

**GRADUATE STUDENTS' ASSOCIATION DES ÉTUDIANTS DIPLOMÉS UNIVERSITÉ
D'OTTAWA-UNIVERSITY OF OTTAWA**

DEPARTMENTAL ASSOCIATION POLICY

Effective Date: <u>May 1st, 2020</u>	Last Review Date: <u>May 1st, 2020</u>
Approved by: <u>Board of Directors</u>	Person Responsible: Governance Commissioner

ARTICLE I - POLICY STATEMENT

1.1 The Graduate Students' Association des Étudiants Diplômés Université d'Ottawa-University of Ottawa (the “**GSAÉD**”) is a student union of federated student associations.

ARTICLE II - PURPOSE

2.1 The purpose of this Departmental Association Policy (the “**Policy**”) is to outline the rules governing Departmental Associations.

ARTICLE III – DEFINITIONS

3.1 This Policy shall have the following definitions:

“Departmental Associations” shall have the meaning prescribed in the By-laws of the GSAÉD.

Any capitalized term not defined herein shall have the meaning prescribed to it in the latest iteration of the GSAÉD By-laws.

ARTICLE IV - RECOGNITION

4.1 The GSAÉD shall recognise one Departmental Association per Academic Unit of the university.

4.2 Academic Units recognised by the GSAÉD shall follow the structure currently in place at the University. For greater clarity, an Academic Unit refers to a Department, School, Institute, or other such division of a Faculty, and not to a programme of study. Faculties without internal divisions shall be limited to a single Departmental Association. A list of current academic units shall be attached as a **Schedule A** to this Policy.

4.3 In the event of conflict regarding the definition of an Academic Unit, the Oversight and Advisory Committee shall make the final determination.

4.4 In the event that multiple groups claim to be the departmental association for an academic unit, the first organisation recognised by GSAÉD shall be deemed legitimate. Should neither or none of the associations be currently recognised, the Governance Commissioner shall mediate, and, failing successful mediation, shall determine which association shall be recognised by the GSAÉD. This determination shall be appealable to the Oversight Committee.

4.5 In the event that Academic Units merge, the Governance Commissioner shall assist the effected Departmental Associations. Any disputes in this process shall be resolved according to the above section 3 of the present article.

4.6 Notwithstanding 4.1 above, the GSAÉD shall recognise two Departmental Associations within the Telfer School of Management, as this faculty's graduate programmes are not clearly associated with its academic units. The two Departmental Associations shall consist of one grouping together students in professional programmes, and another students in research programmes.

ARTICLE V - STRUCTURE OF DEPARTMENTAL ASSOCIATIONS

5.1 Departmental Associations shall determine their own structure, but must conform to the following minimum criteria:

- 5.1.1 Elections and accountability.
 - 5.1.1.1 Departmental associations shall have a leadership team (executive committee, officers, etc) consisting of at least two members.
 - 5.1.1.2 The leadership team shall be elected by and responsible to the members of the departmental association.
 - 5.1.1.3 The leadership team may, but shall not necessarily, include the member of GSAÉD's board of directors who represents the member class of the academic unit.
 - 5.1.1.4 Elections shall be held at least once per year.
 - 5.1.1.5 Elections shall be by secret ballot.
 - 5.1.1.6 Decisions to adopt, modify, or repeal the departmental association's By-laws or constitution must be made by a vote open to all members.

5.1.2 Fiscal Responsibility.

5.1.2.1 At least two members of the leadership team must be designated as signing authorities for the departmental association's bank account.

5.1.2.2 The departmental association's structure must ensure reasonable financial accountability and transparency to the membership.

5.1.3 Membership.

5.1.3.1 The membership of the Departmental Association shall be all graduate students within the academic unit.

ARTICLE VI - REGISTRATION

6.1 In order to be considered by the GSAÉD to be active and in good standing, Departmental Associations shall be required to register with the Governance Commissioner. In registering, departmental associations will be required to provide the following:

6.1.1 A copy of the association's current By-laws or constitution, or confirmation that the previously submitted version is still in effect.

6.1.2 A new or revised constitution or By-laws shall be accompanied by the signatures of at least one member of the executive committee, one non-executive member, and the person who chaired the meeting, confirming that the submitted version is correct and was adopted by the membership.

6.1.3 If the Departmental Association is incorporated, a copy of its Articles of Incorporation.

6.1.4 The names and contact information of all members of the leadership team who were elected for the current academic year.

6.1.5 The names of the signing authorities.

6.1.6 The association's banking information.

6.1.7 Signed meeting minutes, or other such proof that the above information is accurate and reflective of the democratic will of the membership, in a format determined by the Governance Commissioner.

