



**The Post-Graduate Students' Society of McGill University Inc. Association**  
**étudiante des cycles supérieurs de l'Université McGill inc.** Maison David  
Thomson House, 3650 rue McTavish, Montréal (Québec) H3A 1Y2 Tél.: (514)  
398-3756  
Fax: (514) 398-1862  
[www.pgss.mcgill.ca](http://www.pgss.mcgill.ca)

**Post-Graduate Students' Society  
Society Activities Manual (SAM)**

Came into force: May 17, 2012  
First Revision: October 23, 2012  
Second Revision: November 15, 2014  
Third Revision: June 26, 2015  
Fourth Revision: October 30, 2015  
Fifth Revision: May 16, 2018  
Sixth Revision: Jan 15, 2020  
Seventh Revision: Mar 6, 2020  
Eighth Revision: April 7, 2021  
Ninth Revision: December 8, 2021  
Tenth Revision: March 29, 2022  
**Eleventh Revision: March 31, 2023**

## **Table of Contents**

<b>Chapter 1: Officers</b>	<b>3</b>
Section 1: Officers and Executive Committee	3
Section 2: Secretary-General	5
Section 3: External Affairs Officer	6
Section 4: University Affairs Officer	6
Section 5: Financial Affairs Officer	8
Section 6: Internal Affairs Officer	9
Section 7: Member Services Officer	9
<b>Chapter 2: Commissioners</b>	<b>10</b>
Section 1: Commissioners	10
Section 2: Equity and Diversity Commissioner	12
Section 3: Environment Commissioner	12
Section 4: Health Commissioners	13
Section 5: Member Support Commissioner	14
Section 6: Innovation Commissioner	14
Section 7: Funding and Supervision Commissioner	15
Section 8: Macdonald Campus Commissioner	15
<b>Chapter 3: Executive and Commissioner Council Reports, Work Plan &amp; Transition Reports</b>	<b>16</b>
<b>Chapter 4: Council</b>	<b>17</b>
<b>Chapter 5: Committees of Council</b>	<b>22</b>
Section 1: Standing and Special Committees	22
Section 2: Governance Committee (GC)	24
Section 3: Policy and Structure Advisory Committee (PSAC)	25
Section 4: External Affairs Committee (EAC)	25
Section 5: University Affairs Committee (UAC)	25
Section 6: Committee on Monetary Affairs (CMA)	26
Section 7: Internal Affairs Committee (IAC)	26
Section 8: Elections Committee (EC)	27
Section 9: Equity and Diversity Committee (EDC)	27
Section 10: PGSS Environment Committee (PEC)	28
Section 11: Health and Wellness Committee (HAWC)	28
Section 12: Committee for Member Support (CMS)	29
Section 13: Innovation Committee (IC)	31
Section 14: PGSS Steering Committee (PSC)	31
Section 15: Student Rights and Advocacy Committee (SRAC)	32
Section 16: Prizes Jury Pool	33
<b>Chapter 6: PGSS Caucuses</b>	<b>33</b>
Section 1: Executive-Commissioner Caucus (ECC)	33

Section 2: Family Care Caucus (FCC)	34
Section 3: International Students Caucus (ISC)	35
<b>Chapter 7: University and Other Committees</b>	<b>36</b>
Section 1: Representatives on University Committees	36
Section 2: PGSS Library Improvement Fund Committee (LIFC)	36
<b>Chapter 8: Rules of Order</b>	<b>37</b>
<b>Chapter 9: Elections, Referenda and Petitions</b>	<b>38</b>
Section 1: Preamble	38
Section 2: Timetable for the Nominations and Referenda Questions	39
Section 3: Referenda	40
Section 4: Nominations of Candidates and Referendum Option Committee Chairs	41
Section 5: Referendum Option Committees (ROC)	42
Section 6: Withdrawal and Disqualification of Candidates or Chairpersons	42
Section 7: Post-Nomination Period	43
Section 8: Scheduled Debates	43
Section 9: Campaign and Campaign Period	43
Section 10: Election and Referendum Campaigning	43
Section 11: Cost of Campaigning	45
Section 12: Voting and Voting Period	46
Section 13: Rules Governing Electronic Balloting	46
Section 14: Rules Governing By-Elections	46
Section 15: Invalidation	47
Section 16: Election and Referendum Voting Systems	47
<b>Chapter 10: Recognition of PGSA's</b>	<b>48</b>
<b>Chapter 11: Appointments Board (AB)</b>	<b>49</b>
<b>Chapter 12: Lottery System</b>	<b>50</b>
<b>Chapter 13: Judicial Board</b>	<b>51</b>
<b>Chapter 14: Funding Programs</b>	<b>52</b>
Section 1: Grants Program	52
Section 2: Post-Graduate Student Life Fund	57
<b>Chapter 15: Equity and Diversity</b>	<b>60</b>
<b>Chapter 16: Amendment of the Society Activities Manual</b>	<b>60</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 Bylaws.

#### 2. Authority

2.1 The nature of the authority of the Executive Committee is within the area of administration, such as 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 (ex. events, campaigns, lobbying, research, communication, etc.).

3.1.3 Representation of the Society to external bodies (ex. 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 Annual 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 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 University 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 the Bylaws.

## 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 three (3) 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 the Bylaws or in accordance with the PGSS Code of Conduct.

## 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 the Bylaws.
- 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 the Bylaws.

## 11. Minutes

- 11.1 Minutes of Executive Committee meetings shall be made available to any PGSS regular member upon request of that member received in writing.
- 11.2 Minutes of the Executive Committee shall be drafted in a way that is mutually agreed upon between the PGSS Executive and Recording Secretary and approved annually by the Executive Committee on June 1<sup>st</sup>.

## 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 their term.

## 13. Remuneration

13.1 Remuneration of Officers shall be as defined in the Bylaws.

## 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.

1.1.2 Oversee the representation of the PGSS to other bodies, student associations, and individuals within the University.

1.2 Be a representative of the PGSS to the McGill Senate.

1.3 Be a representative of the PGSS to the McGill Board of Governors.

### 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's 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.

3.4 Be responsible for maintaining a Policy and Positions Manual that reflects the current needs of the PGSS. Be responsible for bringing

the Policy and Positions Manuals to be ratified by the PGSS Council each year during the September Council meeting.

#### 4. Other Duties

- 4.1 In the absence of the Chief Returning Officer, retain all the duties and responsibilities of that position.
- 4.2 Be a voting member of all PGSS committees, except the Governance Committee.
- 4.3 Maintain a portfolio handbook for the incoming Secretary-General.
- 4.4 Act as the direct liaison between the PGSS and the Office of Student Life and Learning in collaboration with the University Affairs Officer
- 4.5 Co-chair the Prizes Jury Pool in collaboration with the University Affairs Officer
- 4.6 Co-chair the Student Rights and Advocacy Committee in collaboration with the University Affairs Officer

### **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 provincially and/or nationally to advance the interests of graduate students.

##### 2.1 Communication

- 2.1.1 Communicate information gathered at all meetings of student associations of which the PGSS is a member and at all meetings with other student associations back to the PGSS.

##### 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: University Affairs Officer**

#### 1. Duties of the University 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.
- 1.1.4 Represent the PGSS at the Council of Graduate and Postdoctoral Studies.
- 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.
  - 1.3.5 Coordinate with the SSMU VP – University Affairs to advance interests relevant to both graduate and undergraduate students at the University.
- 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 University Affairs.
- 1.6 Other duties
  - 1.6.1 Maintain a portfolio handbook for the incoming University Affairs Officer.
  - 1.6.2 Chair the PGSS Library Improvement Fund Committee.
  - 1.6.3 With the Member Services Officer, support the activities of the Funding and Supervision Commissioner.
  - 1.6.4 Support the activities of the Library Improvement Fund Coordinator.
  - 1.6.5 Act as the direct liaison between the PGSS and the Office of Student Life and Learning in collaboration with the Secretary-General
  - 1.6.6 Co-chair the Prizes Jury Pool in collaboration with the Secretary-General
  - 1.6.7 Co-chair the Student Rights and Advocacy Committee in



## **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's 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's investments and loans.

#### 1.5 Other duties

- 1.5.1 Chair of the Committee on Monetary Affairs.
- 1.5.2 Be an ex-officio member of the PGSS Library Improvement Fund Committee.
- 1.5.3 Maintain a portfolio handbook for the incoming Financial Affairs Officer.
- 1.5.4 Collaborate with the PGSS Environment Commissioner and the Committee on Monetary Affairs to oversee the proper offsetting of greenhouse gas emissions of the travels of the PGSS Travel Awards recipients every year. The period for carbon offsetting for the year will be from March 16th of the previous fiscal year to March 15th of the current fiscal year.
  - 1.5.4.1 Ensure that a list of the starting points and destinations of the PGSS Travel Award recipients is sent to the Environment Commissioner by the end of March.
  - 1.5.4.2 After reviewing the recommendations of the Environment

Commissioner, decide, with the Committee on Monetary Affairs, which projects will be funded in order to offset the greenhouse gas emissions of the PGSS Travel Award recipients.

1.5.4.3 Present the amount and details of the project(s) funded through the carbon offsetting in May Council at the latest.

## **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 speaker series and/or workshops as well as professional development opportunities.
- 1.1.4 Coordinate the implementation of other duly approved events required by other Officers for the fulfillment of their office.

