

HSGSA Annual General Meeting (AGM) Minutes

February 13th, 2023, 3.00 PM

1. Call to order: 3:12 PM

2. Ratify the Chair

President is the chair, he ratifies

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 the spirit of reconciliation and collaboration.

4. Introduction of HSGSA Executive Members

President	Jamie Sookhoo
Vice-president Internal	Kayla Kostal
Vice-president External	Morgan Taverner
Vice-president Marketing and Events	Astrid Bravo
Vice-president Academic	Alekhya Lavu
Vice-president St. Boniface	Akshi Malik

5. Guests to be approved by the membership

- N/a

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 2022-23

6. Approval of the agenda.

- **Mojtaba and Samuel**

6.1. BIRT HSGSA membership approves the agenda presented for the February 13th, 2022 AGM.

- Approved

7. Approval of the minutes from the February 11th, 2022 HSGSA AGM (see Appendix A). Robert's Rules specify that AGM minutes must be approved by members who attended that meeting.

- Toby Le, Akshi

7.1. BIRT the HSGSA membership, present at last year's AGM, approves the minutes of the February 11th, 2022 AGM.

- Approved

8. Review of the 2022-23 HSGSA Budget (Appendix B)

The HSGSA Finance Committee is well within the 2022-23 fiscal budget (\$22,000.00), which was approved in May 2022. Budget details can be provided by VP-Internal. HSGSA will no longer be included within the UMGSA annual audit as reflected in the HSGSA financial manual.

- Akshi gives an overview of the budget.
 - 30% of HSGSA students' fees is given to us for use. UMGSA gives this to us in two installments. Budget was \$22,000.00.
 - Goes over meetings and associated fees (\$1050)
 - Council meetings... moved \$500 to the Winter Gala event to subsidize tickets for councillors.
 - \$4500 for workshops and seminars upcoming
 - GSEA award
 - Social events are the major aspect of the HSGSA budget (\$11,000)
 - Pool party
 - Halloween social party
 - Christmas gingerbread house contest
 - Activity leftover budget has been moved to the Winter gala.
 - Research Days in June (annual event)

- HSGSA was in charge of all the tours, social events, etc.
- Dr. Ed Kroeger paid for everything other than drinks
- Award for Dr. FK
- Poster awards given out
- No spending on office supplies
 - \$500 available
- HSGSA elections
 - \$ available for campaigning fees and CRO honorarium
- Banking fees
 - Moving money from one bank to another has an interac charge.
- HSGSA initiatives
 - Special projects
- Hope Anderson \$5000
 - \$3000 for Gala
 - \$2000 for HSGSA initiatives. Ex the extended education training bursary

9. Executive Committee Annual Reports

9.1. President:

9.2. VP Internal:

9.3. VP Academic:

9.4. VP External:

9.5. VP St. Boniface:

9.6. VP Marketing and Events:

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

- UMGSA = University of Manitoba Graduate Students Association. HSGSA is a subsidiary of them.
- Main point: UMGSA bylaws stipulate... see below:

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 2022-23 fiscal year, unless otherwise advised by legal counsel and given legal verification of the situation.

- Essentially, we will not use HSGSA money for the CFS.
- We all agree.

11. Proposed HSGSA By-laws revisions as presented in Appendix D. (Moved by HSGSA By-laws committee, January 23rd, 2023)

- Akshi discusses bylaws and the proposed changes of the HSGSA bylaws committee
- Bylaws covers everything we do and how we function
- Changes have been highlighted
- Membership of council, added that rep must be elected or appointed
 - Added terms to council membership
- For HSGSA executives, added that executives will be elected at the annual general election
 - Added some grammar to expulsion wording
 - Added that a failure to attend 2 or more HSGSA executive, council, etc. meetings will constitute gross negligence and be cause for a review by the IDRC
- Councilors also need to attend all meetings save 2, else will lose department HSGSA funding
- Updated the honorarium to match the actual value of compensation
 - Council wants to see the compensation... everyone becomes more interested in the bylaws
- Any changes to the executive honorarium shall only take effect in the following year, and cannot be retroactively paid. This is from the UMGSA bylaws - they

decide our pay. We did not push for the pay increase. UMGSA made this decision. HSGSA abstained from this.