ARTICLE VII- ADMINISTRATION OF DIRECTOR ELECTIONS

7.1 Per section 5.11 of the GSAÉD By-laws, Departmental Associations are responsible to facilitate the election of the Director representing their Member Class. In order to be considered in Good Standing with the GSAÉD, Departmental Associations will be responsible for the following:

- 7.1.1 Before May 1st of each academic year, holding a Member-Class meeting to facilitate the election of their Director representative at the Board of Directors of the GSAÉD.
- 7.1.2 All members in the member class must be served reasonable notice of the meeting.
- 7.1.3 The meeting may be online or in-person, or both.
- 7.1.4 The vote conducted must be secret, in accordance with section 5.11 of the By-laws
- 7.1.5 All candidates must be asked to affirm that they meet the eligibility criteria in section 6.7 of the By-laws.
- 7.1.6 All members who are not disqualified must be permitted to stand for election.
- 7.1.7 The Departmental Association shall, before May 1st, submit signed meeting minutes, or other such proof that the above information is accurate and reflective of the democratic will of the membership, in a format determined by the Governance Commissioner.
- 7.1.8 As an alternative to the above, the Departmental Association shall, within the limitation periods prescribed by the GSAÉD's Elections and Referenda Policy, submit confirmation to the CRO and Governance Commissioner that they are delegating the task of organising the Member Class Meeting and election to the CRO.
- 7.1.9 In the event that the director position for their member class becomes vacant, or remains vacant after the General Election, the Departmental Association shall organise a Member-Class meeting within reasonable delay, and hold a byelection that compiles with sections 7.1.2 through 7.1.7 of the present article.
- 7.1.10 If requested by a special resolution of the GSAÉD Board of Directors, or on other reasonable grounds outlined in Article 16 of the GSAÉD Bylaws, the Departmental Association shall, within reasonable delay, organise a Member-Class meeting to consider the removal of the Director representing their Member Class.

ARTICLE VIII - GOOD STANDING AND ACTIVE STATUS

- 8.1 In order to be considered active, a Departmental Association must have held elections for its leadership team within the past 13 months.
- 8.2 In order to be considered in good standing with the GSAÉD, a Departmental Association must fulfill all other obligations outlined in this Policy and in the GSAÉD Bylaws.

8.3 The Governance Commissioner shall maintain a register of the active Departmental Associations (the “**Register**”). The Register shall be reviewed and updated every month, at least, to ensure accuracy.

ARTICLE IX - INTERDISCIPLINARY PROGRAMMES

9.1 From time to time, the University of Ottawa has established graduate programmes that are not clearly affiliated with a single academic unit. For students in this situation, the following provisions will apply:

- 9.1.1 Should the member be enrolled in a disciplinary programme with an interdisciplinary concentration (e.g., PhD in Political Science with concentration in Canadian Studies), they shall be considered a member of the departmental association for their disciplinary programme.
- 9.1.2 For interdisciplinary programmes attached to multiple academic units, the Governance Commissioner may, with the approval of the Board of Directors, declare a primary academic unit for the programme. Such decisions shall be listed as **Schedule B** to this Policy.
- 9.1.3 Should a member be equally affiliated with multiple academic units, or affiliated only with an interdisciplinary programme for which the GSAÉD has not declared a primary academic unit, they shall be required to declare a primary academic unit for the purposes of their Departmental Association affiliation:
 - 9.1.3.1 Should the member also be a CUPE 2626 member, their departmental affiliation shall be the same as the one declared under 18.6.3 of the 2626 collective agreement.
 - 9.1.3.2 Should the member not be a 2626 member, their academic unit shall be that of their thesis director.
 - 9.1.3.3 Should the above not apply, the member’s academic unit shall be that in which they took or plan to take the majority of their classes.

ARTICLE X - DEPARTMENTAL ASSOCIATION DISBURSEMENTS

10.1 Registered Departmental Associations deemed to be active and in good standing shall receive funding in accordance with the fee disbursement protocol, described at **Schedule C**.