#### **1.2 Communication**

- 1.2.1 Oversee the advertising and marketing of PGSS events to the membership, and, where applicable, to the public in conjunction with the PGSS Engagement Coordinator or delegated individual.
- 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 in conjunction with PGSS Society Affairs Manager.

#### **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 in conjunction with the University Affairs Officer.

#### **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.
- 1.4.3 Support the activities of the Orientation Coordinator.

## **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, 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.

## 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 working in collaboration with the Executives 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 Mental Health.

2.5 Member Support.

2.6 Innovation.

2.7 Funding and Supervision.

2.8 Macdonald Campus.

#### 3. Commissioner Executive pairing

3.1 Each year at the first Executive Commissioner Caucus a motion shall be passed pairing the Commissioners paired with a corresponding Executive(s).

3.2 This pairing is to act as a point of information and help when either party requires assistance.

3.3 This pairing will not prevent Commissioners from working and collaborating with other Commissioners or Executives.

#### 4. Appointment

4.1 Commissioners shall be appointed by the Appointments Board subject to ratification by Council in accordance with the procedures described herein.

4.1.1 The Macdonald Campus Commissioner shall be recommended by the Macdonald Campus Graduate Students' Society (MCGSS) Executive Committee. The MCGSS President will be responsible for sending their recommendation for the Macdonald Campus Commissioner by e-mail to the Appointments Board through the PGSS University Affairs Officer. The Appointments Board will then appoint the candidate if they approve of the recommendation subject to ratification by Council.

4.1.2 Commissioners not appointed in time for May Council shall be presented for ratification at June Council.

4.1.2.1 Should quorum not be achieved at June Council, then Commissioners in this position shall be permitted to commence their duties on an interim basis, subject to ratification by Council at the next available opportunity, failing which they shall be immediately removed.

4.1.2.2 If a June Council has not been scheduled in advance, and May Council fails to achieve quorum, then any Commissioners presented for ratification at May Council may be ratified on the electronic ballot that would be triggered to also ratify the Society budget, as per SAM 4.2.5 and Bylaws 9.1.6 and 7.8.7.

4.2 Commissioner terms shall be for one (1) year beginning on the first of the month following the ratification of the appointment by Council.

4.2.1 Current or former Commissioners may only apply for re-appointment to the same position once, to serve a maximum of two terms in the same portfolio.

4.3 A Commissioner may be removed by special resolution of Council or in accordance with the PGSS Code of Conduct.

4.4 In the case of vacancies, the co-chairs of the Appointments Board shall ensure that all commissioners shall be regular members of the PGSS and such vacancies are timely filled.

## 5. Resignation

5.1 Any Commissioner who wishes to resign from their 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.

5.2 Commissioners who cease to be regular members of the PGSS shall be considered to have delivered their resignations.

5.3 Commissioners absent from three (3) meetings of the Executive Commissioner Caucus without valid reason shall be deemed to have delivered their resignations.

## 6. Rights and Responsibilities of Commissioners

6.1 Commissioners shall uphold the governing documents of the PGSS.

6.2 Commissioners shall act in accordance with any directives of the PGSS

- membership decided through Council, General Meetings, or referenda.
- 6.3 Commissioners shall be responsible jointly to the Executive and to Council.
- 6.4 Commissioners are non-voting members of Council.
- 6.5 Commissioners shall submit a written report to each meeting of Council and shall be required to attend all Council meetings until such time as their reports are approved. Commissioners are welcome, but not required, to stay beyond this point and to participate in debate on motions. Three (3) missed meetings will result in automatic resignation unless Council approves a motion for the Commissioner to retain their position.
- 6.6 Commissioners shall present to each Annual General Meeting of the PGSS a report detailing their activities during their term in office.
- 6.7 Commissioners shall Chair or participate in committees as described in the governing documents.
- 6.8 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 thirty (30) calendar days during their term of appointment. Such approval shall not be unreasonably withheld.
- 6.9 Remuneration of Commissioners shall be as defined in the Bylaws.

## **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 the Executive Committee and Council.
    - 1.1.2 Represent the PGSS's 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, sub-committees and working groups of the Joint Board-Senate Committee on Equity.
    - 1.1.5 Monitor the implementation of the PGSS's 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 and Council.
- 1.1.2 Represent the PGSS's interests and stance in all environmental issues on campus.
- 1.1.3 Monitor the implementation and success of the PGSS Sustainability Action Plan and ensure that environmental concerns and issues are represented by PGSS's Policies and Positions.
- 1.1.4 Be the liaison with the SSMU Environment Commissioner(s) and other campus sustainability and environment groups.
- 1.1.5 Under the direction of the Chair of the Appointments Board ensure that the PGSS is represented on University committees, sub-committees and working groups whose mandate includes environmental issues, such as the Sustainable Labs Working Group and Sustainable Projects Fund Governance Council.
- 1.1.6 Collaborate with the Financial Affairs Officer and Committee on Monetary Affairs to ensure that the greenhouse gas emissions of the travels of the recipients of the PGSS Travel Awards are offset yearly.
  - 1.1.6.1 Collaborate with the Environment Committee, the McGill Office of Sustainability to source appropriate carbon offsetting projects for the year, and to present these to the Committee on Monetary Affairs in March at the latest.
  - 1.1.6.2 Calculate an accurate estimate of the greenhouse gas emissions of the travels from PGSS Travel Award recipients and send this information to the Financial Affairs Officer.

### **Section 4: Health Commissioners**

#### 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 and to Council.
- 1.1.2 Represent the PGSS's interests in all health and wellness issues on campus.
- 1.1.3 Be responsible for and monitor the implementation and success of PGSS's health-related initiatives.
- 1.1.4 Be responsible for the coordination of all PGSS health and wellness events.
- 1.1.5 Maintain a relationship with Student Services and other service providers to advance the health-related needs of PGSS's regular members.

2. 1. Duties of the Mental Health Commissioner.

1.1 The Mental Health Commissioner shall:

- 1.1.1 Be the Health and Wellness Committee's direct liaison to the Executive Committee and to Council.
- 1.1.2 Represent the PGSS's interests in all mental health-related issues on campus.
- 1.1.3 Be responsible for and monitor the implementation and success of PGSS's mental health-related initiatives.
- 1.1.4 Be responsible for the coordination of all PGSS mental health-related events.
- 1.1.5 Maintain a relationship with Student Services and other service providers to advance the mental health-related needs of PGSS's regular members.

3. Joint Duties of the Health and Mental Health Commissioners.

2.1 Together, the Health and Mental Health Commissioners shall:

- 2.1.1 Under the direction of the Member Services Officer, ensure that the PGSS is represented on University committees, sub-committees, and working groups whose mandate includes health, wellness, or mental health issues, including but not limited to the Committee for Student Services, the Student Wellness Hub Advisory Board, the Healthy Living Annex Advisory Board, and the Advisory Committee on International Students.
- 2.1.2 Under the direction of the Member Services Officer, ensure that the PGSS is represented on the Student Wellness Hub hiring committees whose portfolios have a direct impact on PGSS's members.
- 2.1.3 Be responsible for seeking out and developing new collaborations and initiatives to address the health, wellness, and mental health concerns of PGSS's regular members
- 2.1.4 Co-chair the Health and Wellness Committee

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

1. Duties of the Member Support Commissioner.

1.1 The Member Support Commissioner shall:

- 1.1.1 Be the Committee for Member Support's direct liaison to the Executive Committee and to Council.
- 1.1.3 Respond to inquiries from PGSS members who require information regarding their rights and responsibilities at the University.
- 1.1.4 Follow cases with PGSS regular members who require support or referral.

## **Section 6: Innovation Commissioner**

1. Duties of the Innovation Commissioner

1.1 The Innovation Commissioner shall:

- 1.1.1 Be the Innovation Committee's direct liaison to the

- Executive Committee and to Council.
- 1.1.2 Monitor the implementation and maintenance of the PGSS's Position and Policies on matters relating to innovation and entrepreneurship.
  - 1.1.3 Assist graduate students to navigate entrepreneurial programs, activities, and resources available to them within the University.
  - 1.1.4 Serve as a liaison to all entrepreneurship programs, activities, and resources available at the University as well as through joint University-industry partnerships.
  - 1.1.5 Facilitate networking among students interested in getting involved in innovation and entrepreneurial activities.
  - 1.1.6 Promote environmentally responsible and equitable practices in innovation and entrepreneurship when developing PGSS Positions and Policies.