- Before 2022, president honorarium was \$12k, other execs \$4k
- Question for audience:
 - Do execs have to be part of any subcommittees?
 - A: Yes. Akshi lists the committees that all the VPs chair. Goes over the different committees that we all serve upon.

11.1. BIRT the HSGSA approves all changes to the HSGSA By-laws as presented in Appendix D and previously approved by the HSGSA bylaws committee

- Jamie asks if the bylaws changes are approved. They are.

12. Other Business

- Question about committee for EDI
- A: HSGSA doesn't have a dedicated EDI group; it's through UMGSA
- Question about stipends
- A: Jamie answers that we've been trying to deal with the stipend issue for a long time. Explains that there are NSERC / triagency council... they establish how much money goes into grants, and from those grants PIs budget for stipends. Your supervisor can budget whatever they want to. There is no guideline for how much they have to give for stipends. Grant and funding agency doesn't want to see that you spent much money on students... prefer to see money spent on experiments. They do not prioritize students at the triagency. At the University level/department level... we don't have to have any side jobs. Our stipends are much better than Fort Garry students who have to have side jobs like TA positions. So, the Fort Garry students will get increases in stipends first. Within a department, they have to decide if they want to pay students more - departments often set minimum stipend amounts... and the department head has to generalize an expected stipend. So if you have a wealthy PI, the max is dependent on the department limits. Immunology has a \$14k minimum (for M.Sc.)... but lots of departments do not. Pharmacy's minimum is \$14k for M.Sc. too.
 - Some students are not paid - Ex. Biomedical engineering student with a supervisor in human anatomy.
 - Lauren had one advisor who didn't have funding (Community Health Sciences M.Sc.)... but got an RA job.

- Jamie states that at RFHS, students usually get a stipend from the PI.
- So essentially, it comes from many different levels. From the triagency level, the value of grants hasn't changed in 20 years. So stipends have also not changed. So go for studentships, because your PI doesn't have the ability to increase your stipend. If you want a livable wage, that's not within the grasp of your PI or the university. Other universities in Canada are also going into severe deficits due to Covid... so they aren't likely to give out much money.
 - Toby brings up the point that we should standardize stipends between departments. Also brings up the issue of international students being unfamiliar with the concept of stipends and being taken advantage of. They live somewhere affordable, but still expensive. So asking for an increase in stipend may not be possible, but it should be standardized.
 - Toby suggests RFHS could standardize stipends. However different PIs and different departments bring in different amounts of grant money. This directly translates into the amount of money that can be used to pay students. Some departments with less PIs or who get less grant funding... this means it would be tough to standardize stipends.
 - PIs should be more responsible with funding students only if they can pay them a living wage.
 - For international students... need a safety net. This may have to be due diligence on behalf of the incoming students. They just have to be careful.
 - Duration of stipends varies between departments. There are differences. Also, at the NML, student stipends are an issue. Dr. Keith Fowke (Dep't head of MMID) has discussed somehow making sure that students going into the NML are aware that you will be taxed. Your stipend isn't really a stipend. So it's a responsibility of recruiting PIs to let students know about this. And also what could help is when you apply to graduate studies, there could be a notice saying that if you apply you will get a stipend or you will get the other thing that is taxable. Also you should be told how much your tuition will be. So that incoming students are aware of what they'll face when they apply to these programs.

