PGSS
Post-Graduate Students’ Society
McGill University, Montreal

The “How-To and Must Know” for your
Post-Graduate Student Association (PGSA)
2017-2018

Financial Affairs Officer, finance.pgss@mail.mcgill.ca
Internal Affairs Officer, internal.pgss@mail.mcgill.ca
Environment Commissioner, Environment.pgss@mail.mcgill.ca
Academic Affairs Officer, academic.pgss@mail.mcgill.ca
Plan for today

- **Financial Affairs Officer**
  - PGSLF
  - Grants Program

- **Internal Affairs Officer**
  - Tickets
  - Events
  - TH rentals and room bookings
  - Communication

- **Environment Commissioner**
  - Sustainable projects
  - Best practices within your PGSA

- **Academic Affairs officer**
  - Committee representation
PGSS Governance Documents

- Bylaws
- Society Activities Manual (SAM)
- Corporate Operations Manual (COM)
- Policies / Positions
- Contracts

PGSAs are on the Society side of the PGSS, therefore are mostly dealing with the Bylaws and the Society Activities Manual.
Accessing your Post-Graduate Student Life Fund
Purpose  (SAM Chapter 14, Section 2, point 1)

- To fund the activities of recognized Post-Graduate Student Associations (PGSAs)
- The funds are allocated to PGSAs for activities and events for graduate students and postdoctoral scholars of that respective PGSA.

- Eligibility: all recognized PGSAs are eligible to receive PGSLF funding.
The per-student fee is paid by PGSS members, and shall be allocated to PGSA's according to the fees paid by the members according to data provided by McGill.

- Fees paid by post-doctoral students will be allocated 25% to the APF and 75% to their program-associated PGSA.

In order for the PGSS to release the full amount of funds allocated to a PGSA, the PGSA must complete and submit the Online Tutorial for Funds Transfer (OTFT) at the start of the year. ([https://pgss.mcgill.ca/en/event/270](https://pgss.mcgill.ca/en/event/270))

If a PGSA requests that the total amount of funds allocated to them be administered by the PGSS, the PGSA will have to submit an expense form for all events or activities funded by the PGSLF.

The amount accorded to each PGSA shall be calculated in October and February of each school year according to enrolment data.
Regulations  (SAM Chapter 14, Section 2, point 3.2)

- If the PGSS is administering your PGSAs PGSLF, the PGSA will have to submit an expense form at least fifteen (15) days prior to the start of the activity.
- All activities must comply with federal, provincial, and municipal laws, McGill regulations, and PGSS rules and regulations.
- All activities must be properly insured.
- Any activity involving alcohol must have a valid liquor permit and McGill Server Trained servers. If the event takes place in an establishment with a liquor permit, the appropriate rules regarding that establishment shall prevail.
- PGSLF cannot be used to buy alcohol for off-campus events and activities that are not held in a licensed establishment.
- For each event and activity, each PGSA must have a designated person who takes full responsibility for satisfying PGSLF regulations and for ensuring the event respects PGSS regulations.
Reimbursements (SAM Chapter 14, Section 2, point 3.3)

- Funds shall be disbursed upon receipt of sufficient acceptable receipts.
  - Receipts required to be delivered to the PGSS within 2 weeks of the end of the event.
- Any applicant found to have made an application under false pretenses will be required to immediately return funds disbursed.
- No transfer of money between the PGSS and a personal bank account.
- Disbursement of funds will not exceed the total amount of the PGSA account.
The Grants Program
Purpose

(SAM Chapter 14, Section 1, point 1.1)

“The Grants Program aims to provide financial aid to projects of a non-profit nature initiated by and for PGSS regular members.”
Eligibility *(SAM Chapter 14, Section 1, point 2.1)*

- PGSS members must be responsible for the organization of the project.
- Must have a specific time frame & request for funding >30 days prior to date.
- **NO PROFIT.** Budget must be balanced.
- Project must have an academic or philanthropic objective, or contribute to the betterment of the PGSS community.

Community. *Academic projects include,* for example, symposia, conferences, lectures, workshops, excursions, and competitions. *Philanthropic projects include,* for example, such activities as disaster relief or food/clothing drives (note that funds are to be used to organize the activities, not to contribute to the charitable cause itself);
Eligible expenses *(SAM Chapter 14, Section 1, point 2.2)*

- Promotional material for the project.
- Rental of the event venue.
- Rental of audio/visual equipment.
- Food and non-alcoholic beverage costs.
- Reimbursement for reasonable transportation costs associated with the event.
Ineligibility (SAM Chapter 14, Section 1, point 2.1)

- Projects that violate the PGSS rules or regulations, or McGill University rules or regulations.
- Projects already funded by the PGSS (except through the PGSLF)
- Projects from organizations funded by the PGSS or by a non-PGSS fee levy upon PGSS regular members.
- Projects that financially remunerate their organizers.
- Projects for which organizers receive course credit.
- Projects that have recruitment or proselytizing goals.
- Projects that have an end date that is not within 6 months of the granting period.
Ineligible expenses (SAM Chapter 14, Section 1, point 2.2)