## **Section 7: Funding and Supervision Commissioner**

- 1. Duties of the Funding and Supervision Commissioner
  - 1.1 The Funding and Supervision Commissioner shall:
    - 1.1.1 Advance the interests of PGSS's regular members within the campus community.
    - 1.1.2 Create Positions and Policies in coordination with the University Affairs Officer and PGSS Researcher to achieve the needs of the PGSS membership.
    - 1.1.3 Act as the direct liaison between the PGSS and the Office for Students with Disabilities; between the PGSS and the McGill Ombudsperson in collaboration with the Secretary-General; and between the PGSS and the Faculty of Graduate and Postdoctoral Studies in collaboration with the University Affairs Officer
    - 1.1.4 Represent the PGSS at various ad hoc consultative bodies within McGill when such committees' remits touch on funding and/or supervision.
    - 1.1.6 Serve as Chair of the Funding Working Group.
    - 1.1.7 Serve as a member of the Student Rights and Advocacy Committee

## **Section 8: Macdonald Campus Commissioner**

- 1. Duties of Macdonald Campus Commissioner
  - 1.1 The Macdonald Campus Commissioner shall:
    - 1.1.1 Act as the direct liaison between PGSS and MCGSS.
    - 1.1.2 Represent PGSS's interests in all Macdonald Campus related issues and represent the interests of graduate students located at the Macdonald Campus.
    - 1.1.3 In collaboration with the University Affairs Officer and Internal Affairs Officer, ensure that PGSS is represented on University committees, subcommittees, and work groups whose mandate includes issues affecting the Macdonald Campus and the



- graduate students located within the campus.
- 1.1.4 Ensure that PGSS events and services are readily available for graduate students at the Macdonald Campus.
  - 1.1.5 Coordinate with the Internal Affairs Officer during the fall and winter orientation events that involve the Macdonald Campus and its students.
  - 1.1.6 Work with the Society Affairs Manager to allow event tickets to be available for pickup directly at the Macdonald Campus in the case that a PGSS member cannot pick the tickets at Thomson House.
  - 1.1.7 Report to the MCGSS Council at least twice per semester.
  - 1.1.8 Maintain continued communication with the Executives of the MCGSS and report back to the PGSS Executive Committee and PGSS Council any relevant issues, concerns, or comments relating to the Macdonald Campus.

### **Chapter 3: Executive and Commissioner Council Reports, Work Plan & Transition Reports**

#### **1. Reports**

- 1.1 All Executive and Commissioner reports shall be standardized, accounting for the different roles of each Executive and Commissioner as mutually agreed by all Executives and Commissioners at the onset of each term.
- 1.2 All Executive and Commissioner reports shall include:
  - a. Title of the Executive or Commissioner.
  - b. Name.
  - c. Date.
  - d. Sections describing all work performed under individual Constitutional roles, plus inherited or created duties in order of priority, from first to last.
  - e. These sections shall include:
    - 1.2.e.1 Announcements.
    - 1.2.e.2 Committee meetings and events attended.
    - 1.2.e.3 Progress made towards approved Work Plan goals.
    - 1.2.e.4 Corresponding dates.
    - 1.2.e.5 Upcoming events or meetings, if applicable.
    - 1.2.e.6 Further information and/or recommendations if applicable.

#### **2. Work Plan**

- 2.1 The Work Plan shall be the structure whereby each Executive and Commissioner will filter their activities.
- 2.2 This Work Plan shall:
  - 2.2.1 Outline the goals of the Executive Committee and Executive-Commissioner Caucus as a whole and indicate how each Executive and Commissioner will participate in achieving those goals.
  - 2.2.2 Consist of contributions from each Executive and Commissioner.
  - 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 annually.
- 2.2.6 Be reviewed and updated at the Fall and Spring General Meetings

### 3. Transition Reports

- 3.1 Each Executive and Commissioner shall be responsible for the creation of a structured transition report to be completed prior to the transition session of the Executive-Commissioner Caucus.
- 3.2 This transition report shall:
  - a. Outline the undertakings of the Executive or Commissioner throughout the past year.
  - b. Elaborate on the roles and responsibilities of the position above and beyond that outlined within the Society Activities Manual.
  - c. Include other items as mutually agreed by the Executives and Commissioners upon the direction of the Secretary-General.
- 3.3 Should a transition report not be submitted the last installment of the Executive or Commissioner's remuneration shall be withheld until a time at which such a report is received.
- 3.4 Executives and Commissioners shall exhibit care in ensuring that transition reports are dutifully completed.

## **Chapter 4: Council**

### 1. Purpose and Role

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

### 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 the Executives and Commissioners.
    - 2.3.1.3 Issues that pertain to the fulfillment of the PGSS's mandate.
- 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 Policies regarding attendance, policy-making principles, and roles of Council, Executives 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 regular members for competent, conscientious, and effective accomplishment of its obligations.

2.4.3 The Executives and Commissioners of the Society are accountable to Council, who will regularly review their performance as described within the governing documents.

## 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 the Bylaws.

2.5.2 The Budget for the following financial year must be presented and voted on at May Council.

2.5.3 Should May Council not meet quorum, the budget shall be put to an electronic Council ballot within five working days of May Council.

2.5.4 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 elected 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<sup>th</sup> of the most recent year.

3.4 For the purpose of determining PGSA sizes, post-doctoral 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 (1/3) of the number of Councillors.

## 4. Speaker

4.1 There shall be a Speaker of Council who shall be a contractor 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 Annual 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.
- 4.2.1.4 Create and distribute the Council agenda in accordance with the PGSS governing documents.
- 4.2.1.5 Ensure that the number of Council seats held by each PGSA is accurate upon February 15<sup>th</sup> of each year.
- 4.2.1.6 Organize Councillor-specific events such as networking, socializing, facilitating discussion, deliberating on relevant matters, brainstorming, articulating concerns, workshops.
- 4.2.1.7 Endeavour to enhance representation of PGSA representatives during Council sessions by structured means approved by Council.
- 4.2.1.8 Create and maintain an updated comprehensive Councillor guidebook to brief new Councillors and facilitate year-to-year Executive and Commissioner transitions.
- 4.2.1.9 Organize introductory sessions for Councillors in September and January of each term.
- 4.2.1.10 Assign Councillors from each PGSA an Executive or Commissioner portfolio to oversee for the year on June 1<sup>st</sup> of each term.

4.3 In the absence of the Speaker, Council shall appoint an Interim Speaker from among the voting members of Council. The Interim Speaker shall retain their voting membership but shall not be able to exercise that vote during the execution of duties as Interim Speaker.

5. Duties of Councilors

5.1 Consultation

- 5.1.1 Council members are expected to confer with their constituencies and inform themselves on their constituencies' 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(s) to Council for discussion.

5.4.2 Council members are required to oversee the roles and responsibilities of the Executive or Commissioner assigned to their PGSA for each term as assigned by the Speaker.

## 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 is able to elect a new PGSA representative.

## 7. Conduct of Councillors

7.1 Councillors must conduct themselves professionally and respectfully in accordance with the PGSS Code of Conduct and other PGSS Policies.

7.2 No Councillor shall consume any alcohol, drug or other substance during the Council session.

7.3 No Councillor shall arrive intoxicated to the Council session.

## 8. Calling of Council Meetings

8.1 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.

8.2 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.

## 9. Meetings

9.1 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 twice in the period of May to August inclusive.

## 10. Quorum

10.1 Quorum for Council shall be as defined in the Bylaws.

## 11. Decisions of Council

11.1 All standing directives of Council shall expire at the end of the Council session in which they are brought forward.

## 12. Agenda and Business of Council

### 12.1 The order of business of Council meetings shall be:

- 12.1.1 Approval of the agenda.
- 12.1.2 Speaker's report.
- 12.1.3 Approval of the minutes.
- 12.1.4 Business arising from the minutes and standing orders.
- 12.1.5 Executive and Commissioner reports.
- 12.1.6 Question period.
- 12.1.7 Discussion.
- 12.1.8 New business.

### 12.2 The Council Steering Committee in conjunction with the Speaker shall ensure the preparation and the proper posting and distribution of the agenda and all supporting documents as per the governing documents of the Society.

### 12.3 Posting of the Council package

- 12.3.1 Documentation for regular Council meetings (specifically Executive and Commissioner reports, motions and accompanying documentation to each motion) must be submitted to the Speaker by noon two (2) calendar days prior to the distribution of the Council package. The Council Steering Committee shall meet, at the latest, one day before the Council package is distributed.
- 12.3.2 Posting of all documentation must be complete by 5:00pm five (5) calendar days prior to the date of the Council meeting.
- 12.3.3 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.
- 12.3.4 If reports were not submitted in time for the agenda, those reports shall not be considered, except by a special resolution of Council.

### 12.4 The order of the agenda may be varied during the meeting at the discretion of the Speaker, subject to special resolution of the Council.

### 12.5 Any regular member wishing to have items placed on the agenda must give written notice to the Council Steering Committee.

### 12.6 The Council Steering Committee shall allocate time limitations to each item of business and reflect these time limitations within the Council agenda. The Speaker shall use their discretion to modify these time limitations at any time.

### 12.7 Council may decide to refer any item before it to the appropriate standing or special committee of the PGSS.

### 12.8 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.

12.9 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.

12.9.1 If there is a motion to adjourn prior to the exhaustion of New Business, and there is an Appointments Board lottery on the Council agenda, the Appointments Board lottery shall immediately proceed before the motion to adjourn is considered, as per Chapter 12, Section 3 of the SAM, below.

12.10 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.

12.11 Question period shall be limited to ten (10) 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.

### 13. Rulings of the Speaker

13.1 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.

13.2 No debate shall be permitted on any rulings.

13.3 Rulings may be overruled only by special resolution of Council.

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

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

1. Standing Committees of Council 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 purview 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 Committee, all Standing and Special Committees shall function in accordance with the regulations of the Society's governing documents and those stipulations 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 the Bylaws.

#### 4.3 Electronic Meetings

4.3.1 Electronic meetings can be held in accordance with those working practices established by each Standing or Special Committee.

#### 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 the Bylaws.

#### 4.6 Appointment to Committees of Council

4.6.1 The Appointments Board shall evaluate and render a decision on all applications for appointment to a Committee of Council, unless the appointment procedure is prescribed otherwise for a committee elsewhere in the Society Activities Manual.