- Yes, need more information for students. And a lot of this is on the PIs. If a PI sucks and goes to a workshop to behave better, that won't change them. So what to do about them?
- Do we have guidelines on PI funding and regulating the number of students they take on?
 - Where is the review on PIs from the students? There should be a way for students to review their PIs. FGS had a review from the University of Alberta... and that external reviewer was confronted with our proposal. And there was no change. Regarding Toby's point about different departments... yeah they all make different amounts of money, so they can't all pay students the same.
 - Toby brings up that you don't want to exploit students. Don't pay for students if you can't pay a livable wage. There should be a way to 'shame' departments. We should compare the stipends across departments so students can make better choices.
 - In pathophysiology, the department bylaws require that the students be paid a minimum stipend for 3 years. And that works well. In terms of stipends, this is something we want to put in the advisor-student guidelines... and it should be revisited every year. But not everyone does... students don't think about their financial needs when they apply for positions...
 - Need more review of PIs by students.
 - Most students don't read their advisor-student guideline agreement... it's a few pages. Just read it.
 - Students aren't aware of being allowed to review the advisor-student guidelines frequently (with the PI).
 - PIs need to be more responsible with their funding of living wage positions... they need to recognize that they're dealing with a human.
- Would like the stipends between departments to be transparent.
 - Would make it clear to see if there are 'problematic' departments.
 - This would allow students to avoid problematic departments
 - May also allow us to perform further investigation if we can clearly see a pattern of underfunding - that's the benefit of pulling the stipend data together

- It will ultimately allow students to make more informed decisions
- Money allows students to sustain themselves, so it is important in the decision making process. Money. A living wage. It's absolutely a critical part of the decision making process.
- It's information students need.
- Students would need to do their due diligence to find this 'table' of stipends. Maybe put this information in part of the orientation package. Or maybe put it on the HSGSA website. Or maybe put it on the U of M's admissions page so that students have to see the document when they apply no avoiding it. And also have the cost of living presented as well.
- Rose says that this will give more power to existing students. It will give power to negotiate with current PI. This will allow re-negotiation of the advisor-student guidelines in a way that helps balance the power dynamic between students and PI.
- If we see a huge difference between two departments, that's very unfair.
- We're talking about access to information. To accessible information. First, the information need to be put together. Then it needs to be put somewhere accessible.
- Akshi tells us of how she came to Canada. She emailed PIs she was interested in. In an email, she was told how much she would be paid. Then she came. She wouldn't have even looked at other departments or PIs. Money wasn't what she thought of. But money is still important to others.
- Having a document with accessible information can be leveraged. If another department paid more, then students can use that to argue for better living wages.
- Secondly, we want to create a pipeline. A pipeline where students have to review this table of stipend funding and cost of living. You could imagine that this resource is so necessary for all students. Those in programs who can argue for better pay, and for incoming students who may be uninformed about the cost of living and what fair pay is.

- It depends on the person. Pay may be important for some students. We cannot say what is important to every student. Create the resource, and let the students decide how to use it.
- Jamie asks where the resource would appear.
- Toby says that we should just have it first. And then every applicant to graduate studies HAVE to read this document along with the cost of living when they apply.
- Shifa reiterates that we ultimately want transparency. So that international students understand the reality of what a stipend is. A stipend that is low in Canada may seem like a lot to a foreign student. But they're living in Canada. They need to have information so that they can succeed and have a living wage. It's ultimately for transparency so that students can understand what they're signing their life away for.
- So we ultimately want a breakdown of cost of living, tuition, and a table of stipends for each department. It should be consolidated and available on the FGS website, on each department's website, etc. It needs to be first consolidated.
- Jamie points out that we need a place for this information.
- It is suggested that this appear in the applicant portal. So that students see this is the stipend, this is how much it costs. So maybe I can't afford to join this department. It's important for some of us to have this information.
- New student web page. We should know this information before making the decision to immigrate to Canada. It's not just about departments and interests, it's about economic realities.
- Most information is available, but it is very difficult to find and access it and break down the cost of living. That's a lot of work to bring together disparate information. So on the new student page/tab there should be an easy way to see the stipends and cost of living.
- FGS has some of this information, but it is not comprehensive or well organized.
- International center contacts international students... before/after students apply(?)

