



CONSTITUTION, BYLAWS AND POLICIES

APPROVED, JUNE 29, 2017

THE CONSTITUTION OF THE UNIVERSITY OF WINDSOR GRADUATE STUDENT SOCIETY

ARTICLE 1 - NAME:

The name of the organization is "Graduate Student Society" of the University of Windsor hereafter referred to as the GSS.

ARTICLE 2 - PREAMBLE:

The GSS shall represent the collective interests and promote the general welfare of the full time and part time graduate students of the University of Windsor.

ARTICLE 3 – OBJECTIVES:

The GSS shall draw into formal association all graduate students at the University of Windsor.

The GSS shall promote and assist in maintaining an academic and social environment free from prejudice, rape culture, discrimination, exploitation, or abuse on the basis of, but not limited to, sex, gender identity, race, ethnicity, language, religion, sexual orientation, age, nationality, socio-economic status, political affiliation or belief, disability, or marital status.

The GSS shall provide a common framework within which students can communicate, exchange information, and share experience, skills, and ideas.

The GSS shall bring students together to discuss and co-operatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;

The GSS shall facilitate co-operation among students in organizing services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other members of GSS.

The GSS shall endeavor to pursue a system of post-secondary education that is accessible and of high quality for all students.

ARTICLE 4: DISSOLUTION:

Upon the winding up or dissolution of the GSS, any assets remaining after the satisfaction of its debts and liabilities shall be held in a trust until such time as said assets may be transferred to a democratically run University of Windsor student organisation having purposes similar to those of the University of Windsor Graduate Student GSS. This clause is unalterable.

DEFINITIONS: In this Bylaw, unless the context otherwise requires:

“Act” shall mean the Non-for-Profit Corporations Act, 2010 (Ontario).

“At-Large” shall mean the body those positions not requiring departmental representation.

“Council” shall mean the body of members’ representatives.

“Council Chair” shall mean the Chair of the GSS Council.

“Executive(s)” shall mean the body outlined in the Bylaw.

“Society” shall mean the Graduate Student Society of the University of Windsor.

“University” shall mean the University of Windsor.

“Departmental Representative” shall mean a council member who represents their department in accordance to the Faculty of Graduate Studies departmental divisions.

“Federation” shall mean the Canadian Federation of Students.

“Form of Proxy” shall mean a written, printed or electronic form that, upon completion and execution by or on behalf of a member of council, becomes a proxy.

“Member(s)” shall refer to all individuals who have registered in the Faculty of Graduate Studies at the University and who have paid membership fees to the GSS.

“Proxy” shall mean a completed and executed form of proxy by means of which a member has appointed a person as the member’s nominee to attend and act on behalf of the member at any meeting of members.

“Authority of General Meetings” shall be governed by General Meetings, which shall be considered the highest authority within the GSS.

“Authority of Referenda” shall be governed and conducted in accordance with GSS Bylaws and the GSS Council shall ratify the results.

BYLAWS OF THE GRADUATE STUDENT SOCIETY (GSS) OF THE UNIVERSITY OF WINDSOR

BYLAW 1 – MEMBERSHIP

1.0 Member:

The member(s) of the GSS shall be limited to all individuals registered in a full-time or part-time graduate program in the Faculty of Graduate Studies at the University of Windsor who have paid membership fees to the GSS, assessed and payable on a per term basis.

1.1 Cessation of Membership:

Individuals shall cease to be members when they cease to meet the requirements of Bylaw 2, Article 2.1. Individuals may be expelled from the GSS by special resolution in a general meeting.

1.2 Membership in Bad-standing:

Individuals may be deemed members in bad standing by special resolution in a general meeting.

BYLAW II: MEMBERSHIP FEES

2.1 Setting of Membership Fees:

Except as hereinafter provided, membership fees may be set by the members of the GSS voting in a general meeting or referendum provided sufficient notice has been served.

2.2 Adjustments to Membership Fees:

Adjustments to GSS fees may be made at a Council meeting, except where a fee is proposed to increase or be reduced by greater than 10% over the previous year, in which case the change must be approved by the membership through referendum.

BYLAW III: GSS COUNCIL

ARTICLE 1 – COMPOSITION:

The Council of the GSS, the governing body of the Society charged with the administration and management of its affairs, shall be composed of:

- GSS Executive Members

In addition, the members of Council shall consist of voting members equal to the number of academic departments at the University of Windsor's Faculty of Graduate Studies; those departments are currently (as of June 2017):

- Biological Sciences
- Chemical and Biochemical/MBT
- Civil and Environmental Engineering
- Communication and Social Justice
- Computer Science and Applied
- Creative Arts, Media and Film
- Earth Sciences
- Economics
- Education
- Electrical Engineering (ECE)
- English
- History
- Kinesiology (HK)
- Math and Statistics / Actuarial Science
- Industrial Engineering, Engineering Materials, Mechanical Engineering with Mechanical Automotive option and IMSE (MAMIE)
- MoM
- Nursing
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology, Criminology & Anthropology
- School of Social Work

Finally, the following "At-Large" positions, will also constitute the GSS Council:

- International Students' Liaison
- Aboriginal Students' Liaison
- Women's Issue Liaison

ARTICLE 2 – DUTIES:

The duties of all Councilors shall be:

- i. To act as the primary liaison between the GSS and their constituents, including soliciting feedback and opinions and, for departmental Councilors, presenting on behalf of the GSS to departmental Orientations;

- ii. To attend all GSS Council meetings;
- iii. To ensure that the GSS office is kept up to date with their names, departmental addresses, and contact information;
- iv. The Council has the ultimate authority over decisions made by the Executive Committee and GSS sub-committees;
- v. GSS will have one (1) representative per department which represents all graduate students enrolled in their Program (i.e. Masters and PhD);
- vi. Shall maintain active communications between their course membership and the Council;
- vii. Shall sit on at least two (2) committees of the GSS; and
- viii. Shall perform such other duties as may be assigned by the Council and/or President.

ARTICLE 3 - ELECTION OF COUNCIL MEMBERS (Amended June 2017).

- 3.1 The election and appointment of the members of Council, with the exception of the Executive Committee, shall take place late September to early October of each year. The term of office for each Council member will be to the end August of the following year. The term of office for the MBA program representative will be to the end of October of the following year.
- 3.2 If a member of Council misses three (3) consecutive Council meetings without sending regrets or giving a proxy, they will be considered as having tendered their resignation, and departmental election will be held.

ARTICLE 4 - MEETINGS:

- 4.1 A schedule of all Council meetings will be ratified at the first meeting of the Council in the Fall semester. Scheduled meetings will be posted on the GSS website. A notice of the meeting with the agenda will be sent to Council members 48-72 hours in advance of the meeting date.
- 4.2 Councilors are appointed to various GSS Committee at the beginning of their terms, attendance to these committees is mandatory. If a councilor is unable to attend any Committee meeting they must send a letter to the Chair of that committee as well as to the Executive Committee.
- 4.3 Any graduate student wanting to address the GSS Council must first send an email to the President of the GSS for approval requesting to be added to the agenda one week prior to the posting of the agenda for the monthly Council meeting.

ARTICLE 5 - QUORUM:

Council quorum shall include ten (10) Councilors (comprised of departmental and at large representatives) and well as three (3) Executive members.

ARTICLE 6 - VOTING PRIVILEGES:

Each member of Council shall have one vote. The failure of a member to vote shall be deemed an abstention. The Chair of a Council meeting shall not vote except in the case of a tie. Members of Council shall refrain from voting on any matter in which a personal conflict of interest exists. A member of Council may speak to an issue so long as they declare such a conflict of interest exists.

ARTICLE 7 – PROXY:

Council members are permitted a maximum of two (2) proxies and regret letters to miss a meeting for any given academic year (fall/winter). A Council member present at a meeting is permitted to carry a maximum of two (2) proxies. Proxies must be submitted 24 hours in advance of the meeting. A proxy form must be filled and submitted to the GSS office. Proxies will be announced at the start of every Council meeting. Proxies do not count towards quorum.

ARTICLE 8 - CONFLICT OF INTEREST:

A member of the GSS Council will abstain from voting on any motion in which a personal conflict of interest exists. A personal conflict of interest is defined as a situation in which a voting member or a member of their family stands to benefit financially or materially from a decision by the voting body. A member of Council may speak to an issue so long as they declare such a conflict of interest exists.

ARTICLE 9 - ORIENTATION AND TRAINING:

The GSS Council must participate in an orientation on Robert's Rules of Order, the organization of Council meetings, the GSS Bylaws, the GSS Constitution, the GSS committee structure, their fiduciary duties, annual goals, campaigns, and initiatives. This orientation will take place at least twice in the month of October or November. At least one member from every department must attend. The Executive will be responsible for organizing this orientation and training, which may or may not include presentations by guests. At the completion of orientation and training each Council member will be required to sign a Non-Disclosure Agreement. Failure to sign the agreement will result in the Council member being removed from any in-camera discussions during council meeting. If any Council member is unable to attend the orientation and training session one will be provided by the President and Vice-President Finance, Operations and Human Resources.

ARTICLE 10 – STAFF PARTICIPATION:

GSS staff members shall be permitted to attend and to participate in Council meetings, including in camera sessions, in order to provide support to executive committee members. Staff participation in meetings shall be understood to include speaking to relevant points of information including context or history, the Constitution and Bylaws, or rules of order. Staff members are not eligible to vote and may not speak on motions.

BYLAW IV – GSS EXECUTIVE COMMITTEE

ARTICLE 1 – COMPOSITION:

The GSS Executive Committee will be comprised of;

- President
- Vice-President Finance, Operations and Human Resources
- Vice-President Academic
- Vice-President University Affairs
- Vice-President External

ARTICLE 2 - EXECUTIVE ELECTIONS AND TERMS OF OFFICE:

The election dates for the GSS Executives will be announced by the end of January. The election of the Executive Committee shall be conducted in February or March of each year. The new Executive Committee members shall take office on May 1st, following their election.