4.6.2 The Appointments Board shall forward to Council all recommended nominations to PGSS committees having to do with PGSS's governance or finances, or for any committee seat that may be asked to take on representation to a university committee on behalf of PGSS.

4.6.2.1 Such duly nominated committee members shall be permitted to begin their work immediately on an interim basis pending Council ratification at the next available opportunity, failing which they shall be immediately removed.

4.6.3 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 The Chair of the respective committee shall act as the chair of the working group.

4.7.1.2 All the committee members are offered the opportunity to participate in the working group.

4.7.1.3 Only those who are already appointed to a committee can be part of a committee's working group.



4.7.1.4 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 bi-monthly basis to Council and on an annual basis at either the Fall Semester or Winter Semester Annual General Meeting 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 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 Chairs

##### 5.1 Committee Chairs 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 the Bylaws.

5.1.4 Prepare and submit reports on behalf of the committee on a bi-monthly basis to Council and on an annual basis at either the Fall Semester or Winter Semester Annual General Meeting regarding all committee activities.

5.1.5 Notify committee members of rules related to resignation and notify the Chair of the Appointments Board and the PGSS Society Affairs Manager 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 resignation. Valid reasons for an absence shall include PGSS business, illness, or bereavement.

7.2 Any member of a either a PGSS Committee or an external University Committee may be removed from their position by a special resolution of Council. If the motion passes the person ceases to be a member of that committee immediately.

## 8. Removal from External Committees

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

8.2 Failure to submit three (3) consecutive monthly reports on external university committees to the University Affairs Officers through the appropriate requested channels will result in automatic resignation from the respective committee.

## 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 Governance Committee must examine all proposed amendments before they are given final approval. In this regard, the Governance Committee shall endeavour to ensure that the proposed amendments do not contradict any other part of the Society Activities 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 Governance Committee shall sit concurrently on the Policy and Structure Advisory Committee.

### 3. Rules of Procedure

3.1 All decisions shall be made by the Governance Committee 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 the Bylaws.

### **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's 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: University Affairs Committee (UAC)**

#### 1. Purpose

1.1 The University 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.

1.1.3 Serve as a pool from which interim representation to university committees may be sought on a voluntary basis while the Appointments Board undertakes the usual recruitment and appointments process

1.1.3.1 Interim representation shall only be sought from within the UAC when the need is deemed both sufficiently urgent and important by the University Affairs Officer and Secretary-General

1.1.3.2 Should such interim representation be deemed necessary, the University Affairs Officer and Secretary-General shall, with the Administrative and Media Coordinator, ensure that permanent representation be promoted as a priority position to fill in the next available edition of the PGSS Newswire and via PGSS's social media channels

- 1.1.3.3 UAC members serving on additional committees on an interim basis shall immediately vacate the interim seat upon Council ratification of an Appointments Board nominee to the seat
- 1.1.3.4 UAC members serving on additional committees on an interim basis are welcome to apply for regular appointment via the Appointments Board process if they so choose

## 2. Composition

- 2.1 The University Affairs Officer (Chair).
- 2.2 The Student Rights and Advocacy Commissioner.
- 2.3 One (1) regular member who is also a member of the Family Care Caucus.
- 2.4 One (1) regular member who is also a member of the International Students Caucus.
- 2.5 The PGSS representatives to:
  - 2.5.1 Senate committees, sub-committees, and working groups.
  - 2.5.2 The Council for Graduate and Postdoctoral Studies (all ex-officio).

## 3. Quorum

- 3.1 Quorum for the University Affairs Committee shall be six (6) 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 budgets.
  - 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.
  - 1.1.4 Work with the Financial Affairs Officer and Environment Commissioner on implementing the offsetting of the greenhouse gas emissions of the PGSS Travel Award

### 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:

1.1.1 The organization of PGSS events.

1.1.2 The organization of PGSS Orientations to be held one in September and one in January of each year.

1.1.3 The evaluation and the integration of all recommendations of the PGSS caucuses into its activities.

1.1.4 The coordination of PGSA affairs.

### 2. Composition

2.1 The Internal Affairs Officer (Chair).

2.2 Fifteen (15) regular members of the PGSS, one of which shall be a member of the Family Care Caucus and one member of the International Student 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, including the Chief Returning Officer, 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 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 in collaboration with the University Affairs Officer.

1.1.3 Assess, monitor and improve the PGSS's 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-related issues.
- 1.1.6 Collaborate with other equity groups and offices upholding similar interests.
- 1.1.7 Make recommendations to Council, the Executive Committee, and the Executive-Commissioner Caucus on how to improve the PGSS's equity and diversity standards, where necessary.

## 2. Composition

- 2.1 The Equity and Diversity Commissioner (Chair).
- 2.2 Seven (7) regular members of the PGSS, one of which shall be a member of the Family Care Caucus.
- 2.3 All PGSS representatives to advisory committees, sub-committees and working groups of the Joint Senate-Board Committee on Equity.
- 2.4 One (1) member of the Committee for Member Support as delegated by the Member Services Officer.

## **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's operations with respect to the environment and sustainability.
  - 1.1.2 Elicit and encourage the opinions and positions of PGSS members on the environment.
  - 1.1.3 Collaborate with other environmental groups and offices within and outside the University.
  - 1.1.4 Be responsible for the education of PGSS members on environmental issues as they pertain internally and externally to the University.
  - 1.1.5 Make recommendations to the PGSS and Thomson House on environmentally-related matters.
  - 1.1.6 Provide support to the Environment Commissioner in the yearly offsetting of the greenhouse gas emissions of the PGSS Travel Award recipients' travel.

### 2. Composition

- 2.1 The Environment Commissioner (Chair).
- 2.2 Five (5) regular members of the PGSS.
- 2.3 All Society representatives to:
  - 2.3.1 The Sustainability Projects Fund (SPF).

## **Section 11: 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-related 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 and wellness-related matters.

## 2. Composition

- 2.1 The Health Advocacy Commissioner (Co-Chair).
- 2.2 The Health Outreach Commissioner (Co-Chair).
- 2.3 The Member Services Officer.
- 2.4 Five (5) regular members of the PGSS.
- 2.5 All Society representatives to:
  - 2.5.1 The Committee for Student Services.
  - 2.5.2 The Health Services Advisory Board.
  - 2.5.3 The Mental Health Advisory Board.
  - 2.5.4 The Counseling Services Advisory Board.

## **Section 12: 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 may 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 in collaboration with the Internal Affairs Committee and produce and disseminate print materials and e-resources pertinent to the above information.
  - 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.
  - 1.1.8 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).

### 3. Rules of Procedure

- 3.1 The Committee for Member Support 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 Committee for Member Support for the same issue or incident.

### 4. Duties of the Chair

- 4.1 The Chair shall:
  - 4.1.1 Coordinate all meetings of the Committee for Member Support.
  - 4.1.2 Oversee the recruitment, training and work of the Committee for Member Support member(s).
  - 4.1.3 Write letters of inquiry and notification.
  - 4.1.4 Provide information to the Committee for Member Support's members on a regular basis about relevant cases and issues.
  - 4.1.5 Promote awareness of the Committee for Member Support among graduate students.
  - 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 Committee for Member Support case as a requirement for the 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 an updated file on each assigned case.
  - 5.1.6 Present and discuss assigned cases at the Committee for Member Support meetings.

### 6. Reporting

- 6.1 The Committee for Member Support 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 Committee for Member Support.



- 6.1.2 The total number of applications submitted to the Committee for Member Support.
- 6.1.3 The total amount of financial support distributed by the Committee for Member Support.
- 6.1.5 The financial commitment to cases offered by the Committee for Member Support.
- 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

- 1.1 Any PGSS regular member may request an inquiry into any activities of the Committee for Member Support to the Judicial Board.

## 8. Records

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

## **Section 13: Innovation Committee (IC)**

### 1. Purpose

- 1.1 The Innovation Committee shall:
  - 1.1.1 Assist the Innovation Commissioner in developing and maintaining the PGSS's Policies and Positions on matters of innovation and entrepreneurship.
  - 1.1.2 Promote opportunities that help students navigate the entrepreneurial programs, activities, and resources available within the University community.
  - 1.1.3 Promote opportunities that facilitate networking between students interested in getting involved in entrepreneurial activities.
  - 1.1.4 Monitor the implementation and maintenance of the PGSS's Position and Policies on matters relating to innovation and entrepreneurship.
  - 1.1.5 Promote environmentally responsible and equitable practices in innovation and entrepreneurship when developing PGSS Positions and Policies.

### 2. Composition

- 2.1 The Innovation Commissioner (Chair).
- 2.2 Five (5) regular members of the PGSS.
- 2.3 All PGSS representatives to University committees and working groups whose mandate includes innovation and entrepreneurship.

## **Section 14: PGSS Steering Committee (PSC)**

### 1. Purpose

- 1.1 The PGSS Steering Committee shall:
  - 1.1.1 Determine the order of Council and AGM agenda items,

subject to approval by Council and the members present at the AGM for the respective meetings.

1.1.2 Assign time limitations for each Council and AGM agenda item.

1.1.3 Invite all submitters of Council or AGM agenda items to attend the PGSS Steering Committee meeting prior to the Council or AGM meeting for which the agenda items are submitted to discuss possible problems or issues.

1.1.4 Exclude from the Council and AGM package any motions or reports which contain unparliamentary language, expose the PGSS to liability, or violate Robert's Rules of Order.

