

## **Post-Graduate Students' Society Society Activities Manual**

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## **Table of Contents**

<b>Chapter 1: Officers</b> .....	<b>4</b>
Section 1: Officers and Executive Committee .....	4
Section 2: Secretary-General .....	6
Section 3: External Affairs Officer.....	6
Section 4: Academic Affairs Officer .....	7
Section 5: Financial Affairs Officer .....	7
Section 6: Internal Affairs Officer.....	8
Section 7: Member Services Officer .....	8
<b>Chapter 2: Commissioners</b> .....	<b>9</b>
Section 1: Commissioners.....	9
Section 2: Equity and Diversity Commissioner .....	10
Section 3: Environment Commissioner .....	10
Section 4: Health Commissioner .....	11
Section 5: Member Support Commissioner .....	11
<b>Chapter 3: Executive and Commissioner Reports and Work Plan.....</b>	<b>11</b>
<b>Chapter 4: Council.....</b>	<b>12</b>
<b>Chapter 5: Committees of Council.....</b>	<b>15</b>
Section 1: Standing and Special Committees .....	15
Section 2: Governance Committee (GC).....	17
Section 3: Policy and Structure Advisory Committee (PSAC) .....	17
Section 4: External Affairs Committee (EAC) .....	18
Section 5: Academic Affairs Committee (AAC).....	18
Section 6: Committee on Monetary Affairs (CMA).....	18
Section 7: Internal Affairs Committee (IAC).....	19
Section 8: Elections Committee (EC) .....	19
Section 9: Equity and Diversity Committee (EDC).....	19
Section 10: PGSS Environment Committee (PEC) .....	20
Section 11: Sustainability Committee (StC).....	20
Section 12: Health and Wellness Committee (HAWC) .....	20
Section 13: Committee for Member Support (CMS) .....	21
Section 14: Council Steering Committee (CSC) .....	23
Section 15: Executive-Commissioner Committee (ECC).....	23
<b>Chapter 6: PGSS Caucuses</b> .....	<b>23</b>

Section 1: Family Care Caucus (FCC) .....	23
Section 2: International Students Caucus (ISC) .....	24
<b>Chapter 7: University and Other Committees .....</b>	<b>25</b>
Section 1: Representatives on University Committees .....	25
Section 2: PGSS Library Improvement Fund Committee (PLIFC) .....	25
<b>Chapter 8: Rules of Order .....</b>	<b>26</b>
<b>Chapter 9: Elections, Referenda and Petitions .....</b>	<b>27</b>
Section 1: Preamble .....	27
Section 2: Timetable for the Nominations and Referenda Questions .....	27
Section 3: Referenda.....	28
Section 4: Nominations of Candidates and Referendum Option Committee Chairs .....	29
Section 5: Referendum Option Committees (ROC) .....	29
Section 6: Withdrawal and Disqualification of Candidates or Chairpersons .....	30
Section 7: Post-Nomination Period.....	30
Section 8: Scheduled Debates .....	30
Section 9: Campaign and Campaign Period .....	30
Section 10: Election and Referenda Campaigning .....	31
Section 11: Cost of Campaigning .....	32
Section 12: Voting and Voting Period .....	32
Section 13: Rules Governing Electronic Balloting .....	33
Section 14: Rules Governing By-elections .....	33
Section 15: Invalidation .....	33
Section 16: Election and Referendum Voting Systems .....	34
<b>Chapter 10: Recognition of PGSAs.....</b>	<b>34</b>
<b>Chapter 11: Appointments Board (AB).....</b>	<b>35</b>
<b>Chapter 12: Lottery System .....</b>	<b>36</b>
<b>Chapter 13: Judicial Board .....</b>	<b>37</b>
<b>Chapter 14: Funding Programs .....</b>	<b>38</b>
Section 1: Grants Program .....	38
Section 2: Post-Graduate Student Life Fund .....	41
Section 3: Member Legal Support Fund .....	44
<b>Chapter 15: Equity and Diversity .....</b>	<b>46</b>
<b>Chapter 16: Amendment of the Society Activities Manual.....</b>	<b>47</b>

# Chapter 1: Officers

## Section 1: Officers and Executive Committee

1. Purpose
  - 1.1 The purpose of the Executive Committee is set out in the Society Bylaws.
2. Authority
  - 2.1 The nature of the authority of the Executive Committee is within the area of administration (implementation and coordination).
  - 2.2 The Executive Committee shall retain all the powers of Council in between Council meetings, with the following limitations:
    - 2.2.1 The Executive shall not modify any action taken by Council.
    - 2.2.2 All decisions made by virtue of this delegation of authority shall be ratified at the next meeting of Council.
    - 2.2.3 The Executive shall not enact, amend or repeal Society Policies.
    - 2.2.4 The Executive shall not enact, amend or repeal Society Bylaws.
    - 2.2.5 The Executive shall not approve or amend the Society Budget.
3. Rights and Responsibilities
  - 3.1 The Executive Committee shall be responsible for the:
    - 3.1.1 Implementation of Society policies.
    - 3.1.2 Coordination of Society activities (events, campaigns, lobbying, research, communication, etc.).
    - 3.1.3 Representation of the Society to external bodies (University, groups with which the Society is affiliated, etc.).
    - 3.1.4 Administration of the Society Budget.
    - 3.1.5 All responsibilities delegated by Council.
  - 3.2 The Executive Committee shall uphold the governing documents of the Society.
  - 3.3 The Executive Committee shall implement and act in accordance with any directives of the Society membership decided through general meetings, referenda or by Council.
  - 3.4 The Executive Committee shall oversee the administration of the finances of the Society and the implementation of the policies of the Society.
  - 3.5 The Executive Committee may delegate such of its duties and responsibilities, as it may deem expedient for the conduct of its affairs of the Society. However, the Executive shall continue to be responsible for their individual and collective duties until such time as they relinquish their positions. The Executive shall be responsible to the Council. The Executive shall act in accordance with any decisions of that body.
4. Composition
  - 4.1 The composition of the Executive Committee shall be:
    - 4.1.1 Secretary-General.
    - 4.1.2 External Affairs Officer.
    - 4.1.3 Academic Affairs Officer.
    - 4.1.4 Financial Affairs Officer.
    - 4.1.5 Internal Affairs Officer.
    - 4.1.6 Member Services Officer.
5. Qualification and Term of Office
  - 5.1 Officers shall be elected in accordance with the procedures specified herein.
  - 5.2 The term of office shall be as defined by Bylaw.

6. Resignation and Removal from Office
  - 6.1 An Officer who wishes to resign shall submit a letter of resignation to the Executive Committee, and such resignation shall not be valid until accepted by a resolution of the Executive Committee and ratified by Council. The Executive Committee shall not unduly refuse to accept such a resignation.
  - 6.2 Officers who cease to be regular members of the PGSS shall be considered to have delivered their resignation.
  - 6.3 Officers absent from four (4) consecutive regular Executive Committee meetings without valid reason shall be deemed to have delivered their resignations. Valid reasons for an absence shall include PGSS business, illness or bereavement.
  - 6.4 An Officer may be removed from office in accordance with the procedures specified in PGSS Bylaws.
7. Meetings of the Executive Committee
  - 7.1 Meetings of the Executive Committee shall be open to all regular members of the PGSS and to PGSS employees unless otherwise decided by a majority of the Officers present.
  - 7.2 The Executive Committee shall meet at least twice (2) per month. One (1) week notice shall be required for all meetings; however, no notice is required if all the Officers give written consent.
  - 7.3 Executive Committee meetings may be formally called by:
    - 7.3.1 The Secretary-General.
    - 7.3.2 A resolution of the Executive.
    - 7.3.3 At least four (4) Officers in writing to the entire Executive Committee.
8. Quorum
  - 8.1 Quorum shall be as defined in Bylaw.
9. Rules of Procedure
  - 9.1 The rules of procedure of the Executive Committee shall be as defined in Bylaw.
  - 9.2 The Executive Committee may enact, amend or repeal any additional rules of procedure as it sees fit to allow it to operate effectively.
10. Voting
  - 10.1 Voting of the Executive Committee shall be as defined in Bylaw.
11. Minutes
  - 11.1 Minutes of Executive Committee meetings shall be made available to any regular PGSS member upon request of that member received in writing.
12. Reporting
  - 12.1 Each Officer shall report to each meeting of the Council.
  - 12.2 Officers, either individually or collectively, shall present to the Annual General meeting of the Society a report detailing their activities and those undertaken by the Society during the previous year.
13. Remuneration
  - 13.1 Remuneration of Officers shall be as defined in Bylaw.
14. Leaves of Absence
  - 14.1 Subject to the approval of the Executive Committee, an Officer may be granted leaves- of-absence for a period of up to thirty (30) calendar days during their term in office. Such approval shall not be unreasonably withheld.
15. Evaluation
  - 15.1 Officers shall be evaluated on a regular basis to determine if they are working towards fulfilling the policies and goals set by Council. This will be accomplished on the basis of the work plan to measure whether the specific ends of the Society have been met and the extent to which Officers are fulfilling their individual and collective duties.

## **Section 2: Secretary-General**

1. Duties of the Secretary-General
  - 1.1 Representation
    - 1.1.1 Oversee public relations of the PGSS.
  - 1.2 Be a voting member of all PGSS committees except the Governance Committee.
  - 1.3 Represent the PGSS to other bodies, student associations and individuals within the University.
  - 1.4 Be a representative of the PGSS to the McGill Senate.
  - 1.5 Be a representative of the PGSS to the McGill Board of Governors.
  - 1.6 Be responsible for maintaining a Policy and Positions Manual.
2. Executive Committee
  - 2.1 Ensure communication amongst Officers.
  - 2.2 Support the activities of other Officers where needed.
  - 2.3 Chair Executive Committee meetings.
  - 2.4 Prepare agendas for the Executive Committee and meetings with university representatives.
  - 2.5 Ensure that all rules and regulations set out in PGSS governing documents are followed.
3. Governing Documents
  - 3.1 Oversee updates to the PGSS' governing documents.
  - 3.2 On a monthly basis, verify that the PGSS' governing documents are up to date.
  - 3.3 Be responsible for forwarding any amendments to the governing documents that have passed first reading to the Governance Committee, where applicable.
4. Other Duties
  - 4.1 In the absence of the CRO, retain all the duties and responsibilities of that position.
  - 4.2 Maintain a portfolio handbook for the incoming Secretary-General.
  - 4.3 Organize an orientation in October for members of the Council.

## **Section 3: External Affairs Officer**

1. Duties of the External Affairs Officer
  - 1.1 Representation
    - 1.1.1 Represent the PGSS at all meetings of student associations of which the PGSS is a member and at all meetings with other student associations.
    - 1.1.2 Work with other student associations to build a coalition within the Quebec student movement.
  - 2.1 Communication
    - 2.1.1 Represent the PGSS at all meetings of student associations of which the PGSS is a member and at all meetings with other student associations.
  - 3.1 Campaigns
    - 3.1.1 Be responsible for effectively communicating and implementing relevant programs and research projects that are consistent with the policies and positions of the PGSS, and that are developed in collaboration with groups of which the PGSS is a member and with other student associations.
  - 4.1 Other duties
    - 4.1.1 Maintain a portfolio handbook for the incoming External Affairs Officer.

## **Section 4: Academic Affairs Officer**

### **1. Duties of the Academic Affairs Officer**

- 1.1 Representation
  - 1.1.1 Ensure that the PGSS is represented at University committees and governing bodies.
  - 1.1.2 In the absence of PGSS representatives on the McGill Senate Committees, retain all the duties and responsibilities of those positions.
  - 1.1.3 Be a representative of the PGSS to the McGill Senate.
- 1.2 Recruitment to University bodies
  - 1.2.1 Ensure full recruitment for University committees.
  - 1.2.2 Ensure that the names and contact information of PGSS representatives to University governing bodies are recorded and kept on file.
- 1.3 Coordination
  - 1.3.1 Ensure regular communication among PGSS representatives to University governing bodies.
  - 1.3.2 Support PGSS representatives to University governing bodies in their duties.
  - 1.3.3 Ensure that representatives to University governing bodies submit reports summarizing the work and deliberations of the body on which they sit after each meeting, and an annual report.
  - 1.3.4 Meet and coordinate with all of the representatives to the McGill Senate.
- 1.4 Communication
  - 1.4.1 Ensure that PGSS members are well informed about decisions taken at University governing bodies.
  - 1.4.2 Ensure that PGSS members are well informed about decisions taken at meetings of Senate.
- 1.5 Campaigns
  - 1.5.1 Be responsible for effectively communicating and implementing relevant programs and research projects that are consistent with the policies and positions of the PGSS related to academic affairs.
- 1.6 Other duties
  - 1.6.1 Maintain a portfolio handbook for the incoming Academic Affairs Officer.
  - 1.6.2 Chair the PGSS Library Improvement Fund Committee.

## **Section 5: Financial Affairs Officer**

### **1. Duties of the Financial Affairs Officer**

- 1.1 Monitoring
  - 1.1.1 Be responsible for monitoring all financial matters of the PGSS including fund balances, account balances, loan status and adherence to payment schedules, and investment status.
  - 1.1.2 Present quarterly reports to Council, including budget updates and forecasting, and financial position of the Society.
- 1.2 Accounting
  - 1.2.1 Regularly check the ledgers, receipts, deposit books and other financial records, and ensure that they conform to generally accepted accounting principles.