- Alcoholic beverages.
- Gifts, prizes, honoraria (except for those for featured invitees, ex: guest speakers).
- Renovations, additions, modifications, or construction of McGill buildings.
- Purchase or maintenance of equipment.
- Contributions to political parties, political campaigns, political interest or advocacy groups.
- Expenses related to the fulfillment of academic or employment requirements.
Other points to consider (SAM Chapter 14, Section 1, point 2.1)

- If the event hosts non-PGSS participants, PGSS members must inherently benefit from the event taking place.
- Activities may receive logistic and financial support from the University, but cannot be initiated or organized by them.
- Events that physically take place on one of McGill’s campuses (or in an environment that does not exist on one of the campuses) will take precedence.
- Projects may not recreate any existing services within McGill or PGSS.
- The CMA will prioritize novel projects.
Administration of Grants  (SAM Chapter 14, Section 1, point 3)

- Applications due at 11:59pm on the fifteenth (15\text{th}) of every month.
- CMA determines whether or not a project is eligible. Decisions for funding are made within two weeks of the deadline.

Disbursement of funds  (SAM Chapter 14, Section 1, point 4)

- PGSS reimburses expenses up to the granted amount once we have received your receipts.
- Receipts must be delivered to the PGSS within two (2) weeks of the end of the project.
PGSA Sustainability Training

September 2017
What do you know about sustainability at McGill?
Sustainability at McGill: not just about recycling!

“working together toward a shared vision for a flourishing future in a manner that integrates social, economic, and environmental dimensions”
McGill Office of Sustainability (MOOS)

**MISSION:**

• The McGill Office of Sustainability provides the **strategic guidance, support, and resources** to transition McGill into an institutional model of sustainability for society.

• In partnership with **students, staff, and faculty**, we advance McGill’s vision for sustainable research, education, connectivity, operations, and governance.
McGill’s Sustainability Strategy – Vision 2020

WHERE IT’S FROM:
• Approved in the spring of 2014.
• More than 1,500 McGillians participated in the process.

WHAT IT’S ABOUT:
• 2014-2016: 1 vision, 23 goals, 14 priority actions across five categories:
HIGHLIGHTS

• Sustainability-related research is everywhere at McGill: Green chemistry, biofuels, impacts of climate change, integrated management approaches, global food security, etc.

• Over the past 5 years, sustainability-related research at McGill has secured more than $270 million of funding in national competitions and produced more than 4,000 peer-reviewed publications.

• Sustainability is a core commitment in McGill's Strategic Research Plan.

• A Sustainable Labs Working Group is engaging relevant faculty, staff, and student groups.

LOOKING FORWARD

• McGill will provide $2 million per year over the next 5 years to advance sustainability sciences across a range of disciplines.
HIGHLIGHTS

• Each year, McGill’s dining halls serve more than **30,000 kilos of produce, 3,000 kilos of beef, and 135,000 eggs** produced on the Macdonald Campus Farm.

• With the **edible campus partnership**, vegetables grown beside the Burnside Building are supplied, via Santropol Roulant, to **hundreds of households in need** in the Montreal area.

• Since 2010, Lower Campus is established as a **pedestrian zone**, eliminating 150 parking spaces and creating welcoming spaces.

• Since 2014, ECOLE acts as a **physical hub** for sustainable living, applied student research, and community-building.

LOOKING FORWARD

• McTavish Street will be redeveloped into a pedestrian-friendly corridor that showcases best practices in sustainable urban planning.
HIGHLIGHTS

- More than **$19 million** have been invested in **energy-saving projects**.
- Since 2002-2003, McGill has **reduced its GHG emissions by 33%** and its energy intensity by 23%.
- Life Sciences Complex earned a **LEED gold certification** from the Canada Green Building Council.
- Sustainability has been included as a **fundamental principle** in the University’s Procurement Policy and a 5-year **Sustainable Procurement Strategic Plan** has been developed.

LOOKING FORWARD

- Close to **$27M** investments are identified in the upcoming Five-Year Energy Management Plan (2016-2021) to further reduce GHG emissions from stationary combustion and energy intensity by 38% and 27% respectively.
- All new constructions and most of the major renovation projects at McGill will be certified LEED Silver at minimum.
A tool for implementation: the Sustainability Projects Fund (SPF)

- One of the largest funds in North American universities dedicated to sustainability.
- Based on a partnership between students and the administration.
- Since 2010, $4.8 million has been allocated.
- Over 160 projects were funded to catalyse a culture of sustainability at McGill.