1.1.5 Decide on all communications above those of an administrative nature sent to Council on behalf of the PGSS or any of its Executives and Commissioners 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: Student Rights and Advocacy Committee (SRAC)**

### 1. Purpose

1.1. The PGSS Student Rights and Advocacy Committee shall:

1.1.1. Serve as a consultative body for the Student Rights and Advocacy Commissioner in the course of the Commissioner's duties.

1.1.2. Oversee the operations of the Funding Working Group, and ensure that regular Funding and Cost of Living Surveys are carried out every other year.

1.1.3. Establish and oversee other Working Groups relating to students' rights as needed.

1.1.4. Endeavour to consider issues affecting students whose lived experiences may not be fully represented among members of the committee.

1.1.5. Support the Appointments Board in ensuring adequate graduate student representation on the Committee on Student Discipline, the Committee on Student Grievances, and the Appeals Committee on Student Discipline and Grievances.

### 2. Composition

2.1. The Secretary-General and University Affairs Officer (co-chairs)

2.2. The Funding and Supervision Commissioner

2.3. Three (3) regular members of PGSS

2.4. Two representatives from the Faculty of Science

2.5. One representative from the Faculty of Engineering

- 2.6. One representative from the Faculty of Arts
- 2.7. One representative from the Faculty of Music
- 2.8. Two representatives in total from the Faculties of Medicine and Life Sciences and/or Dentistry
- 2.9. One representative in total from the Faculties of Law or Management
- 2.10. One representative from the Faculty of Education
- 2.11. One representative from the Faculty of Agriculture and Environmental Science

## **Section 16: Prizes Jury Pool**

### 1. Purpose

#### 1.1. The PGSS Prizes Jury Pool shall:

- 1.1.1. Serve as a pre-vetted pool of potential PGSS representatives to committees adjudicating prizes within the McGill community, and who request the participation of a PGSS representative.

### 2. Composition

- 2.1. The Secretary-General (Sec-Gen) and the University Affairs Officer (UAO) (co-chairs)
- 2.2. Members of PGSS as duly approved by Appointments Board and ratified by PGSS Council

### 3. Duties of the Co-chairs

#### 3.1 The Co-chairs shall:

- 3.1.1 Maintain a spreadsheet or other database of active members of the Prizes Jury Pool indicating members' Faculty affiliation, degree program, and term expiry date
- 3.1.3 Develop and maintain a spreadsheet or other database of prizes given within the McGill community whose committees include a PGSS representative
  - 3.1.3.1 This database should include the general timeframe within which the committee or jury is convened each year
  - 3.1.3.2 This database should also include contact information for the convener of the committee or jury
  - 3.1.3.3 This database should also include, over time, a list of PGSS representatives to each committee or jury, so as to ensure 3.1.3.2 below
- 3.1.3 Match members to prize committee requirements based on:
  - 3.1.3.1 Faculty affiliation where relevant
  - 3.1.3.2 Equitable distribution of labour between pool members
  - 3.1.3.3 Members' availability and willingness to serve

3.2 In the event that no PGSS representative to a committee or jury can be found from within the Prizes Jury Pool, the co-chairs shall issue an open call to Council or to general membership, in function of what committee/jury timelines will allow

3.3 The co-chairs shall not consent to serve as medical school, law school, or other professional school application referees or verifiers for Prizes Jury Pool members who decline to serve on prize juries or committees for which their participation is solicited

3.4 The co-chairs shall not approve co-curricular record entries for Prizes Jury Pool members who decline to serve on prize juries or committees for which their participation is solicited

## **Chapter 6: PGSS Caucuses**

### **Section 1: Executive-Commissioner Caucus (ECC)**

#### 1. Purpose

- 1.1 The Executive-Commissioner Caucus shall coordinate the work of the Executive and Commissioner in fulfilling the mandate of Council.
2. Composition
  - 2.1 The Secretary-General (Chair).
  - 2.2 Executives.
  - 2.3 Commissioners.
3. Rules of Procedure
  - 3.1 Caucus meetings must be held at least once per calendar month.
  - 3.2 Caucus meetings may be formally called:
    - 3.2.1 By the Secretary-General.
    - 3.2.2 By resolution of the Caucus.
    - 3.2.3 By a simple majority of Committee members in writing to the Chair.

## **Section 2: 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's operations in relation to family care issues.
    - 1.1.3 Gather information and develop expertise on issues affecting McGill graduate students and post-doctoral fellows caring for dependents.
    - 1.1.4 Advocate for the equitable treatment of McGill graduate students and post-doctoral fellows caring for dependents through committee, caucus work and through collaborations with other groups and offices who provide services and resources for graduate students and postdocs post-doctoral fellows.
    - 1.1.5 Respond to requests for information and assistance on all matters related to graduate students and post-doctoral 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 Committee on improving the Society's policies and services in relation to graduate students and post-doctoral fellows caring for dependents.
2. Composition
  - 2.1 All members filling positions 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 choose a Chair from among its members on

September 1<sup>st</sup>.

3.2 The Caucus shall meet with the PGSS Executives and Commissioners at least quarterly.

3.3 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 Executives and Commissioners.

3.4 The Chair shall be responsible for submitting a report to both the Fall Semester and Winter Semester Annual General Meetings.

3.5 The Family Care Caucus shall meet as frequently as desired.

### **Section 3: 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 post-doctoral fellows at the University.

1.1.2 Advocate for the equitable treatment of international graduate students and postdoctoral fellows at the University through committee work and through collaborations with other groups and offices who provide services and resources for international students and post-doctoral fellows.

1.1.3 Respond to requests for information and assistance on all matters related to international graduate students and post-doctoral 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 Committee on improving the Society's policies and services in relation to international students and post doctoral fellows.

#### **2. Composition**

2.1 The Member Services Officer (ex-officio)

2.2 All members filling positions on PGSS committees dedicated to International Student 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 PGSS, at least five (5) of whom shall be members officially recognized as international students or post-doctoral fellows.

2.6 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 choose a Chair from among its members on September 1<sup>st</sup>.

3.2 The Caucus shall meet with the Executives and Commissioners at least quarterly.

3.3 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 Student Caucus meeting with the Executives and Commissioners.

3.4 The Chair shall be responsible for submitting a report to both the Fall Semester and Winter Semester Annual General Meetings.

3.5 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's 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 University Affairs Officer after each committee meeting and an annual summary report of the Committee's undertakings.

1.1.4 Inform the University Affairs Officer, the PGSS Society Affairs Manager and the committee Chair in writing before any absence from a committee meeting.

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

#### 1. Purpose

1.1 To evaluate projects to be funded from the PGSS Library Improvement Fund and propose the selected projects to Council for approval.

1.2 Library Improvement Fund projects are defined as those that are deemed by the PGSS Library Improvement Fund Committee as improving the experience offered by the libraries of the University to PGSS members.

#### 2. Composition

2.1 The University Affairs Officer (Chair).

2.2 The Library Improvement Fund Coordinator (non-voting).

2.3 The Financial Affairs Officer (ex-officio).

2.4 Four (4) regular members of the PGSS.

#### 3. Duties of the Chair

##### 3.1 The Chair shall:

3.1.1 Set and distribute the agenda for PGSS Library Improvement Fund Committee 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 these

actions.

3.1.3 Create and distribute reports described in the reporting for the Committee.

#### 4. Rules of Procedure

##### 4.1 Meetings

4.1.1 The Chair may call PGSS Library Improvement Fund meetings.

4.1.2 The PGSS Library Improvement Fund Committee shall meet quarterly.

##### 4.2 Quorum

4.2.1 Business of the PGSS Library Improvement Fund Committee shall only be conducted with a quorum of one half (1/2) of the duly appointed members of the committee.

#### 5. Expenditures from the PGSS Library Improvement Fund

5.1 All projects submitted for funding shall be considered by the PGSS Library Improvement Fund Committee.

5.2 Approved projects shall be brought to the PGSS Council for ratification.

5.2.1 Council motions regarding expenditures from the PGSS Library Improvement Fund that have not been approved by the PGSS Library Improvement Fund Committee 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 the Service Level Agreement between the PGSS, the libraries, and the Office of Student Life and Learning.

#### 6. Reporting

6.1 The Chair shall be responsible for submitting a report to PGSS members in both the Fall Semester and Winter Semester during the Annual General Meetings. This report will include updates such as the status of the Library Improvement Fund, including its balance, the funded projects, and denied projects.

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.

2. Rules of Order contained within this Manual shall supersede Robert's Rules of Order.
3. Substantive motions must be submitted in writing. This may be waived by unanimous consent.
4. The mover or the seconder of a motion shall be the first to speak in debate.
5. The person who introduced the motion also has the right of summation at the end of the debate.
6. A person may be allowed to speak more than once on a given motion, providing that precedence be given to those who have not yet spoken, except in direct response to a question.
7. No person shall speak for more than two (2) minutes at a time.
8. Every member has the right to request that the minutes record him or her as having supported, opposed, or abstained on a motion.
9. 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 of Order.
10. 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.
11. All members must adhere to the PGSS Conflict of Interest Policy and declare 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 who is responsible for the implementation and oversight of all PGSS petitions, elections and referenda.
2. The Chief Returning Officer will have discretion over enforcing rules and regulations pertaining to elections, referenda, and petitions contained within the Society Activities Manual.
3. The Chief Returning Officer in conjunction with the Elections Committee shall be responsible for all aspects of the administration of PGSS petitions, elections and referenda.
4. The Chief Returning Officer 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 Chief Returning Officer as prescribed



herein.