- 1.2.2 Disburse the funds of the PGSS in accordance with the duly approved budget and the financial regulations set out in governing documents.
- 1.3 Budgeting
  - 1.3.1 Prepare the PGSS' annual budget and budget amendments in accordance with the procedures set out in governing documents.
  - 1.3.2 Present to Council the portions of the PGSS budget within its purview following procedures set out in governing documents.
- 1.4 Finance
  - 1.4.1 Secure financing for duly approved PGSS initiatives.
  - 1.4.2 Optimize the PGSS' investments and loans.
- 1.5 Other duties
  - 1.5.1 Chair of the Committee on Monetary Affairs.
  - 1.5.2 Maintain a portfolio handbook for the incoming Financial Affairs Officer.

## **Section 6: Internal Affairs Officer**

### 1. Duties of the Internal Affairs Officer

- 1.1 Activities
  - 1.1.1 Organize social, cultural and other community-building activities of interest to PGSS regular members.
  - 1.1.2 Be responsible for all aspects of the PGSS orientation program.
  - 1.1.3 Organize Councillor specific events – networking, socializing, facilitating discussion, deliberating on relevant matters, brainstorming, articulating concerns, workshops.
  - 1.1.4 Organize speaker series and/or workshops.
  - 1.1.5 Coordinate the implementation of other duly approved events required by other Officers for the fulfillment of their office.
- 1.2 Communication
  - 1.2.1 Be responsible for advertising and marketing PGSS events to the membership, and, where applicable, to the public.
  - 1.2.2 Consult PGSS regular members regularly for feedback and recommendations on internal affairs activities.
  - 1.2.3 Maintain regular contact with all Post-Graduate Students' Associations (PGSAs), including holding at least one PGSA conference per year.
- 1.3 Recruitment to PGSS committees
  - 1.3.1 Actively recruit representatives to PGSS committees.
  - 1.3.2 Ensure that the names and contact information of all PGSS committee members are recorded and kept up to date.
- 1.4 Other duties
  - 1.4.1 Maintain a portfolio handbook for the incoming Internal Affairs Officer.
  - 1.4.2 Be responsible for the process of PGSA recognition.

## **Section 7: Member Services Officer**

### 1. Duties of the Member Services Officer

- 1.1 Services
  - 1.1.1 Coordinate with the PGSS staff on the management of all the member services for the Society, including administration of class offerings, Grants Program, Member Legal Defence Fund, the Health and Dental Insurance Plan, and PGSS annual handbook.

- 1.1.2 Be an advocate for members on matters related to University student services, and campus-wide student organizations.
- 1.1.3 Be a member of the McGill Committee on Student Services.
- 1.1.4 Be an ex-officio member of the Committee for Member Support (CMS).
- 1.2 Communication
  - 1.2.1 Consult Society members regularly for feedback and recommendations on services offered by the PGSS.
- 1.3 Other duties
  - 1.3.1 Be an ex-officio voting member of the Health and Wellness Committee.
  - 1.3.2 Maintain a portfolio handbook for the incoming Member Services Officer.
  - 1.3.3 Be responsible for issues pertaining to sustainability.

## **Chapter 2: Commissioners**

### **Section 1: Commissioners**

1. Definition
  - 1.1 Commissioners of the PGSS shall be responsible for assisting Officers in the implementation of the PGSS's policies and the coordination of its activities in targeted areas.
2. The Commissioners of the Society shall be:
  - 2.1 Equity and Diversity.
  - 2.2 Environment.
  - 2.3 Health.
  - 2.4 Member Support.
3. Appointment
  - 3.1 Commissioners shall be appointed by the Appointments Board subject to ratification by Council in accordance with the procedures described herein.
  - 3.2 Commissioner terms shall be for one (1) year beginning on the first of the month following the ratification of the appointment by Council.
  - 3.3 A Commissioner may be removed by special resolution of Council
  - 3.4 In the case of vacancies, the Chair of the Appointments Board shall ensure that all Commissioners shall be regular members of the PGSS.
4. Resignation
  - 4.1 Any Commissioner who wishes to resign from his or her position shall submit a letter of resignation to the Executive Committee, and such resignation shall not be valid until accepted by a resolution of the Executive Committee and ratified by Council. The Executive Committee shall not unduly refuse to accept such a resignation.
  - 4.2 Commissioners who cease to be regular members of the PGSS shall be considered to have delivered their resignations.
  - 4.3 Commissioners absent from three (3) meetings of the Executive-Commissioners Caucus without valid reason shall be deemed to have delivered their resignations.
5. Rights and Responsibilities of Commissioners
  - 5.1 Commissioners shall uphold the governing documents of the PGSS.
  - 5.2 Commissioners shall act in accordance with any directives of the PGSS. membership decided through General Meetings, referenda, or the Council.

- 5.3 Commissioners shall be responsible to the Executive.
- 5.4 Commissioners are non-voting members of Council.
- 5.5 Commissioners shall submit a written report to each meeting of Council and shall be required to attend all Council meetings, from beginning to end. Three (3) missed meetings will result in automatic resignation unless Council approves a motion for the Commissioner to retain his or her position.
- 5.6 Commissioners shall present to the Annual General Meeting of the PGSS a report detailing their activities during their term in office.
- 5.7 Commissioners shall Chair or participate in committees as described in governing documents.
- 5.8 Subject to the approval of the Executive Committee, individual Commissioners may be granted leaves of absence from their duties for a period of up to one (1) month during their term in office. Such approval shall not be unreasonably withheld.
- 5.9 Each Commissioner shall receive an honorarium equivalent to one-quarter of that allotted to an Officer. Remuneration shall be distributed in equal payments made every four (4) weeks.

## **Section 2: Equity and Diversity Commissioner**

- 1. Duties of the Equity and Diversity Commissioner.
  - 1.1 The Equity and Diversity Commissioner shall:
    - 1.1.1 Be the Equity and Diversity Committee's direct liaison to Council.
    - 1.1.2 Represent the PGSS' interests in all equity and diversity issues on campus. Equity and diversity issues encompass the issues pertaining to certain groups of people who have unjustly or systematically been denied access to education, or the opportunity to participate fully in the University community. They include, but are not limited to, women, Aboriginal Peoples, people of minority sexual orientations or gender identities, people with disabilities, visible minorities, ethnic minorities whose first language is neither English nor French, and people of underprivileged socio-economic status.
    - 1.1.3 Represent the PGSS on the Joint Board-Senate Committee on Equity.
    - 1.1.4 Ensure that the PGSS is represented on advisory committees, subcommittees and workgroups of the Joint Board-Senate Committee on Equity.
    - 1.1.5 Monitor the implementation of the PGSS' policies with respect to equity and diversity concerns.
    - 1.1.6 Encourage and facilitate the participation of students from diverse backgrounds and experiences in PGSS governance bodies and in Thomson House.
    - 1.1.7 Promote a University community that embraces its own diversity.
    - 1.1.8 Encourage the implementation of programs and activities providing support for McGill students from diverse backgrounds and experiences.

## **Section 3: Environment Commissioner**

- 1. Duties of the Environment Commissioner.
  - 1.1 The Environment Commissioner shall:
    - 1.1.1 Be the Environment Committee's direct liaison to the Executive Committee.
    - 1.1.2 Represent the PGSS' interests in all environmental issues on campus.

- 1.1.3 Monitor the implementation and success of the PGSS' policies with respect to environmental concerns.
- 1.1.4 Be the liaison with the SSMU Environment Commissioners.
- 1.1.5 Represent the PGSS on the Sustainability Coordinating Group.
- 1.1.6 Under the direction of the Member Services Officer, ensure that the PGSS is represented on University committees, subcommittees and work groups whose mandate includes environmental issues.

#### **Section 4: Health Commissioner**

- 1. Duties of the Health Commissioner.
  - 1.1 The Health Commissioner shall:
    - 1.1.1 Be the Health and Wellness Committee's direct liaison to the Executive Committee.
    - 1.1.2 Represent the PGSS' interests in all health and wellness issues on campus.
    - 1.1.3 Under the direction of the Member Services Officer, ensure that the PGSS is represented on University committees, subcommittees, and workgroups whose mandate includes health or wellness issues, including but not limited to the Committee for Student Services, the Health Services Advisory Committee, the Mental Health Services Advisory Board, and the Advisory Committee on International Students, and the Counselling Services Advisory Board.

#### **Section 5: Member Support Commissioner**

- 1. Duties of the Member Support Commissioner.
  - 1.1 The Member Support Commissioner shall:
    - 1.1.1 In conjunction with the Committee for Member Support, oversee the disbursement of the Member Legal Support Fund.
    - 1.1.2 Respond to inquiries from PGSS members who require information regarding their rights and responsibilities at the University.
    - 1.1.3 Follow cases with PGSS regular members who require support or referral.

### **Chapter 3: Executive and Commissioner Reports and Work Plan**

- 1. Reports
  - 1.1 All Executive reports shall be standardized, accounting for the different roles of each Executive and their unique personalities.
  - 1.2 All Executive reports shall include:
    - 1.2.1 Title of the Executive.
    - 1.2.2 Name.
    - 1.2.3 Date.
    - 1.2.4 Sections describing all work performed under individual Constitutional roles, plus inherited or created duties in order of priority, from first to last.
    - 1.2.5 These sections shall include:
      - 1.2.5.1 Committee meetings.
      - 1.2.5.2 Events attended.
      - 1.2.5.3 Activities.
      - 1.2.5.4 Corresponding dates.

- 1.2.5.5 Upcoming events or meetings, if applicable.
- 1.2.5.6 Further information and/or recommendations if applicable.

## 2. Work Plan

- 2.1 The work plan shall be the structure whereby each Executive will filter his or her activities.
- 2.2 This work plan shall:
  - 2.2.1 Outline the goals of the Executive Committee as a whole and indicate how each Executive will participate in achieving those goals.
  - 2.2.2 Consist of contributions from each Officer.
  - 2.2.3 Be produced during June, July and August.
  - 2.2.4 Be delivered to an Executive-Commissioner Caucus meeting for review prior to the September Council meeting.
  - 2.2.5 Be presented to Council in September for approval.
  - 2.2.6 Be reviewed and updated at the December and April meetings of Council.

## Chapter 4: Council

### 1. Purpose and Role

- 1.1 The purpose and role of the Council shall be as defined in Bylaw.

### 2. Areas of Responsibility

- 2.1 Council is responsible for all elements of this document.
- 2.2 Internal representation
  - 2.2.1 Representatives from the membership who serve on Council are responsible for ensuring that they are aware of the values and beliefs held by those people they are representing. Council is thus responsible for ensuring that the policies and positions of the PGSS are in line with these values.
- 2.3 Policy making
  - 2.3.1 Council will take positions and create policies, statements of values or approaches, addressing the following areas:
    - 2.3.1.1 The role and responsibility of the Council itself.
    - 2.3.1.2 The roles and limitations of Officers and Commissioners.
    - 2.3.1.3 Issues that pertain to the fulfillment of the PGSS' mission.
- 2.4 Assurance of performance
  - 2.4.1 The Council is accountable to itself. The Council will be responsible for ensuring that its members adhere to PGSS policy regarding attendance, policy-making principles and roles of Council, Officers and Commissioners of the PGSS.
  - 2.4.2 The Council is accountable to the PGSS regular members. The Council, as a body, will be accountable to the members for competent, conscientious, and effective accomplishment of its obligations.
  - 2.4.3 The Officers of the Society are accountable to Council, who will regularly review their performance.
- 2.5 Society budget
  - 2.5.1 Council is responsible for the approval and the amendment of the portion of the PGSS budget within its purview as defined in Bylaw.

- 2.5.2 Budget amendments can only be considered between the 1<sup>st</sup> of October and the 30<sup>th</sup> of November, and between the 1<sup>st</sup> of February and the 31<sup>st</sup> of March. Any budget amendments outside of those periods shall require a special resolution of Council for consideration.

### 3. Composition

- 3.1 The composition of Council shall consist of regular members appointed from each PGSA, in a democratic manner according to the constitution or practices of the PGSA.
- 3.2 Each PGSA shall be entitled to a number of Council seats as follows:

$$\text{Number of seats} = 0.15 * (\text{number of members})^{0.5}$$

- 3.3 The number of regular members for a PGSA for the purposes of this calculation shall be that of the most recent membership list as made available by the University as of February 15 of the most recent year.
- 3.4 For the purpose of determining PGSA sizes, postdoctoral fellows shall count 50% toward the size of their PGSA and 50% toward the size of the Association of Postdoctoral Fellows, which shall be entitled to a number of seats following the same proportionality as those allotted to PGSAs.
- 3.5 The quorum of Council is one third of the number of councillors.

### 4. Speaker

- 4.1 There shall be a Speaker of Council who shall be a contract worker of the Society. The Appointments Board shall recommend the hiring of the Speaker of Council, with this recommendation ratified by Council. The Appointments Board may require that candidates for the position Chair a part of a Council meeting prior to their interview.
- 4.2 Duties of the Speaker
  - 4.2.1 The Speaker shall:
    - 4.2.1.1 Preside at all Council, and General Meetings of the PGSS and preserve order.
    - 4.2.1.2 Refrain from voting or participating in debate.
    - 4.2.1.3 Attend all meetings of the Council Steering Committee.
- 4.3 In the absence of the Speaker, Council shall appoint an Interim Speaker from among the voting members of Council. Should the Interim Speaker be a voting member of Council, he or she shall retain his or her voting membership, but shall not be able to exercise that vote during the execution of duties as Interim Speaker.

