

# HSGSA COMMITTEES POLICY AND PROCEDURE MANUAL

## Table of Contents

ARTICLE I – AMENDMENT PROCEDURES	2
ARTICLE II – RELEVANT BYLAWS	2
ARTICLE III – STANDING COMMITTEES	2
1. Bylaws and Policy	2
2. Events	3
3. Academic and Distinguished Lectureship	3
4. Elections	4
5. Executive	4
6. Finance	5
7. Internal Development and Review	5
8. External	7
ARTICLE IV – AD HOC COMMITTEES	7
ARTICLE V – EXTERNAL COMMITTEES WITH HSGSA REPRESENTATION	8

## ARTICLE I — AMENDMENT PROCEDURES

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

## ARTICLE II — RELEVANT BYLAWS

1. This Policy Manual applies to V.3 of the Association's Bylaws.

## ARTICLE III — STANDING COMMITTEES

- I. Bylaws and Policy Committee
  - A. Committee composition:
    1. Vice-President St. Boniface (Chair)
    2. President
    3. Vice-President Internal
    4. Vice-President External
    5. Vice-President Academic
    6. Vice-President Marketing & Events
    7. Four additional Council members
  - B. Mandate
    1. Develop and maintain all legislative documents for the Association.
    2. Develop and maintain the following:
      - a) Legislation (including the Bylaws and Policy Manuals).
      - b) Administration (including a Terms of Reference for Non-GSA Committees).
      - c) Develop and maintain all legislative documents for the Association.
    3. Present an annual review of the Bylaws and Policy Manuals at the March meeting of Council.
  - C. Meetings
    1. The committee will be organized in the Fall academic term and meet no less than once per term.
  - D. Reporting and Authority
    1. The Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Bylaws and Policy Committee activities.
    2. All changes to the HSGSA Policy Manuals require approval by the HSGSA Council, and all changes made to the HSGSA Bylaws require approval by the HSGSA Council and members at the HSGSA AGM.
- II. Events Committee :
  - A. The Committee will consist of:

1. Vice-President Marketing and Event (Chair)
2. President
3. Vice-President Internal
4. Vice-President External
5. Vice-President Academic
6. Vice-President St. Boniface (Co-chair)
7. Five members of Council

B. Mandate:

1. To organize and put on events including but not limited to social, sports, and other events put forth by the HSGSA. (some examples include TGIF, Movie Night, and Summer Event)
2. To organize and put on HSGSA Orientation services and events in the months of September and January.
3. The Events Committee will meet a minimum of once per term, depending on the need.
4. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Events Committee activities.

C. Form The Manitoba Student Health Research Forum (MSHRF) subcommittee of executives, councillors and volunteers. MSHRF provides a venue for health research trainees at RFHS to present their work, network and be recognized for the excellence of their contributions. The forum features research posters, awards for excellence, social events, as well as a one-day symposium on a cross-disciplinary scientific theme by some of the world's leading scientists in that field.

i. The committee will meet starting in the beginning of March, and will work in conjunction with the Associate Dean of Graduate Studies at the Bannatyne Campus.

ii. Meetings will be held as deemed necessary by the co-chairs of the committee.

iii. Subcommittee will be responsible for the following arrangements:

1. Setting up and attending the forum information booth.
2. Providing assistance to all students at the conference.
3. Coordinating graduate student social events.

iv. The HSGSA will provide \$200.00 to each of the recipients (number of awards depends on the funding available) of the MSHRF poster award.

v. The HSGSA will give out two Dr. Forough Khadem Memorial Awards in collaboration with Max Rady College of Medicine to one Masters and one PhD student.

III. Academic and Distinguished Lectureship Series Committee:

A. The Academic and Distinguished Lectureship Series Committee will be responsible for organizing at least two academic workshops annually, in addition to hosting Dr. Patrick Choy Distinguished Lectureship. This lectureship will involve inviting renowned health researchers to the University of Manitoba, aiming to enhance the university's exposure to cutting-edge and emerging research in health sciences.

The committee will also oversee candidate selection for the Dr. Patrick

Choy Distinguished Lectureship, as well as the organization of various academic events and workshops, including but not limited to Share Your Expertise workshops, Career development workshops, and Science Cafe sessions. Additionally, the committee will help with the selection process for awards like Graduate Student Excellence Award (GSEA), and associated awards - Dr. Patrick Choy Graduate Student Merit Award (GSMA) and HSGSA's GSMA (if allocated for that academic year).