- Whatever we agreed to in our stipends... what if we find out it's not a living wage? What is a minimum wage? It's \$XXX. As a master's student, you're paid pretty much half of the minimum wage. That's not acceptable. It may be better for the University if they pay students more... also about rewards, PIs just 'eat' the award. It isn't passed along very much to the student's stipend. It might be good to guarantee, say, 30% of any awards earned go to the student who won them. So you at least get something.
- Can we make that HSGSA's policy... maybe not. We might not have the authority to compel that.
- One actionable from this meeting:
 - Create stipend document for each department. Send it to each HSGSA student. That's all you have to do.
 - Have Astrid send this to everyone in the department.
 - **HSGSA AGM Deliverable:**
 - **There will be minimum stipends in each department.**
 - **A comprehensive breakdown in the cost of living in Winnipeg.**
 - It's ok if not everyone sees the value in this. If even a few of our students need to make decisions based on this, then we should make this information available.
 - Jamie says he will make this document. But putting it in a student registration portal... he will bring it up in the next FGS meeting somehow.
 - **We are all on the same page on the idea that graduate students are underpaid.**
- On the topic of awards, we agree that students should get a higher proportion of the awards.
- There is a wide phenomenon of graduate students awakening to their poor position. See Ottawa. See California Student Union Strike.
- U of M's ranking is declining... so less funding... students have a poorer time... it's a vicious cycle. U of M has no money, so they can't help.
- Province has slashed University funding by a lot

- If students aren't paid well, and we are in the labs working really hard (afternoons, weekends...) and we're paid peanuts. So some of us would rather just go do something else where we'd be paid adequately. It hurts our passion for science.
- Jamie points out that other students will take our place for less pay.
- But this is exploitative.
- We all agree that this is unfair. Yes it's urgent. Yes people are pushing for higher stipends (advocating the Triagency). Yes we want better lives. But if we don't do it, someone else will.
- But then the cycle continues. They will then realize their position just as we have.
- And it doesn't always work like this. It's possible that someone from a developed country could leave. But then people from underdeveloped countries will come and be taken advantage of without as much ability for recourse/leaving.
- Counterpoint for 'if i don't do it, someone else will'
 - Over the past couple of years, people in lower paid jobs have quit. You won't see immediate effects, but over 3, 5, 10 years you'll see a downward trend.
 - Huge push in the past couple of years for graduate student funding... but no change.
 - And there was a strike for graduate students to get better pay. Or maybe it wasn't a strike, but a threat of one. That is what got higher stipends. An official graduate student union organized the strike.
 - Maybe we're struggling to actualize our goals is that we do not have the right to strike. HSGSA is an association, without a legal right to strike. If we were a union, we could legally strike for our pay.
 - But if we strike, Jamie reminds us that the U of M doesn't have money to pay us more. Also, in Ottawa there were protests. But they didn't change anything.
 - Are we covered under UMSU?
 - Yes. Graduate students are covered under UMSU. We can organize under UMSU?

- So do we have a graduate student union?
- From NML/PHAC side... idea of pushing grant funded students into... something less good. These students are in a weird, gray area. Are they eligible for rent assistance, etc. And if their stipend is too much, they must pay taxes.
 - If you want to stay in NML, RAP is a great program. But if you're in the middle of your program and you're dumped into RAP, that would be tough. But RAP is good if you want to stay in PHAC. A lot of students are being offered to be grandfathered into the program.
 - This is outside HSGSA's authority. Look to Keith Fowke and PHAC president. U of M's legal team has taken over the negotiations. U of M's legal team is working with PHAC for something to support students and not exploit.
 - Can HSGSA do anything to help NML-based students?
 - Yes. Dr. Hope Anderson told us she is working on it.
-

13. Announcements:

HSGSA Winter Gala (April 8th): Fort Garry Hotel @6pm, \$45 ticket for Food, drinks, fun and photos.

- Max capacity is 100 people (students + guests)
- **Buy your tickets ASAP. We're running low~ish!**
- Paypal may be causing issues with payment appearing for HSGSA side
- 3-course meal
 - Fancy
 - Chicken (roasted)
 - Vegetable
 - Starch (Mashed potato?)
 - Dessert (Pretty cool)
 - Salad appetizer (Pretty cool)
- Funding before subsidy?

- Food itself costs \$60. But then you have the venue, an OPEN bar, 360 degree photobooth, etc. So \$45 ticket is a good price for food alone. We have our budget available.
- Med students did a similar event at Fort Garry Hotel, charged \$100/ticket, and had no open bar.
- Guest price is \$80/ticket
 - HSGSA tickets are subsidized. \$80 is still a good price
- Also inviting GNSA (Graduate Nursing Student Association) and UMSU.
 - 20 tickets to each organization
 - As a side note, GNSA will soon maybe join HSGSA
- If you need transportation, and we have 20 people needing it, we'll get a bus.
- Events committee meeting this week will finalize some things this week

HSGSA Elections 2023-24: Nomination period until Feb 17th, 2023 4pm.

