

# HSGSA FINANCIAL 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 two-thirds 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 by electronic means within two weeks of the changes being accepted.

## **ARTICLE II — RELEVANT BYLAWS**

1. This Policy Manual applies to Article 5.1.a.4, Article 5.2.ii.a-c and Article 7 of the Association's Bylaws.

## **ARTICLE III — HSGSA FINANCE BACKGROUND**

1. The HSGSA shall receive 30% of the Association fees collected by the GSA from HSGSA members, as per Article VI.6 of the Bylaws.
  - a. The transfer of fees will take place in two dispersals: November 31st and May 31st. 50% of the total funds shall be transferred in each dispersal.
2. All departments under the purview of the HSGSA must submit applications to the HSGSA for Departmental Grants.
  - a. All HSGSA departments are subject to the same guidelines and expectations outlined in Article IV of this document.
    - i. All HSGSA Departments can fulfill their Council and Committee requirements through attendance at and participation on HSGSA Council and Committees.
  - b. The HSGSA shall evaluate the applications and HSGSA Council shall have the right of approval for all HSGSA Departmental Grant applications.
  - c. Once approved by the HSGSA, the list of successful applicants will be presented to the GSA Council for concurrence without debate.
  - d. All approved Departmental Grants will be dispersed by the GSA through the HSGSA Office.
  - e. All HSGSA honoraria are paid through the GSA, as outlined in Article XII of the UMGSA Governance and Operations manual

## **ARTICLE IV — BUDGET GUIDELINES**

1. The budget of the Association must be presented to and approved by Council prior to May 31st of each year. The executive will prepare the budget and provide it for review two weeks prior to the May Council meeting.

1. Every month, the VP-Internal must provide a copy of the updated budget.
2. Any documents provided to the Finance Committee may be requested by Council.

3. All expenditures and reimbursements must be claimed within one month of the expense, and settled within one month of the claim.

2. Amendment Procedures: Any adjustments to budget lines or future expenditures must be approved by Council with a two-thirds majority.

## **ARTICLE V — FINANCIAL REPORT AND TRANSPARENCY**

1. Financial report
  - a. Vice president Internal is responsible for submitting a detailed financial report to the HSGSA council at the March or April council meeting including all expenses for the full executive year.
  - b. A financial report is to be submitted to the UMGSAs including monthly bank statements, expenses, and reimbursement forms at the end of the executive year.
  - c. All monthly Financial documents, both those submitted to the Finance Committee and those submitted to Council, are a matter of public record and can be requested by any member of the Association.

## **ARTICLE VI — BANKING**

1. Another HSGSA bank account can be opened if justified.
2. Transferring funds into a new HSGSA bank account must be approved by the executive team, the HSGSA finance committee, and the HSGSA council.

## **ARTICLE VII — REIMBURSEMENTS**

1. Reimbursements will be processed through the HSGSA Reimbursement Form.
  - i. For Type 1 Reimbursements (Amounts under \$200.00): Your application will be reviewed by the Vice President Internal. You will be notified regarding the result of your application as soon as possible.
  - ii. For amounts of \$200.00 to \$300.00: Your application will be reviewed by the Finance Committee. You will be notified after the next Finance Committee meeting regarding the result of your application.
  - iii. For amounts of \$301.00 or more: Your application will be reviewed by the Finance Committee and Council. You will be notified after the next UMGSAs Council meeting regarding the result of your application.

## **ARTICLE VIII — HSGSA AWARDS**

### **I. Dr. Forough Khadem Memorial Award**

1. Description

The Dr. Forough Khadem Memorial Major Award is provided by the Health Sciences Graduate Student Association (HSGSA) and Max Rady College of Medicine (MRCM) to recognize outstanding graduate students (one Masters and one Doctoral level) who demonstrate leadership, research excellence, and a strong desire to do impactful change in the world. Based on funding available, awards values may vary.

## 2. Eligibility

Any current full-time or part-time student (i.e., a student who has been registered within the current academic year) in the Faculty of Graduate Studies in a Master's or Doctoral program delivered by the Rady Faculty of Health Sciences who:

- a. Demonstrates leadership and experience in creating positive and impactful change.
- b. Demonstrates research excellence in the field of health sciences.
- c. is not a member of the HSGSA Executive Committee at the time of award distribution.
- d. Applicants who received this award shall not qualify to apply for the award again in order to recognize other exceptional students.