### 5. Duties of Councillors

- 5.1 Consultation
  - 5.1.1 Council members are expected to confer with their constituencies and inform themselves on their values and positions in order to represent them effectively within the Society.
- 5.2 Stewardship
  - 5.2.1 While Council members are representatives of specific constituencies, they have an obligation to act in the best interest of Council, the PGSS, and its membership as a whole. Council members are expected to maintain an awareness of their stewardship role when debating and voting.
- 5.3 Diligent preparation

- 5.3.1 Council members shall ensure that they are adequately prepared to participate productively in discussions within the boundaries established by Council.
  - 5.4 Active participation
    - 5.4.1 Council members are expected to contribute actively to discussions at Council, and to bring issues of constituents' concern to Council for discussion.
- 6. Attendance and Resignation
  - 6.1 Council members shall regularly attend Council meetings.
  - 6.2 Failure to attend three (3) Council meetings shall result in a loss of that Council seat until the Councillors' PGSA, or else designated to a new eligible representative.
- 7. Calling of Council Meetings
  - 7.1 The Secretary-General or the Executive Committee may call a Council meeting at any time provided that at least seven (7) calendar days' notice is given to all Council members.
  - 7.2 A petition of thirty (30) voting members of Council may direct the Secretary-General to call a Council meeting, provided that at least forty-eight (48) hours' notice is given to all other Council members.
- 8. Meetings
  - 8.1 A session of Council is defined as the same period as the PGSS' financial year. Meetings of Council shall be held at least once a month from September to April inclusive and at least once in the period of May to August inclusive.
- 9. Quorum
  - 9.1 Quorum for Council shall be as defined in Bylaw
- 10. Decisions of Council
  - 10.1 All standing directives of Council shall expire at end of the Council session in which they are brought forward.
- 11. Agenda and Business of Council
  - 11.1 The order of business of Council meetings shall be:
    - 11.1.1 Approval of the agenda.
    - 11.1.2 Speaker's report.
    - 11.1.3 Approval of the minutes.
    - 11.1.4 Business arising from the minutes and standing orders.
    - 11.1.5 Executive reports.
    - 11.1.6 Committee and Officer reports.
    - 11.1.7 Question period.
    - 11.1.8 New business.
  - 11.2 The Council Steering Committee (CSC) shall ensure the preparation and the proper posting and distribution of the agenda and all supporting documents.
  - 11.3 Posting of the Council package
    - 11.3.1 Documentation for regulation Council meetings (specifically Officer reports, motions and accompanying documentation to each motion) must be submitted to the Speaker by 5:00pm two (2) calendar days prior to the distribution of the Council package. The CSC shall meet, at the latest, one day before the Council package is distributed
    - 11.3.2 Posting of all documentation must be complete by 5:00pm five (5) calendar days prior to the date of the Council meeting.

- 11.3.3 Reports, which are to be received or approved, shall be submitted to Council with the Council agenda before the meeting at which time the report is to be considered.
- 11.3.4 If reports were not submitted in time for the agenda, those reports shall not be considered, except by a special resolution of Council.
- 11.4 The order of the agenda may be varied during the meeting at the discretion of the Speaker, subject to special resolution of the Council.
- 11.5 Any regular member wishing to have items placed on the agenda must give written notice to the CSC.
- 11.6 Council may decide to refer any item before it to the appropriate standing or special committee of the PGSS.
- 11.7 Council may require that it receive a report on the referred item at a specified Council meeting, provided that at least seven (7) calendar days have elapsed between referral and the date at which the report is made due.
- 11.8 No meeting of Council shall exceed two (2) consecutive hours in length. Council may be extended in consecutive half-hour increments by resolution of Council.
- 11.9 A twenty (20) minute time limit will be put on debate of each motion. When that time limit passes, Councillors may vote on extending the debate about a particular motion, failing which Council will proceed to a vote on the motion.
- 11.10 Question period shall be limited to fifteen (15) minutes, at the discretion of the Speaker. A question must take no longer than one (1) minute to pose. No more than one follow-up question shall be permitted for each questioner, unless Council gives unanimous consent to any further questions.
- 12. Rulings of the Speaker
  - 12.1 If a request for an explanation of a point of order, or practice, or a particular ruling is made, the Speaker shall state the rules or authority applicable to the case.
  - 12.2 No debate shall be permitted on any rulings.
  - 12.3 Rulings may be overruled only by special resolution of Council.

## **Chapter 5: Committees of Council**

### **Section 1: Standing and Special Committees**

1. Standing committees are established to consider continuing questions. Once established, they shall serve continuously with progressive changes in membership.
2. Special committees are established for the purpose of examining specific questions and reporting about their answers when no appropriate standing committee exists or is available for doing so. Their memberships and terms of reference shall be determined by a resolution of Council. A special committee shall be considered disbanded following the reception of its final report by Council.
3. Matters clearly within the providence of a standing committee as determined by the Speaker shall not become the subject matter of a special committee or a new standing committee unless requested by the standing committee and approved by a special resolution of Council.
4. Rules of Procedure for Committees
  - 4.1 With the exception of regulations that may be contained in the Society Activities Manual, and specific regulations that may be applied to any, all committees shall function in accordance with the regulations governing committees as contained in Robert's Rules of Order in its most recent edition.
  - 4.2 Notice
    - 4.2.1 Notice for meetings shall be as defined in Bylaw.

- 4.3 Electronic meetings
  - 4.3.1 Electronic meetings can be held in accordance with Corporate Operations Manual.
- 4.4 Frequency of meetings
  - 4.4.1 All Committees of Council, with the exception of the Governance Committee, shall meet at least once a month.
- 4.5 Quorum
  - 4.5.1 Quorum shall be as defined in Bylaw.
- 4.6 Appointment to Committees of Council
  - 4.6.1 The Appointments Board shall recommend to Council all committee appointments for approval, unless the appointment procedure is prescribed otherwise for a committee elsewhere in this Manual.
  - 4.6.2 Appointments shall end one year from the date of appointment.
- 4.7 Working groups
  - 4.7.1 Working groups can be created within a committee by the committee's Chair according to these conditions:
    - 4.7.1.1 All the committee members are offered the opportunity to participate in the working group;
    - 4.7.1.2 Only those who are already appointed to a committee can be part of a committee's working group;
    - 4.7.1.3 Work done by a working group shall be presented to and approved by the entire committee before presentation to Council.
- 4.8 Reporting
  - 4.8.1 Committees shall submit reports on a monthly basis to Council and on an annual basis at the AGM regarding all committee activities.
  - 4.8.2 Should the committee fail to present progress reports and working papers to the Council, and should the Council feel that the committee or Chair is neglecting his, her or their duties; it shall take whatever action is deemed appropriate.
  - 4.8.3 A committee report presented to the Council by the Chair shall be that of the majority of the committee. No report shall be accompanied by any minority report, unless it appears as an appendix to the majority report, with the consent of the majority.
- 5. Duties of Committee Chair
  - 5.1 Committee Chair shall:
    - 5.1.1 Be aware of and disseminate all PGSS policies to committee members;
    - 5.1.2 Coordinate and chair committee meetings;
    - 5.1.3 Ensure that minutes are taken for each meeting in accordance with Bylaws;
    - 5.1.4 Prepare and submit reports on behalf of the committee on a monthly basis to Council and on an annual basis at the AGM regarding all committee activities;
    - 5.1.5 Notify committee members of rules related to resignation; and notify the Internal Affairs Officer and the PGSS Staff of all resignations.
- 6. Duties of Committee Members
  - 6.1 Committee members shall:
    - 6.1.1 Be aware of and promote all PGSS policies and positions;

- 6.1.2 Attend committee meetings as called by the Chair, excepting committee members who are designated explicitly as ex-officio members, who have the right but not the duty to attend meetings.

## 7. Resignation

- 7.1 Any member absent from three (3) consecutive meetings of a committee without valid reason shall be deemed to have delivered their resignations. Valid reasons for an absence shall include PGSS business, illness or bereavement.

## **Section 2: Governance Committee (GC)**

### 1. Purpose

- 1.1 Without limiting the generality of the list below, the Governance Committee may exercise jurisdiction regarding:
  - 1.1.1 Any question of constitutional interpretation, which is brought forward by Council, or any regular member of the PGSS;
  - 1.1.2 Any question regarding elections and referenda;
  - 1.1.3 Any question regarding any amendment to the Society Activities Manual. Accordingly, the GC must examine all proposed amendments before they are given final approval. In this regard, the GC shall endeavour to ensure that the proposed amendments do not contradict any other part of the Manual, to explain what effect the proposed amendment may have, and, if necessary, to recommend changes or further amendments.

### 2. Composition

- 2.1 Three (3) regular members of the PGSS, who do not hold a titled position, and, are not members of any internal PGSS committees.
- 2.2 The committee shall choose a Chair from among its members.
- 2.3 No member of the GC shall sit concurrently on the Policy and Structure Advisory Committee.

### 3. Rules of Procedure

- 3.1 All decisions shall be made by the GC sitting alone.
- 3.2 A decision with supporting reasons may be rendered orally at the time of a hearing, and shall be rendered in writing as soon thereafter as possible.
- 3.3 The committee may, by unanimous approval of its members, make rules with respect to matters coming within its jurisdiction for regulating the procedures of the committee. Any rules made pursuant to this section shall be published.

### 4. Quorum

- 4.1 Quorum shall be as defined in Bylaw.

## **Section 3: Policy and Structure Advisory Committee (PSAC)**

### 1. Purpose

- 1.1 The Policy and Structure Advisory Committee shall:
  - 1.1.1 Be responsible for the maintenance and revision of the PGSS governing documents pertaining to Society and shared activities;
  - 1.1.2 Propose changes to the Society Activities Manual for adoption by the Council;
  - 1.1.3 Review or formalize proposed changes to the governing documents brought forth by other committees;
  - 1.1.4 Review all policies and positions approved in first reading by Council.

### 2. Composition

- 2.1 The Secretary-General (Chair)
- 2.2 Seven (7) regular members of the PGSS

#### **Section 4: External Affairs Committee (EAC)**

1. Purpose
  - 1.1 The External Affairs Committee shall:
    - 1.1.1 Help the External Affairs Officer in carrying out the representation of the Society;
    - 1.1.2 Inform Council on the state of the PGSS' relations with student organizations outside of the University.
2. Composition
  - 2.1 The External Affairs Officer (Chair);
  - 2.2 Seven (7) regular members of the PGSS.

#### **Section 5: Academic Affairs Committee (AAC)**

1. Purpose
  - 1.1 The Academic Affairs Committee shall:
    - 1.1.1 Consider all aspects of actions and policies taken inside of the University that have a significant effect on the PGSS and its regular members.
    - 1.1.2 Evaluate and integrate all recommendations of the PGSS caucuses into its activities.
2. Composition
  - 2.1 The Academic Affairs Officer (Chair);
  - 2.2 One (1) regular member who is also a member of the Family Care Caucus;
  - 2.3 The PGSS representatives to:
    - 2.3.1 Senate committees, subcommittees, and workgroups;
    - 2.3.2 The Council for Graduate and Postdoctoral Studies (all ex-officio).
3. Quorum
  - 3.1 Quorum for the Academic Affairs Committee shall be twelve (12) or a quarter (1/4) of members, whichever is lower.

#### **Section 6: Committee on Monetary Affairs (CMA)**

1. Purpose
  - 1.1 The Committee on Monetary affairs shall:
    - 1.1.1 Consider and make recommendations to the relevant governing bodies on all financial aspects of the operation and administration of the PGSS, including but not limited to PGSS budgets, administration of all funds and programs financed from them, Corporate and Business activities, and all fees levied by the University on behalf of the PGSS;
    - 1.1.2 Be responsible for helping the Finance Affairs Officer prepare all necessary financial documents, analyses, and budget.
    - 1.1.3 Administer the Grants Program including production of a monthly report to Council of funded grants, applications received, grants awarded, and applications rejected or delayed following procedures described in this Manual.
2. Composition
  - 2.1 The Finance Affairs Officer (Chair);
  - 2.2 Three (3) regular members of the PGSS

## **Section 7: Internal Affairs Committee (IAC)**

1. Purpose
  - 1.1 The Internal Affairs Committee shall be responsible for assisting the Internal Affairs Officer in:
    - 2.1.1 The organization of PGSS events;
    - 2.1.2 The organization of a PGSS Orientations, to be held one in September and one in January of each year;
    - 2.1.3 The evaluation and the integration of all recommendations of the PGSS caucuses into its activities;
    - 2.1.4 The coordination of PGSA affairs.
2. Composition
  - 2.1 The Internal Affairs Officer (Chair);
  - 2.2 Twelve (12) regular members of the PGSS, one of which shall be a member of the Family Care Caucus.

## **Section 8: Elections Committee (EC)**

1. Purpose
  - 1.1 The Elections Committee shall assist the Chief Returning Officer with the administration of elections and referenda, including, but not limited to, advertising, oversight, written documents, regulation reform and implementation, correspondence and any other tasks as they arise. They should also endeavour to increase the effectiveness of the election process and develop strategies to increase voter turnout at all PGSS elections and referenda.
2. Composition
  - 2.1 The Chief Returning Officer (Chair);
  - 2.2 Seven (7) regular members of the PGSS;
  - 2.3 Members of the Elections Committee becoming candidates or referendum option committee Chairs for any PGSS election or referendum shall be considered as having resigned from the Elections Committee.