ARTICLE 3 - ORIENTATION AND TRAINING:

- 3.1 The GSS Executive must participate in training annually within the first two (2) months of their term. It is the responsibility of the President and Vice President Finance, Operations and Human Resources to organize this training. Guest maybe invited to conduct the orientation and training. Each Executive Member must participate in the Orientation and Training.
- 3.2 The GSS Executive must also participate in an orientation around the GSS Constitution, the GSS office orientation and the staff Collective Agreement annually within the first two (2) months of their term. The tasks for the preparation of this orientation must be distributed at the first annual meeting of the incoming Executive.

ARTICLE - SUMMER AUTHORITY:

If Summer Council meetings do not meet quorum, the Executive Committee may be empowered to act for the GSS during the months of July and August, but it will give an accurate and complete account of its activities at the first meeting of Council to be held in October. Before July the Council shall approve all financial and GSS related event expenses to ensure continuous operations. The Council shall appoint a maximum of eight (8) Councilors who must be due paying members of the GSS in order to make democratic decisions with the Executive

Committee. Correspondence during the summer months maybe conducted over email. During this period;

1. The President is authorized to spend a maximum of \$500 for any given GSS related events or activities.
2. If the Executive Committee requires any money for GSS related events and activities this approval must be done through the Council.
3. The Executive may not make any alterations to the Constitution, Bylaws or Policies in July and August.

BYLAW V – GSS COMMITTEES

The following are the GSS Committees that shall have participation throughout the term of a Council and Executive. From time to time the Council shall have the mandate to set up ad hoc committee for the purposes of one-time issues arising on campus. These ad hoc committees shall have a defined duration.

ARTICLE 1 – Closed Committees:

- 1.1 Committee which allocates funding, request for proposals, hiring, scholarships, bursaries and awards or otherwise must take confidential documents under consideration are closed committees and may only be attended by appointed, elected or specifically designate by virtue of portfolio to sit on the committee, or otherwise invited by a vote on the committee as a guest.

ARTICLE 2 - Electoral Committee:

- 2.1 The Electoral Committee of the GSS mandate is to oversee the hiring of a Chief Returning Officer (CRO) and to oversee that Bylaws of the Society are followed throughout the elections processes.
- 2.2 The Electoral Committee for the Fall Elections (Council Elections) shall be comprised of The President (Chair), The Vice President and the Chief Returning Officer.
- 2.3 The Electoral Committee for the Winter Elections (Executive Elections) shall be comprised of the Chief Returning Officer (CRO) (Chair), 1 Executive Member (who is not a candidate in the elections or has a spouse/partner as a candidate in the election) and 5 Council members who are not candidates in the elections or have family members as candidates in the election.
- 2.4 The GSS shall maintain an Electoral Committee at all times, which shall be responsible for the administration of all elections to fill Council positions.
- 2.5 The Electoral Committee shall determine the eligibility of all nominated candidates in accordance with the GSS Bylaw.

- 2.6 The Electoral Committee may disqualify a candidate or rule an election invalid for any violation within the GSS Bylaws.
- 2.7 The Electoral Committee shall decide the form of the ballot provided that the nominees for each position be listed in alphabetical order by First Name, Nick Name (if available) and Last Name.
- 2.8 The Electoral Committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
- 2.9 The Electoral Committee shall submit a report on the conduct and results of all elections to the Council for ratification.

ARTICLE 3 - Finance, Operations and Human Resources Committee:

- 3.1 The Finance Committee of the GSS is to oversee the year to date budget of the GSS as well as the audited financial statements.
- 3.2 The Finance Committee shall be comprised of; Vice-President Finance, Operations and Human Resources (Chair)

ARTICLE 4 - Organizational Development/University Affairs Committee:

- 4.1 The Organizational Development Committee of the GSS will oversee the University Academic Affairs and ensure the needs of Graduate Students are met and communicated.
- 4.2 The Committee will be chaired by Vice-President Academic Affairs & Co-chair Vice-President University Affairs and comprised of 3 councilors.

ARTICLE 5 - Campaigns & Government Relations Committee:

- 5.1 The Campaigns Committee shall be responsible for the development and creation of various campaigns catered for Graduate Students either academic or non-academic.
- 5.2 The Campaigns Committee will be chaired by Vice-President External Affairs and shall be comprised of the Vice-President Academic and 3 councilors.

ARTICLE 6 - Constitution & Policy Review Committee:

- 6.1 The Constitution, Bylaw and Policy Committee will review the provided proposed changes to the GSS Constitution to the Council or General Membership meeting.
- 6.2 The Constitution, Bylaw and Policy Committee shall be chaired by the President and will be comprised of 1 other GSS Executive member (aside from the President) and 3 councilors.

ARTICLE 7 - GSS Scholarship Committee:

- 7.1 The Scholarship Committee will review all GSS Scholarship applicants and determine recipients.
- 7.2 The Scholarship Committee will be chaired by President, and shall be comprised of 1 other Executive Member (aside from the President) and 3 councilors.

ARTICLE 8 - Insurance Benefits Appeal Committee:

- 8.1 The Insurance and Benefits Appeal Committee will review all GSS Insurances and Appeals and from time to time make recommendations to the Council.
- 8.2 The Insurance and Benefits Appeal Committee shall be chaired by Vice-President Academic Affairs and will be comprised of 3 other councilors and GSS Executive Assistant.