Student Contribution ($0.50/credit) + Administration Match = $850,000+/year
Some of the many SPF projects

- TH community gardens
- Family Resources Coordinator
- Racialized Student Support Project
- Spin Bike Gardens
- Plate Club
- McGill Feeding McGill
- LEEDing Change
Choose between Over $5,000 or Under $5,000 Application Forms depending on the size
What’s coming up for MOOS

- Launch of Vision 2020 in September
- SPF Referendum in the fall, Ambassadors
- Sustainable Event Guide + Certification
- Sustainable Workplace Certification
- Sustainable Labs Checklist
- Staff engagement programs
- Campus tour
Where do you fit in?
PGSS
Post-Graduate Students’ Society
McGill University, Montreal

Academic Affairs Officer
A bridge between University and employment Market

Develop strong leadership skills

Acquire policy making and governance skills

Networking opportunities

Social life outside the lab and classroom

Positive impact McGill and the community

Share ideas Help your research

Why should I be involved in PGSS?

A bridge between University and employment Market
• As a student organization, the success of PGSS fully relies on the involvement of its members as representatives to serve on all the committees.

• As members of the PGSS, if you do not get yourselves involved in the organisation that represents you, you are missing the chance to represent yourself!

• Please join us at the PGSS, to improve your graduate study life to ensure the success of PGSS.
Graduate study is a very lonely process, can be one’s either best or worst time.
Graduate student success relies on quality of supervision, mentoring and on the capacity to properly handle stress.

Academic Affairs committee

Library improvement committee
1. How to develop supportive and respectful relationships between graduate students and their academic supervisors.

2. How to improve the quality of graduate student supervision and make it as an institutional priority.

3. How to develop effective means by which graduate students can report their concerns regarding supervision.

4. How to empower graduate students by providing meaningful professional development and training opportunities.

5. How to connect graduate students with professional development and career educational opportunities.

6. How to develop effective transition mechanisms for graduate students to face the job market.

7. How PGSS can take a leadership role in addressing the academic needs of graduate students.
There are no perfect individuals but together we can create a perfect team

Please join us at the PGSS:
- Improve your graduate studies
- Ensure PGSS represents your voice
- Make a difference.

Thank you for your attention!
Internal Affairs Officer
IAO

Hosting events on and off campus.
TH rentals and boardroom bookings.
Department events.
Movie Screenings.
Reserve tickets
PGSS Events/Tickets throughout the year.
Newswire submission. Platforms to communicate?
Reserve the date and time with PGSS House Manager - Bliss Ward
(hm.pgss@mail.mcgill.ca)

Boardrooms - Book at least one week prior to your event.

Pay your bill - by cheque, credit card or internal transfers

Outstanding invoices = No further bookings allowed

For Internal transfer, send the FAO a copy of the Thomson House Invoice and a PGSLF expense form.
FOR EVENTS OFF-CAMPUS

- Licensed establishments (restaurants, bar or hotel)
- Obtain an appropriate liquor permit from the *Regie des Alcohol courses et jeux du Québec*.
- No promotion of any alcohol, and no advertising of BYOB on campus.
- An event with alcohol can be held in a public space (only municipal parks and beaches) without an alcohol permit as long as there is food with the alcohol at the event.
FOR EVENTS ON CAMPUS

- Meet all the McGill Criteria for room booking:
  http://www.mcgill.ca/eventsbookings/guidelines

- Obtain an Alcohol Permit from McGill or an appropriate liquor permit of the regie des Alcohol courses et jeux du Québec.

- Fill expense form and attach a copy of the Alcohol Permit.

- With McGill Alcohol Permit, you have to buy all your alcohol through McGill.
DEPARTMENT EVENT

McGill will let most departments use the McGill alcohol permit for a graduate student event in their own department.

Conditions and Procedures

- Needs to be a Department Event
- At Least one member of the faculty present
- Alcohol from Department
- See your program coordinator to see if your department offers that permit and any internal/department procedures.
Booking requests may be made online [http://www.thomsonhouse.ca/contact/](http://www.thomsonhouse.ca/contact/).

Members’ Events will be charged for spaces (Ballroom, Basement, Weekend Bookings, bookings outside of normal hours, or bookings over two (2) hours in length for Boardrooms or Lounges) at a reduced rate.
MOBILE SCREENINGS

Contact McGill Copyrights before. McGill Library offers

- Criterion on demand (http://mcgill.worldcat.org/oclc/946570973)
- Kanopy (http://mcgill.worldcat.org/oclc/775397924)
- In addition, McGill has a blanket license with Audio Cine Films (see here for a catalogue: https://acf-film.com/en/index.php)
RESERVING TICKETS FOR YOUR PGSS

- PGSAs can reserve tickets for trips/ Nutcracker/ La ronde/ botanical, etc, or even for some major social events, like Halloween.
- Contact info.pgss to reserve your tickets.
- You can file an expense form and make an internal transfer.
NEWswire Submission


- If you wish for a submission to be included for multiple weeks, you must re-submit it each week. (commenting in the notes is not sufficient).

- Due to the high volume of submissions, approximately 10 will be chosen for each listserv publication. Preference will be given to Society Announcements.

- Maximum 50-60 words.

Please see the PGSS Facebook group for more advertising opportunities.
COMMUNICATION CHANNELS

For all VP Communication/Internal/Social
✓ platform to communicate?
✓ Slack, Facebook, Emails?

PGSA Awards/Thomson House Day