## **Section 9: Equity and Diversity Committee (EDC)**

1. Purpose
  - 1.1 The Equity and Diversity Committee shall:
    - 1.1.1 Be responsible for the presentation to the Council of policy related to equity and diversity concerns of the membership;
    - 1.1.2 Be responsible for the coordination of PGSS representatives to equity and diversity-related University committees;
    - 1.1.3 Assess, monitor and improve the PGSS' operations in relation to equity and diversity issues;
    - 1.1.4 Evaluate and ensure the implementation of all recommendations of the PGSS caucuses into its activities;
    - 1.1.5 Elicit the opinions of PGSS regular members on equity and diversity issues;
    - 1.1.6 Collaborate with other equity groups and offices;
    - 1.1.7 Make recommendations to the Council and the Executive Committee on how to improve the PGSS' equity and diversity standards, where necessary.
2. Composition
  - 2.1 The Equity and Diversity Commissioner (Chair);

- 2.2 Three (3) regular members of the PGSS, one of which shall be member of the Family Care Caucus;
- 2.3 All PGSS representatives to advisory committees, subcommittees and workgroups of the Joint Senate-Board Committee on Equity;
- 2.4 One (1) member of the Committee for Member Support.

**Section 10: PGSS Environment Committee (PEC)**

- 1. Purpose
  - 1.1 The PGSS Environment Committee shall:
    - 1.1.1 Assess, monitor and make recommendations for the improvement of the PGSS' operations in relation to the environment;
    - 1.1.2 Elicit opinions of PGSS members on the environment;
    - 1.1.3 Collaborate with other environmental groups and offices;
    - 1.1.4 Be responsible for the education of PGSS members on environmental issues;
    - 1.1.5 Make recommendations to the PGSS on environmentally related matters.
- 2. Composition
  - 2.1 The Environment Commissioner (Chair);
  - 2.2 Five (5) at-large regular members of the PGSS;
  - 2.3 All Society representatives to:
    - 2.3.1 The Senate Committee on Physical Development (SCPD);
    - 2.3.2 The Sustainability Projects Fund (SPF).

**Section 11: Sustainability Committee (StC)**

- 1. Purpose
  - 1.1 The Sustainability Committee shall:
    - 1.1.1 Survey, assess, monitor and work towards improving the initiation and implementation of sustainable practices at PGSS;
    - 1.1.2 Be responsible for the education and promotion of sustainability issues;
    - 1.1.3 Collaborate with other groups that focus on sustainability;
    - 1.1.4 Advise and make recommendations to the PGSS business and Board of Directors about major sustainability initiatives;
    - 1.1.5 Make recommendations to Council on matters related to social, economic, and environmental sustainability.
- 2. Composition
  - 2.1 The Members Service Officer (Chair);
  - 2.2 The Equity and Diversity Commissioner;
  - 2.3 The Environment Commissioner;
  - 2.4 The PGSS Operations Manager;
  - 2.5 One (1) PGSS staff member;
  - 2.6 Three (3) at-large PGSS members.

**Section 12: Health and Wellness Committee (HAWC)**

- 1. Purpose
  - 1.1 The Health and Wellness Committee shall:
    - 1.1.1 Survey, assess, monitor and work towards improving the health and wellness of the PGSS community;

- 1.1.2 Be responsible for the education and promotion of health and wellness issues;
- 1.1.3 Collaborate with other health and/or wellness groups;
- 1.1.4 Advise and make recommendations to the Member Services Officer on the state of the PGSS Health and Dental Insurance Plan;
- 1.1.5 Make recommendations to Council on any health related matters.

2. Composition

- 2.1 The Health Commissioner (Chair);
- 2.2 The Member services Officer;
- 2.3 All Society representatives to:
  - 2.3.1 The Committee for Student Services;
  - 2.3.2 The Health Services Advisory Board;
  - 2.3.3 The Mental Health Advisory Board;
  - 2.3.4 The Counseling Services Advisory Board.
  - 2.3.5 Five (5) at-large regular members of the PGSS, one of which shall be member of the Family Care Caucus.

**Section 13: Committee for Member Support (CMS)**

1. Purpose

- 1.1 The Committee for Member Support shall:
  - 1.1.1 Educate PGSS members about their rights and responsibilities at the University;
  - 1.1.2 Support PGSS members in cases where those rights have been violated;
  - 1.1.3 Act as a source of information on the University rules, regulations, policies and procedures;
  - 1.1.4 Hold orientation workshops, and produce and disseminate print materials and e-resources;
  - 1.1.5 Maintain an up-to-date resource library available to all graduate students;
  - 1.1.6 Train members to act as case workers to provide support and referral for students whose civil or human rights have been violated;
  - 1.1.7 Decide on disbursements from the Member Legal Support Fund;
  - 1.1.8 Review cases and to plan and provide updates on educational resources and policy changes;
  - 1.1.9 Issue certificates required for the application to the PGSS needs-based bursary program administered by the University's Scholarship and Student Aid Office;
  - 1.1.10 Ensure and maintain confidentiality.

2. Composition

- 2.1 The Member Support Commissioner (Chair);
- 2.2 The Member Services Officer (ex officio);
- 2.3 Ten (10) regular members of the PGSS that include:
  - 2.3.1 One (1) regular member from the Macdonald campus;
  - 2.3.2 One (1) Post-doctoral fellow;
  - 2.3.3 One (1) regular member who is francophone;
  - 2.3.4 One (1) regular member of the PGSS who is an international student;
  - 2.3.5 One (1) regular member from the Family Care Caucus;
  - 2.3.6 One (1) member of the Equity and Diversity Committee (non-voting);
  - 2.3.7 One (1) staff member appointed by the Board of Directors (non-voting).

3. Rules of Procedure
  - 3.1 The CMS shall ensure complete confidentiality of all inquiries, cases or applications, unless explicit consent is given to do otherwise.
  - 3.2 An applicant cannot open more than one case with the CMS for the same issue or incident.
4. Duties of the Chair
  - 4.1 The Chair shall:
    - 4.1.1 Coordinate all meetings of the CMS;
    - 4.1.2 Oversee the recruitment, training and work of the CMS member(s);
    - 4.1.3 Write letters of inquiry and notification;
    - 4.1.4 Provide information to CMS members on a regular basis about relevant cases and issues;
    - 4.1.5 Promote an awareness of the CMS;
    - 4.1.6 Monitor finances of the MLSF in conjunction with the Financial Affairs Officer;
    - 4.1.7 Provide the PGSS' Council with an annual report as outlined herein;
    - 4.1.8 Provide a confidential letter, or certificate, for an active CMS case as a requirement for Needs Based Bursary Fund applications to the Scholarship & Student Aid Office of the University.
5. Duties of Case Workers
  - 5.1 Case workers shall:
    - 5.1.1 Provide assigned cases with information regarding their rights and responsibilities;
    - 5.1.2 Correspond with assigned cases, preferably meeting in person to establish the basis of each assigned case;
    - 5.1.3 Maintain regular correspondence with assigned cases until assigned cases are resolved;
    - 5.1.4 Direct assigned cases to resources and services;
    - 5.1.5 Maintain updated file on each assigned case;
    - 5.1.6 Present and discuss assigned cases at CMS meetings.
6. Reporting
  - 6.1 The CMS shall submit an annual report to the general membership of the PGSS. This report shall contain the following information:
    - 6.1.1 The total number of inquiries received by the CMS;
    - 6.1.2 The total number of applications submitted to the CMS;
    - 6.1.3 The total amount of financial support distributed by the CMS;
    - 6.1.4 The balance (if any) of funds in the MLSF;
    - 6.1.5 The financial commitment to cases offered by the CGSS;
    - 6.1.6 Any additional revenues received by the MLSF;
    - 6.1.7 Monies spent, if any, on the operation of the MLSF.
    - 6.1.8 The CMS shall provide the PGSS' Council with an annual report summarizing the total receipts and disbursements associated with the MLSF.
    - 6.1.9 The total number of certificates issued for the PGSS needs based bursary program administered by the University's Scholarship and Student Aid Office.
7. Review
  - 7.1 Any PGSS regular member may request an inquiry into any activities of the CMS or MLSF to the Judicial Board.
8. Records

- 8.1 The CGSS shall maintain for a period of ten (10) years records on each case where a financial award was made.
- 8.2 These records will be accessible by members of the CMS by vote of the CMS, and to members of the Judicial Board by vote of the Judicial Board.

### **Section 14: Council Steering Committee (CSC)**

1. Purpose
  - 1.1 The Council Steering Committee shall:
    - 1.1.1 Determine the order of Council agenda items, subject to approval by Council;
    - 1.1.2 Invite all submitters of Council agenda items to attend the CSC meeting prior to the Council meeting for which the agenda items are submitted to discuss possible problems or issues;
    - 1.1.3 Exclude from the Council package any motions or reports which contain unparliamentary language or expose the PGSS to liability;
    - 1.1.4 Decide on all communications above those of an administrative nature sent to Council on behalf of the PGSS or any of its Officers/offices outside of Council meetings.
2. Composition
  - 2.1 The Secretary-General (Chair);
  - 2.2 An Officer other than the Secretary-General as designated by the Executive Committee;
  - 2.3 The Council Speaker as a non-voting member;
  - 2.4 Three (3) members of Council approved by the Appointments Board.

### **Section 15: Executive-Commissioner Committee (ECC)**

1. Purpose
  - 1.1 The Executive-Commissioner Committee shall coordinate the work of the Commissioners and the Officers in fulfilling the mission of the PGSS.
2. Composition
  - 2.1 The Officers;
  - 2.2 The Commissioners;
  - 2.3 The Secretary-General shall serve as Chair.
3. Rules of Procedure
  - 3.1 Caucus meetings may be formally called:
    - 3.1.1 By the Secretary-General;
    - 3.1.2 By resolution of the Caucus;
    - 3.1.3 By a simple majority of Committee members in writing to the Chair.

## **Chapter 6: PGSS Caucuses**

### **Section 1: Family Care Caucus (FCC)**

1. Purpose
  - 1.1 The Family Care Caucus shall:
    - 1.1.1 Coordinate Caucus members to the various PGSS committees;
    - 1.1.2 Assess, monitor and improve the PGSS' operations in relation to family care issues;
    - 1.1.3 Gather information and develop expertise on issues affecting McGill graduate students and postdoctoral fellows caring for dependants;

- 1.1.4 Advocate for the equitable treatment of McGill graduate students and postdoctoral fellows caring for dependents through committee and caucus work and through collaborations with other groups and offices who provide services and resources for graduate students and postdocs;
  - 1.1.5 Respond to requests for information and assistance on all matters related to graduate students and postdoctoral fellows caring for dependents through information dissemination, referrals, and/or other support as deemed necessary and appropriate;
  - 1.1.6 Make recommendations to Council and the Executive on improving the Society's policies and services in relation to graduate students and postdoctoral fellows caring for dependents.
2. Composition
- 2.1 All members filling position on PGSS committees who are dedicated to family care;
  - 2.2 The Caucus shall choose a Chair from among its members;
  - 2.3 Membership in the Caucus shall not require a nomination from the Appointments Board; interested members shall contact the Chair of the Caucus for permission to join.
3. Rules of Procedure
- 3.1 The Caucus shall meet with the PGSS Officers and Commissioners at least quarterly.
  - 3.2 The Secretary-General, in coordination with the Chair of the Caucus, shall be responsible for submitting a report to the next Council meeting following the Family Care Caucus meeting with the PGSS Officers and Commissioners.
  - 3.3 The Chair shall be responsible for submitting a report to the Annual General Meeting
  - 3.4 The Family Care Caucus shall meet as frequently as desired.

## **Section 2: International Students Caucus (ISC)**

1. Purpose
- 1.1 The International Students Caucus shall:
    - 1.1.1 Gather information and develop expertise on issues affecting international graduate students and postdoctoral fellows at McGill;
    - 1.1.2 Advocate for the equitable treatment of international graduate students and postdoctoral fellows at McGill through committee work and through collaborations with other groups and offices who provide services and resources for international students and postdocs;
    - 1.1.3 Respond to requests for information and assistance on all matters related to international graduate students and postdoctoral fellows through information dissemination, referrals, and/or other support as deemed necessary and appropriate by the committee;
    - 1.1.4 Make recommendations to Council and the Executive on improving the Society's policies and services in relation to international students and postdoctoral fellows.
2. Composition
- 2.1 The Member Services Officer (ex-officio)
  - 2.2 All members filling position on PGSS committees dedicated to International Students Issues;
  - 2.3 The PGSS representative on the Advisory Committee on International Students;
  - 2.4 At least one (1) international postdoctoral fellow;

- 2.5 Up to seven (7) regular members of the Society, at least five (5) of whom shall be members officially recognized as international students or postdoctoral fellows;
  - 2.6 The Caucus shall choose a Chair from among its members;
  - 2.7 Membership in the Caucus shall not require a nomination from the Appointments Board; interested members shall contact the Chair of the Caucus for permission to join.
3. Rules of Procedure
- 3.1 The Caucus shall meet with the PGSS Officers and Commissioners at least quarterly.
  - 3.2 The Secretary-General, in coordination with the Chair of the Caucus, shall be responsible for submitting a report to the next Council meeting following the International Students Caucus meeting with the PGSS Officers and Commissioners.
  - 3.3 The Chair shall be responsible for submitting a report to the Annual General Meeting.
  - 3.4 The International Students Caucus shall meet as frequently as desired.

## **Chapter 7: University and Other Committees**

### **Section 1: Representatives on University Committees**

- 1. Duties of PGSS Representatives to University Committees
  - 1.1 PGSS representatives to University committees shall:
    - 1.1.1 Promote and defend PGSS policies and positions, members' best interests, and PGSS goals;
    - 1.1.2 Attend every meeting of the committee to which they have been appointed;
    - 1.1.3 Submit a written report to the Academic Affairs Officer after each committee meeting and an annual summary report; and
    - 1.1.4 Inform the Academic Affairs Officer, the PGSS staff dealing with University committees, and the committee Chair before any absence to a committee meeting.