ARTICLE 9 - Café Committee:

- 9.1 The Café Committee shall be responsible for the smooth running of the GSS Café and from time to time make recommendations to Council for any proposed changes.
- 9.2 Comprised of two (2) Council members, as well as the President, and chaired by the Vice-President Finance, Operations and Human Resources. Three (3) members are required for quorum. The committee shall meet at least once per month or as required.

ARTICLE 10 - Judicial Committee:

- 10.1 The Judicial Committee will review any matters brought forward by Executive, Council or General GSS members that requires judicial review and decisions and make recommendations to the Council or General Membership meetings.
- 10.2 The committee shall be comprised of five (5) Council members, President and 1 other Executive Members. The five (5) members are to be nominated and elected by the GSS Council. Quorum for a meeting shall be three (3) Council members. The nomination process will start during the first Council meeting following the Councilor's election and voting will be held at the following Council meeting, if needed.
- 10.3 The committee is to meet once a semester and evaluate the Council. The committee shall organize special meetings to address any formal complaints against Council or Executive Committee.
- 10.4 The meeting minutes shall be available upon request.
- 10.5 The committee shall provide a written report every semester to the Council.

- 10.6 The committee members are to evaluate the Council based on their duties and responsibilities mentioned in the Bylaws.
- 10.7 The Council whom they find is/are not performing their duties towards the GSS members shall submit a written statement answering the sub-committee questions or concerns.
- 10.8 The committee may consult or draw testimony from the council.
- 10.9 The committee is to prepare a report to the council explaining the reasoning and recommendation (i.e. not attending meeting and does not perform their duties). Thus the committee shall make recommendations to council.
- 10.10 Council has the final decision over recommendations given by the sub-committee. In case of recommendation for removal from office, 2/3 majority vote is required by Council.

ARTICLE 11 – Councilor of the Year Committee:

- 11.1 The Councilor of the Year Committee will review nominations for the Award of Council person of the year and provide a recommendation to the Council.
- 11.2 The Council of the Year Committee shall be comprised of all Executive Members and the GSS Executive Assistant.

ARTICLE 12 – Gala Committee:

- 12.1 The Gala Committee shall be responsible for organizing the Annual GSS Gala within the proposed budget.
- 12.2 The Gala Committee shall be comprised of 2 Executive Members and 5 Councilors.

BYLAW VI - GENERAL DUTIES OF THE EXECUTIVE MEMBERS

Members of the Executive Committee shall;

1. Fulfill the mandates of the GSS and perform such functions of the Society as are delegated to it by the Council, the Bylaws and/or the Constitution. Additionally, subject to ratification by Council at its next scheduled meeting, the Executive Committee may take action upon any other matter that requires immediate attention between meetings of Council. This does not include making, amending, or revoking a Bylaw, Standing Order, or any part of the Constitution.
2. Perform the duties set out in the individual Executive portfolios.
3. Provide a written report to Council on a monthly basis. These reports shall be filled out and submitted to the GSS office using the model set out in the GSS Executive Report Template. Each report must be completed and submitted at least 48-72 hours prior to all regularly scheduled Council meetings. It is then the responsibility of the GSS Executive Assistant to circulate these reports to Councilors at least three (2-3) days prior to all

regularly scheduled Council meetings and to provide paper copies at all Council meetings. The Executive Assistant shall also ensure that copies of each monthly Executive report to Council are appropriately filed in the Council binder.

4. GSS Executive members are required to attend and participate in various University Committees.
5. GSS Executive members must indicate all meetings attended (including all regularly scheduled meetings and any additional meetings or events attended), and provide a short summary/written report of each meeting.
6. Indicate all meetings not attended (including all regularly scheduled meetings and any additional meetings or events each Executive member committed to or was expected to attend). In the event that a regularly scheduled meeting or any additional meeting or event is canceled, indicate the cancellation and the reason for the cancellation.
7. General report back section to communicate information on ongoing issues or projects to Staff, the Executive Committee, Council, and the membership (information in this section is in addition to the reporting required for each regularly scheduled meeting and any/all additional meetings or events attended).
8. In the event that an Executive member attends a regularly scheduled meeting or any additional meeting or event that is held in closed session, the Executive member is expected to report the date, time, location, and attendance of this meeting. In place of a short summary/written report of the meeting, the Executive Member can simply indicate that business relating to the work of the committee was heard.
9. Be available from Monday to Friday during the regular hours of operation of the university for all of the regularly scheduled meetings pertaining to the specific portfolios of each of the members of the Executive Committee. Some Executive members are also required to be available outside of the regular hours of operation in order to attend regularly scheduled meetings or events on behalf of the GSS in accordance with their respective portfolios.
10. Spend approximately 10 hours per week on GSS related matters, of which partial hours will be spent in the office, outside of GSS meetings, during regular hours of operation. Executive committee members are recommended to hold regularly scheduled office hours. Executive committee workload may vary weekly, monthly and seasonally.
11. Represent the interests of the Society at meetings of other bodies, as appointed by Council, the Executive, or as prescribed in this document and follow the reporting procedure.
12. Attend all regularly scheduled meetings. Regularly scheduled meetings are defined as: all Executive meetings, meetings pertaining specifically to an Executive's portfolio, meetings pertaining to all the Committees on which and Executive member sits, GSS Council meetings. In addition to attending all regularly scheduled meetings, all members of the Executive Committee are expected to regularly attend meetings with the Dean of the Faculty of Graduate Studies, and where applicable, the University President, Vice Provost, Vice Presidents, and other university administrators.
13. Where any member of the Executive Committee is unable to attend 2 regularly scheduled meetings, other than Executive Committee meetings, in one academic term of service, and has not been exempted from these meetings in order to carry out business pertaining to the GSS, the Executive Committee must discuss this matter at an executive meeting. If the member continues to miss meetings, the executive can begin the informal process of