- A great opportunity... especially given our \$\$\$ talks. But you also get to learn so much about the University, it gives you an opportunity to give back, and gives you the chance to make real change.
- **So please throw your name in, and realize the change we discussed!**

14. Adjournment: 5:06 PM

Appendix A

HSGSA Annual General Meeting (AGM) Agenda

February 11th, 2022, 4.00 PM (Zoom)

1. Call to order: 4:06 PM

2. Ratify the Chair

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

President	Akshi Malik
Vice-president Internal	Marina Costa Fujishima
Vice-president External	Toby Le
Vice-president Marketing and Events	Sanjana Chauhan
Vice-president Academic	Javad Alizadeh
Vice-president St. Boniface	Rebeca de O. Camargo

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 2020-21. – N/A

6. Approval of the agenda.

6.1. BIRT HSGSA membership approves the agenda presented for the February 11th, 2022 AGM.

Katrina | Marina | Votes Yes: 9 No: | Abstain:

7. Approval of the minutes from the February 19th, 2021 HSGSA AGM (see Appendix A). Robert's Rules specify that AGM minutes must be approved by members who attended that meeting.

7.1. BIRT the HSGSA membership, present at last year's AGM, approves the minutes of the January 19th, 2021 AGM.

Rebeca | Javad | Votes Yes: 7 No: Abstain

8. Review of the 2021/2022 HSGSA Budget (Appendix B)

The HSGSA Finance Committee is well within the 2021-2022 fiscal budget (\$22,000.00), which was approved in May 2021. Budget details can be provided by VP-Internal. HSGSA will no longer be included within the UMGSA annual audit as reflected in the HSGSA financial manual.

Questions: None

9. Executive Committee Annual Reports

9.1. President: Remote leadership | Annual Canadian Student Health Research Forum (CSHRF) 2021 Networking (Invited Guests/Companies/Student Volunteers) | Three Poster Awards & Forough Award for the CSHRF | Orientation Sessions | Summer &

Halloween Social Events | MHRE Program | External Funding from FGS \$5000 for social events/projects/subsidies | Distinguished lectureship | Extra funds distributed to council dept |

9.2. VP Internal: Chair the HSGSA Finance Committee, sits in HSGSA executive committee; HSGSA Council Committee; HSGSA Bylaws and Policy Committee; UMGSAs Finance Committee; FGS Appeals Committee; CHSRF Committee and a current member of the FGS Council, Max College of Medicine Council and Executive committee

9.3. VP Academic: Graduate Excellence Award | Distinguished Lectureship 2021 & 2022 | Troubleshooting Thursdays | Student Experience Committee | Biosafety Committee | Bylaws Committee |

9.4. VP External: MHRE | LinkedIn Workshop | Summer Cont' Fees Petition | HSGSA Opportunities Survey | Ed Kroeger Mentorship Award | Manuscript Writing Workshop | Humans of Rady Faculty | Support & Service UMGSAs Committee |

9.5. VP St. Boniface: UMGSAs ByLaws Committee | Ed Kroeger Mentorship Award Committee | Rady Faculty Committee | Chair HSGSA ByLaws Committee | MHRE Committee | Sexual Violence Prevention Workshop/Sessions | Troubleshooting Thursdays | Summer BBQ & Halloween Event |

9.6. VP Marketing and Events: Social Media | UMGSAs Events Committee | HSGSA Finance Committee | Bylaws Committee | MHRE Committee | Chair CHSRF Committee | Ad-hoc Funds Committee |

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

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

10.2. The Bylaws of the UMGSAs stipulate that our relationship with the Canadian Federation of Students will be discussed at each Annual General Meeting. The UMGSAs 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 UMGSAs'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 2021-2022 fiscal year, unless otherwise advised by legal counsel and given legal verification of the situation.