- B. The Committee will consist of:
  - 1. Vice-President Academic (Chair),
  - 2. Vice-President External (Co-Chair),
  - 3. HSGSA President
  - 4. Four members of the Council.
- C. Meetings will be held at least twice a year as deemed necessary by the chair of the committee. The committee will also report back to the HSGSA Council regularly following meetings and seek Council approval on invited speakers.
- D. The committee will invite a distinguished speaker with broad interests as funds allow by October. The committee may wish to collaborate with the GSA, the office of Student Life, and various departments and faculties to explore the possibility of funding the visit of a speaker with research interests in Health Sciences.
- E. The Vice-President Academic in office shall compile the scores submitted by the GSEA Reviewers. The GSEA Award winners shall be approved by the newly elected HSGSA Executive committee through a motion.

#### IV. Election Committee

##### A. Membership

- 1. The Election Committee shall consist of:
  - a) Chief Returning Officer (CRO)
  - b) Three additional HSGSA Council members
- 2. No candidate for election may sit on the committee.
- 3. The election committee shall appoint a CRO from the committee or from the Council. The appointed CRO will chair the HSGSA elections committee and run the HSGSA elections. An honorarium of \$350 will be paid to the CRO upon completion of their term.

##### B. Mandate

- 1. The HSGSA General Election Committee shall be struck by Council no later than the January meeting of Council.
- 2. Operate as per the "Elections Policy and Procedure Manual."
- 3. The CRO for the HSGSA General Election shall have the duty to ensure the Election follows the policy and procedures outlined in the "Elections Policy and Procedure Manual."

##### C. Meetings

- 1. The Election Committee shall meet no later than the first Friday subsequent to the January meeting of Council to elect a CRO for the General Election.
- 2. Subsequent to the selection of a CRO for the General Election,

the Committee shall meet a minimum of once per week during the Election Period at times and dates to be established by the CRO of the Election

3. The CRO of the HSGSA Election shall liaise with the CRO of the GSA Election.

D. Reporting and Authority

1. The CRO of the HSGSA Election shall report the results of the Election at the meeting of Council immediately following the Election.

V. Executive Committee

A. Membership

1. President (Chair)
2. Vice-President Internal
3. Vice-President External
4. Vice-President Academic
5. Vice-President Marketing & Events
6. Vice-President St. Boniface

B. Mandate

1. Operate in accordance with the “Executive Policy and Procedure Manual.”
2. Review all documents to be submitted to Council.
3. Refer items to the relevant Committee when deemed appropriate.
4. Refer items directly to Council when deemed appropriate.
5. Set the agenda for each Council meeting.

C. Meetings

1. The Executive Committee shall meet a minimum of once per month.

D. Reporting and Authority

1. Where not explicitly outlined through the agenda, the Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.

VI. Finance committee

A. Membership

1. Vice-President Internal (Chair)
2. President
3. Vice-President Marketing & Events
4. Minimum of two additional HSGSA Council members

B. Mandate

1. Provide monthly reports to Council on the finances of the HSGSA.
2. Make policy recommendations regarding the “Finance Policy and Procedure Manual” and the design of all grant and donation application forms.
3. Ensure that:
  - a) All documents and forms published by the Committee are current to

the upcoming granting year.

- b) No discrepancies exist between applications and their governing subsections within the “Finance Policy and Procedure Manual.”

C. Meetings

- 1. The Finance Committee will meet in November and April, and may call meetings as needed.

D. Reporting and Authority

- 1. The Chairperson shall report to the Council at each scheduled meeting to provide an update on Finance Committee activities.

VII. Internal Development and Review Committee (IDRC)

A. Membership

- 1. The HSGSA IDRC membership shall reflect a broad spectrum of faculties with the greatest diversity of students.
  - 2. The IDRC shall be composed of six non-Executive members of the HSGSA Council.
  - 3. The IDRC Chairperson shall be the HSGSA President, except during the Executive Review, in which case a member of the Committee will be elected as the chairperson to oversee the review until completed.
- a) It is the responsibility of the President of the HSGSA to turn over all review documents to the Chairperson of the IDR Subcommittee by November 1 of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.
  - b) The appointed Chairperson will chair the HSGSA IDRC Subcommittee meetings. An honorarium of \$100 will be paid to the chair upon completion of their term.
  - c) It is the responsibility of the Chair of the IDR Subcommittee to turn over a summary of the HSGSA review documents (in PDF) to the President of HSGSA for circulation to council in both January and April of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.

