

The GSU Council Meetings (Briefly):

•are chaired by a graduate student who is elected by GSU Council. Included in this manual is a brief synopsis of the Rules of Order.

• Council is run within a parliamentary structure, and the GSU has a Constitution (called the GSU By-laws) which provides the framework for resolving issues.

•Representation is proportional, by population. A course union with up to 100 full-time equivalent (fte) students has one vote; those with between 101 and 200 ftes have two votes, between 201 and 300 ftes, three votes; between 301 and 400 ftes, four votes. It stops there. If you don't know how many reps you should have, contact Charlotte at 978-8464.

•Council meets during the school year from September to April, at the end of the month at 6pm. See Back Page Calendar for dates.

•Each rep from each course union receives a monthly mailout. This mailout consists of an agenda for the upcoming Council meeting, minutes from the previous meeting, and any posters, reports, questionnaires, etc. that the Executive & staff have determined are useful, timely, or required.

•The mailout is sent out a week and a half before the monthly meeting; kindly ensure that your name &

address are correct and call Charlotte if your mail-out is going astray. 978-8464.

Listservs

Please send your full name, e-mail address, department, and position(i.e. rep/president/both) to wendy@utgsu.ca

The GSU has a Council Rep listserv, a Course Union President listserv and a mailing list by division used by the GSU staff. When we receive your contact info, we will automatically subscribe you to the appropriate listserv and you will receive e-mail confirmation of this subscription.

The Council Rep listserv is a convenient method of communication and discussion between Council meetings and is used almost exclusively for Council business. Occasionally, due to timing, important announcements may be sent out that you will forward to the students in your department.

To minimize confusion over what should and should not be forwarded, you should clearly state "Please Forward To All GSU Members" or "Council Business" at the top of the message.

GSU Digest

You will receive a GSU e-mail digest every Thursday, which contains announcements of all non-Council business that may be of interest to graduate students (i.e. course union events/workshops/conferences, social activities etc.) which you will forward in its entirety to the students in your department. To submit to the digest, simply send an announcement of 7 lines or fewer by noon on Wednesday to digest.utgsu.ca For more information contact Wendy at 978-2391 or wendy@utgsu.ca

Course Union Reps

A. In September: You will hold this office for 12 months or until you are replaced.

1. Please Read This Manual!!

2. ENSURE that you are on the GSU mailing list so that you will receive the monthly mail-out. Until this year's forms are handed in, the mailing list is a mish-mash of last year's and this year's reps. Contact Charlotte: charlotte.reeve@utgsu.ca

3. Establish a link with Charlotte Reeve, the GSU Fieldworker, and person responsible for all the funding which course unions receive from the GSU; for example, all head grant and special grant cheques must be picked up from her and her alone!! She is also the One To Whom All Forms



Must Be Submitted & the person who wrote this manual. charlotte@utgsu.ca or call 978-8464 or 2391. Call early & often!!

4. Course Union Funding

Course unions must complete a 3-part Head Grant application form for their funding.

a. Information Form

b. Signing Authority

c. Financial Statement for the previous year

The Course Union Executive is responsible for ensuring that these forms are completed. You are responsible for nagging them to complete them. It would be best if you returned them in person to Charlotte. (If I don't get the application form, I cannot process a cheque, and your money will be delayed.) Call me if you haven't received any forms, if you lost your forms, if your Exec is not available to provide info, whatever.

5. Ensure that the Head Grant form is completed and submitted to the GSU. Otherwise, your Head Grant may be in jeopardy.

Course Union Reps

You will hold the GSU Rep position for one year. Please ensure that the GSU is notified when you are replaced.

B. All Year Long

1. You are the link between the GSU (and all the administrative and political bodies we are in touch with) and the students. You are the representative of your course union and a member of your course union Executive.

We count on you to represent your course union and to represent us to your course union.

2. Attend Monthly GSU Council Meetings.

Once a month, the GSU Staff sends out a mailing to all the reps. The mailing contains an agenda, minutes from the previous meeting, posters & announcements of events, and miscellaneous stuff. We send this info out to you a week or more before the meeting.



SEE THE COUNCIL CALENDAR ON THE BACK PAGE.

Meetings are either Tuesday or Wednesdays at 6 pm, near the GSU, and always near the end of the month.

IF YOU CANNOT ATTEND A MEETING, please call or e-mail the GSU and let us know. You may designate an alternate to the meeting if you notify Charlotte in writing before the meeting begins.

Reps must attend 3 out of the 4 Fall Council Meetings if course unions are to qualify for their 2nd instalment of the Head Grant. Please read the pages concerning By-laws and Funding.

3. Receive & Read the Monthly GSU Mailout.

Read the mailout enclosures. Post the Posters. Post the Executive Reports. Call GSU if you have questions. Disseminate the information. Inform your Exec of upcoming issues and money deadlines.

We send your package in Campus Mail. If you don't receive your mail-out, please call us. This is your responsibility. You must call us if there is a mistake on the label of any kind.