### **Section 2: PGSS Library Improvement Fund Committee (PLIFC)**

- 1. Purpose
  - 1.1 To evaluate projects to be funded from the PGSS Library Improvement Fund (PLIF) and propose the selected projects to Council for approval.
  - 1.2 Library improvement projects are defined as those that are deemed by the PLIFC as improving the experience offered by the libraries of the University to PGSS members.
- 2. Composition
  - 2.1 The Academic Affairs Officer (Chair);
  - 2.2 Two (2) members-at-large of the PGSS;
  - 2.3 The Dean of Libraries;
  - 2.4 A representative of the Libraries Planning and Resources.
- 3. Duties of the Chair
  - 3.1 The PLIFC Chair shall:
    - 3.1.1 Set and distribute the agenda for PLIFC meetings and inform all members as to the dates and times for these meetings;
    - 3.1.2 Coordinate and/or delegate all actions taken between meetings, and keep all members informed as to the actions;

- 3.1.3 Create and distribute reports by the end of each of the fall and winter semesters.
- 4. Rules of Procedure
  - 4.1 Meetings
    - 4.1.1 The Chair may call PLIFC meetings.
    - 4.1.2 The PLIFC shall meet at least once in the fall and once in the winter semesters.
  - 4.2 Quorum
    - 4.2.1 Business of the PLIF shall only be conducted with a quorum of one-half (1/2) of the duly appointed members of the committee.
- 5. Expenditures from the PLIFC
  - 5.1 All projects submitted for funding shall be considered by the PLIFC;
  - 5.2 Approved projects shall be brought to the PGSS Council for ratification.
    - 5.2.1 Council motions regarding expenditures from the PLIF that have not been approved by the PLIFC shall be considered out of order by the Council Steering Committee.
    - 5.2.2 Council motions regarding expenditures greater than \$10,000 shall require two readings.
    - 5.2.3 Council motions regarding expenditures that require paid estimations or consultation must be considered as two separate expenditures.
  - 5.3 In the case of disapproved projects, the Chair shall notify in writing the individual/group submitting the project, outlining the reasons the project was not approved for funding. The Chair may also make recommendations for future submissions.
  - 5.4 The details of consideration of expenditures, releasing funds, project follow up and reporting shall be outlined in a Memorandum of Agreement with the University Libraries.
- 6. Reporting
  - 6.1 The PLIFC shall report twice annually on the status of the PLIF including its balance and projects funded to Council and to the Office of the Provost by the end of the fall and the winter semesters.
  - 6.2 Projects selected for funding shall be widely promoted.

## Chapter 8: Rules of Order

1. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order. Rules of order contained within this Manual shall supersede Robert's Rules of Order.
2. Substantive motions must be submitted in writing. This may be waived by unanimous consent.
3. The mover or the seconder of a motion shall be the first to speak in debate.
4. The person who introduced the motion also has the right of summation at the end of the debate.
5. No person shall speak more than twice during the debate on a substantive motion, except as provided for in these rules of order.
6. No person shall speak for more than two (2) minutes at a time.
7. Every member has the right to request that the minutes record him or her as having supported, opposed, or abstained on a motion.
8. A report, or a portion of a report, may be referred to the Judicial Board with a request that it be expunged from the record on the grounds that it is defamatory or prejudicially misleading.

A motion to do so will not require notice. This section shall be in force in addition to, not replacement of, the principle of expunging from the record as present in Robert's Rules.

9. Any rule of order may be suspended without notice, by the Chair, for the duration of the meeting, if less than three (3) members object.
10. All members must declare to any conflict of interest that they may have prior to the consideration of any motion concerning an organization external to the PGSS.

## **Chapter 9: Elections, Referenda and Petitions**

### **Section 1: Preamble**

1. There shall be a Chief Returning Officer (CRO) who is responsible for the implementation and oversight of all PGSS petitions, elections and referenda. The CRO will have discretion over enforcing rules and regulations pertaining to elections, referenda and petitions contained within this Manual. The CRO shall be responsible for all aspects of the administration of PGSS elections and referenda.
2. The CRO shall not be a candidate for any elected Society position, nor be the incumbent for any elected PGSS position, notwithstanding the Secretary-General acting as Interim CRO as prescribed herein.
3. The CRO shall be a contract worker of the PGSS. The Appointments Board shall recommend the hiring of the CRO, with this recommendation ratified by Council.

### **Section 2: Timetable for the Nominations and Referenda Questions**

1. Definitions:
  - 1.1 Candidate shall refer to anyone running for the position of a titled Officer.
  - 1.2 Chair or Chairperson shall refer to anyone officially directing a referendum committee.
  - 1.3 Election and elections shall refer to the election of a candidate. Each election may have multiple candidates.
  - 1.4 Several elections may be held concurrently. Candidates may only run in a single election at a time.
  - 1.5 Referendum, referenda and referendums shall refer to questions posed to voters to determine their will. Each question posed shall be treated independently of the other.
  - 1.6 Withdrawal shall refer to the removal of a candidate or Chair from this person's position. It may be voluntary or on the mandate of a PGSS body, including the CRO or Governance Committee.
  - 1.7 Regulations include all rules applied to the elections and referendums, including those imposed by the CRO within this Officer's mandate, and those of the bylaws and Society Activities Manual.
2. The CRO should endeavour to adhere to the following timetable, subject to any timeline modifications that best serve the democratic needs of the PGSS, in an extenuating circumstance:
  - 2.1 December 1: open nomination period for candidates for all Officer positions and call for referendum questions. The CRO shall ensure communication of the call for nominations and referenda questions is widely publicized to both Council and the PGSS membership at large via, at minimum, an e-mail distributed on the respective listservs;
  - 2.2 Two weeks prior to the February Council meeting: Send a reminder e-mail to all members notifying them about the PGSS Elections schedule and calling for nomination and referenda questions;

- 2.3 One month prior to the February Council meeting: The CRO will send to the PGSS membership an email outlining the process to submit referendum questions (petitions and Council motions), including the relevant deadlines. The CRO will also call for the referendum questions two weeks prior to the September Council meeting using the same procedure, with this referendum to be conducted at a potential by-election later in the fall. Such a referendum should follow the timeline prescribed for the general election, but subject to different dates.
- 2.4 Noon (12:00) on the date of the February Council meeting: end of nomination period. Communicate with PGSS members an extension of the nomination period for one (1) week for any position attracting one (1) candidate or less no candidates;
- 2.5 No later than two (2) days following the February Council meeting: call for the creation of referendum committees for each of the referendum questions by way of an email to the membership explaining the process, deadlines and questions. The nomination period for referendum Chairpersons should last no less than one calendar week.
- 2.6 One week prior to the distribution of the Council package for the February Council meeting; The CRO will collect the referendum question proposals and analyse the wording of the proposed questions. The Officer should propose changes to the person submitting the question should this Officer think the questions are misleading, confusing, or contrary to standard procedure (McGill, PGSS). Should the Officer and submitting party not reach an agreement on phrasing prior to the Council meeting, the Council motion should including this fact, as well as the CRO's proposed wording.
- 2.7 The CRO must also submit the approved referendum question to the Board of Directors within 24 hours of the February Council meeting for review pursuant with the PGSS Constitution (bylaws). The Board may send a question back to Council if it considers the question to violate PGSS's existing regulations or the results of its implementation to cause grave consequences to the Society.

### **Section 3: Referenda**

- 1. Preamble
  - 1.1 There shall be an annual referendum conducted concurrently with PGSS general elections.
  - 1.2 Notwithstanding the above, if there are no questions to be asked in a given year, then no referendum need be conducted.
- 2. Submission of Referenda Questions
  - 2.1 Questions may be placed on the annual referendum by:
    - 2.1.1 Resolution at the February Council meeting if the referendum period coincides with the general elections or at any Council meeting in the case of a stand- alone referenda.
    - 2.1.2 The presentation to the CRO of a petition bearing the signatures of at least seven (7) percent or 525 of the regular members of the PGSS. No more than a maximum of twenty-five (25) per cent of the names on the petition may be registered in a PGSA which is represented or eligible for representation on Council.
  - 2.2 A defeated referendum question shall not be reintroduced for a period of at least three (3) months, provided that the referendum was valid pursuant to this manual and the PGSS Constitution (bylaws).
  - 2.3 Formulation of referenda questions:

- 2.3.1 By resolution of Council, the PGSS may conduct a referendum which either:
- 2.3.2 Requires a single choice between “YES”, “NO” or “NO OPINION” to a question; or
- 2.3.3 Allows the ranking or a multiplicity of options determined by Council.
- 2.4 Council may call a referendum at any time by means of a resolution which receives the assent of at least two-thirds (2/3) of the voting members present.

#### **Section 4: Nominations of Candidates and Referendum Option Committee Chairs**

1. Candidate and Chair Eligibility:
  - 1.1 A candidate for the Executive must be either:
    - 1.1.1 A PGSS member in good standing;
    - 1.1.2 A former member on leave due to medical or professional reasons who will return in the following semester.
  - 1.2 A candidate for the position of referendum Chairperson must be either:
    - 1.2.1 A PGSS member in good standing;
    - 1.2.2 A former member on leave due to medical or professional reasons who will return in the following semester.
2. For the election of Executives, candidates must submit copies of their nomination forms to the CRO or PGSS Administrative Coordinator by noon on the day of the February Council meeting. Such nomination forms must be signed by at least fifty (50) regular members of the PGSS.
3. Candidates shall make use of the nomination form supplied by the CRO. This form shall include that which the CRO deems appropriate to include, as well as the name, student number, and email address of each nominator. There shall be no limit to the number of nominators for each candidacy of each office; however, nominators may only nominate one nominee per office.
4. No monies may be spent by the candidate in obtaining supporting signatures.
5. The nomination form shall use the following wording: We, the undersigned, as regular members of the Post-Graduate Students’ Society, do nominate [...] for the position of [...] of the McGill Post-Graduate Students’ Society.
6. In the case of Referendum Option Committee Chairs, the nomination form will also clearly state the referendum question, and the position of the committee: “YES” or “NO”.
7. In the event of no nominees for the candidacy of any office or the Chair of any referendum campaign, the nomination period for that position will be extended by one week.
8. The CRO shall publicise the list of candidates and referendum questions in a timely fashion following the end of the February Council meeting.
9. If no nomination for the position is received within the extended one-week (1) period, then following the end of the general election, by-elections procedure shall be applied.
10. Each candidate must at the time they hand in the nominations to the Elections Committee, place one hundred dollars (\$100) on deposit with the Society which shall in all cases be returned one (1) week after the election has taken place subject to forfeiture in whole or in part as a result of any breach of these regulations unless the candidate performs five (5) hours of documented community service at an organization approved by the Elections Committee.

#### **Section 5: Referendum Option Committees (ROC)**

1. The ROC Chair shall form the Referendum Option Committee.
2. The CRO shall appoint the referendum Chairs based on the nomination procedures contained within this Manual.

3. For the election of referendum Chairpersons, these persons must submit copies of their nomination forms to the CRO or PGSS Administrative Coordinator before the end of the nomination period. Such nomination forms must be signed by at least fifteen regular members of the PGSS.
4. In the event that more than one (1) candidate presents himself or herself for Chair for any one ROC, then the candidate with the most supporting signatures shall be appointed by the CRO.
5. The PGSS shall budget a minimum of one thousand and two hundred dollars (\$1,200) per year in order to fund referendum committees. These funds shall be divided equally among all committees formed up to three hundred dollars (\$300) maximum.
6. ROCs may spend no more than 20 percent of their allocated budget on food/beverages. The ROCs shall not spend money on alcoholic beverages or on events unrelated to their campaign.
7. The ROC must abide by the rules outlined in the Manual regarding campaigning, and campaign material.

### **Section 6: Withdrawal and Disqualification of Candidates or Chairpersons**

1. Candidates wishing to withdraw shall do so by tendering a written withdrawal notice to the CRO no later than three (3) days prior to the election.
2. Candidates must inform the CRO of violations in action (actions marked by a precise event) within the soonest reasonable delay to a maximum of three days (72 hours) after the close of polls, and durational violations (actions marked by an extended timeframe) within three days (72 hours) of the close of polls.
3. The CRO, with the advice of the Elections Committee, may disqualify a candidate or a Chairperson for acts that violate the election or referendum regulations contained within the Society Activities Manual and Bylaws in practice or in spirit, and that significantly affect the outcome of the election or referendum. Such a disqualification must be provided in writing to the candidate, and posted on the PGSS website.

### **Section 7: Post-Nomination Period**

1. The Chief Returning Officer (CRO) shall be required to hold "an information session" within one week of the end of the nomination period for candidates and Referendum Committee Chairs where they present the appropriate parts of this Manual.
2. No campaigning may take place during the post-nomination period.

### **Section 8: Scheduled Debates**

1. The CRO shall arrange and publicize at least one (1) debate on each campus. The format of these debates will be determined by the CRO in consultation with the candidates and Chairpersons, with the CRO retaining ultimate authority over the format.
2. The CRO shall ensure that the debates are widely publicized and candidates and Referendum Committee Chairs are given a minimum of one (1) week notice of the dates, times, and locations of the debates.
3. Candidates must attend all scheduled debates, barring any legitimate academic, personal or professional conflict that is documented. In the case of an excused absence, the candidate may not send a proxy, though the candidate may submit a 350 word statement to be read out in lieu of the individual's presence. The CRO reserves the right to verify and approve documentation, as well as the reason for the absence.

### **Section 9: Campaign and Campaign Period**

1. The campaign period for all candidates and referenda committees will start after the February Council meeting on a date prescribed by the CRO and following a post-nomination period during which all candidates will be informed of the electoral rules and regulations.
2. The campaign period will last for a minimum of two (2) weeks and end at 11:59pm of the day prior to the voting period.