SCHEDULE A

List of Academic Units by Faculty

- Faculty of Social Sciences (9)
 1. School of Political Studies
 2. Graduate School of Public and International Affairs
 3. School of Sociological and Anthropological Studies
 4. Department of Criminology
 5. Institute of Feminist and Gender Studies
 6. School of International Development and Global Studies
 7. Department of Economics
 8. School of Social Work
 9. School of Psychology
- Telfer School of Management (2)
 1. Graduate Research Programmes
 2. Graduate Professional Programmes
- Institute of the Environment (1)
- Faculty of Medicine (3)
 1. School of Epidemiology and Public Health
 2. Department of Biochemistry, Microbiology and Immunology
 3. Department of Cellular and Molecular Medicine
- Faculty of Science (5)
 1. Biology
 2. Chemistry and Biomolecular Sciences
 3. Mathematics and Statistics
 4. Earth and Environmental Sciences
 5. Physics
- Faculty of Health Sciences (4)
 1. Interdisciplinary School of Health Sciences
 2. School of Human Kinetics
 3. School of Nursing
 4. School of Rehabilitation Sciences
- Faculty of Engineering (4)
 1. Department of Chemical and Biological Engineering
 2. Department of Civil Engineering
 3. Department of Mechanical Engineering
 4. School of Electrical Engineering and Computer Science (EECS)
- Faculty of Law (1)
- Faculty of Arts (15)
 1. Department of Classics and Religious Studies
 2. Department of Communication
 3. Department of Geography, Environment and Geomatics
 4. Department of History
 5. School of Information Studies
 6. Department of Linguistics
 7. Department of Philosophy

8. Department of English
 9. Département de français
 10. Department of Modern Languages and Literatures
 11. Official Languages and Bilingualism Institute
 12. School of Translation and Interpretation
 13. School of Music
 14. Department of Theatre
 15. Department of Visual Arts
- Faculty of Education (1)

SCHEDULE B

Academic Units of Interdisciplinary Programmes

SCHEDULE C

Departmental Association Fee Transfer Protocol

1. Entitlement to Funds

1.1 The GSAÉD distributes to Departmental Associations, deemed to be active and in Good Standing in the Register, funding for each semester of the academic year (the “**Funds**”).

1.2 For each of the Fall and Winter Semesters, these Funds are set at \$100, plus \$ 5.50 per full-time student and \$ 2.75 per part-time student.

1.3 For the Summer semester, the Funds shall be set at \$100, plus \$ 2.75 per full-time student and \$ 1.37 per part-time student.

1.4 In April of each year, the Funds shall be reviewed by the Oversight and Advisory Committee. If necessary, the Oversight and Advisory Committee shall make recommendations on adjusting the amount of Funds to the Board of Directors.

1.5 Despite section 1.1 of this Schedule C, a group formed as a new or re-activated Departmental Association may be entitled to Funds for a period of time, determined by the board of Directors.

2. Funds Distribution

2. 1 The GSAÉD shall distribute the Funds as follows:

2.1.1 GSAÉD shall transfer the Funds to the Departmental Associations within 30 calendar days of the GSAÉD receiving its membership fee transfer from the University.

2.1.2 For greater clarity, the Funds shall be transferred once a semester to every Departmental Association entitled to receive such Funds.

2.2 The Funds must be distributed into a Departmental Association bank account that is held in the name of that entity. The Departmental Association is responsible for registering such bank account information with the GSAÉD.

2.3 If a Departmental Association fails to collect its Funds and it wishes to collect any foregone amounts (“**Foregone Funds**”), the Board of Directors shall make a determination on the value of such a distribution.

2.4 Despite section 2.3 of this Schedule C, the Board of Directors shall not distribute any Foregone Funds in excess of three semesters.

3. Conditions to Transfer of Funds and Right to Withhold Funds

3.1 The Departmental Association will provide a financial report through the standardized financial reporting tool, managed by the GSAÉD (the “**Financial Report**”).

3.2 The Financial Report shall be uploaded by May 1 of each year.

3.3 The GSAÉD reserves the right to withhold the transfer of Funds to the Departmental Association in the event that the Financial Report:

3.2.1 is not delivered to the GSAÉD by May 1 of each year;

3.2.2 includes any indication of misappropriation of the Funds;

3.2.3 illegal use of the Funds; or

3.2.4 any other usage deemed to be in contravention of any federal or provincial laws or of the GSAÉD By-laws or policies.

4. Breach

4.1 Where a breach under section 3 of this Schedule C has been found, and the Departmental Association has failed to remedy such default in within 30 days of the date the breach was discovered, the GSAÉD shall discontinue the transfer of Departmental Association Funds for the next academic year.

4.2 Fee transfer will be reinstated when such breach is resolved to the satisfaction of the GSAÉD.

4.3 To the extent that the Departmental Association has any liabilities due and owing, the GSAÉD shall pay those liabilities upon written confirmation and accompanying invoice, where applicable, of such liability by the Departmental Association. Despite the foregoing, the amount of liabilities paid by the GSAÉD shall not exceed the amount of Funds the Departmental Association is entitled to under Section 1 of this Schedule C.