

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 and Postdoctoral Society (UMGPS) members outside the field of Health Sciences, primarily located at the Fort Garry Campus. The HSGSA operates as a part of the UMGPS, representing a subset of the UMGPS 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 UMGPS 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 UMGPS 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 Councilor 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 Finance and Administration
- iii. Vice-President Marketing and Communications.
- iv. Vice-President Academic and External Affairs
- v. Vice-President 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 UMGPS/HSGSA;
- iii. Misrepresentation of the UMGPS/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 UMGPS 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/UMGPS 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 UMGPS 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 UMGPS 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 External Affairs
- iv. Elections
- v. Executive
- vi. Finance
- vii. Internal Development and Review (IDR)

- viii. Marketing
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 (Finance and Administration): \$5,460.00 CAD
- c. Vice-President (Academic and External Affairs): \$5,460.00 CAD
- d. Vice-President (Events): \$5,460.00 CAD
- e. Vice-President (Marketing and Communications): \$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 UMGPS office.
5. Any changes to HSGSA 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 UMGPS. 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 UMGPS for review, the allocation amount will be reviewed annually by members of the HSGSA and UMGPS joint Bylaws Committees no later than one month prior to the January UMGPS 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 – HSGSA division definition in UMGPS bylaw

1. The organization for Health Science Graduate Students is officially known as the HEALTH SCIENCES GRADUATE STUDENTS' ASSOCIATION (HSGSA). The HSGSA shall be an Unincorporated Division of the UMGPS, with all the rights, responsibilities, and privileges granted by the UMGPS Bylaw pursuant to any other relevant agreements, policies, and regulations
- 2.

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 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 UMGPS joint Bylaws Committee;

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