### **Section 10: Election and Referenda Campaigning**

1. Campaign material includes any material intended to affect the ballot choice of a PGSS member. It does not include materials existing prior to the campaign that was not created with the intent to campaign; it also does not include external materials that were not created with the intent to campaign, such as professional pages (LinkedIn, McGill, etc.).
2. All candidates' campaign materials must include references to their own campaign or personal attributes. It may also include references to another candidate's campaign or personal attributes.
3. All referendum campaign material must reference the present situation or the potential situation as pertaining to the referendum's outcome, or the outcome of the opposite side's campaign's victory.
4. Campaign material must be based in fact, or an opinion which is stated as such. It cannot be prejudicially misleading, defamatory (based on ascribed [race, language] or acquired [religion, physical ability] statuses), false, or malicious. Campaigning using this type of material may lead to forfeiture of deposit or disqualification as based on severity.
5. Campaign material that is directly communicative in nature (such as conversations, Facebook postings, tweets, emails, etc.) does not need to be approved by the CRO; however all other material, including the forums for the aforementioned direct communication, except when not applicable by nature (a conversation), must be approved by the CRO. The candidate or Chair must obtain approval from the Officer of what is being distributed, how many, and the details of the material.
6. All printed and online materials must include the following statement:  
*"If any of the information contained on this document is untrue, misleading or offensive, or in any other way violates the election and referendum rules, please notify the Chief Returning Officer at [elections.pgss@mail.mcgill.ca](mailto:elections.pgss@mail.mcgill.ca)".*
7. If a candidate or Chair is found to be in violation of the election rules in good faith, this person has twelve (12) hours to rectify the situation. In case of a discrepancy with the CRO's decision, the candidate or Chair should remove the material and await a decision of the Judicial Board or CRO.
8. Candidates and Chairpersons are expected to comply with McGill's regulations regarding the distribution of posters and printed materials.
9. Candidates and Chairpersons are expected to first obtain permission from a professor or instructor prior to making a speech in a class.
10. No Candidate or Chairperson may purchase advertising space.
11. Candidates and Chairpersons are required to declare any individuals who will be assisting them with campaigning. These individuals are considered to be part of a campaign team, and the candidate or Chairperson will be liable for this person's actions if done on the suasion or with the knowledge of the candidate or Chairperson.
12. Active campaigning must cease the evening (11:59pm) before the opening of the polls. Candidates and Chairpersons (including the committees of either person) may remind PGSS members to vote as long as they refrain from attempting to influence the outcome of the vote and as long as they refrain from referring voters to campaign materials. It is forbidden to post, create, or distribute new campaign materials during the polling period.
13. The CRO will ensure the distribution of an option 750 word candidate or Chairperson statement to voters (who have not opted out of it) in a special edition listserv within twenty-

four (24) hours of the opening of the elections. These statements may include anything which the candidate or Chairperson deems relevant. It may also contain a link to external resources (which counts as one word) and writing in a language other than English. The statement for the office of External Affairs Officer must address this individual's abilities in English and French.

14. The CRO will solicit 350 word statements in English and/or French from candidates and Chairpersons to be attached to the ballot along with, for candidates, an optional personal photograph. If submitted by candidates and Chairpersons before the CRO's deadlines, the statements will be translated by PGSS, in which case the word limit shall not apply to the translated material. This statement may contain whatever the candidate or Chairperson deems relevant, as well as one link to an external website (which counts as one word).
15. Besides the 350-word message distributed in the electronic ballot voting email, all candidates are permitted to submit one (1) 750-word email that will be sent to PGSS members through an opt-out mechanism such as the PGSS Newswire. All email materials shall be sent to the CRO who will then arrange with the PGSS staff to send the candidates messages. The 750- word e-mail must include a statement on the candidates past involvement in the PGSS and in any other student organization at the post-secondary level, and in the case of the External Affairs Officer a statement on the candidate's proficiency in French. The 750-word statement shall be distributed during the campaign period.

### **Section 11: Cost of Campaigning**

1. Campaign materials used in support of the election campaign of a candidate or referendum committee, including all gifts and contributions, shall not exceed a retail market value of three hundred (300) dollars.
2. The CRO shall be fully empowered to decide upon the said retail market value of such campaign materials that are not accompanied by receipts.
3. An itemized account of all expenditures must be submitted to the CRO at the latest twenty-four (24) hours after polls open. No further expenditures shall be incurred after the submission of said account. These accounts shall include:
  - 3.1 A means of identifying how a given receipt corresponds to a previously approved campaign material. In the case of expenses that were not incurred for the purchase of advertising materials, an explanation of the use of the good or service must be included with the receipt.
  - 3.2 A written receipt for each separate campaign material.
4. Where the candidate or a referendum committee has not been billed for materials and service rendered on his/her behalf, a written estimate, signed by the supplier or responsible agent of the supplier of such materials or services, shall also be included.
5. The requirements for submission of receipts and estimates may be waived for any candidate or referendum committee that signs a declaration stating that any money spent by them or on their behalf for the purpose of their campaign will not exceed five (5) dollars.
6. If no submission of expenditures or declaration that spending did not exceed five (5) dollars is received by the PGSS within twenty-four (24) hours of the polls opening the candidate or referendum committee shall be required to withdraw from the election by the CRO. The referendum option committee electronic statement will be withdrawn.
7. Any candidate or Chairperson, or any person acting on their behalf or suasion, who willfully violates the provisions of this section shall be withdrawn from the election or referendums. Any candidate or Chairperson who exceeds the expense limit shall be withdrawn regardless of intent.

### **Section 12: Voting and Voting Period**

1. Elections for the Executive and coincident referenda shall use an electronic ballot voting procedure unless Council passes a motion specifying another procedure at February Council or earlier.
2. When electronic balloting is used, the CRO must send an email to PGSS membership containing instructions on how to vote with a link to the online voting system. The Officer must do this within 24 hours of the opening of the polls. The Officer must also send at least two emails to eligible members who have not yet voted during the voting period. These emails must be sent between 5:00am and 10:00am.
3. The voting period will last a minimum of both five (5) business days and a seven (7) calendar days to a maximum of ten (10) business days. Council must approve the dates chosen by the CRO.

### **Section 13: Rules Governing Electronic Balloting**

1. The electronic ballot voting procedure must be implemented in such a way that voter confidentiality is maintained throughout the tabulating process; personal information and other affiliations must be removed once the ballot is cast electronically.
2. The electronic ballot voting system must be hosted on a secure computer system. All information passing back and forth from the secure computer system must be encrypted and certified as such by a third party commercial security certificate provider. The computer systems hosting the voting system must receive regular security updates and security and stability must remain current at all times. No member of the PGSS other than the CRO shall at any time have physical or electronic access to the computer system that will host the software. Maintenance of the system will be contracted out to a neutral third party employed by PGSS. Any changes or updates to the computer system will be made through the neutral third party.

### **Section 14: Rules Governing By-elections**

1. If an Officer position becomes vacant, the CRO must commence a call for nominations within ten (10) calendar days. The election of this Officer position must commence within five (5) weeks of the position being vacated. These deadlines may be waved should another election or referendum period fall within the timeline of a by-election, and the CRO wishes to merge the by-election with them. This clause trumps other date-related clauses in that which concerns by-elections.
2. The by-election timeline shall include a minimum of two (2) week for the nomination period and one (1) week each for the campaign period and the voting period.
3. In the case where a referendum or election overlaps with an election to fill a vacant position, the CRO should endeavour to incorporate the by-election with the referendum or election being held. If this is not possible, the by-election campaign period shall begin after the referendum.
4. Successful candidates resulting from by-election shall only serve the remainder of the current term during which the vacancy occurred.

### **Section 15: Invalidation**

1. The CRO, in consultation with the Elections Committee, shall invalidate the election, or one or more referendum questions, if upon investigation, it is evident that there has been a gross violation of significant consequence of the governing documents such as to:
  - 1.1 Disenfranchise eligible voters;
  - 1.2 Permit ineligible persons to vote;
  - 1.3 Coerce voters to vote in a particular way;
  - 1.4 Mislead voters in their choice.
2. Protests and Withdrawals

- 2.1 All complaints, protests, or requests to review the result in frame must be made to the CRO not later than five (5) calendar days after the closing of the polls. They must either be in written form and signed by a regular member of the PGSS or be sent digitally with a typed name acting in lieu of a signature.
- 2.2 The CRO shall retain the record of the online voting system for a period of one year, unless the provider of the system deletes it. The CRO shall keep any signed documents from candidates and Chairs, as well as any campaign material records and expense forms, for a period of two (2) months following the end of the election.

## **Section 16: Election and Referendum Voting Systems**

- 1. Election Polling
  - 1.1 For each ballot for the position of Executive Officer voters must be presented with a single-transferable vote (STV) ballot that grants voters with the option to rank order their preferences or to state no opinion. Voters may also state their disapproval of a candidate. If fewer than three (3) candidates come forward, the ballot for the position of an Executive Officer should follow the first past the post voting system (FPTP). No opinion does not count towards the aforementioned three candidates.
  - 1.2 Except for ballots with fewer than three (3) candidates, the counting of votes shall follow the full preferential system (STV) of the Salamander (or another provider, as the case may be) online voter system. This voting method permits for the transfer of votes to second or subsequent preferences when a given candidate has fewer votes than the quantity needed to win.
  - 1.3 No opinion votes shall be regarded as abstentions
  - 1.4 Disapproval votes cannot exceed the number of votes cast in support of the winning candidate. If this is the case, the candidate with the greatest number of votes will not be declared the winner, and the winning Officer will be determined at a later by-election.
- 2. Referendum Polling
  - 2.1 For yes / no questions or for questions with two (2) options, voters must be presented with a First Past the Post style ballot that gives the voter an option to abstain (this “no opinion” response does not count as an option when discussing two option referendum questions). Voters may also state their disapproval of an option.
  - 2.2 For questions with more than two (2) options (not including a no opinion), voters will make use of the Full Preferential system discussed in 9:10:1:2.
  - 2.3 The question with the greatest support (in the case of STV, this applies after the redistribution of votes) will be declared the winning option.
  - 2.4 If the number of disapproval votes exceeds the number of votes cast in favour of a candidate, the referendum question will be considered undetermined. It may be presented at a subsequent referendum for reconsideration by PGSS members.

## **Chapter 10: Recognition of PGSAs**

- 1. An association comprised of PGSS members, in conformity with the definition of PGSA in the PGSS Bylaws, may request recognition by the PGSS.
- 2. Only recognized PGSAs shall have access to their member’s listserv from the PGSS as well as to the use of the PGSS online voting system to hold PGSA elections and referenda.

3. Requirements
  - 3.1 As of September 2012, any unit that wishes to form an independent PGSA must have at least twenty-five (25) members in their unit.
  - 3.2 Alternatively, a unit might join a PGSA of their choice with the agreement of the membership of that PGSA.
  - 3.3 Any changes to the conditions indicated above with regards to PGSA creation must take place between June 1<sup>st</sup> and September 30<sup>th</sup>.
4. PGSA's shall be recognized by motion of Council, as follows:
  - 4.1 Organizations shall submit to the PGSS a constitution, or Bylaws stating, at the minimum, the association's:
    - 4.2 Name; object; membership; Officers; membership fees; qualifications for office, and the dates of elections; regularity of meetings; a financial year, that runs concurrently to the PGSS financial year; and procedures for constitutional amendment.
5. PGSA's shall ensure that the following documents are provided to the PGSS:
  - 5.1 List of Officers;
  - 5.2 List of signing authorities; and
  - 5.3 Financial documents as required for the Post-Graduate Student Life Fund.
6. Nothing in the constitution of a recognized PGSA shall supersede Bylaws or operating Manuals of the PGSS.
7. At the discretion of Council, double-representation is permitted, but all funding decisions shall be made according to the PGSLF.

## **Chapter 11: Appointments Board (AB)**

1. Purpose
  - 1.1 The Appointments Board shall:
    - 1.1.1 Nominate members to PGSS and University committees;
    - 1.1.2 Recommend to Council individuals to fill the positions of Commissioners;
    - 1.1.3 Evaluate candidates for positions of Speaker, CRO, and other positions requested by the Executive Committee.
2. Composition
  - 2.1 The composition of the Appointments Board shall be as defined in Bylaw.
  - 2.2 The Internal Affairs and the Academic Affairs Officer shall serve as co-Chairs.
3. Composition Restriction
  - 3.1 Membership on the Appointments Board shall exclude councillors who:
    - 3.1.1 Are involved in elections or referenda;
    - 3.1.2 Have a titled position;
    - 3.1.3 Sit on the Judicial Board.
4. Rules of Procedure
  - 4.1 The Appointments Board shall evaluate candidates based on information submitted by applicants. For candidates applying to University committees, additional information may be gathered through a public question and answer period. For candidates applying to titled positions, a public question and answer period shall be conducted by the Appointments Board.
  - 4.2 In recommending candidates, the Appointments Board shall consider the following requirements:

- 4.2.1 Specific requirements of specific positions;
- 4.2.2 Adequate availability of the candidate, in terms of both workload and mandate duration.
- 4.3 In recommending candidates, the Appointments Board shall consider the following aspects, valued by the PGSS and listed here in no particular order:
  - 4.3.1 Sense of commitment;
  - 4.3.2 Sense of responsibility and accountability;
  - 4.3.3 Enthusiasm, interest and passion;
  - 4.3.4 Relevant experience and skills;
  - 4.3.5 Quality and regularity of reporting and communication;
  - 4.3.6 Personal/professional development of PGSS representatives;
  - 4.3.7 Experience and knowledge relevant to the position to which the candidate is applying.
- 4.4 In recommending candidates to University and PGSS committees, the Appointments Board shall strive to achieve:
  - 4.4.1 Effective representation in the best interest of the PGSS; ongoing inclusion of new participants to PGSS governance and political life; and diversity in internal and external committee positions, from the viewpoints of faculties, programs, experience, and equity towards disadvantaged groups.
  - 4.4.2 The Appointments Board shall give equal consideration to all applications from regular members interested in serving on committee positions. This guideline shall extend to members of the Appointments Board who are seeking other committee positions, with the requirement that candidates not be present when said positions are being discussed.
- 4.5 The proceedings of the Appointments Board shall be held in two parts: a public question and answer period for candidates open to all regular members of the PGSS and a closed session during which the Appointments Board shall issue recommendations on candidates and committees.
- 4.6 All decisions of the Appointments Board shall be made democratically and documented. In the event of a tie, the vote of the Chair shall count twice. All supporting documentation provided by candidates shall be held as confidential.
- 4.7 All candidates shall be notified of changes in their application status (e.g. accepted, rejected, and what's next) within forty-eight (48) hours of the Appointments Board decisions. Such notice shall inform candidates of their right to appeal to the Judicial Board.
- 4.8 Recommendations of the Appointments Board shall not be disclosed to Council or to the public before seventy-two (72) hours have lapsed since the notification to candidates.