requesting the resignation of the Executive committee member in question. Any motion requiring the Executive member to resign must be approved by a three-quarters majority of the Council members present.

14. Ensure representation on all external committees, including, but not limited to: FGS Committee, Elections Committee, Insurance Benefits and Appeals Committee, Scholarship Committee, Constitution, Policy and Bylaws Committee, Café Committee, Campaigns Committee, Judicial Panel Committee, Gala Committee and Councilor of the Year Committee. All members of the Executive Committee are required to include written reports for all committee appointments.
15. Ensure the coordination and distribution of International Student Identity Cards (ISIC) to GSS members during regular GSS office hours.

BYLAW VII – INDIVIDUAL DUTIES OF GSS EXECUTIVE MEMBERS

ARTICLE 1 - Duties and Responsibilities of Individual Executive Members

1.1 All Executives must meet within the first few weeks after ratifications to discuss which Executive Member will be in charge and/or lead the GSS activities listed, but not limited to GSS social events such as Soccer, Volleyball and Cricket Tournament, GSS BBQ and GSS Gala.

1.2 Appoint GSS Executive Members to represent the Society on University committees listed;

Senate

Program Development Committee (PDC)

Academic Policy Committee (APC)

Student Caucus

Senate Governance Committee

University Committee on Academic Promotion and Tenure (UCAPT)

University Committee on Renewal, Promotion and Permanence for Librarian Members

Renewal, Promotion & Permanence for University Librarian Members

Discipline Appeal Committee/ Judicial Panel Committee

Discipline Appeal Committee/ Judicial Panel Committee

Subcommittee on Procedures and Discrimination

Academic Integrity Roundtable Committee

IT Advisory Committee

Alcohol Policy Committee

University Library Administrative Committee (ULAC)

Academic Standing Committee

Special Appointments Committee

Residence and Food Advisory Board

LMS Advisory Committee

Scholarly Communication Committee

Board of Governors

Grad Council Committee
Alumni Association
Grad Executive Committee
GSS Budget Committee
BBQ Committee
GSS Chess Tournament
GSS Soccer Tournament
GSS Volleyball and Ping-pong
CFS Liaison
Café Committee
GSS Gala
Judicial GSS Committee
Website Committee
GSS Facebook Page
Grad Space Committee
GSS Bylaw committee
Women Liaison Committee
University Catering Committee
GSS Handbook Committee
Insurance Appeal and RFP Committee
Budget Committee
GSS Election Committee
GSS Scholarship Committee
GSS Workshop on Plagiarism, Immigration
GSS One day Trip Committee/ Picnic
By-Law Review Committee University
PMB Meeting

ARTICLE 2 – DUTIES OF THE PRESIDENT

- 2.1 Shall act as Chair at meetings of the Council;
- 2.2 The President is responsible for ensuring the long-term effectiveness of the GSS at all levels;
- 2.3 Shall record and maintain the office hours of all the Vice-Presidents and maintains day-to-day task list of their ongoing work in order to balance workloads;
- 2.4 Shall maintain daily contact with the Executive Committee and Executive Assistant;
- 2.5 Shall undertake all duties and responsibilities which normally fall to the chairperson of a GSS;
- 2.6 Shall be responsible for keeping the Council informed of issues arising within the University which pertain to the activities of the GSS;
- 2.7 Shall act as the public spokesperson of the GSS;
- 2.8 Shall co-ordinate GSS representation on all University committees and shall be responsible to assign Executives to committees and sub-committees;

- 2.9 Shall sit as an ex-officio on all University committees that so designate; (e.g. Senate, External Relations, Resource Allocation, Graduate Studies and Research Council, Board of Governors, Executive Board of Governors,)
- 2.10 Shall oversee the work of the GSS's Vice-Presidents;
- 2.11 Shall provide written monthly reports for Council meetings;
- 2.12 Shall perform such other duties as may be assigned by Council;
- 2.13 Shall be required to have previous GSS Executive experience of at least one (1) year, and knowledge of University and student governance; and
- 2.14 Shall have a maximum of two (2) terms as President of GSS.