5. The Chief Returning Officer is not eligible to become a candidate or referendum option committee Chair for any PGSS election until such time as having tendered their resignation.
6. The Chief Returning Officer shall be a contract worker of the PGSS. The Appointments Board shall recommend the hiring of the Chief Returning Officer, 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 an Executive position.
- 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 the PGSS membership 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 governing body, including the Chief Returning Officer, the Elections Committee, or the Governance Committee.
- 1.7 Regulations include all rules applied to the elections and referendums, including those imposed by the Chief Returning Officer within the Chief Returning Officer's mandate, and those of the Society Activities Manual and the Bylaws.

### 2. The Chief Returning Officer 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 Executive positions and call for referendum questions. The Chief Returning Officer 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 email distributed on the respective listservs.
- 2.2 Two weeks prior to the February Council meeting: Send a reminder email 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 Chief Returning Officer will send to the PGSS membership an email outlining the process to submit referendum questions (petitions and Council motions), including the relevant deadlines. The Chief Returning Officer will also call for the referendum questions two (2) 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 Semester. 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 or 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 (1) week prior to the distribution of the Council package for the February Council meeting, the Chief Returning Officer will collect the referendum question proposals and analyze the wording of the proposed questions in conjunction with the Elections Committee. The Chief Returning Officer should propose changes to the person submitting the question should the Chief Returning Officer think the questions are misleading, confusing, or contrary to standard procedures. Should the Chief Returning Officer and submitting party not reach an agreement on phrasing prior to the Council meeting, the Council motion should include this fact, as well as the Chief Returning Officer's proposed wording.

2.7 The Chief Returning Officer must also submit the approved referendum question to the Board of Directors within twenty-four (24) hours of the February Council meeting for review pursuant with the PGSS 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 Referendum 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 Chief Returning Officer of a petition bearing the signatures of at least seven (7) percent or five hundred twenty-five (525) of the regular members of the PGSS. No more than a maximum of twenty-five (25) percent of the names on the petition may

be registered in a single PGSA which is represented or eligible for representation on Council.

**2.1.3 Proposed referendum questions must be ratified by the Board of Directors as per the PGSS Bylaws.**

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 the Society Activities Manual and the PGSS Bylaws.

2.3 Formulation of referendum questions:

2.3.1 By resolution of Council, the PGSS may conduct a referendum which either:

2.3.1.1 Requires a single choice between "YES", "NO" or "NO OPINION" to a question; or

2.3.1.2 Allows the ranking or a multiplicity of options as 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 an Executive position must be either:

1.1.1 A PGSS member in good standing as defined by the PGSS Code of Conduct.

1.1.2 A former member on leave due to medical or professional reasons who will return in the following semester.

**1.2 Current or former Executives may only run for re-election to the same position once, to serve a maximum of two terms in the same portfolio.**

1.3 A candidate for the position of referendum Chairperson must be either:

1.3.1 A PGSS member in good standing as defined by the PGSS Code of Conduct.

1.3.2 A former member on leave due to medical or professional reasons who will return in the following semester.

2. For the election of Executive positions, candidates must submit copies of their nomination forms to the Chief Returning Officer or the Society Affairs Manager by noon (12:00) 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 Chief Returning Officer. This form shall include that which the Chief Returning Officer 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 or one 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 (1) week.

8. The Chief Returning Officer shall publicize 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 (1) week period, then following the end of the general election, by-elections procedure shall be applied.

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

1. The Referendum Option Committee Chair shall form the Referendum Option Committee.

2. The Chief Returning Officer 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 Chief Returning Officer or PGSS Society Affairs Manager before the end of the nomination period. Such nomination forms must be signed by at least fifteen (15) regular members of the PGSS.

4. In the event that more than one (1) candidate presents himself, herself, or themselves for Chair for any one Referendum Option Committee, then the candidate with the most supporting signatures shall be appointed by the Chief Returning Officer.

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. Referendum Option Committees may spend no more than twenty (20) percent of their allocated budget on food/beverages. The Referendum Option Committees shall not spend money on alcoholic beverages or on events unrelated to their campaign.

7. The Referendum Option Committees must abide by the rules outlined in the Society Activities Manual and the Bylaws 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 Chief Returning Officer no later than three (3) days prior to the voting period.
2. Candidates must inform the Chief Returning Officer 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 (3) days (72 41 hours) of the close of polls.
3. The Chief Returning Officer, 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 the 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 shall be required to hold “an information session” within one (1) week of the end of the nomination period for candidates and Referendum Committee Chairs where he, she or they present the relevant parts of the Society Activities Manual and the Bylaws.
2. No campaigning may take place during the post-nomination period.

## **Section 8: Scheduled Debates**

1. The Chief Returning Officer shall arrange and publicize at least one (1) debate. The format of these debates will be determined by the Chief Returning Officer in consultation with the candidates and Chairpersons, with the Chief Returning Officer retaining ultimate authority over the format.
2. The Chief Returning Officer 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 Chief Returning Officer 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 Chief Returning Officer 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 the evening (11:59pm) of the day prior to the voting period.

## **Section 10: Election and Referendum 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 (ex. LinkedIn, McGill, etc.).
2. All candidates' campaign materials must include solely references to their own campaign or personal attributes. It may not 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. All campaign material must be approved by the Chief Returning Officer. The candidate or Chair must obtain approval from the Chief Returning Office 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 Chief Returning Officer's decision, the candidate or Chair should remove the material and await a decision of the Chief Returning Officer or Judicial Board.
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 Chief Returning Officer will ensure the distribution of a mandatory 750-word candidate or Chairperson statement to voters 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 statements for the offices of External Affairs Officer and Secretary-General must address the individuals' abilities in English and French.

14. Candidates and Chairpersons must submit a 350-word statement in English and/or French, as applicable, to the Chief Returning Officer to be attached to the ballot, along with, for candidates, an optional personal photograph. If submitted by candidates and Chairpersons before the Chief Returning Officer'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. Candidates must complete and submit a Conflict of Interest Policy disclosure form along with their candidate statements. Candidates with a major or unusual conflict to disclose must address this in their candidate statements, along with an indication of how they would mitigate the conflict in conducting their duties as a PGSS Officer.

15.1 The Chief Returning Officer is responsible for reviewing Conflict of Interest Policy disclosures and candidate statements prior to circulating statements. If the Chief Returning Officer notes a major and/or unusual conflict of interest that is not addressed in the relevant candidate statement(s), they reserve the right to either request that the statement be revised, time permitting, or to append a notification of conflict of interest to the end of the relevant candidate statement(s).

15.2 The Chief Returning Officer shall not circulate the Conflict of Interest Policy disclosures in and of themselves, as they contain candidates' confidential personal information and signatures.

15.3 Major or unusual conflicts of interest include, but are not limited to, working for the University in a capacity other than TA/RA/lecturer (which should nonetheless be disclosed); working for, or serving as an executive officer in, a campus union or another campus association (including a PGSA); being in a domestic or other intimate personal relationship with fellow candidates, Society

staff who serve as signing officers, or University staff with any bearing on graduate or academic life; working for a PGSS vendor or Orientation sponsor; or holding any other relation or responsibility which might allow for undue personal or professional benefit at the expense of PGSS, which might call the PGSS Executive Committee's integrity into question, or which might impede the harmonious functioning of the PGSS Executive Committee, Executive-Commissioner Caucus, or PGSS staff team.

## 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 dollars (\$300).
2. The Chief Returning Officer 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 Chief Returning Officer 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 their 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 dollars (\$5).
6. If no submission of expenditures or declaration that spending did not exceed five dollars (\$5) 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 Chief Returning Officer. 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 Chief Returning Officer 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 Chief Returning 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 on business days between 5:00am and 10:00am.
3. The voting period will last a minimum of both five (5) business days and seven (7) calendar days to a maximum of ten (10) business days. Council must approve the dates chosen by the Chief Returning Officer.

## **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 Chief Returning Officer 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 Executive position becomes vacant, the Chief Returning Officer must commence a call for nominations within ten (10) calendar days. The election of this Executive position must commence within five (5) weeks of the position being vacated. These deadlines may be waived should another election or referendum period fall within the timeline of a by-election, and the Chief Returning Officer 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) weeks 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 Chief Returning Officer 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 Chief Returning Officer, 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 Chief Returning Officer 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 Chief Returning Officer shall retain the record of the online voting system for a period of one (1) year, unless the provider of the system deletes it. The Chief Returning Officer 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 The ballot for the position of an Executive should follow a plurality voting system.
  - 1.2 No opinion votes shall be regarded as abstentions.
  - 1.3 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 Plurality 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 may make use of the Full Preferential system.

2.3 The question with the greatest support 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 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. PGSAs shall be recognized by motion of Council, as follows:
  - 4.1 Units shall submit to the PGSS a constitution, or Bylaws stating, at the minimum, the association's:
    - 4.1.1 Name.
    - 4.1.2 Membership.
    - 4.1.3 Officers.
    - 4.1.4 Membership fees.
    - 4.1.5 Qualifications for office.
    - 4.1.6 Dates of elections.
    - 4.1.7 Regularity of meetings.
    - 4.1.8 Financial year concurrent to the PGSS financial year.
    - 4.1.9 Procedures for constitutional amendment.
5. PGSAs shall ensure that the following documents are provided to the PGSS:
  - 5.1 List of Officers.
  - 5.2 List of signing authorities.
  - 5.3 Financial documents as required for the Post-Graduate Student Life Fund.
6. Nothing in the constitution of a recognized PGSA shall supersede the Bylaws or governing documents of the PGSS.
7. Double-representation is not permitted in accordance with the Bylaws.