## 3. Award Committee

The selection committee will be the Major Awards Committee (or a subset thereof) of the MRCM. The committee will consider applicants within the context of their leadership and academic excellence, with a greater emphasis assigned to their leadership experience.

a. Selection committee defines leadership in its broadest sense, and applications will be evaluated on the quality, not quantity, of leadership described in the submissions.

## 4. Application Procedure

Applications for the Dr. Forough Khadem Memorial Award will consist of:

- a. curriculum vitae (Research Manitoba CCV format)
- b. two reference letters; at least one reference letter must be from a professor that support their scientific excellence and community leadership
- c. a description of their proposed or ongoing research (maximum of 500 words)
- d. a description of their leadership experience (maximum of 500 words) through formal or informal roles in our community

Application package should be sent directly to the RFHS office at the time of call for applications.

## **II. Graduate Student Excellence Award (GSEA)**

### 1. Description

The Graduate Student Excellence Award is provided by the Health Sciences Graduate Student Association (HSGSA) to recognize outstanding graduate students (one Masters and one Doctoral level) who demonstrate research and academic excellence, and leadership. Based on funding available, awards values may vary.

Applications will be evaluated based on the following criteria:

- a. Academic Excellence (50% for M.Sc students and 30% for Ph.D. students)
- b. Research ability and potential (30% for M.Sc students and 40% for Ph.D. students)
- c. Demonstrated leadership, personal characteristics and interpersonal skills (20% for M.Sc students and 30% for Ph.D. students).

## 2. Eligibility

Any current full-time or part-time student (i.e., a student who has been registered within the current academic year) in the Faculty of Graduate Studies in a Master's or Doctoral program delivered by the Rady Faculty of Health Sciences and is also HSGSA member:

- a. demonstrates research and academic excellence in the field of health sciences.
- b. demonstrates leadership in creating positive and impactful change
- c. is not a member of the HSGSA Executive Committee
- d. is not a member of GSEA Award review committee
- e. Applicants who received this award shall not qualify to apply for the award again in order to recognize other exceptional students.

## 3. Award Committee

Award committee will have both graduate students and faculty members to evaluate applications. Members will be appointed by VP Academic.

## 4. Application procedure

Applications for the GSEA Award will consist of:

- a. University transcripts (unofficial web transcripts are acceptable)
- b. curriculum vitae
- c. Two letters of support (one must be from your primary supervisor, and the other letter could be from anyone in academia or community). Referees must submit their letters of support before the deadline, directly to VP Academic at [vpacademic@hsgsa.org](mailto:vpacademic@hsgsa.org) with applicant's name and the GSEA in the subject line. Support letters submitted by the applicant will not be accepted.
- d. Personal statement: This statement should explain your involvement in community, leadership activities, future career plans, and how this award will contribute to the applicant's growth as a graduate student. The personal statement should not exceed one page, font size 12, and be single-spaced.

\* All application material, excluding the letters of support, must be sent in a single PDF file to VP Academic at [vpacademic@hsgsa.org](mailto:vpacademic@hsgsa.org) before the advertised deadline.

## **ARTICLE IX — ETHICAL PURCHASING**

NOTE: This article is taken from Article XVIII of the UMGSA Governance and Operations manual and should be followed by the HSGSA Finance committee as is.

## 1. Definitions

- a. “Institution(s)” means all institutions or groupings of institutions that require compliance with the Policy for their bulk purchasing, licensing and/or procurement activities.
- b. “Company” refers to the organization from which the UMGSA buys products, subject to the parameters of this Policy.
- c. “Supplier” means any natural or legal person who provides [Company] with goods and/or services integral to, and utilized in/for, the production of the company’s goods and/or services.
- d. The term “subcontractor” means any natural or legal person who, directly or indirectly, provides a supplier with goods and/or services integral to, and utilized in/for, the production of the supplier’s and/or [Company]’s goods and/or services.
- e. The term “child” means any person less than 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 if minimum wage law is set at that age in accordance with developing country exceptions under ILO Convention 138 enforced.
- f. The term “basic needs” are wages, which are obtained through collective bargaining and meet local standards. In the absence of free collective bargaining, wages that meet “basic needs” should be defined as wages paid for a normal standard week that are sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents. In defining wages that meet basic needs, factors that should be taken into account include the average number of dependents and the average number of wage earners per family.
- g. The term “local” refers to businesses, which produce and manufacture their goods within 60km of the City of Winnipeg.
- h. The term “fair trade” refers to businesses or organizations which pay workers a premium price for their products, support the rights of workers to organize, invest in social programs in the community of production and who produce products in a developing nation.
- i. “Business partners” refers to organizations which have been entered in a joint partnership with the UMGSA, to either purchase or offer goods or services.
- j. The terms “Forced or coerced labour” mean any situation where an employee feels uncomfortable or threatened in their duties like; undue pressure, labour in the form of involuntary prison labour, indentured labour, bonded labour or similarly entered labour relationships.

