

Graduate Students Association Des Étudiant.e.s Diplômé.e.s (UO GSAÉD)

# POLICY BOOKLET

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# Policy Manual

These policies are adopted pursuant to By-Law 22.

This document is to be interpreted in conjunction with the By-Laws.

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# Rules of Order

## Time Saver

1. Every meeting of the Board of Directors shall be adjourned five and a half hours after the start of the meeting.
2. Once five hours have elapsed in a meeting of the Board of Directors, the Chair shall call for a vote on extending the length of the meeting by one hour. If a majority of Directors present vote in favour of the motion, the meeting shall be adjourned six hours after the start of the meeting.
  - a. If the vote fails to receive the support of a majority of Directors present, the meeting shall be adjourned fifteen minutes from the announcement of the results of the vote and any remaining items on the agenda shall be tabled to the subsequent meeting of the Board of Directors.
3. Six hours from the commencement of a meeting of the Board of Directors, the Chair shall call for a vote on extending the length of the meeting by one hour. If two-thirds of Directors present vote in favour of the motion, the meeting shall be adjourned seven hours after the start of the meeting.
  - a. If the vote fails to receive the support of two-thirds of Directors present, the meeting shall be adjourned fifteen minutes from the announcement of the results of the vote and any remaining items on the agenda shall be tabled to the subsequent meeting of the Board of Directors.
4. Seven hours from the commencement of a meeting of the Board of Directors, and every subsequent hour thereafter, the Chair shall call for a vote to extend the length of the meeting by one hour. If all Directors present vote in favour of the motion, the meeting shall be adjourned one full hour from the announcement of the results of the vote.
  - a. If the vote fails to receive the support of all Directors present, the meeting shall be adjourned fifteen minutes from the announcement of the results of the vote and any remaining items on the agenda shall be tabled to the subsequent meeting of the Board of Directors.

## Consideration of Business

1. After reading an order of business, the Chair shall call upon the Director who requested the item be made an order of business – or any other individual nominated by that person with the consent of the Chair – to make a presentation, of no more than 4 minutes, to introduce the item.
2. Following an introduction of an order of business, the Chair shall call for a Question Period.
  - a. The Question Period shall be limited to ten minutes.

- b. Any Director or Observer or any other person with the consent of the Chair, shall be permitted to ask a question pertaining to the introduction of the item.
  - c. The Question Period may be extended by a vote of the majority of Directors present.
3. Following a Question Period, the Chair shall proceed to Debate on the motion.

## Debate

1. Debate on an item of business shall be limited to twenty minutes.
2. Each individual intervention shall be limited to three minutes.
3. Every individual is entitled to only one intervention on each item of business. If no other Director present seeks the floor to intervene, any Director who has already spoken shall be allowed to make one additional intervention on the matter. A Director who has not yet made an intervention and seeks the floor shall take priority over any Director who has already intervened at least once on the matter.
4. Debate may be extended beyond twenty minutes by the vote of a majority of Directors present.

## Extended Debate

1. An order of business may be designated for Extended Debate at any time before the Agenda is ratified.
2. A designation for Extended Debate requires the support of at least five Directors of the Board who must all be present at the meeting the order of business is taken up.
3. Extended Debate on an item of business shall be limited to thirty-five minutes.
4. Each individual intervention shall be limited to three minutes.
5. Every individual is entitled to only one intervention on each item of business. If no other Director present seeks the floor to intervene, any Director who has already spoken shall be allowed to make one additional intervention on the matter. A Director who has not yet made an intervention and seeks the floor shall take priority over any Director who has already intervened at least once on the matter.
6. Debate may be extended beyond thirty-five minutes by the vote of a majority of Directors present.

## Reports

1. For further clarity, this section applies to all reports delivered to the Board including executive updates and reports from directors or other student representatives including Graduate Student representatives for the Board of Governors and Senate.
2. Reports will be limited to four minutes each.

# Operational Policies

## Student Rights Centre

The Association will continue financially support the Student Rights Center, a service that defends and advocate for students' rights to fair and equitable representation.

## Childcare

The Association shall provide suitable accommodation for directors who require childcare in order to participate in a meeting of the Board of Directors.

The Association shall provide suitable accommodation for students who require childcare in order to participate in a general assembly.

## Executive Honoraria

The amount of the honorarium for the Executive Officers of the Association be equivalent to the amount of one full assistantship per semester for the position of Vice-Presidents of the Association.

The amount of the honorarium is prorated each year in the budget according to the current amount of a full teaching assistantship that year.

## Endowment Fund

The Association has earmarked \$30 000 for the creation of a non-expendable endowment fund for emergency financial assistance for its members through Campaign Campus. This endowment fund will generate at least three \$500 bursaries per year.

To be awarded one of these bursaries, students must meet the following criteria:

- be a registered full or part-time graduate student at the University of Ottawa; and
- show a need for financial assistance as stipulated by the criteria of Financial Aid and Awards Services

The recipient is not required to apply to other governmental funding. The recipient can also receive financial aid from other sources.

The bursary will be granted by a committee composed of at least two executive members of the Association.

## Emergency Grants

The Association adopted the Finance Committee's recommendation to transform the emergency loan program into an emergency grant program.

The Association will continue to operate the emergency grant program.

## Work Study Contracts

The Association extends to the Work-Study interns the same paid holidays as the other employees of the Association and 1 sick leave day for each month worked.