## **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 and recommend to Council candidates for positions of Speaker, Chief Returning Officer, and other positions outlined in the governing documents of the Society.
  - 1.1.4 Evaluate and recommend to Council candidates for PGSS seats on university committees, as well as for seats on internal committees dealing with PGSS's governance or finances.
    - 1.1.4.1 Such nominees shall be permitted to begin their work on an interim basis while they await ratification by Council at the next available opportunity, failing which they will be immediately removed.

## 2. Composition

- 2.1 The composition of the Appointments Board shall be as defined in the Bylaws.
- 2.2 The University Affairs Officer and Internal Affairs Officer shall serve as co-Chairs.
- 2.3 The University Affairs Officer shall be primarily responsible for appointments to university-level committees.
- 2.4 The Internal Affairs Officer shall be primarily responsible for appointments to internal PGSS committees.
- 2.5 The University Affairs Officer shall temporarily assume the Internal Affairs Officer's Appointments Board duties during Orientation periods.
  - 2.5.1 These periods shall be defined by specific start and end dates negotiated between the two Officers at least four weeks in advance.
  - 2.5.2 Should the Officers fail to reach an agreement in a timely manner, the remaining members of the Executive Committee shall determine the dates between which the University Affairs Officer shall temporarily relieve the Internal Affairs Officer.
- 2.6 Should either Officer wish to take a leave of absence longer than five working days, the other Officer shall assume their Appointments Board duties during their leave.
  - 2.6.1 In such a scenario, the Officer seeking leave shall confirm with the other Officer that there is no major conflict with already-approved leaves before requesting their leave.
- 2.7 Should either Officer see that they have a Conflict of Interest or that there is the potential for a perception of Conflict of Interest with an applicant for an appointment that they oversee, that Officer shall cede responsibility for all applications for the committee(s) in question to the other Officer until the application in question has been fully considered and a decision rendered by the remaining members of the Appointments Board.

## 3. Composition Restriction

- 3.1 Membership on the Appointments Board shall exclude Councillors and members 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.
- 3.1.4 Are known to be in any kind of relationship with or to any PGSS Executive that might create, or create the perception of, a Conflict of Interest.

#### 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.
- 4.4.2 Ongoing inclusion of new participants to PGSS governance and political life.
- 4.4.3 Diversity in internal and external committee positions, from the viewpoints of faculties, programs, experience, and equity towards disadvantaged groups.

4.5 The Appointments Board shall give equal consideration to all applications from PGSS 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.

4.6 The proceedings of the Appointments Board when evaluating candidates for positions listed or referenced in 11.1.1.2, 11.1.1.3, and 11.1.1.4 above 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.

4.6.1 Proceedings of the Appointments Board with regards to candidates for internal PGSS committee seats other than those listed or referenced in 11.1.1.2, 11.1.1.3, and 11.1.1.4 need not be held in open session if organizing this would mean an undue and easily avoidable delay in scheduling an Appointments Board session.

4.6.2 The Appointments Board is nonetheless expected to make every effort to organize an open session at each meeting regardless of the applications under consideration; to make all candidates aware of these sessions; and to enlist the aid of PGSS's Administrative and Media Coordinator in publicizing these sessions, which may be held online or in hybrid mode to facilitate greater accessibility and easier scheduling.

4.7 All decisions of the Appointments Board shall be made democratically and documented. In the event of a tie, the vote of the Co-Chair responsible for the committee in question shall count twice. All supporting documentation provided by candidates shall be held as confidential.

4.8 All candidates shall be notified of changes in their application status (eg. accepted, rejected, and what's next) within forty-eight (48) hours of the Appointments Board decisions by the Co-Chair overseeing appointments to the committee in question. Such notice shall inform candidates of their right to appeal to the Judicial Board. candidates of their right to appeal to the Judicial Board.

4.9 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 be announced 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 as the last item of business of any Council meeting at which it is placed on the agenda in order to allow time for last-minute entries into the lottery.

3.3 If a motion to adjourn a Council meeting is introduced before Council has addressed all other agenda items, and there are members present who wish to be entered into the lottery, Council shall immediately proceed to the lottery before the motion to adjourn is considered.

3.3.1 For greater certainty, Council shall immediately proceed to the lottery even if the motion to adjourn is introduced pursuant to Chapter 4, article 12.9 of the Society Activities Manual (Meetings of Council not to exceed 2 hours in length).

3.4 The lottery shall be conducted by the Secretary-General, or in their absence, by a lottery Chair as selected by Council. Council shall designate two (2) voting

members of Council as scrutineers.

3.5 The scrutineers shall be charged with ensuring that the process is followed according to the Bylaws and the Society Activities Manual.

3.6 Nominees shall be given no more than 90 seconds to introduce themselves to Council and state their reason(s) for wishing to join the Appointments Board.

3.7 The Secretary-General shall, after each nominee's introduction, call for five endorsements of the nominee from among voting Councillors, conducted by a show of hands.

3.7.1 Non-voting observers may not endorse nominees

3.7.2 Council staff (e.g. Speaker, CRO, et al) may not endorse Nominees

3.7.3 Executives and Commissioners may not endorse nominees

3.7.4 Councillors may not endorse more than one nominee

3.8 The lottery Chair, in conjunction with the Speaker and CRO, shall ensure that nominees meet the requirements for the committee for which the lottery is being held.

3.9 After calling the nomination period closed, the lottery Chair shall place ballots for each nominee in a separate container for each lottery being conducted. The lottery Chair shall read into the record the names and PGSAs of each nominee and the names of each of their nominators before placing the nominee's ballot into the container.

3.10 The lottery Chair shall, in full view of the scrutineers, select the requisite number of ballots from each container.

3.11 The winners of the lottery shall be read into the record and shall assume their positions immediately.

3.12 A lottery may only be overturned by unanimous decision of the scrutineers, upon which the process shall immediately be repeated.

3.13 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 Chief Returning Officer 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 the Bylaws.

### 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 the Bylaws.

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 submit reports on a bi-monthly basis to Council and to the Fall and Winter Annual General Meeting regarding the Judicial Board's activities.

4.2 In cases of dissenting opinions by members of the Judicial Board, each member shall have the right to present their 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 the Bylaws.

### 6. Quorum

6.1 Quorum shall be as defined in the Bylaws.

## **Chapter 14: Funding Programs**

### **Section 1: Grants Program**

#### 1. Purpose

1.1 The Grants Program aims to provide financial aid to projects of a not-for-profit nature initiated by and for PGSS's regular members.

1.2 The Grants Program will be split into two programs: The PGSS Grants Program for academic and philanthropic initiatives and events, and the PGSS Travel Awards Program for funding expenses related to participating in conferences or competitions.

1.3 At least 20% of the total Grants Program Fund every year will be allocated to the PGSS Travel Awards Program, for which separate eligibility criteria will be outlined.

1.4 Every year up to 5% of the total PGSS Travel Awards Program will be set aside in order to fund the carbon offsetting of the travel funded by the program. The carbon offsetting will be overseen by the Financial Affairs officer, the Environment Commissioner and the Committee on Monetary Affairs.

#### 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 primarily responsible for its initiation 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. Its budget must not be expected to run a profit or a deficit with Grants Program funding.
- d. The project must have an academic or philanthropic objective that primarily benefits the graduate students. Academic projects include, for example, symposia, conferences, lectures, workshops and competitions. Philanthropic projects include, for example, activities such 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 governing documents or Policies and Positions, or University rules or regulations.
  - Those under the immediate aegis of, or funded by the PGSS, except through Post-Graduate Student Life Fund.
  - 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 and participants will receive credit in their academic programs, or which are a part of a graduate program.
  - 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 be the predominant benefactors.
- g. The activity must be initiated and organized by PGSS members, but the activity may receive logistical and financial support from a professor, department, or research group.
- h. Events not taking place on one of McGill's campuses must be reasonably justified.
- i. Projects must not recreate any existing services within the University or PGSS.
- j. Projects affiliated with PGSAs and other groups that have already received funding from the Grants Program that fiscal year are ineligible; 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) does not guarantee future funding. Evaluation of funding will be independent of previous fiscal years.

## 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.
- c. Renovations, additions, modifications, or construction of University buildings and/or space.
- d. Purchase or maintenance of equipment or furniture.
- e. Contributions to political parties, political campaigns, or political interest or advocacy groups.
- f. Expenses related to academic conference participation. Exception for applications to the Travel Awards Program.
- g. Expenses related to the fulfillment of academic or employment requirements.

## 3. Administration

3.1 Final funding decisions are subject to the evaluation by the CMA and the availability of funds.

3.2 The Committee on Monetary Affairs shall maintain procedures for ensuring that funding awarded under the Grants Program are:

3.2.1 Awarded without the undue influence of personal preference for certain types of events, activities, or projects by CMA members;

3.2.2 Temporally accessible (e.g. an application does not get significantly different funding depending on when it is received).

3.3 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 Winter Annual General Meeting by the Financial Affairs Officer.