## 2. Application:

- a. This policy is to be used for the purchase of all goods possible.
- b. This policy should be read as a policy internal to the UMGSA as well as a guide for our business partners.
- c. This policy is to be implemented, enforced and reviewed by the finance committee of the UMGSA.

3. Labour Standards: all companies, suppliers and subcontractors involved in the production and/or distribution of products for retail or wholesale that the UMGSA contract or purchase will to the best of the UMGSA's knowledge meet the following requirements:

- a. Forced Labour
  - i. There shall be no use of forced or coerced labour.
  - ii. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.
- b. Discrimination
  - i. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based for any reason related to a person's chosen or immutable characteristics or associations.
- c. Harassment or Abuse
  - i. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.
- d. Hours of Work
  - i. Personnel shall not be required on a regular basis to work in excess of what is stipulated by labour laws.
- e. Freedom of Association and the Right to Bargain Collectively
  - i. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
  - ii. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.
  - iii. Workers' representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.
  - iv. Workers' representatives shall have complete access to membership lists and other necessary documents.
  - v. Employers are encouraged to recognize workers' organizations succession rights where national or provincial/state law is not present.
  - vi. Businesses shall be encouraged to unionize new shops, if workers at an existing shop are unionized.
- f. Wages and Other Compensation
  - i. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher and they shall be encouraged to exceed the benchmark.
  - ii. In any event, wages paid for a standard working week should be sufficient by local standards to provide for the food, clothing, housing, health care, potable water, childcare, education, sanitation, and transportation needs of the worker and their dependents.
  - iii. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the

pay period concerned each time that they are paid. Deductions from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national, provincial, and/or state law be permitted without the expressed permission of the worker concerned.

iv. Employers are strongly encouraged to provide safe, adequate childcare facilities for their workers.

v. Employers are strongly encouraged to provide sick days for the days symptoms were first reported until the employee has returned to good health, at no loss of income to the employee.

vi. Employers are highly encouraged to practice equal work for equal pay policies.

vii. Employers are strongly encouraged to have a diverse management staff.

g. Pricing and Timelines

i. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to contractors and employees to comply with this policy.

h. Health and Safety

i. A safe, hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

ii. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided.

iii. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident.

iv. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.

v. Safe handling information and training shall be provided for relevant tasks, materials and equipment.

vi. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.

vii. Fire exits and fire extinguishers should be mandatory in all buildings including housing.

viii. Building must be kept up with the local and/or national building codes.

i. Employment Relationship

i. To every extent possible work performed must be on the basis of recognized employment relationship established through national and sub-national law and practice.

ii. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through any of the following:

a. The use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment,

b. The excessive use of fixed-term contracts of employment.



iii. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.

iv. Employers are discouraged from closing a plant/shop in a location to relocate a shop due to cheaper labour or looser government regulations.

j. Reproductive Rights

i. No employee or prospective employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.

ii. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.

iii. Maternity/parental leave is strongly encouraged in the absence of a national or sub-national law or program.

k. Child Labour

i. There shall be no use of child labour, i.e. no person shall be employed at an age younger than 15 (or 14, where the law of the country of manufacture allows for such an exception, keeping consistent with International Labour Organization practices for developing countries).

ii. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher of the two ages shall apply to this section.

iii. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to child workers displaced as a result of the enforcement of this policy.

l. Homeworkers

i. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular workweek and the piece rate or other form of remuneration shall constitute a living wage.

ii. Homeworkers shall be allowed to join and participate in relevant workers' support organizations of their own choosing.

iii. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.

iv. The other provisions of this policy shall also apply to homeworkers.