## **Chapter 12: Lottery System**

- 1. Purpose
  - 1.1 The Appointments Board, as outlined in the Bylaws, has its membership selected by lottery. The following shall outline the manner in which this lottery is to be conducted.
- 2. Notice
  - 2.1 Notice of a lottery period shall be given to the members at least two (2) weeks prior to the lottery.

### 3. Process

- 3.1 The lottery shall take place during an item of business before a Council meeting, for the purpose of conducting the lottery. Several lotteries may be conducted at the same time.
- 3.2 The lottery shall be conducted by the Secretary-General, or in his/her absence, by a lottery Chair as selected by Council. At least Council shall designate two (2) voting members of Council as scrutineers.
- 3.3 The scrutineers shall be charged with ensuring that the process is followed according to the Bylaws and the Society Activities Manual.
- 3.4 Nominations may be submitted, in writing, to the Secretary-General, prior to the meeting. Nominations may be also be submitted during the item of business designated for the purpose of the lottery. Each nomination must be supported by the signature of at least (5) members of Council, and shall be signed by the nominee.
- 3.5 The lottery Chair shall ensure that nominees meet the requirements for the committee for which the lottery is being held.
- 3.6 After calling the nomination period closed, the lottery Chair shall place ballots for each nominee in a separate container for each lottery being conducted.
- 3.7 The lottery Chair shall, in full view of the scrutineers, select the requisite number of ballots from each container.
- 3.8 The winners of the lottery shall be read into the record, and shall assume their positions immediately.
- 3.9 A lottery may only be overturned by unanimous decision of the scrutineers, upon which the process shall immediately be repeated.
- 3.10 In each instance of a lottery, the results, regardless of whether they are overturned or upheld by the scrutineers, must be read into the record.

## Chapter 13: Judicial Board

### 1. Purpose

- 1.1 The Judicial Board shall:
  - 1.1.1 Hear and pass judgment on cases of appeal concerning any decision or actions of the CRO within three (3) working days of being notified of any such appeal;
  - 1.1.2 Review all appeals to recommendations of the Appointments Board;
  - 1.1.3 Hear and pass judgment on cases of appeal within its jurisdiction as set out in Bylaw.

### 2. Rules of Procedure

- 2.1 The rulings of the Judicial Board shall be final.
- 2.2 Members of the Judicial Board who are the subject or affiliated with an appeal shall not participate in the deliberations of said appeal.
- 2.3 The PGSS may request the assistance of the Judicial Board in the preparation of a judicial case to be heard outside the PGSS regarding a matter previously deliberated by the Judicial Board.
- 2.4 Pursuant to such a request, the Judicial Board shall assist in the preparation of appropriate documentation and in its presentation.
- 2.5 The Judicial Board shall not render opinions on matters of dispute between members.

### 3. Composition

- 3.1 The composition of the Judicial Board shall be as defined in Bylaw.

- 3.2 Judges of the Judicial Board cannot be current members of the Appointments Board, the Governance Committee or the Policy and Structure Advisory Committee.
- 3.3 Members of the Judicial Board cannot be involved in Society petitions, elections, or referenda.
- 3.4 Members of the Judicial Board cannot hold a titled position.
- 3.5 Judges of the Judicial Board cannot be any members of the PGSS with powers to make PGSS decisions that are subject to appeal.
- 4. Reporting
  - 4.1 The Judicial Board shall make a written report to the Council and to the Board of Directors of its activities on an ongoing basis.
  - 4.2 In cases of dissenting opinions by members of the Judicial Board, each member shall have the right to present her or his opinion in writing along with that of the majority, when it differs from the majority.
- 5. Voting
  - 5.1 Voting shall be as defined in Bylaw.
- 6. Quorum
  - 6.1 Quorum shall be as defined in Bylaw.

## Chapter 14: Funding Programs

### Section 1: Grants Program

- 1. Purpose
  - 1.1 The Grants Program aims to provide financial aid to projects of a non-profit nature initiated by and for PGSS regular members.
- 2. Use of the Fund
  - 2.1 Eligibility
    - 2.1.1 For a project, activity or event to be eligible for funding, it must meet all the following criteria:
      - a. Regular PGSS members must be responsible for and involved in its organization and production;
      - b. It must have a specific time frame, and the request for funding must occur a minimum of thirty (30) days before the project or event takes place;
      - c. It must not be expected to run a profit with Grants Program funding;
      - d. The project must have an academic or philanthropic objective, or otherwise contribute to the betterment of the PGSS 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);

- e. The following projects, activities, or events are ineligible for funding:
  - Those which violate the PGSS rules or regulations, or McGill University rules or regulations;
  - Those under the immediate aegis of, or funded by:
    - The PGSS, except through PGSLF;
    - Organizations funded by PGSS or by a non-PGSS fee levy upon PGSS regular members;
  - Those that remunerate their organizers financially;
  - Those for which the organizers will receive credit in their academic programs, or which contribute directly to program requirements;
  - Projects that have recruitment or proselytizing goals;
  - Those which do not comply with the requirements of this Regulation
- f. If the event hosts non-PGSS participants, PGSS members must inherently benefit from the event taking place;
- g. The activity may receive logistical and financial support from a professor, department, or research group, but cannot be initiated or organized by them;
- h. Events that physically take place on one of McGill's campuses or in any justified environment that does not exist on one of the campuses will take precedence;
- i. Projects must not recreate any existing services within McGill or PGSS;
- j. Grants affiliated with PGSAs and other groups that have already received funding from the Grants Program that fiscal year; however, an individual applicant may receive multiple grants for different projects, activities, or events in a single fiscal year;
- k. Projects that have already been funded previously (in other fiscal years) should not expect to receive the maximum funding, if any. Preference should be given to novel projects.

## 2.2 Expenses:

- 2.2.1 Eligible expenses in the budget include, but are not limited to:
  - a. Promotional material for the project (printing, scanning, faxing, etc.);
  - b. Rental of the event venue;
  - c. Rental of audio/visual equipment;
  - d. Food and non-alcoholic beverage costs;
  - e. Reimbursement for reasonable transportation costs associated with the event.
- 2.2.2 The following particular expenses are ineligible for funding:
  - a. Alcoholic beverages,
  - b. Gifts, prizes, or honoraria with the exception of those for featured invitees (e.g. guest speakers);
  - c. Renovations, additions, modifications, or construction of McGill buildings;
  - d. Purchase or maintenance of equipment;

- e. Contributions to political parties, political campaigns, or political interest or advocacy groups;
- f. Expenses related to academic conference participation;
- g. Expenses related to the fulfillment of academic or employment requirements.

### 3. Administration

- 3.1 The Committee on Monetary Affairs (CMA) shall maintain procedures for ensuring that funding awarded under the Grants Program is:
  - 3.1.1 Awarded without the undue influence of personal preference for certain types of events, activities, or projects by CMA members;
  - 3.1.2 Temporally accessible (e.g. an application does not get significantly different funding depending on when it is received).
- 3.2 The CMA shall maintain appropriate statistics and analyses thereof regarding the applications it receives in order to inform its decision-making procedures. These statistics shall be presented at the Annual General Meeting (AGM) at the end of the financial year by the Financial Affairs Officer (FAO).
- 3.3 Grant applications will be due at 11:59pm to the PGSS on the fifteenth (15<sup>th</sup>) of every month between September and June. A decision about the application will be rendered by the CMA within two weeks of the deadline; this two week evaluation period shall be called the “granting period.” Such a decision may result in the awarding of funds, the rejection of the application, or deferment whereby a request for more information shall be submitted in a grant reapplication.
- 3.4 Applications for funding must be made in writing (the online application is acceptable), and include all forms and supporting documentation required by the CMA, including a credible and complete project budget with a section on expected revenues, another section on expected expenses, and the total of revenues less expenses.
- 3.5 An application must also include a single and specific end date for the event, activity or project for which funding is being requested. This end date must be within six (6) calendar months of the beginning of the granting period in which the application is considered.
- 3.6 The CMA will determine, whether the project meets the eligibility criteria and falls within the mandate of the Grants Program.
- 3.7 Based on its evaluation of the applications, the CMA will rank the grants received in a given granting period based on adherence to the eligibility and selection criteria, and will allocate funds accordingly.
- 3.8 The amount of funding awarded will be limited by the expressed needs of the project and the amount of funds available.
- 3.9 The CMA shall prioritize applications as follows:
  - 3.9.1 The project is novel and will contribute something meaningful to the PGSS community;
  - 3.9.2 The level of clarity of the project and its goals;
  - 3.9.3 The viability of the project;
  - 3.9.4 The number of targeted regular PGSS members;
  - 3.9.5 Environmental benefits for the PGSS community;
  - 3.9.6 The incorporation of sustainable practices;
  - 3.9.7 Those are viewed by the member of the CMA as satisfying the aims of the Grants Program;
  - 3.9.8 The overall quality of the application.

- 3.10 Applicants shall be notified in writing of the decisions of the CMA before the end of the granting period during which their application is considered.
  - 3.11 Applicants shall have the right to appeal decisions of the CMA first to the FAO, as a representative of the CMA, to elaborate and discuss the CMA's decision. Should a resolution not be found when appealed to the FAO and CMA, the applicant can appeal the decision to the Judicial Board.
  - 3.12 Decisions of the CMA shall be reported in writing to the AGM, along with:
    - 3.12.1 The CMA's prioritized ranking of each grant application;
    - 3.12.2 The complete updated catalogue of grants awarded funding that will be used in that financial year, and the grants that have been de-allocated.
  - 3.13 If for some reason the CMA is unable to make a decision concerning a duly received grant application within the appropriate granting period, and the event, activity, or project has occurred by the time the CMA is able to make its decision, the CMA may exceptionally award a grant retroactively.
4. Disbursement of funds
- 4.1 Funds shall be disbursed upon receipt of sufficient receipts by the PGSS office.
  - 4.2 Funds will be dispersed in the form of a cheque issued directly to the grant applicant or their affiliate PGSA, or it may be issued as an internal transfer to their affiliate PGSA's PGSLF. If a cheque is issued to an individual applicant or PGSA, it is the subsequent responsibility of the applicant to properly disperse the funds.
  - 4.3 Receipts must be delivered to the PGSS within two (2) weeks of the end of the event, activity or project. Failure to comply with the receipt deadline shall result in notice of a five (5) regular business day extension of the deadline, after which the FAO shall be authorized to de-allocate all unclaimed funds allocated for the event.
  - 4.4 Successful grant applicants shall be requested and expected to acknowledge PGSS' financial support.

## **Section 2: Post-Graduate Student Life Fund**

- 1. Purpose
  - 1.1 The goal of the Post-Graduate Student Life Fund is to fund the activities of recognized Post-Graduate Student Associations (PGSAs).
  - 1.2 The per-student fee levy is paid by PGSS members, and shall be allocated to PGSAs according to the fees paid by the members, in line with data provided by McGill. Students are charged this fee by McGill based on their registration status.
  - 1.3 The fees paid by post-doctoral fellows will be allocated 25% to the APF and 75% to their program-associated PGSA.
- 2. Use of the Fund
  - 2.1 The funds allocated for Post-Graduate Student Association (PGSA) activities and events for graduate students and postdoctoral scholars shall be used for events and activities determined by their respective PGSA, in a manner consistent with this regulation, McGill regulations, and the law.
  - 2.2 Eligibility
    - 2.2.1 All recognized PGSAs are eligible to receive PGSLF funding.
    - 2.2.2 In the case of Macdonald Campus, the MCGSS will represent all departments as the PGSA.
- 3. Administration
  - 3.1 Under the supervision of the Financial Affairs Officer, the Post-Graduate Student Life Coordinator (PGSLC) shall be responsible for the administration and

management of the Post-Graduate Student Life Fund (PGSLF) in accordance with the provisions herein contained.