If your course union doesn't have a bulletin board or space, your course union Exec should work on this. If you can get a GSU spot as well, that would be great.

4. GSU Digest and E-mail Dissemination

The Course Union reps are our link to the campus. One of your most important tasks is to distribute the information which we send out to you by e-mail, the weekly e-mail digest in particular!!

Digest info will include Grad Escapes event info, GSU, Governing Council, GSU Pub and Sylvester's Café publicity, Drop Fees & other campaign information, the GSU Health Insurance Plan updates, SGS Election Information, social events of interest and much more.

5. **FORWARD THE GSU DIGEST!** Check your departmental mailbox and e-mail regularly for messages and GSU mail.

6. Report Council Information:

You must report back to your course union concerning GSU Council activities. This is essential if graduate students are to have a say in what policies & regulations are ruling their lives.

You are an elected member of your course union Executive and, as such, should have a regular slot on their agenda. Encourage them to meet regularly.

7. Report to GSU Council

You may do this either via Charlotte or other staff or one of the GSU Exec members on issues, problems (for example, cuts in the number of TAs, underfunding, appeal problems, sexual harassment, student space, etc.). Please call or e-mail. There is a regular spot on the GSU Council Meeting monthly agenda for you to speak directly to other reps. You are also encouraged to announce events and speakers that you want to promote.

8. Act as a Nag

Remind your Exec that they must meet regularly; make sure that plans are being made to apply for all Grants for which the course union is eligible. Check with Charlotte. Check to see that the Treasurer is submitting a Financial Statement to your membership & to the GSU.

9. Act as Banker

Pick up the Head Grant cheques from Charlotte, twice a year, once in October, once in March. We don't mail out the cheques; they must be picked up by a course union rep or the President or Treasurer of the Course Union.

Cheques are stale-dated by all banks in 6 months.

Please deposit your cheque as soon as you receive it. Please see Course Union Funding page 7 for details of the head grant cheque calculation.

Questions about head grant money & application forms, Council attendance, financial statements, constitutions and special & conference grants should be directed to Charlotte: charlotte@utgsu.ca

The GSU Exec is available to help any course union rep with issues that arise from GSU Council business.

COURSE UNION REPRESENTATIVE COMMUNICATIONS POLICY

1. Council Listserve

Upon notifying the GSU of your name, position (ie. rep/president/both), e-mail, and campus mail address, Wendy will subscribe you to the council listserv. This will allow you to keep informed and discuss council business with other council reps, as well as the GSU executive and staff, should issues arise outside of the monthly council meeting.
wendy.crolla@utoronto.ca

2. GSU E-mail Digest

Via this listserv, you will also receive a weekly e-mail digest that the GSU created in an effort to minimize the amount of messages going out. Items include important announcements, health insurance info, GSU services and events and the like. It is sent to the listserv each Thursday and it is crucial that you **forward it widely to the membership of your Course Union, in its entirety, every week.**

To submit to the digest, simply send an announcement of 10 lines or fewer by noon on Wednesday to announce.gsu@utoronto.ca.

You are also responsible for forwarding all other relevant e-mails that we may occasionally send to you via this listserv - these messages will clearly state "Please Forward To GSU Membership" at the top.

All other messages are considered "Council Business", and are not to be forwarded - they are for your information and discussion only.

3. Council agendas and minutes

The agendas and minutes distributed in each month's GSU Council mailing may be of importance to your membership. Best practice would be to highlight motions or items of specific concern, and to post hard copies of these documents in your Course Union office or

graduate student lounge. If such a room is not available, perhaps a bulletin board could be placed outside the graduate office. We all want to be consulted and involved in our student government.

4. The GSU website

The GSU website contains committee minutes, Council agendas, history of GSU policy, upcoming news and events, and many calls for comment and consultation. Current issues include the implementation of funding packages, corporate involvement in research, student space, student representation in university governance. **The site is updated daily.**

We would appreciate course unions informing their members of its existence, and to encourage students to go to it for information. Course Unions can use the website to advertise their issues and concerns as well, via our "News and Events" sections, or in other ways. For more information, or to post an event, contact Wendy.

5. Documents and posters from the Council

Each month the executive receives many requests to publicise events via our organization. We generally offer space in our mailout, especially to those events which are sponsored or officially endorsed by GSU. As with agendas and minutes, the membership in your department will want to be made aware of these events and notices, so please post them as space allows.

6. Surveys are important

From time to time the GSU Executive and staff, or a focus committee of Council will conduct a survey. Recent examples include a survey of Hart House usage, funding information, an opinion survey about a graduate student magazine, and a wide consultation process for the academic plan.

These exercises allow the executive and committees to focus on problem areas at the University, as well as gear our work towards the needs of the membership. The higher our response rates of our surveys are, the better our ability to represent the needs of our membership, and to work actively for changes where they are needed. We really need GSU Reps to help us with this task.

Please complete and return surveys when they are distributed. If you cannot, please pass it on to a friend in your department. You can also copy any survey and distribute it to your colleagues in your department, to boost the response rate. Please contact GSU if you ever need more copies of a survey.