4. Environment Standards

a. Location

i. The UMGSA shall give priority to producers, manufacturers and service providers who are locally based.

ii. The UMGSA shall purchase products directly from their producers when possible.

b. Material

i. The UMGSA shall purchase products where the material used is biodegradable and/or recyclable where applicable.

c. Pollution

i. The UMGSA shall purchase products from environmentally conscious and sustainable producers and suppliers where applicable.

ii. Local standards for water, air, and land pollution should be met.

5. Certification Standards

a. Environmental

i. The UMGSA shall purchase products carrying the eco-logo certification where applicable.

b. Social Justice

i. The UMGSA shall purchase fair-trade or certified fair-trade products, with particular reference to coffee, sugar, tea, chocolate, and textiles where possible.

ii. The UMGSA shall not purchase goods from businesses on the Canadian Labour Congress's boycott list.

## APPENDIX 1

### GRANTS AND AWARDS

NOTE: This appendix is taken from Article XIII of the UMGSA Governance and Operations manual and is applicable to the HSGSA members as well.

#### I. Conference Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so.

Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an Executive term will become the responsibility of the new Executive.

#### 1. Budgeting and Evaluation

- a. The annual conference grant budget will be divided into 12 periods, each starting on the 18<sup>th</sup> of one month and running to the 17<sup>th</sup> of the following month.
- b. The budget for each of the 12 periods will be defined proportionally based on the value of conference grant applications over the past five years.
- c. The distribution of conference grant funding as stipulated in points a and b will be finalized during the first month of each new Executive term.
- d. Following the 17<sup>th</sup> of each month, conference grant applications from the previous period will be assessed by the Finance committee.
- e. If the total value of conference grant applications is less than the available amount for a given period, then all eligible applications will be approved, and the surplus budget will rollover into the following period.
- f. If the total value of conference grant applications exceeds the available amount for a given period, then applications will be prioritized in the following manner:
  - i. Applicants who have received the least amount from the UMGSA conference grant program during their current degree.
- g. Once the applications are prioritized, conference grants will be awarded up to the budgetary threshold of that period. Remaining applications will not be awarded, but applicants will be able to re-apply.

#### 2. General Regulations

- a. Applicants must use the online UMGSA Conference Grant Application form. Applications for Conference Grants must be complete, or they will not be considered.
- b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
- c. Applicants are required to provide a basic translation into English of any foreign language documentation.

- d. The maximum amount available to an individual over the course of a degree program from the UMGSA conference grant program are as follows:
- e. \$500 over the course of a Masters program.
  - i. ii. \$1000 over the course of a Doctoral program.
- f. The maximum conference grant amounts available per application are as follows:
  - i. \$500.00 for conferences outside of Canada and the 48 conterminous states of the USA.
  - ii. \$300.00 for conferences within Canada or the 48 conterminous states of the USA.
  - iii. \$150.00 for conferences in the province of applicant residence.
- g. No Applicant may receive Conference Grants totaling in excess of \$500.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 within that period of a year.
- h. All Conference Grants submitted between April 18 to April 30 will be included in the
- i. The Finance Committee reserves the right to investigate and verify information provided by applicants.
  - i. Complete applications must be submitted online between 60 days prior to the first conference day and 60 days following the last conference day.
- j. The applicant must declare their city of residence as a part of their application.
- k. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
- l. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
- m. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student.
- n. Applications will not be accepted if conference attendance is part of a job interview process or in cases where the student will receive course credit for that attendance. With the exception of students in the artistic programs

### 3. Reimbursement Policy of Registration Fees for Virtual Conferences during the COVID-19 Pandemic. This clause is specifically in place because of the Covid-19 Pandemic.

In light of the pandemic, complete applications can be submitted on the first day of the conference and up to 60 days following the last conference day. The registration fees for virtual conferences will be refunded to a maximum of \$500.00, if an applicant is eligible. Thus, regulations 2e which specifies the maximum amounts for conferences at specific locations and 2k which outlines that attendance and presentations at web conferences will be treated as conferences in the applicant's city of residence will not be regarded at this time.

## II. Special Project Grants

1. The UMGSA makes funds equitably available for special projects and events which could potentially benefit a large number of the graduate student population at the University of Manitoba. These may include but are not limited to expenses related to hosting guest speakers, professional development workshops and graduate publications. Additionally, the UMGSA is an event sponsor as a funding contingency for special projects. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications.

