

# GSU Government

## GSU Executive

- the GSU Executive consists of 5 Executive Officers, called Commissioners, and 4 members-at-large; GSU Executive Officers are elected in March; their term is 12 months, from May 1 to April 30.

- Four Executive-At-Large members are elected from Council annually, two in the Fall and two in the Spring.

- the Officers' job is to manage the GSU. They have responsibilities which are political, financial and managerial.

They hold a weekly Executive meeting and attend countless University committee and board meetings, representing graduate students to various bodies. As well as being the managers of the GSU, they are members of Council and try to balance the different priorities of Council members and GSU responsibilities.

The Executive has formed committees for each of their major issues: **Academics & Funding, Social Justice and University Affairs.** Each committee is composed of at least one executive officer, a staff member, and other graduate students. Students gather as a group in order to concentrate their efforts on one issue, develop a working knowledge of the issue, and act on behalf of the GSU in regards to that issue. Each committee is chaired by an Executive Officer, who then reports to the GSU General Council. This committee structure provides another way for you to get involved.

The Commissioners are:

**External:** Daniel Vandervoort, OISE (daniel@utgsu.ca)

**Internal:** Lindsey Fiddes, Chemistry (lindsey@utgsu.ca)

**Academics & Funding:** Michelle St. Amour, Linguistics (michelle@utgsu.ca)

**University Affairs:** Robert Spencer, OISE (robert@utgsu.ca)

**Finances & Services:** Nikita Reznik, Medical Biophysics (nikita@utgsu.ca)

## GSU COUNCIL

- consists of approximately 100 representatives from every course union (over 80)
- it meets monthly, from September to April
- it deals with issues ranging, over the years, from the mundane to the esoteric: preposterous tuition increases, university atrocities, student income tax deductions, environmental concerns, Africa, the Wars in the Gulf, student involvement in departmental committees, comprehensive exams, childcare, housing in Toronto, etc.
- it receives reports from the GSU Exec, the GSU Staff, CUPE 3902, spokespersons for groups on campus and others. One year we had Ralph Nader speak to us on behalf of OPIRG.

### GSU Council elects students to be members of:

- The GSU Executive:** 4 Members-at-Large are elected from Council annually, 2 in October and 2 in April. If you're interested in more info, call the GSU or hear about it at Council.

- GSU Finance Committee:** is elected every April from Council and is responsible, with the Executive, for receiving the Audit, planning the budget and various other financial tasks. nikita@utgsu.ca

## 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 1000 ftes, three votes; 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 2 monthly mail-outs sent out a week and a half before the monthly meeting:

1. The electronic mail-out consists of an agenda for the upcoming Council meeting, minutes from the previous meeting, and Exec reports. Paper copies are provided at Council so you do not have to print these documents out.

Contact [wendy@utgsu.ca](mailto:wendy@utgsu.ca)

2. The paper mail-out contains head grant forms, application forms for Special Grants and conference grants and any posters, reports, questionnaires, etc. that the Executive & staff have determined are useful, timely, or required.

Contact [charlotte@utgsu.ca](mailto:charlotte@utgsu.ca)

- kindly ensure that your name & address are correct and call Charlotte if your mail-out is going astray.

## Listserve

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

- The GSU has a Council Rep listserve, a Course Union President listserve 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 listserve and you will receive e-mail confirmation of this subscription.

The Council Rep listserve 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 10 lines or fewer by noon on Wednesday to [digest.utgsu.ca](mailto:digest.utgsu.ca) For more information contact Wendy at 978-2391 or [wendy@utgsu.ca](mailto:wendy@utgsu.ca)

# Course Union Reps

***You will hold this office for 12 months or until you are replaced.***

## A. In September:

### 1. Please Read This Manual!!

2. **ENSURE** that you are on the GSU mailing list so that you will receive the monthly mail-out. We need both your campus address and your e-mail address. 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](mailto:charlotte.reeve@utgsu.ca)

3. **Establish a link with Charlotte Reeve, the GSU Fieldworker**, and the 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](mailto:charlotte@utgsu.ca) or call 978-8464 or 2391. **Call often!!**

### 4. Course Union Funding

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

- Information Form
- Signing Authority
- Financial Statement for the previous year

### HEAD GRANT APPLICATION FORMS:

*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.**