ARTICLE 3 – DUTIES OF THE Vice-President (External Affairs)

- 3.1 Shall be responsible for keeping the Council informed of issues arising off campus which pertain to the activities of the GSS;
- 3.2 Shall be responsible for coordinating the implementation of Federation campaigns at the Local level;
- 3.3 Shall be responsible for being the principal representative of the GSS at General Meetings of the Federation where possible;
- 3.4 Shall be responsible for being a liaison with societies and groups on campus (i.e. CUPE, MBA GSS, International Student GSS, UWSA, OPUS, Canadian Federation of Students)
- 3.5 Shall be responsible for keeping the GSS informed of the current work of the Federation;
- 3.6 Shall provide written monthly reports at council meetings; and
- 3.7 Shall perform such other duties as may be assigned by the Council.

ARTICLE 4 – DUTIES OF THE Vice-President (Academic Affairs)

- 4.1 Shall be responsible for the running of the GSS office and the maintenance of the records of the GSS;
- 4.2 Shall be responsible for overseeing the implementation of GSS services and Programs;
- 4.3 Shall be responsible for all matters dealing with academic life of graduate students;
- 4.4 Shall represent the GSS on University committees that pertain to academic issues; (i.e. Senate, Academic and Program Development Committee).
- 4.5 Shall provide written monthly reports at Council meetings; and
- 4.6 Shall perform such other duties as may be assigned by the Council.

ARTICLE 5 – DUTIES OF THE Vice-President (Finance, Operations and Human Resources)

- 5.1 Shall ensure that careful account is kept of all monies received and disbursed by the GSS;
- 5.2 Shall be responsible for keeping the Council informed of all issues which pertain to the finances of the GSS;
- 5.3 Shall ensure the preparation of financial statements for each Council meeting;
- 5.4 Shall assist the incoming Executive Committee with the preparation of the budget for the next fiscal year;
- 5.5 Shall be responsible for overseeing the operation of the Café and any other properties and business operations of the GSS;
- 5.6 Shall be responsible for all formal relations with the staff of the GSS and Café business;
- 5.7 Shall oversee the preparation of the staff performance reports;
- 5.8 Shall provide written monthly reports at Council meetings; and
- 5.9 Shall perform such other duties as may be assigned by the Council.

ARTICLE 6 – DUTIES OF THE Vice-President (University Affairs)

- 6.1 Shall serve on the Senate;
- 6.2 Shall review all Senate proposal and motions;
- 6.3 Shall act as an advisor to the executives for Senate decisions;
- 6.4 Shall act as a liaison between UWSA VP (University Affairs), OPUS VP (University Affairs) and the GSS;
- 6.5 Shall be responsible of arranging senate student caucus meetings with other student organizations on campus to discuss senate issues or proposals;
- 6.6 Shall report to Council on activities within the university Senate;
- 6.7 Shall provide written monthly reports at Council meetings;
- 6.8 Shall be responsible for maintenance and updates of GSS website, GSS Twitter account, and GSS Facebook Page;
- 6.9 Shall delegate or actively participate in the University committees that meet infrequently (i.e. Campus Safety Audit, IT Committee, Honorary Degrees Committee, Environment Committee, Human Rights Committee, etc.); and
- 6.10 Shall perform such other duties as may be assigned by the Council.

BYLAW VIII - GENERAL MEETINGS AND REFERENDA

ARTICLE 1 - Types of General Meetings:

- 1.1 There shall be two (2) types of general meetings:
 - i. Annual General Meetings; and
 - ii. Special General Meetings

ARTICLE 2 - Annual General Meetings:

- 2.1 The Annual General Meeting of the GSS shall be held each year between January 10 to February 28 and the dates will be set by a majority vote at an Executive meeting.
- 2.2 Only GSS members shall attend and vote at the Annual General Meeting of the Society.

ARTICLE 3 - Special General Meetings:

- 3.1 Special General Meetings may be called at any time by: a majority vote of a Council meeting or as otherwise required by the Societies Act of Ontario; or by email voting as a valid option for urgent motions that arise in between monthly GSS meetings. Where there is less than 48 hours' notice given to Council for attendance to emergency meetings Council members will be required and permitted to vote via email.

ARTICLE 4 - General Meetings:

- 4.1 Except as hereinafter provided, the agenda for each General Meeting shall be prepared by the Executive of the GSS for presentation to the general meeting. The Executive shall include on the agenda any Special Resolutions that are:
 - i. Referred by a two-thirds (2/3) majority vote of a Council meeting;
 - ii. Motions or items for discussion from GSS members five (5) days before the date of the General Meeting, these will be sent to the GSS President's email before or on the deadline
 - iii. Presented to Council accompanied by a petition duly signed by no less than twenty-five per cent (25%) of the members of the GSS.
- 4.2 Notices to for the General Meeting shall include the date and time and shall be advertised to GSS members through the various social media pages of the GSS and where possible through mass email.

ARTICLE 5 – Referenda:

- 5.1 In addition to Annual and Special General Meetings, the members may vote on resolutions concerning the business of the GSS by means of a referendum. Referenda are called in the same manner as Special General Meetings.