### 3.2 Rules and Regulations

- 3.2.1 In order for 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 beginning of each fiscal year.
- 3.2.2 If a PGSA requests, at the beginning of the PGSA's fiscal year, that the total amount of funds allocated to them be administered by the PGSS, the PGSA will have to submit an expense form all events or activities funded by the PGSLF. An expense form has to be submitted at least fifteen (15) days prior to the start of each event or activity that is to be funded by the PGSLF.
- 3.2.3 All activities must comply with federal, provincial, and municipal laws, McGill regulations, and PGSS rules and regulations.
- 3.2.4 All activities must be properly insured. The PGSS reserves the right to charge a PGSA a supplement for exceptional activities that engender excessive risk above that covered by the PGSS insurance policy.
- 3.2.5 Per provincial laws and the McGill Alcohol Policy, 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 (like Thomson House), then the appropriate rules regarding that establishment shall prevail.
- 3.2.6 PGSLF money cannot be used to buy alcohol for off-campus events and activities that are not held in a licensed establishment, or without the proper liquor permit and McGill Server Trained servers.
- 3.2.7 For each event and activity, each PGSA must have a designated person (who will attend the event or activity) who takes full responsibility for satisfying PGSLF regulations and for ensuring the event respects PGSS regulations.

### 3.3 Reimbursements

- 3.3.1 The application for reimbursement under the PGSLF shall include the following information:
  - a. Name of the PGSA;
  - b. Completed expense form;
  - c. A summary of expenses of the event in question, including all receipts, must be received within two (2) weeks of the event;
  - d. Completed events form.
- 3.3.2 Funds shall be disbursed by the PGSS representative upon receipt of sufficient acceptable receipts. Receipts are required to be delivered to the PGSS representative within two (2) weeks of the end of the event. Failure to comply with the receipt deadline shall result in notice of a five (5) regular business day extension of the deadline, after which the PGSS representative shall be authorized to de-allocate all unclaimed funds allocated for the event.
- 3.3.3 Any other information required for the PGSS representative to ascertain a true and complete picture of the event. Failure to provide the necessary information is sufficient grounds for a rejection of an application for an event.
- 3.3.4 Any applicant found to have made an application under false pretenses will be required to immediately return any funds disbursed.

- The PGSS representative may request additional information in order ensure that applications are truthful and complete.
- 3.3.5 At the discretion of the PGSS representative, two (2) signatures of the PGSA Executives may be required.
  - 3.3.6 All expenditure from the fund shall require the authorization of the PGSS Financial Affairs Officer.
  - 3.3.7 At the discretion of the PGSLF Coordinator and the Financial Affairs Officer, events may be pre-approved and money dispersed in advance.
- 3.4 Distribution of Funds
- 3.4.1 There shall be an accounting service provided by the PGSS.
  - 3.4.2 For departments located at Macdonald Campus, PGSLF Fees collected in the year the fee was collected, will remain segregated based on department and enrollment.
  - 3.4.3 For departments located at Macdonald Campus, MCGSS shall keep track of each department's account as well as reimbursement of funds to departments with successful PGSLF applications.
  - 3.4.4 A PGSA may deposit funds into their PGSLF account. This money may be disbursed, according to this regulation, for PGSA events and activities.
  - 3.4.5 There will be no transfer of money between the PGSS account service and a personal bank account.
  - 3.4.6 Disbursement of funds will not exceed the total amount of in the PGSA account.
- 3.5 Feedback
- 3.5.1 PGSA representatives shall be invited to meet with the PGSLC to discuss the program, with the goal of improving the PGSLF.
- 3.6 Annual Report
- 3.6.1 Each PGSA shall submit to the PGSS an annual report. This report shall contain, if applicable, a financial statement with a general description of each event or activity that was paid for or reimbursed by PGSLF program funds.
- 3.7 Budgeting Procedures
- 3.7.1 The total amount accorded to a PGSA is based on the number of students registered in each department. Students are charged this fee based on their credit registration status. Such fee amounts may be modified only by a referendum of the PGSS membership.
  - 3.7.2 The amount accorded to each PGSA shall be calculated in October and February of each school year according to enrolment data
- 3.8 Remaining Funds
- 3.8.1 In October of each fiscal year, the PGSS will cap the funds for each PGSA, at a maximum of three (3) years of its average annual revenue in October of each school year. Any remaining funds that have no responsible PGSA will be put back into the PGSS Grants Program.
  - 3.8.2 For departments located at Macdonald Campus, on the first day of the academic year following the academic year that the fees were levied (September 1<sup>st</sup>), the remaining funds will be pooled and will be accessible to all departments through an application to the MCGSS.
  - 3.8.3 For departments located at Macdonald Campus, the pooled fees will be accessible from September 1<sup>st</sup> until August 30<sup>th</sup>. However, as of

December 1st of that academic year, MCGSS will be able to access those funds in the pooled account.

### **Section 3: Member Legal Support Fund**

1. Mandate
  - 1.1 The MLSF shall be used to help PGSS members who are in need of financial assistance to cover legal costs associated with consultation and initiation of a legal suit as a result of a rights violation during their tenure at McGill University.
2. Use of the Fund
  - 2.1 Eligibility:
    - 2.1.1 PGSS members who have experienced a rights violation during their graduate degree program or postdoctoral fellowship at McGill University are eligible for application to the MLSF. A rights violation is considered to be a violation of any of the Student and Human rights outlined in the McGill Charter of Student Rights.
    - 2.1.2 Only regular members of the PGSS at the time of the violation are eligible to apply for financial support from the MLSF.
    - 2.1.3 In the case that a regular member ceases to be a member, an application must be made no later than sixty (60) days after termination of classification as a member.
  - 2.2 The MLSF shall be utilized to offer financial support for expenses associated with securing legal consultation or representation for proceedings under the terms and conditions of:
    - 2.2.1 The McGill grievance procedure, where the McGill Legal Information Clinic recommends the use of remunerable outside services;
    - 2.2.2 McGill Harassment and Discrimination Assessment procedure;
    - 2.2.3 The Quebec Human Rights Commission or the Canadian Human Rights Commission;
    - 2.2.4 The Quebec Provincial Court or Canadian Federal Court regarding a violation of civil or human rights;
    - 2.2.5 All other legally recognized tribunals, external to McGill.
3. Administration
  - 3.1 The Committee for Member Support (hereafter CMS) shall be responsible for the disbursement of the MLSF.
  - 3.2 Prior to any application for MLSF funding, the candidate must comply with all the requirements stipulated in the Manual governing the operation of the MLSF and the CMS
  - 3.3 Committee for Member Support (CMS)
    - 3.3.1 The Chair shall maintain and provide members of the CMS with information related to:
      - a. The mandate of the MLSF and the CMS;
      - b. All operating procedures governing the management of the MLSF and the CMS;
      - c. The management of the MLSF and the CMS;
      - d. Internal (University) resources and procedures available to address PGSS members' inquiries and problems;
      - e. External (community) resources and routes available to address PGSS members' inquiries;
      - f. Guidelines governing the maintenance of confidentiality;
      - g. How to assist members to make a formal application for financial support for the MLSF;

- h. The collection of all required documentation to facilitate the accurate evaluation of all applications for financial support.
- 4. Application for Funding
  - 4.1 All applicants for financial support from the MLSF shall be required to successfully complete the following steps before submitting a formal application to the CGSS:
    - 4.1.1 Consulted with a volunteer of the CMS;
    - 4.1.2 Exhausted all alternative sources of financial support;
    - 4.1.3 Filed a grievance or case, or begun consultation with one of the following authorities:
      - a. McGill's Senate Committee on Student Grievances and/or Appeal Committee for Student Discipline or Grievances;
      - b. McGill Harassment and Discrimination Assessment Office;
      - c. Quebec Human Rights Commission or the Canadian Human Rights Commission;
      - d. Quebec Provincial Court or Canadian Federal Court;
      - e. Québec Commission des normes du travail, when applicable;
      - f. Police authorities.
    - 4.1.4 Consulted with and received a written report from a recognized advocate such as one (1) of the following:
      - a. The McGill Legal Information Clinic (MLIC);
      - b. Student Advocacy;
      - c. An outside-recognized legal advocate if the MLIC deems it necessary to seek outside services.
  - 4.2 Requirements
    - 4.2.1 All applicants for financial support from the MLSF shall be required to provide upon request the following information as part of their application to the CMS:
      - a. Most recent completed and filed Federal and Provincial income tax notices of assessment;
      - b. Most recent Federal and Provincial tax assessment receipts;
      - c. Statements of accounts from the financial institution in which the applicant banks, for a period of three (3) months preceding the dates of application for financial support;
      - d. History of employment and financial income for the last one (1) year preceding the date of application for financial support from the MLSF;
      - e. Current lease on the premises which the applicant occupies;
      - f. Recent statements from all brokers or other financial institutions with which the applicant deals;
      - g. Any other information necessary for the CMS to ascertain a true and complete picture of the applicant's financial situation.
      - h. The CMS may request additional documentation that it deems necessary to accurately evaluate the application for financial support.
    - 4.2.2 Failure to provide any requested documentation is sufficient grounds to reject an application.
  - 4.3 Rules of Procedure
    - 4.3.1 The CMS may require the applicant to sign agreements whereby the applicant agrees to having an understanding of and to abide by the governing documents of the PGSS.

- 4.3.2 The CMS shall duly deliberate on all applications submitted for financial support from the MLSF. The CMS shall observe the requirements for quorum and affirmative votes required to approve an application.
  - 4.3.3 The CMS shall provide a response, in writing, to the applicant within a period of four (4) weeks, University holidays excluded, identifying the outcome or decision of the CMS.
  - 4.3.4 The CMS shall ensure that an appropriate level of confidentiality is maintained with respect to all applications for financial support.
  - 4.3.5 The CMS shall, with permission of the applicant on an individual basis, possess the right to call individuals to its meetings, when it deems this necessary to accurately assess an application.
  - 4.3.6 The CMS has the right to seek legal counsel on any matter, if it deems it to be necessary.
  - 4.3.7 The level of financial support available is a maximum of five thousand and five hundred (5500) dollars or 10 (ten) percent of the current account balance of the MLSF, whichever is less, per case is established, but the actual amount disbursed per case shall be determined on the basis of each application.
  - 4.3.8 Members with open cases for funding from the MLSF can be issued certificates as part of their application to the PGSS needs-based bursary program administered by the University's Scholarship and Student Aid Office if they meet the criteria for such certificates.
5. Conflict of Interest
- 5.1 Any member of the CMS wishing to apply for MLSF assistance must resign from the committee.
  - 5.2 Any possible conflict of interest should be declared by CMS members upon presentation of a case.
6. Disbursement of Funds
- 6.1 The CMS has the right to attach terms and conditions, appropriate to its mandate, to an award for financial support that it deems appropriate. This may include, but is not limited to, a requirement that any MLSF applicants partially or fully reimburse the MLSF with any costs, damages, legal fees or other monies they are awarded by the relevant legal court or other arbitrating body, or by virtue of any settlements made.
  - 6.2 All cheques, bills of exchange or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the MLSF, shall be signed by signing authorities of the PGSS as defined by Bylaw.
7. Appeals
- 7.1 Where the applicant is dissatisfied with the decision of the CMS, and whether or not there is new information, final appeals may be heard by the following respective bodies, and on the following respective bases:
    - 7.1.1 By the CMS, on the merits of an application for funding; or
    - 7.1.2 By the PGSS' Judicial Board, to determine whether the CMS respected the governing documents of the PGSS.
  - 7.2 Appeals must be filed within one (1) month of receipt of notification from the CMS.

## Chapter 15: Equity and Diversity

1. The PGSS shall endeavour to make its events accessible to members with disabilities, and to members with families.
2. The PGSS shall endeavour to provide a variety of events that cater to different groups within its diverse membership.
3. The PGSS shall promote the aforementioned equity and diversity guidelines to groups to which it disburses funds for the purpose of planning events.

## **Chapter 16: Amendment of the Society Activities Manual**

1. Amendments to this Manual may only be entertained during the period from October 1<sup>st</sup> through March 31<sup>st</sup> of the following year, unless Council votes by special resolution to entertain an amendment outside of this period.
2. Any amendments to this Manual must be proposed through Council:
  - 2.1 First reading: Council
    - 2.1.1 Notice of a proposed enactment, amendment, or repeal of any part of this Manual shall be given to the Secretary-General at least two (2) weeks before the meeting of Council at which the motion is to be introduced.
    - 2.1.2 Notice of the wording of the proposed motion must be given to Council members at least five (5) days before the Council meeting at which the motion is to be introduced and debated.
    - 2.1.3 The motion shall be read a first time at Council. The motion shall be debated and amended if so desired, and approved in principle by a simple majority vote.
  - 2.2 The Governance Committee
    - 2.2.1 The motion, as approved in principle by Council, shall be conveyed in writing to the Governance Committee within one (1) week.
    - 2.2.2 The Governance Committee shall consider the motion.
    - 2.2.3 Within ten (10) working days of having received notice, the Governance Committee shall notify the Secretary-General in writing of any recommended changes to the proposed Manual. If no such changes are recommended, the Secretary-General shall be notified of that fact.
    - 2.2.4 If the Governance Committee submits no changes within ten (10) working days, then the proposed amendment shall go forward to be read a second time at Council.
  - 2.3 Second reading: Council
    - 2.3.1 The Secretary-General shall ensure that the proposed Bylaw and the recommendations of the Governance Committee are included for second reading at a Council meeting, and that this agenda be given to all Council members at least forty-eight (48) hours before the meeting.
    - 2.3.2 Council shall debate and consider the proposed motion, and any recommendations made by the Governance Committee.
    - 2.3.3 The Speaker shall not permit Council to consider any further amendments from the floor, other than those recommended by the Governance Committee.
    - 2.3.4 The proposed motion shall be approved by a special resolution of Council and the changes shall take effect immediately upon such approval.
3. The Secretary-General shall oversee updates to the Manual as required.