3.4 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 Committee on Monetary Affairs within two (2) weeks of the deadline; this 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.

3.5 Applications for funding must be made in writing through the online form, and include any forms and supporting documentation required by the Committee on Monetary Affairs, 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.

- 3.6 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. End date exceptions for events in a series will be made on a per-application basis.
- 3.7 The CMA will determine whether the project meets the eligibility criteria and falls within the mandate of the Grants Program.
- 3.8 Based on its evaluation of the applications, the CMA will rate the grants received in a given granting period based on adherence to the eligibility and selection criteria, and will allocate funds accordingly.
- 3.9 The amount of funding awarded will be limited by the expressed needs of the project and the amount of funds available.
- 3.10 The CMA shall consider the following when evaluating applications:
  - 3.10.1 The project is novel and will contribute something meaningful to the PGSS community.
  - 3.10.2 The level of clarity of the project and its goals.
  - 3.10.3 The viability of the project.
  - 3.10.4 The number of targeted regular PGSS members.
  - 3.10.5 Environmental benefits for the PGSS community.
  - 3.10.6 The incorporation of sustainable practices.
  - 3.10.7 Those are viewed by the member of the Committee on Monetary Affairs as satisfying the aims of the Grants Program.
  - 3.10.8 The overall quality of the application.
- 3.11 Applicants shall be notified in writing of the decisions of the Committee on Monetary Affairs before the end of the granting period during which their application is considered.
- 3.12 Applicants shall have the right to appeal decisions of the Committee on Monetary Affairs first to the Financial Affairs Officer, as a representative of the Committee on Monetary Affairs, to elaborate and discuss the Committee on Monetary Affairs' decision. Should a resolution not be found when appealed to the Financial Affairs Officer and Committee on Monetary Affairs, the applicant can appeal the decision to the Judicial Board.
- 3.13 Decisions of the CMA shall be reported in writing to the Fall and Winter Annual General Meetings, along with:
  - 3.13.1 The complete updated catalogue of grants awarded funding that will be used in that financial year, and the grants that have been deallocated.
- 3.14 If for some reason the Committee on Monetary Affairs 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 Committee on Monetary Affairs is able to make its decision, the Committee on Monetary Affairs may exceptionally award a grant retroactively.

#### 4. Use of the PGSS Travel Awards Program

- 4.1 For an application to be eligible for funding, it must meet all the following criteria:
  - a. A single PGSS regular member must be the applicant.
  - b. There must be a completed application form, a submitted letter of intent, a reference letter from a McGill Faculty member endorsing the applicant's participation, and a detailed budget.
  - c. It must have a specific time frame, and applications must be

submitted within the deadlines set by the Committee on Monetary Affairs.

d. The submitted detailed budget must not be expected to run a profit.

e. The event must have an academic objective (eg. participation in symposia, conferences, and competitions).

4.2 The following applications are ineligible for funding:

a. Those which violate the PGSS governing documents or Policies and Positions, or University rules or regulations.

b. Those in which Committee on Monetary Affairs members, PGSS Executives or Commissioners are the applicant.

c. Applicants that have already been funded previously in the fiscal year are not eligible to receive funding until the following fiscal year.

4.3 Eligible expenses in the budget include:

a. Transportation costs within reason.

b. Conference or competition registration fees.

c. Accommodation within reason.

d. Purchase of materials associated with participation in competition or conference deemed appropriate by the Committee on Monetary Affairs.

e. Food and non-alcoholic beverages within reason.

4.4 The CMA will determine whether expenses outside those listed in 4.3 are eligible

4.5 The CMA shall maintain procedures for ensuring that funding awarded under the PGSS Travel Award Program is:

a. Awarded without the undue influence of personal preference for certain types of events, activities, or projects by Committee on Monetary Affairs members;

b. Temporally accessible (ex. an application does not get significantly different funding depending on when it is received).

4.6 The Committee on Monetary Affairs 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 Winter Annual General Meeting by Financial Affairs Officer.

4.7 The Committee on Monetary Affairs will publish and advertise annual deadlines for the PGSS Travel Awards Program. A decision about the application will be rendered by the Committee on Monetary Affairs within one month of the deadline.

4.8 Applications for funding must be made in writing through the submission of the application online and include any forms and supporting documentation required by the Committee on Monetary Affairs, including a credible and complete budget using only the template provided.

4.9 An application must also include the travel dates for which funding is being requested. These dates must be within the appropriate period stated by the Committee on Monetary Affairs.

4.10 The Committee on Monetary Affairs will determine whether the application meets the eligibility criteria and falls within the mandate of the PGSS Travel Award Program.

- 4.11 The Committee on Monetary Affairs shall allocate funds based on evaluation of the applications in the given period based on adherence to the eligibility, selection criteria, and availability of funds.
- 4.12 The amount of funding awarded will be determined by the Committee on Monetary Affairs on an annual basis with a minimum of 20% of the total Grants Program Fund being allocated to the Travel Awards Program.
- 4.13 The Committee on Monetary Affairs shall prioritize applications as follows:
- a. Those limited by the expressed financial needs of the applicant.
  - b. Those are viewed by the member of the Committee on Monetary Affairs as satisfying the aims of the Travel Award Program.
  - c. The overall quality of the application.
- 4.14 Applicants shall be notified in writing of the decisions of the Committee on Monetary Affairs before the end of the granting period during which their application is considered.
- 4.15 The funded applications shall have carbon offsets purchased based on travel distance for in-person activities and based on duration and type of virtual platform for online activities.
- a. Approximate greenhouse gas emissions produced as a result of physical travel or online activities will be estimated by the Environment Commissioner.
  - b. Offsets shall be purchased by the PGSS, not by the funded applicant, and the cost of the offset shall not count against the value of the award.

## 5. Disbursement of funds

### 5.1 Grants Program

5.1.1 Funds shall be disbursed upon receipt of sufficient receipts by the PGSS office.

5.1.2 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.

5.1.3 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 deallocate all unclaimed funds allocated for the event.

5.1.4 Successful grant applicants shall be requested and expected to acknowledge PGSS's financial support.

### 5.2 Travel Program

5.2.1 Funds shall be disbursed upon receipt of sufficient receipts by the PGSS Office.

5.2.2 Funds will be dispersed in the form of a cheque issued directly to the grant applicant.

5.2.3 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 Financial Affairs Officer shall be authorized to de-allocate all unclaimed funds allocated for the event.  
5.2.4 Successful grant applicants shall be requested and expected to acknowledge PGSS's 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 PGSS members, in line with data provided by the University. Students are charged this fee by the University 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 PGSA activities and events for graduate students and post-doctoral fellows shall be used for events and activities determined by their respective PGSA, in a manner consistent with this regulation, University regulations, and the law.

#### **2.2 Eligibility**

2.2.1 All recognized PGSAs are eligible to receive Post Graduate Student Life Fund 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 PGSS Society Affairs manager shall be responsible for the administration and management of the Post-Graduate Student Life Fund 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 for all events or activities funded by the Post-Graduate Student Life Fund. 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 Post-Graduate Student Life Fund.

3.2.3 All activities must comply with federal, provincial, and municipal laws, University regulations, and PGSS governing documents.

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 University 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 (eg. Thomson House), then the appropriate rules regarding that establishment shall prevail.

3.2.6 Post-Graduate Student Life Fund 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 Post-Graduate Student Life Fund regulations and for ensuring the event respects PGSS regulations.

#### 4. Reimbursements

4.1 The application for reimbursement under the Post-Graduate Student Life Fund shall include the following information:

4.1.1 Name of the PGSA.

4.1.2 Completed expense form.

4.1.3 A summary of expenses of the event in question, including all receipts, must be received within two (2) weeks of the event.

4.1.4 Completed events form.

4.1.5 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.

4.2 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.

4.3 Any applicant found to have made an application under false pretenses will be required to immediately return any funds disbursed. 4.4 The PGSS representative may request additional information in order to ensure that applications are truthful and complete.

4.5 At the discretion of the PGSS representative, two (2) signatures of the PGSA Executives may be required.

4.6 All expenditure from the Post-Graduate Student Life Fund shall require the authorization of the Financial Affairs Officer.

4.7 At the discretion of the Financial Affairs Officer and PGSS Society Affairs Manager, events may be pre-approved and money dispersed in advance.

#### 5. Distribution of Funds

5.1 There shall be an accounting service provided by the PGSS.

5.2 For departments located at Macdonald Campus, Post-Graduate Student Life Fees collected in the year the fee was collected, will remain segregated based on department and enrollment.

5.3 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 Post-Graduate Student Life Fund applications.  
5.4 A PGSA may deposit funds into their Post-Graduate Student Life Fund account. This money may be disbursed, according to this regulation, for PGSA events and activities.

5.5 There will be no transfer of money between the PGSS account service and a personal bank account.

5.6 Disbursement of funds will not exceed the total amount in the PGSA account.

## 6. Feedback

6.1 PGSA representatives shall be invited to meet with the Financial Affairs Officer and PGSS Society Affairs Manager to discuss the program, with the goal of improving the Post-Graduate Student Life Fund.

### 6.2 Annual Report

6.2.1 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 Post-Graduate Student Life Fund program funds.

## 7. Budgeting Procedures

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.

7.2 The amount accorded to each PGSA shall be calculated in October and February of each school year according to enrolment data.

## 8. Remaining Funds

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.

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.

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

## **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 Society Activities 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 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.

END