Special Projects Grants cannot be used for:

- a. Socials
- b. Department publicity brochures
- c. Personal Funding for graduate students
- d. Travel to events
- e. Membership dues

2. Applications will be accepted throughout the year by the Finance Committee of the UMGSA and be reviewed as follows:

- a. Applications with proposals must be received no later than (1) week prior to the Finance Committee Meeting
- b. Committee Meeting
- c. In situations where the Finance Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled UMGSA Council Meeting.
- d. All applications must be received within four (4) months of the special project event.

3. All proposals for individual, organization or department grants shall be considered by the Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form. The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated. Any application that does not comply with the rules outlined in the Financial Policy Section will be rejected, with opportunity given to resubmit a compliant application to the Finance Committee.

- a. Special Project Grants of \$250.00 or less must submit all documents but will not be required.
- b. to present to the Finance Committee.
- c. Recommendation for grants greater than \$250.00 will require the applicant to present to the
- d. Finance Committee.
- e. The Finance Committee will formally approve Special Project grants of \$500 or less without
- f. presentations to Council

4. General Regulations:

- a. Applications for grants must be complete or they will not be considered.
- b. All applications with their proposals must include a budget that outlines all other sources of revenue and estimated expenses.
- c. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
- d. Recipients are required to provide a final budget within one month of the completion date stated in the application.
- e. Grants will not cover services already provided at the University.
- f. The maximum amount obtainable for any project is \$500.00.
- g. Grants may not be used for University departmental operating expenses. The cheques can only be issued directly to a University UMGSA-departmental bank account or a graduate student affiliated group bank account.
- h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the UMGSA in any publications, broadcasts or advertisements arising from that grant.

- i. Recipients of special project grants are required to send a brief report of the event to the Vice-President Finance and Administration within one (1) month of the event, to be included in the Vice-President Finance and Administration's next report to Council.
- j. The VPFA will request reports from Recipients within one month of the event, which will be included in the VPFA's next report to Council.
- k. The UMGSA will not use student funds for donations to external organizations but will help facilitate requests for fundraising.
- l. In unique situations, such as the death of a UMGSA student, the UMGSA Executive may decide on a donation, of no more than \$250.00 CAD, on behalf of the UMGSA. Donations of up to a maximum of \$500 may be recommended to Council for approval.

### III. Departmental Grants

1. Every departmental graduate students' association which is represented on UMGSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications must be submitted to the UMGSA Office no later than 4:00 pm on November 1st to receive the December disbursement, and on April 1st to receive the April disbursement. Late applicants shall be penalized according to the following guideline:
  - a. Applications one working day late shall be penalized 5%.
  - b. Applications greater than one working day late, but less than five working days late, shall be penalized 10%.
  - c. Applications greater than 5 working days late, but less than one full month late, shall be penalized 25%.
  - d. Applications greater than one full month late shall not be considered.
3. Completed application forms must include the following:
  - a. The departmental association's name as it appears on bank account records.
  - b. The name and address of the bank as it appears on bank account records.
  - c. The account number as it appears on bank account records.
  - d. The names of two officers with signing authority and the signature of the UMGSA departmental representative.
  - e. To qualify for the April disbursement, the departmental representative shall submit the following:
    - i. A report of expenditures and revenue up to March 1st of that fiscal year.
    - ii. A brief annual report of the association's events, activities and other business up to March 1st of that fiscal year.
  - f. The name of the UMGSA departmental Council representative(s) who attended "Consent Culture Training".
4. The Departmental Grant is calculated as follows for all departments:
  - a. \$20.00 per academic year for every graduate student paying student organization dues to the UMGSA and belonging to their departmental or program-based association.
  - b. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in April.
5. Enrollment statistics provided by the Faculty of Graduate Studies are used to determine the number of graduate students in each department. Enrollment figures as of September 30th will be used to calculate a projected fiscal enrollment. January 31st figures will be used as the actual enrollment for the fiscal year.