B. Mandate

- 1. Address all matters requiring ethical consideration within the HSGSA.
  - 2. Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
  - 3. Form an Internal Development and Review Subcommittee to perform the bi-annual review of the current Executive.
- a) The IDR Subcommittee shall elect its own Chairperson from its membership.
  - b) The IDR Subcommittee shall perform the bi-annual review of the Executive, with special regard to attendance and participation.
  - c) Reviews are to occur twice a year “May to November and December to April” of the term under review.
  - d) Make recommendations to Council for the development and

maintenance of the review process.

- e) Obtain peer review reports from executives for both November and March reviews.

C. Meetings

1. The IDRC shall meet in October to form the IDR Subcommittee.
2. The IDRC shall meet in October to determine a meeting schedule for non-Subcommittee meetings for each academic term.
3. The Committee shall meet at least once per academic term plus additional as needed.
4. The IDRC shall determine its own meeting parameters and schedule.
5. Reporting and Authority

D. All information discussed at a committee meeting is considered confidential. The HSGSA Council is responsible for the release of any information.

1. The Chairperson of the IDRC shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
2. The Chairperson of the IDR Subcommittee shall present the IDR Subcommittee's findings as per the first review at the January meeting of Council of the Executive term under review.
3. The Chairperson of the IDR Subcommittee shall present the IDR Subcommittee's findings as per the second review at the April meeting of Council of the Executive term under review.
4. If a member of the HSGSA Executive has failed to fulfill their duties as outlined within the HSGSA constitution and by-laws, the HSGSA Council will vote upon a probationary period for the Executive member.

VIII. External Committee

A. Membership

1. Vice-President External (Chair)
2. President
3. Vice-President Academic
4. Vice-President Internal
5. Three members of the HSGSA Council

B. Mandate:

The purpose of the External Committee is to oversee the Dr. Ed Kroeger Mentorship Award, HSGSA Travel Award, HSGSA Parental Leave bursary and HSGSA Continued Extended education/External Training Subsidy, along with other HSGSA advocacy-related affairs.

C. The Dr. Ed Kroeger Mentorship Award: This mentorship Award is to recognize professors who have served as noteworthy Mentors.

- a) The External committee will start working on the mentorship award in the month of March.
- b) The External Committee will call for nominations annually, with the deadline being April 1.

D. Nominations will remain anonymous, and the information submitted will be considered confidential.

- a) Nominations of professors shall include a brief paragraph/story detailing why the candidate should receive the award, along with a completed nomination form (Appendix II).
  - b) Successful candidates shall not qualify to win the award more than once in order to recognize other exceptional professors.
  - c) The External Committee will have the results finalized by the end of April, with approval from the External committee through a motion. Once approved, the name of the award recipient is to be submitted to the Assistant Dean of the Faculty of Graduate Studies (based at Bannatyne Campus) for presentation of the award at the Manitoba Student Health Research Forum (MSHRF).
- E. The application package for HSGSA Travel Award, HSGSA Parental Leave bursary and HSGSA Continued Extended education/External Training Subsidy will be reviewed and evaluated by the External Committee. The award/bursary/subsidy recipient(s) shall be approved by the External committee through a motion.
- F. The External committee will meet once per term in Fall and Winter; and may call meetings as needed.

#### ARTICLE IV – AD HOC COMMITTEES

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

#### ARTICLE V – EXTERNAL COMMITTEE MEMBERSHIP

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



- i. Vice-President Internal of HSGSA (ex-officio)
- f. Bio-safety Advisory Committee
  - i. Vice-President Academics of HSGSA (ex-officio)
- g. UMGSA Committee Membership
  - i. UMGSA council
    - a. President of HSGSA (ex-officio)
  - ii. UMGSA Executive Committee
    - a. President of HSGSA (ex-officio)
  - iii. UMGSA Governance and Strategy Committee
    - a. Vice-President St. Boniface of HSGSA
  - iv. UMGSA External Affairs
    - a. Vice-President External of HSGSA
  - v. UMGSA Awards Committee
    - a. Vice-President Academics of HSGSA
  - vi. UMGSA Internal Development & Review Committee
    - a. HSGSA IDRC Chair
  - vii. UMGSA Finance Committee
    - a. Vice-President Internal of HSGSA
  - viii. UMGSA Elections Committee
    - a. HSGSA CRO
  - ix. UMGSA Services and Support
    - a. Vice-President Marketing & Events of HSGSA
- i. Additional committees (not listed above) are highly likely.