes must be approved by members who were in attendance at that meeting.**

**BIRT the HSGSA membership, present at last year's AGM, approves the minutes of the January 18th, 2018 AGM.**

*Colin Graydon/Crystal Acosta (Carried)*

**8. Review of the 2018/2019 HSGSA Budget (Appendix B)**

The HSGSA Finance Committee is well within the 2018-2019 fiscal budget (\$17, 650.00), which was approved in May 2018. The 2018-2019 budget was approved to include the addition of a new budget line within the Social Events budget (budget code SOE). The budget line created was for a St. Boniface event, of which \$500.00 was allocated from the following budget lines: Hospitality (M5), Promotional Events (SOE9), and Contingency Event Fund (SOE10). This budget line will be used in the upcoming St. Boniface Hospital Research Career Building Series. We have spent 25% of our Meetings budget on Internal Committees and Council food. We recently used a third of our Student Development Event budget on the Bannatyne Town Hall. To date we have used less than 50% of our Social Events budget. The remainder of our budget (Research Days, Office Supplies, and Elections) have yet to be used.

*Crystal Acosta (VP St. Boniface and acting co-VP Internal) provided a brief verbal report on the HSGSA budget and expenses.*

**9. Executive Committee Annual Reports**

9.2. President

- Chair of HSGSA Executive, VP Health Sciences (UMGSA), Bylaws and Policy, IDRC, Finance, CSHRF (Research Days), FGS Executive committee and FGS Faculty Council, Faculty of Health Sciences Executive Council, and Faculty of Health Sciences Executive Committee

9.3. VP Internal

- Chair of HSGSA Finance, HSGSA By-laws and Policy, co-chair of CSHRF committee, UMGSA Finance Committee, and Students Services at Bannatyne Campus

9.4. VP Academic

- HSGSA Mentorship Award Committee (Co-Chair), HSGSA Distinguished Lectureship Committee (Chair), GSA Awards Committee, Biological Safety Advisory Committee (BSAC), HSGSA Bylaws Committee, Ad hoc Appeals Committee, HSGSA Executive Committee
- 9.4. VP External • Chair of Mentorship Award Committee, CSHRF, HSGSA By-laws and Policy, UMGSA Campaigns Committee, U of M Sustainability Committee In addition: Sustainability working group, Industry Fair at Bannatyne, Gear Catalogue

9.5. VP St. Boniface

- Chair of HSGSA Bylaws and Policy Committee, CSHRF, UMGSA Bylaws
- 9.6. VP Marketing and Events
- Co-chair of CSHRF, UMGSA Events Committee
- 9.7. HSGSA Senator
- Senate, Student Senate Caucus, Senate Committees on Academic Review, Libraries, and Rules and Procedures

*Executives provided brief verbal reports on their activities for the year.*

**10. Presentation on the history of the relationship between UMGSA and CFS**

- 10.2. See Appendix C for the Section of the UMGSA Bylaws that deals with this.
- 10.3. The Bylaws of the UMGSA stipulate that our relationship with the Canadian Federation of Students will be discussed at each Annual General Meeting. The UMGSA is not a member of the Canadian Federation of Students (CFS), nor its affiliated groups (CFS-S & CFS-MB). Because the CFS has not been willing to concede that fact, perstudent fees equal to the amounts that would have been paid to the CFS by equivalent student groups have been collected in a contingency fund to defend the UMGSA's position on this matter.

- 10.4. **BIRT the HSGSA membership approves no change in the money dedicated to the External Relations Fund only until the end of the UMGSA's 2018-2019 fiscal year, unless otherwise advised by legal counsel and given legal verification of the situation.**  
*Allison Balasko/Andrew Plesniarski (Carried)*

**11. Proposed Bylaw Revisions as presented in Appendix D of the AGM Agenda.** *Approved by HSGSA Council on January 21st, 2019 – no motion required*

**12. Other Business**

*Executives promoted the position of the HSGSA Senator;*

**13. Announcements**

- 13.2. Nominate yourself to run in the GSA or HSGSA Elections! Election details will be available soon!
- 13.3. The HSGSA Student Lounge (402 Brodie) is available for small group functions, email [vpmarketingevents@hsgsa.org](mailto:vpmarketingevents@hsgsa.org) to book.

**14. Adjournment (5:40 PM)**

Appendix B:

	HSGSA 2019/20 Annual Budget		
	Budget Line	Budgeted	
	GSA-HSGSA Operating Grant	17650	
	Total Revenue		
Budget Code	Expenses		Budget
M	Meetings		
	1 AGM		250
	2 Internal Committee meeting		300
	3 IDRC chair honorarium		100
	4 Council Meetings		1200
	5 Hospitality		100
	6 Volunteer Appreciation		
WS	Workshops and Seminars		
	1 Student Development Event		2000
	2 Visiting Speaker Series		1000
SOE	Social Events		
	1 Summer Activity		500
	2 Orientation		2000
	3 Fall Activity		1000
	4 Halloween Social		1500