6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
  - a. The UMGSA departmental representative, or designated proxy, must attend at least three (3) of the five (5) UMGSA Council Meetings held from May to November inclusive, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
  - b. The UMGSA departmental representative, or designated proxy, must attend at least two (2) of the three (3) UMGSA Council Meetings held from December to March inclusive, in order to qualify for the April disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
  - c. The departmental representative, or designated proxy, must be a member of a standing committee of the UMGSA and attend at least two-thirds (2/3) of the committee's meetings. In the absence of two-thirds (2/3) attendance, the chair of the committee may recommend to consider committee obligations complete if the departmental representative, or proxy, has shown a dedication to the work of the committee. A 25% penalty shall be assessed for failing to meet the committee requirements.
7. Attendance is determined by signature on the attendance sheet available at every Committee, Council or General Meeting. The departmental representative, or designated proxy, must sign the attendance sheet to be eligible for a Departmental Grant.
  - a. In the event of additional meetings (e.g., General Meetings, Council Retreat) the ratio will be adjusted accordingly.
  - b. Attendance in a meeting is defined as being a minimum presence of 60% of the meeting time.
  - c. In the event of repeated late attendance and/or early departures from meetings, penalties will be assessed on a case-by-case basis by the Vice-President Finance and Administration.

#### IV. Awards

##### I. Graduate Teaching Award

1. The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to the teaching profession and graduate community.
2. Eligibility
  - a. Any member's thesis advisor, seminar or course instructor, or professor with whom the member has conducted research is eligible if:
    - i. The nominee is teaching or has taught a graduate level course during the current academic term.
    - ii. The nominee is not a registered student in the Faculty of Graduate Studies.
3. The award will include a cash prize of two hundred and fifty dollars (\$250.00 CAD), to be equally matched by the Faculty of Graduate Studies for a total of five hundred dollars (\$500.00 CAD), and a scroll given at Fall Convocation during the following academic year to commemorate the honour.

4. The Awards Committee will consider individuals who display a dedication to knowledge and sensitivity to their graduate students and the graduate student community.
5. Assessment
  - a. In order to properly assess the impact of the nominee, the Awards Committee requires that the nominating member provide the following:
    - i. One (1) completed Graduate Teaching Award Form.
    - ii. One (1) curriculum vitae that includes a selected list of graduate courses taught, a selected list of graduate students advised, and a selected list of graduate advisory committees.
    - iii. Two (2) letters of recommendation from current or former graduate students.
  - b. Assessment will be undertaken by the UMGSA Awards Committee.
6. Once an application has been successfully received by the UMGSA Vice-President Academic, all materials contained therein will be property of the UMGSA's Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
7. The Vice-President Academic will notify all candidates of the results within five (5) working days of the final confirmation provided by the Financial Aid and Awards Office.
8. Presentation
  - a. The UMGSA shall host an Awards Luncheon where the monetary portion of the award will be presented.
  - b. A scroll shall be given at the Fall Convocation of the following academic year.

## II. Graduate Student Awards

1. The UMGSA confers peer-to-peer recognition of members who are currently not recognized by the University of Manitoba Graduate Fellowship or any national awards or granting bodies, including but not limited to:
  - a. The Natural Sciences and Engineering Research Council (NSERC)
  - b. The Social Sciences and Humanities Research Council (SSHRC)
  - c. The Canadian Institutes of Health Research (CIHR)
  - d. The Manitoba Health Research Council (MHRC)
  - e. The Manitoba Graduate Scholarship (MGS)
2. The awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement.
3. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a UMGSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.
4. Recipients must be registered in the academic session for which the awards are tenable in order to accept the award.
5. Recipients must further meet the individual award criteria for the award applied for.
6. Master's Award



- a. Three (3) awards valued at \$11,000 CAD, \$8,000 CAD, and \$6,000 CAD will be offered for each of the first, second, and third place selected award winners who:
    - i. Are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's (not pre-Master's) program; and
    - ii. Will be registered as full-time Master's students for the academic year it is proposed for; and
    - iii. Have a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
    - iv. Do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
    - v. Have contributed to society through scholarship and community involvement.
7. Doctoral Award
- a. Two (2) awards valued at \$13,000 CAD and \$9,000 CAD will be offered for each of the first and second place selected award winners who:
    - i. Are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Doctoral program; and
    - ii. Will be registered as full-time Doctoral students for the academic year it is proposed for; and
    - iii. Have a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
    - iv. Do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
    - v. Have contributed to society through scholarship and community involvement.
  - b. Master's students who are entering a Doctoral program will be eligible pending acceptance to the program.
8. Part-Time Award
- a. One (1) award valued at \$3,000 CAD will be offered to the selected award winner who:
    - i. Is enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a Master's (not pre-Master's) or Doctoral program; and
    - ii. Will be registered as a part-time Master's (not pre-Master's) or Doctoral student for the academic year it is proposed for; and
    - iii. Has a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
    - iv. Does not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, UMGF]; and
    - v. Has contributed to society through scholarship and community involvement.
9. Assessment
- a. In order to properly assess the impact of the applicant, the UMGSA requires that the applying member provide the following by May 25th (If May 25th falls on a weekend or holiday, the application deadline is automatically extended to the next business day):