Marina | Emily | Vote: 9 | No: Abstain:

11. Proposed HSGSA Policy and Procedures Manual Revisions as presented in Appendix D. (Moved by HSGSA By-laws committee and HSGSA Council, January 28th, 2022)

11.1. **BIRT** the HSGSA approves all changes to the HSGSA By-laws as presented in Appendix D and previously approved by the HSGSA bylaws committee and Council.

Jamie | Audrey | Vote: 9 | No: 0 Abstain: 0

12. Other Business

- No comment

13. Announcements:

HSGSA Elections 2022-2023

14. Adjournment: 4:41 PM

APPENDIX B

	<u>Budget Line</u>	<u>Budgeted</u>			
	GSA-HSGSA Operating Grant (30% total collected fees from UMGSA)	\$ 22,000.00			
	Total Revenue	N/A			
Budget Code	<u>Expenses</u>	<u>Approved budget 2022/23</u>	<u>Expenditures</u>	<u>Left</u>	<u>Notes</u>
M	Meetings				
1	AGM	\$250.00			
2	Internal Committee meeting	\$0.00			
3	IDRC chair honorarium	\$100.00			
4	Council Meetings	\$500.00			
5	Hospitality	\$100.00			
6	Volunteer Appreciation	\$100.00			

	Subtotal	\$1,050.00			
WS	Workshops and Seminars				
1	Student Development Event	\$2,000.00			
2	Visiting Speaker Series	\$1,500.00			
3	Graduate Student Excellence Award	\$1,000.00			
	Subtotal	\$4,500.00			
SOE	Social Events				
1	Summer Activity	\$1,500.00	\$1,419.14	\$80.86	Pool Party
2	Orientation	\$2,000.00	\$728.79	\$1,271.21	Tshirts
3	Fall Activity	\$1,000.00			
4	Halloween Social	\$1,500.00	\$721.59	\$778.41	Pizza, costume contest, and movie at Bannatyne Campus
5	Holiday Social	\$2,000.00	\$484.86	\$1,515.14	Pizza, gingerbread making contest, and movie at Bannatyne Campus
7	Winter Activity	\$1,000.00			
8	Spring Social	\$500.00			

9	Contingency and Promotional Event Fund	\$1,350.00			
10	Grad Student Lounge	\$50.00			
11	St. Boniface	\$500.00			
	Subtotal	\$11,400.00			
RD	Research Days				
1	Activities/Prizes	\$1,000.00	\$774.43	\$225.57	\$1,644.43 liquor total, minus \$770.00 in \$5 bills and \$100 from Fort Garry Brewing
2	Transportation Charges	\$200.00	\$50.00	\$150.00	*\$25 each for Jamie and Morgan in Shell gift cards for CSHRF transportation
3	Research Days Poster Award	\$800.00	\$800.00	\$0.00	4 \$200 poster awards given out to students
4	Mentorship Award	\$100.00	\$83.95	\$16.05	Award plaque
5	Dr. Forough Khadem Memorial Award	\$600.00	\$600.00	\$0.00	\$900 came from 21/22 budget (award total is \$1,500)
	Subtotal	\$2,700.00	\$2,308.38	\$391.62	
OS	Office Supplies				
1	Stationaries and Software	\$100.00			
2	Web Hosting Fee				
3	Advertising and Communication				

4	Transportation Reimbursement	\$100.00			
5	Professional Consulting				
6	Office & Lounge Improvement	\$350.00			
	Subtotal	\$550.00			
E	Elections				
1	Refreshment	\$150.00			
2	Materials	\$150.00			
3	CRO Honorarium	\$350.00			
	Subtotal	\$650.00			
EX	Extra				
1	Banking fee	\$150.00	\$5.00		Opening ACU (reimbursed after closing account)
2	HSGSA Initiatives	\$1,000.00			
	Subtotal	\$1,500.00			
		\$22,000.00			