	5	Christmas Social		2000
	7	Winter Activity		1000
	8	Spring Social		500
	9	Promotional Events		250
	10	Contingency Event Fund		400
	11	Grad Student Lounge		
	12	St. Boniface		500
RD		Research Days		
	1	Activities/Prizes		800
	2	Transportation Charges		0
	3	Research Days Poster Award		700
	4	Mentorship Award		200
OS		Office Supplies		
	1	Stationaries and Software		100
	2	Web Hosting Fee		0
	3	Advertising and Communication		0
	4	Transportation Reimbursement		100
	5	Professional Consulting		0
	6	Office & Lounge Improvement		350
E		Elections		
	1	Refreshment		150
	2	Materials		150
	3	CRO Honorarium		500
		Total		17650



Appendix C:

## **ARTICLE VI: EXTERNAL ORGANIZATION AFFILIATIONS**

1. The general membership of the UMGSA shall discuss affiliations with external organizations at each General Meeting.
2. The UMGSA 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) in the CFS/-S/-MB.
3. The UMGSA shall continue to collect and hold fees in lieu of CFS/-S/-MB membership in a contingency fund, named the External Relations Fund, until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the UMGSA, or determined by courts, whichever is sooner.
4. Fees that are collected in lieu of membership in the CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of the UMGSA regarding membership in the CFS/- S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the UMGSA, or determined by courts, whichever is sooner.
5. Once the issue of membership in the CFS/-S/-MB is finally resolved, the UMGSA membership shall determine the use of all remaining fees collected from UMGSA members and held in the External Relations Fund. That determination will take place at the first UMGSA General Meeting following the legal resolution of the membership status of the UMGSA.

Appendix D:

**THE BYLAWS OF THE UNIVERSITY OF MANITOBA  
HEALTH SCIENCES GRADUATE STUDENTS'  
ASSOCIATION**

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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. ‘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
  - b. ‘Bylaw’ means any bylaw of the HSGSA in force and effect;
  - c. ‘Council’ means the Council of the HSGSA; unless otherwise specified;
  - d. ‘Member’ means a member of the HSGSA, pursuant to Article III.1 of these bylaws;
  - e. ‘Executive’ means any member of the Association’s executive team;
  - f. ‘University’ means the University of Manitoba;
  - g. The singular shall be used to include the plural, the feminine shall include the masculine, and vice versa.

## ARTICLE II – NAMES, DESCRIPTIONS, AIMS, AND OBJECTIVES

1. The HSGSA recognizes its association with the University of Manitoba Graduate Association (UMGSA) members outside the field of Health Sciences, primarily located at 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.
2. The Association shall promote the interests of Health Sciences graduate students in the departments based in Bannatyne campus **and the St. Boniface research centre** affiliated to Rady Faculty of Health Sciences at the University of Manitoba as a whole and shall act as a platform for educational, cultural, and social activities.
3. The Association shall endeavour to work with 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 Health Sciences graduate students in the departments based in Bannatyne campus **and the St. Boniface research centre** and affiliated Rady Faculty of Health Sciences at the University of Manitoba.
- 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 department based in Bannatyne and offers a graduate program affiliated with the Rady Faculty of Health Sciences shall be entitled **and encouraged** to send a representative member to Council.
  - i. Departmental representatives from departments which operate on the Health Science Campus **and the St. Boniface research centre shall sit on the HSGSA council with an option to also sit on the UMGSA council**
- d. Each member enrolled in a department which offers a graduate program affiliated with the Rady Faculty of Health Sciences shall be entitled to one vote in the election for their departmental representative 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 Article III.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:

- a. Members of the HSGSA Executive include:
  - i. President
  - ii. Vice-President (Internal)
  - iii. Vice-President (External)
  - iv. Vice-President (Academic)
  - v. Vice-President (Marketing and Events)
  - vi. Vice-President (St. Boniface)
- REMOVAL OF SENATOR POSITION**
- b. Members of the Executive are chosen by annual General Elections **by the Membership of the HSGSA.** Vacant positions are to be filled according to the Elections Policy and Procedure Manual.