- i. One (1) completed Graduate Student Award Form that includes a Statement of Intent that demonstrates how, through dedication to scholarship and community, the student has bridged academic theory and social practice in order to better serve the local, national, and/or international community.
    - ii. One (1) curriculum vitae that outlines academic, employment and community service.
    - iii. One (1) letter of recommendation from the student's advisor or supervisor.
    - iv. One (1) letter of recommendation from a person of the student's choosing who can speak to their community involvement.
  - b. Assessment will be undertaken by the Awards Committee.
10. Once an application has been successfully received by the UMGSA Vice-President Academic, all materials contained therein will be property of the UMGSA Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
11. The Vice-President Academic will notify all applicants of the results within five (5) working days of the final confirmation provided by the Financial Aid and Awards Office.
12. The UMGSA shall host an Awards Luncheon where the successful applicants for the upcoming academic term will be recognized. The UMGSA invites UMGSA Award winners to present the developments in their research at the Awards Luncheon.

#### V. Emergency Grants

1. The UMGSA annually provides an Emergency Grants budget line for students who require assistance through its Emergency Grants Program.
2. The Faculty of Graduate Studies (FGS) will administer the Grants program on behalf of the UMGSA.
3. Emergency grants are available only to Graduate students currently registered in both their home faculties and in FGS.
4. Applicants will be awarded no more than \$200 within an academic year or the amount requested, whichever is lower.
5. Successful recipients will be contacted within 5-7 days by the UMGSA.
6. Grant applicants should complete the UMGSA Emergency Assistance Grant Application Forms administered at the UM Food Bank.
7. This policy will be reviewed annually or as required by the Bylaws and Policy Committee.
8. A memorandum of understanding (MOU) will be entered into between the UMGSA and FGS to guide the implementation of this policy.
9. FGS and the UMGSA will update their Graduate Financial Support web pages with information about this joint initiative.
10. The MOU can be reviewed by either party annually or as needed.

## APPENDIX 2

### Bylaws on credit cards

#### Credit Card and Signatory Restrictions

- The Association shall have no more than three credit cards for use as specified in this policy. Only the President, Vice President (Internal) and Vice President (Marketing and Events) shall have signing authority and use of the HSGSA credit cards.
- The HSGSA credit cards are only to be used in circumstances where a post- purchase or pre-purchase cheque or customer billing account cannot be used. This includes but is not limited to liquor purchases from the Manitoba Liquor Control Commission, air travel and food orders.
- Any unforeseen use of the credit card by the HSGSA executive is subject to review by the finance committee.
- The HSGSA credit cards are not to be used for the following:
  - i. personal purchases
  - ii. capital purchases
  - iii. general cash-flow of the HSGSA
  - iv. cash advances
- The HSGSA credit cards shall be restricted up to a maximum of \$5,000.
- All purchases exceeding \$350 must be pre-approved by the Finance Committee, unless they are already budgeted for or have a motion from full council.

All signing authorities for the HSGSA credit cards are personally responsible for the purchases on their specific HSGSA credit card.

All purchases must have their accompanying receipts and must be submitted to the President or Vice President Internal (HSGSA) within one month of the date issued.

The Vice President (Internal) must present a report on the activities of the HSGSA credit cards to each Finance Committee meeting and to full council when the annual budget is presented and reviewed.
- Any perceived misuse of the HSGSA credit cards by a signing authority shall be brought forward to the next full-council meeting for review. The signing authority of the member in question shall be immediately suspended until the full-council meeting.
- Any misspent funds from the HSGSA credit cards shall be repaid in full by the executive member who signed the receipt. The sum may be recovered through a reduction in the wages of the executive member.
- The HSGSA credit cards are to be kept in a secure locked location when not in use.