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. Otherwise specified, all definitions present in this document apply to this document and all other documents of the HSGSA:
 - a. 'Association' refers to the University of Manitoba Health Sciences Graduate Students' Association (HSGSA), and shall here in after be referred to as either the Association or HSGSA
 - b. 'Bylaw' means any bylaw or regulation of the HSGSA in force and effect;
 - c. 'Council' means the Council of the HSGSA;
 - 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. 'SBRC' means St. Boniface Research Centre;
 - h. 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 studying Health Sciences at both the Bannatyne and St. Boniface Campuses. For a full list of departments in the HSGSA please refer to the Council Policy Manual.
2. The Association shall advocate on behalf of Health Sciences graduate students in the departments based in Bannatyne campus and the SBRC affiliated to the Rady Faculty of Health Sciences (RFHS) at the University of Manitoba as a whole and shall promote students interests and 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.
4. Due to its geographical location, HSGSA meetings, and programming events will be, by default, conducted on St. Boniface and Bannatyne campus grounds. Exemptions for activity/meeting locations can be granted upon circumstances determined and voted by the HSGSA council.

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 SBRC and affiliated with the RFHS 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 SBRC which offers a graduate program affiliated with the RFHS shall be entitled and encouraged to send a representative member to Council.
- d. Departmental representatives from departments which operate on the Health Science Campus and the SBRC shall sit on the HSGSA council with an option to also sit on the UMGSA council
- e. Each member enrolled in a department which offers a graduate program affiliated with the RFHS shall be entitled to one vote in the election for their departmental representative to Council.
- f. Each member of the HSGSA shall be entitled to one vote at General Meetings of the HSGSA.
- g. 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 affiliated with RFHS shall be entitled to send a representative member to Council.
 - i. The representative must be chosen democratically **or appointed** by the membership of the applicable department, on a regular **basis** determined by the departmental membership.
 - ii. **HSGSA Council membership is expected from September-August.**
 - iii. **If a new councilor is not elected by September, a department proxy is expected to attend council meetings until the new councilor is appointed.**
- c. 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.
- d. 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)

- b. Members of the Executive are **elected at Annual** General Elections by the members 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.
- d. Any member of the Association is not allowed to run for any executive position for more than two consecutive years. Except if the position remains vacant by the end of the nomination period.
- e. 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.
- f. Executives are subject to review by the Internal Development and Review Committee (IDRC). The IDR Subcommittee (IDRSC) shall perform the bi-annual review of the Executives, with special regard to attendance and participation and report to the Council.
- g. Membership of the Executive shall be terminated / impeached 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;
 - v. Gross negligence or misconduct;
 - vi. 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.(h) 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.
- ii. 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.
 - iii. 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. Referendums 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, unless suspended by the University; and provide up-to-date contact information for all members of the Executive;
 - viii. Submit an annual report by April 10th, for review at the April meeting of Council.
 - b. Specific duties of each of the Executive Members are 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.

c. Failure to attend 2 or more HSGSA Executive, committee, and council meetings in a semester without good reason and/or sending regrets shall constitute gross negligence and should be reported to IDRC for their investigation at bi-annual review.

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 RFHS 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 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 via online platforms or 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. Bylaws and Policy
 - ii. Events
 - iii. Academic and Distinguished Lectureship
 - iv. Elections

- v. Executive
 - vi. Finance
 - vii. Internal Development and Review (IDR)
 - viii. Mentorship Award
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

HSGSA Honoraria shall be paid through the Association in the following amounts:

- a. President: **\$15,600.00 CAD**
 - b. Vice-President (Internal): **\$5,460.00 CAD**
 - c. Vice-President (External): **\$5,460.00 CAD**
 - d. Vice-President (Academic): **\$5,460.00 CAD**
 - e. Vice-President (Marketing and Events): **\$5,460.00 CAD**
 - f. Vice-President (St. Boniface): **\$5,460.00 CAD**
2. Amounts shall be paid in twelve (12) equal monthly installments for all HSGSA Executive members.
 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. **Any changes to Executive honoraria approved by Council shall only take effect in the following financial year and cannot be retroactively paid.**
 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. $[(H) \times (F) \times (0.30)]$.
 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 and UMGSA for review, the allocation amount will be reviewed annually by members of the HSGSA and UMGSA 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 1st and March 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 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 and UMGSA 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.