- c. Any member of the HSGSA who is in good standing may run for any of the Executive positions. **(REMOVAL OF REDUNDANT POINT- “members of the HSGSA executive are chosen by annual general election by the membership of the HSGSA”)**
- d. An executive who graduates in their term is allowed to remain in their position until the end of the term, providing they fulfill their duties as specified in the Elections Policy and Procedure Manual.
- e. Executives are subject to review by the Internal Development and Review Committee (IDRC). The IDR Subcommittee shall perform the bi-annual review of the Executive, with special regard to attendance and participation and report to the Council.
- f. 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 her program or the University.
- g. Executives may be impeached for the following:
  - i. Gross negligence or misconduct;
  - ii. Abuse of a fellow Executive, Council member or other individual which compromises the Executive’s ability to perform their role.
- 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:
  - i. Initial face to face dialogue between conflicting parties; and if this fails to remedy conflict,
  - ii. Introduction of the conflict to HSGSA Council for debate and dialogue on how to proceed, which may include, but is not limited to:
    - 1. Mediation efforts by executives mandated to do so by the HSGSA Council, and/or;
    - 2. Formation of a committee with the purpose of fact-finding and resolution of the conflict.
- i. An Executive may only be impeached by the student body which elected them;
  - i. In the event that a HSGSA Councillor feels an Executive has not fulfilled their duties, and the mediation steps listed in Article III.(i) have been exhausted, members of the Council may motion for IDRSC to investigate grounds for impeachment and/or five (5) students, who are not members of either the UMGSA or HSGSA Executive, must provide in writing their grievances and clear documentation of the steps taken to resolve the conflict.
    - i. All information must be supplied to the IDRSC, who will hold all materials in confidence until a decision is reached. IDRSC may recommend further mediation, or submit materials to Council for consideration.
    - ii. Once the matter is presented to Council, all materials must be made available in a public forum to all HSGSA members. Council may then decide to either consider 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 operation 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 HSGSA Council any decisions or activities that affect the general operational policies of the HSGSA;
    - iv. Prepare an 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 **(REMOVED 'post')** up-to-date contact information for all members of the Executive;
    - viii. Submit an annual report by March 20<sup>th</sup>, 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 these documents, the Elections Policy and Procedure Manual shall prevail. **(REMOVED 'be the authoritative document')**
2. Duties and Operations of Council:
  - a. Composition and Role of the HSGSA Council:
    - i. The HSGSA Council shall consist of the Executive and one member elected by each department of the Rady Faculty of Health Sciences 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 each standing or ad-hoc committee established by the HSGSA;
  - f. Appointment of any representative of the HSGSA on any other board, committee, or organization, either 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 (2) committees of the HSGSA, or provide an alternate from their department;
  - v. Report annually to the UMGSA (REMOVED '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 their term of office, or find an alternate to do so.
- c. Meetings:
- i. **Regular Meetings:** Will take place once per 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 and all accompanying documents must be provided seven (7) days prior to the meeting.
  - ii. **Special Meetings:** A meeting of the Council in addition to regular meetings may be called by any five (5) voting Council members at any time. Notice and purpose of any meeting shall be distributed in an online forum available to all members of Council seven (7) days prior to the proposed meeting date.
  - iii. **Motions:** All motions to amend the Policies and Procedure Manuals, and/or budget of the HSGSA must be provided in a forum available to all members of the Council seven (7) days prior to the meeting at which the motion will be presented.
  - iv. **Quorum:** A minimum of fifty percent (50%) of the councillors and fifty percent (50%) of the Executive shall form a quorum for the transaction of business. Provided the 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 seven (7) day rule.
  - v. **Voting:** Each represented department and each member of the Executive shall be entitled to one vote at Council meetings, except the Chair for that meeting.
  - vi. **Proxies:** Each Councillor must notify the Chair at least twenty-four (24) hours prior to the meeting if they are not attending and/or sending a proxy. The Chair must receive written notice of any designated 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 e-mail is at least three (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 as 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 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, given the date does not precede signing of the resolution by any Councillor. E-mail votes, mediated by the Chair, are also valid if ratified at the following 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 include:
    - i. Executive
    - ii. Bylaws and Policy
    - iii. Finance
    - iv. Internal Development and Review (IDR)
    - v. Mentorship Award
    - vi. Research Days
    - vii. Elections
    - viii. Distinguished Lectureship
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: \$12,000.00 CAD
  - b. Vice-President (Internal): \$4,200.00 CAD
  - c. Vice-President (External): \$4,200.00 CAD
  - d. Vice-President (Academic): \$4,200.00 CAD
  - e. Vice-President (Marketing and Events): \$4,200.00 CAD
  - f. Vice-President (St. Boniface): \$4,200.00 CAD
2. Amounts shall be paid in twelve (12) equal monthly installments for all HSGSA Executive members. **REMOVED '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 two-thirds (2/3) majority at a General Meeting prior to May 1, and such changes shall not take effect until May 1<sup>st</sup>. 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 equal to thirty percent (30%) of all HSGSA student fees collected by the UMGSA. The formula for this calculation reflects the number of HSGSA students (H) registered within the semester multiplied by the student fees collected from HSGSA members (F), multiplied by thirty percent (30%), i.e. [(H)x(F)x(0.30)].
7. The allocation will be distributed in two equal payments annually during the second and fourth quarter of each year. If there is a motion put forward and seconded by any two members of the HSGSA or UMGSA for review, the allocation amount will be reviewed annually by members of



the HSGSA and HSGSA joint Bylaws Committees 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 1 and January 31 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 an online forum available to all members of the HSGSA three (3) weeks in advance, with a 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 (2) weeks prior to the meeting.
6. Quorum at a General Meeting shall be one percent (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 Special or Annual General meeting.

## **ARTICLE IX – RELATIONSHIP WITH THE CANADIAN FEDERATION OF STUDENTS**

1. The UMGSA and HSGSA are not members 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.

## **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 electronic form to members of the Association two (2) weeks prior to a vote of amendment;
  - b. Any HSGSA bylaw 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.
    - i. Any motion altering the HSGSA matters must be presented in advance and be passed by the HSGSA joint Bylaws Committee;

- ii. No motion(s) altering the relationship (either financial or political) between the UMGSA and the HSGSA can be raised from the floor.