ARTICLE 6 - Notice for General Meetings or Referenda:

- 6.1 The Executive of the GSS shall give not less than fourteen (14) calendar days' notice of a general meeting or referendum, this does not mean prior to or before. Sufficient notice shall be deemed to have been given by the posting of on the GSS website and where possible send out through email to Graduate Departments, including a mass email:
 - i. The time, date, and location of the meeting or referendum;
 - ii. The proposed agenda for the meeting or resolution(s) for the referendum; and
 - iii. Any special resolutions to be considered at the meeting or referendum.
- 6.2 The Executive or the Council of the GSS cannot hold a referendum on the same question or issue within a two-year period.

ARTICLE 7 - Quorum for General Meetings and Referenda:

- 7.1 The quorum required for a general meeting or referendum of the GSS shall be 20 general members, this includes GSS Council and Executive members. In the event that the annual meeting does not achieve a quorum, but does satisfy the minimum quorum requirements set out in the Societies Act of Ontario, the meeting shall proceed, though business will be limited to the following:
- i. Acceptance of the annual financial statements;
 - ii. Appointment of accountants; and
 - iii. Acceptance of the annual report by the Executive.

ARTICLE 8 - Rules of Order:

- 8.1 Subject to any special resolutions of the GSS, the most recent edition of Roberts' Rules of Order shall govern the conduct of all general meetings of the GSS.

BYLAW IX - GSS ELECTIONS

ARTICLE 1 – GSS COUNCIL ELECTIONS (AMENDED JUNE 2017)

The GSS shall hold;

- i. An election for vacant Departmental Representatives and At-Large positions during the first six (6) weeks of the Fall semester,
 - ii. By-elections at such times as deemed necessary by the Executive or the Electoral Committee in the event that the number of Council members fall below four (4), notwithstanding, elections that may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.
- 1.1 Departmental Councilors and their alternates shall be elected (or, in the case of alternates, appointed) annually for a one (1) year term by graduate students from their respective department.
- 1.2 Councilors-at-Large shall be elected annually, with their terms to run from the academic year starting the fall. In the case of Councilors-at-Large, 'constituents' shall refer to all members of the GSS.
- 1.3 Council elections shall be announced on the first Friday of the Fall Semester on the GSS Website, by mass email and where possible through Graduate Secretary emails;
- 1.4 Council Elections will require a minimum one (1) week period for the submission of nomination forms to the Chief Returning Officer;
- 1.5 The Chief Returning officer will communicate to all candidates whom have submitted their nominations if they eligible to run for elections;

- 1.6 A minimum one (1) week period between the close of nominations and the commencement of polling, used as a Campaign Period;
- 1.7 Council Elections shall happen over a period of two (2) days from 9AM to 3PM each day for online voting to occur;
- 1.8 During voting day(s) no campaigning shall happen, any candidate participating in campaigning during voting will be automatically disqualified.
- 1.9 The Electoral Committee will meet once polls close to review the final results of the vote and announce the results.
- 1.10 The Electoral Committee shall announce the elections results on the GSS social media page, after the first meeting of Council ratification the GSS Website will be updated to reflect the new councilors.
- 1.11 Nominees for any position on the Council must be members within the definition of the constitution of the GSS.
- 1.12 Nominees for Departmental representative positions must be enrolled in the University Program corresponding to the representative position for which they seek election.
- 1.13 In order to seek election to the Council, candidates must be nominated by not less than two (2) other registered graduate students at the time of nomination submission, who belong to the same department/group as the nominee,
- 1.14 Where no election occurs, an acclamation will be declared after a nomination form containing ten (10) signatures or 50% of the members of the department, whichever is less has been remitted to the Chief Returning Officer.
- 1.15 The acclamation will take effect if the position is not contested once the Elections are complete.
- 1.16 Members of the GSS shall not hold or seek election to more than one (1) position on the Council at any one (1) time.
- 1.17 Members must be able to serve in their corresponding Council Representative positions from October to August the following year, EXCEPT the MBA program Council representative position, who must be able to serve from October to October of the following year. (Amended June 2017)
- 1.18 Nominees' campaign expenses shall not exceed the limit established by the Electoral Committee, which shall be provided to each candidate in writing prior to the campaign period.

- 1.19 Nominees shall abide by all other regulations established by the Electoral Committee, which shall be provided to candidates in writing.
- 1.20 Members of the GSS may vote only once for each position in an election.
- 1.21 All students of the GSS may vote for the position of Internationals Students' Liaison (Amended June 2017).
- 1.22 All students of the GSS may vote for the position of Aboriginal Students' Liaison. (Amended June 2017).
- 1.23 All students of the GSS may vote for the position of Women's Issues Liaison. (Amended June 2017)
- 1.24 Only members enrolled in a particular University department may vote in the election for the corresponding department representative position(s).
- 1.25 Elections are to be held electronically and monitored by the CRO.
- 1.26 Members of the Electoral Committee will NOT be able to vote. However, in the case of a tie vote, the Electoral Committee shall exercise their voting power to break the tie and declare a winner.