## Café Nostalgica

The incorporation and licensing papers for Café Nostalgica will be signed only by the signing authorities for Café Nostalgica (specifically the Student Life Commissioner of the Association, the Finance Commissioner, the Café manager the Administration and Services Coordinator of the Association).

## Elections

### Deputy Chief Returning Officer

The Association shall maintain the position of Deputy Chief Returning Officer. The compensation is fixed at \$200.

### Election Reimbursements

The Association will reimburse 75% of the expenses for each candidate in a general election, up to a maximum of \$150.

# Official Positions

## Student Code of Conduct

The Association will defend the rights of members of the university community in order that the community be protected from discrimination and harassment and that all community members have their rights fairly recognized.

The Association supports the rights of all members of the university community to freedom of speech and expression as well as freedom of association and the right to a fair and equitable trial independent of any disciplinary measure.

The Association demands that students be equal partners in negotiations which will affect their academic and non-academic rights.

The Association rejects the imposition of a Student Code of Conduct or any other University Policy or action taken by the University administration, executives, Board of Governors, or Senate that seeks to impose academic penalties on students for on- or off-campus non-academic activities or behaviour.

## Rights of Protest

The Association believes that students should not be academically penalized for their participation in campaigns and rallies organized or sanctioned by the Association. To this end, the Association urges the University to grant academic amnesty for such activities and will support the graduate student representatives in the Senate in seeking academic amnesty from the University of Ottawa.

## Thesis Advisory Committees

The Association advocates for the right of graduate students to approve the composition of their thesis advisory committees and to be fully consulted on the composition of their thesis examination committees.

In practice, the Association urges that all graduate students:

- be consulted during the formation of their thesis advisory committees;
- be able to modify the composition of their thesis advisory committees;
- be able to unilaterally exclude any individual from their thesis advisory committees;
- and,
- have access to a procedure for appealing the selection of their examiners.

## Tuition Fees

The Association supports the Canadian Federation of Students' position on tuition fees. The Association calls for:

- the reduction and eventual elimination of tuition fees for all;
- the conversion of student loans into non-repayable grants; and,
- the removal of interest on existing student loans.

## Re Policy 110 (University of Ottawa)

### Applicability

The Association believes that graduate students seeking recourse as per the provisions of University of Ottawa Policy 110 for breaches of their rights as defined under this policy can do so against all members of the University of Ottawa community, including but not limited to administrators, professors, and support staff.

### Arbitration Act

The Association asserts that any arbitration to be conducted pursuant to University of Ottawa Policy 110 must be conducted in accordance with the Arbitration Act of the Province of Ontario (Arbitration Act, 1991. S.O. 1991, Chapter 17) in order to ensure the fairness of students' recourse to the policy.

## Community Housing

The Association supports the creation of student-run, sustainable, affordable graduate student community housing.

## Universal Bus Pass (U-Pass)

The Association will work to ensure the continuation of the Universal Bus Pass program for all students with the transit authorities serving the Ottawa and Gatineau regions, throughout the entire calendar year.

## Ombudsperson

The Association maintains its support of the Ombudsperson for the University community.

## Scholarships

The Association shall advocate for a portion of all SSHRC, NSERC, and CIHR doctoral scholarships to be dedicated to international students, commensurate with what percentage of the entire doctoral student population in Canada are international students.

The association supports a proportional allocation of funding among international and domestic students.

The Association encourages the allocation of more scholarships and bursaries towards international student funding.

## Commercialisation

The Association supports a campaign with the following objectives:

- That the University of Ottawa expose and let the members debate its views on the place of the private enterprise in the academic institution;
- That the University define clear ethical standards regarding the acceptance of private funding and,
- That the University privilege the creation of students-managed spaces and recognize the right of all students to have complete use of these spaces.

## Fossil Fuel Divestment

The Association supports the call by students including Fossil Free uOttawa on the University to freeze any new investment into the 200 largest publicly traded fossil fuel companies and to fully divest its endowment and pension funds from these same companies.

## Bilingualism

### Policy of 120%

The Association shall encourage and pressure all faculties at the University of Ottawa to adopt the "policy of 120%" which exists in the Faculty of Social Sciences.

The "policy of 120% mandates that the number of courses offered in both official language for every program will be the number of courses required for completion of that program plus one.

### Proactive Administrative Measures

The Association encourage and pressure the administration of the University to adopt proactive measures to encourage and support the learning and mastering of French and English among university community members to address the linguistic completeness of partial programs, the

immersion of professors and personnel, bilingual courses, and support and compensation to encourage those that exceed the minimum required.

## Ottawa Bilingual Capital

The Association publicly declares its support for the legislative approach that aims to officially recognize the equality of French and English in the city of Ottawa.

# Index

## Notations

Each policy is accompanied by a notation. The notation is an editorial addition for ease in referencing and to provide guidance on where to find the original enactment for a given policy.

Notations are made based on the following model reflecting:

- the year, month, and day the enactment was made;
  - In the format: YYMMDD
- a letter reflecting the enacting body; and,
  - A - General Assembly
  - B - Board
  - C - Council (for motions passed before 2015 reorganization)
  - R - Referendum
- a final sequential number to identifying the individual resolution on the given date.

For example, for a policy with the notation **910521B-3** would be understood to have been enacted on 21 May 1991, by the board, being the third policy adopted at that board meeting.

## Table of Concordance

Policy Title	Previous Notation	Updated Notation	Editorial Comment