

*This document is for information only.  
Amendments to the GSU By-Laws (as amended by Council on January 29, 2009).*

**Graduate Students' Union Bylaws  
January 2009**

**Be it resolved that article 7.1 of the Bylaws be replaced with the following:**

**7.1 Composition**

The Executive shall consist of:

- (a) External Commissioner
- (b) Academic Commissioner
- (c) Finance and Services Commissioner
- (d) Internal Commissioner
- (e) University Affairs Commissioner

**Be it further resolved that article 7.5 (a) of the Bylaws be replaced with the following:**

**7.5 Conduct of Executive Meetings**

- (a) Executive Committee meetings shall be chaired by all members of the executive, in rotation.

**Be it further resolved that articles 7.7 through 7.12 of the Bylaws be replaced with the following:**

**7.7 Duties of the External Commissioner**

The duties of the External Commissioner shall be:

- (a) To coordinate implementation of campaigns developed by the provincial and national student organization of which the Union is a member
- (b) To oversee government lobbying efforts of the Union
- (c) To act as a liaison with external bodies of which the Union is a member including, but not limited to national or provincial students' associations
- (d) To attend meetings and conferences that will enhance the interests of the Union
- (e) To keep the Council informed of external issues affecting members of the Union
- (f) To chair the committee dealing with Social Justice
- (g) To perform such other functions as the Executive or Council may determine

**7.8 Duties of the Academic Commissioner**

The duties of the Academic Commissioner shall be:

- (a) To act as a liaison with the School of Graduate Studies (SGS)
- (b) To monitor the implementation of the SGS Emergency grant
- (c) To monitor the implementation of University student funding policies, including by monitoring the SGS funding implementation committee
- (d) To work with staff working on student appeals to identify patterns and needed academic policy
- (e) To be the Union's representative on the Graduate Education Council

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- (f) To chair the committee dealing with Academics and Funding
- (g) To perform such other functions as the Executive or Council may determine

#### **7.9 Duties of the Finance and Services Commissioner**

The duties of the Finance and Services Commissioner shall be:

- (a) In cooperation with the Finance Office, to be responsible for keeping records of the monetary transactions of the Union
- (b) To present the Executive's and/or Finance Committee's recommendations about financial policy to General Council
- (c) In cooperation with the Finance Office, to be responsible for the preparation, completion, and submission to General Council of a full and complete audit of the last fiscal year
- (d) to present the financial estimates and supplementary estimates to General Council
- (e) to present to General Council financial reports at the end of each quarter or more frequently if General Council should so decide, and to furnish to General Council such relevant financial information which General Council may, from time to time, require
- (f) to chair the committee dealing with Finance
- (g) to represent the Union in regards to student life and non-academic services matters within the University
- (h) to be a member of the committee dealing with Internal affairs
- (i) to perform such other functions as the Executive or Council may determine

#### **7.10 Duties of the Internal Commissioner**

The duties of the Internal Commissioner shall be:

- (a) To be responsible for ensuring meetings of the Executive and Council are scheduled, that agendas are created for these meetings, that proper and adequate minutes are prepared, and to sign one copy of the approved minutes
- (b) To work with course unions, satellite course unions, and on-campus organizations
- (c) To organize the Course Unions' Presidents' lunch
- (d) To be responsible for the duties of the General Council Chair in her/his absence
- (e) To be responsible for representing the Union at other student or campus organization, particularly the TA union and OPIRG, and such other committees as recommended by the Executive
- (f) To be a member of the Management Committee
- (g) To be a member of the committee dealing with Finance
- (h) To perform such other functions as the Executive or Council may determine

#### **7.11 Duties of the University Affairs Commissioner**

The duties of the University Affairs Commissioner shall be:

- (a) To represent the Union in regards to student rights matters within the University

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- (b) To ensure representation of graduate student interests and concerns with academic and administrative decision-making bodies of the University
- (c) To coordinate appointment of GSU representatives to University Committees
- (d) To ensure communication between the Union and graduate student representatives on committees of the University, including organizing the GC student caucus
- (e) To monitor University committees for issues of relevance to graduate students
- (f) To chair the committee dealing with University Affairs
- (g) To perform such other functions as the Executive or Council may determine

#### **7.12 Duties of Executive Members-at-Large**

The duties of the Executive Member-at-Large, in addition to attending all Executive and Council meetings, shall be:

- (a) To assist the Officers and participate in determining and carrying out the Union's Legislative Programme (as per guidelines given in the GSU Policy Documents) and other Union activities
- (b) To represent the Union on committees and student and campus organizations from time to time as deemed necessary by the Executive
- (c) To serve on a minimum of two GSU subcommittees or Caucuses
- (d) To assume specific duties, determined at the beginning of their term of office, which shall be based on the needs of the Union Executive and the Member's particular interest
- (e) To perform such other functions as the Executive or Council may determine

**Be it further resolved that article 7.13 of the Bylaws be replaced with the following:**

#### **7.13 Other Duties**

Each Executive member shall be responsible for:

- (a) Campaigns related to their portfolio
- (b) Website updates, GSU digest submissions, and other publicity related to their portfolio
- (c) Media relations related to their portfolio
- (d) Working with on-campus organizations, including the faculty and TA union, as relevant to their portfolio
- (e) Acting as a signing authority of the Union
- (f) Chairing the Executive Committee in turn, according to a rotation of Executive members
- (g) Serving on a minimum of two GSU subcommittees

Notwithstanding duties contained in this Bylaw, the Executive Committee shall have the ability to reassign tasks of Executive members for the duration of a term of office.

**Be it further resolved that in Section 3.10 (a) of the Policies the following sentence:**

**“The Officers’ Honoraria** are paid at the following amounts as of September 2002 (amended by Council December 2006): President: \$14,552.64, Vice-President Internal: \$9,639.54; the Vice-President External \$9,639.54; Secretary: \$7,275.21;

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Treasurer:\$7,275.21” be replaced with the following: “Each Executive Officer shall be paid an honorarium of \$13,000 as of May 1, 2009.”

**Be it further resolved that the following be added as Section 3.10 (a) (iii) of the Policies:**

“Each Executive member shall provide a **weekly work report** to the Executive Committee and a **written monthly report** to the Council. The monthly report shall be approved by the Executive Committee before being circulated to Council. Failure to provide reports to two consecutive Council meetings will result in an executive member’s honorarium being suspended until a satisfactory report has been provided.”