ARTICLE 2 – GSS EXECUTIVE ELECTIONS:

- 2.1 The GSS shall hold;
 - i. An election for Executive positions during the Winter semester,
 - ii. By-elections at such times as deemed necessary by the Council or the Electoral Committee in the event that the number of Executive members fall below three (3), notwithstanding, elections that may be delayed in the event of a lockout, strike, natural disaster or other such occurrence.
- 2.2 Executive Members shall be elected annually, for a one (1) year term, by the graduate students at the University of Windsor.
- 2.3 Executive Members shall be elected annually, with their terms to run from the academic year starting in May to April of the following year;
- 2.4 Executive elections shall be announced within the first four (4) weeks of the Winter Semester on the GSS Website, by mass email and where possible through Graduate Secretary emails;
- 2.5 Only graduate students at the University of Windsor with active memberships are eligible to run as a candidate for the Executive Elections.

- 2.6 Executive Elections will require a minimum one (1) week period for the submission of nomination forms to the Chief Returning Officer;
- 2.7 The Chief Returning officer will communicate to all candidates whom have submitted their nominations if they eligible to run for elections;
- 2.8 A minimum one (1) week period between the close of nominations and the commencement of polling, used as a Campaign Period;
- 2.9 Executive Elections shall happen over a period of two (2) days from 9AM to 3PM each day for online voting to occur;
- 2.10 During voting day(s) no campaigning shall happen, any candidate participating in campaigning during voting will be automatically disqualified; all social media campaigning postings must be taken down prior to voting days.
- 2.11 The Electoral Committee will meet once polls close to review the final results of the vote and announce the results.
- 2.12 The Electoral Committee shall announce the elections results on the GSS social media page, after the first meeting of Council ratification the GSS Website will be updated to reflect the new Executive Members.
- 2.13 Nominees for any position on the Executive must be members within the definition of the constitution of the GSS.
- 2.14 In order to seek election as President, the candidate must have at least one (1) full year as a GSS Executive member or GSS Council member without any break during the term of service, which shall include a leave-of-absence.
- 2.15 Nominees, for all positions, shall limit their campaigning to the period after the close of nominations.
- 2.16 Nominees' campaign expenses shall not exceed \$25.00.
- 2.17 Nominees shall abide by all other regulations established by the Electoral Committee, which shall be provided to candidates in writing.
- 2.18 Nominees for GSS Executive Elections must be registered as students for the three semesters in the year.
- 2.19 Nominees for GSS Executive Elections must attend a Candidate's debate organized by the Electoral Committee.

- 2.20 Nominees for GSS Executive Elections shall not have served on the GSS Council and Executive for more than three (3) years, and more than two (2) years for the same Executive position.
- 2.21 Members of the GSS may vote only once for each position in an election.
- 2.22 Elections are to be held electronically and monitored by the CRO.
- 2.23 Members of the Electoral Committee will NOT be able to vote. However, in the case of a tie vote, the Electoral Committee shall exercise their voting power to break the tie and declare a winner.

ARTICLE 3 – CHIEF RETURNING OFFICER (CRO):

- 3.1 One (1) Chief Returning Officer shall be hired by the Electoral Committee by June for the duration starting September to April, to conduct both Council and Executive Elections and any GSS Referenda.
- 3.2 The Chief Returning Officer maybe a member of the University community or an external qualified candidate.
- 3.3 The Chief Returning Officer shall be paid based on the GSS policies.
- 3.4 The Chief Returning Officer will keep office hours during the nomination and voting processes.
- 3.5 The Chief Returning Officer will maintain regular communication and update candidates running in the elections.
- 3.5 The Chief Returning Officer will update and report updates to electoral processes to the Electoral Committee during the duration of the elections.
- 3.6 The Chief Returning Officer shall ensure that the online voting system is set up and ready to before voting.
- 3.7 The Chief Returning Officer shall receive all election complaints and appeals and bring them to the Electoral Committee do discussion and deliberation.

ARTICLE 4 - Recounts and Appeals

- 4.1 A nominee may request a recount of votes cast, provided such request is made in writing to the Electoral Committee within seventy-two (72) hours following the committee's announcement of election results.
- 4.2 A nominee may appeal any decision of the Electoral Committee to a Council meeting of the GSS.

4.3 Upon review of the appeal, the Electoral Committee shall recommend a motion to the GSS Council for a vote and once ratified the appeal will be considered finalized. If the nominee continues to pursue further actions (i.e. university administration, ombudsperson intervention or legal actions) the GSS shall pursue and implement, one, several or all sanctions on the student:

- Cessation of membership to the GSS by Special resolution in a general meeting as by By-Law
- Ineligible to run or hold a Council or Executive position during their tenure as a graduate student at the University of Windsor
- Legal Action (harassment and violation of the GSS constitution and bylaws).

BYLAW X – IMPEACHMENT OF EXECUTIVE AND COUNCIL

ARTICLE 1 - Impeachment Proceedings:

- 1.1 A member of the Executive or Council may be removed from office by resolution of Council, general meeting or referendum.
- 1.2 Impeachment proceedings may be initiated by:
 - 1.2.1 A two-thirds (2/3) majority vote of the Council; or
 - 1.2.2 A petition signed by not less than twenty-five per cent (25%) of the members of the GSS presented to the Council.
- 1.3 Notice of impeachment proceedings shall be that required for a special resolution.
- 1.4 In the event that the general meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

BYLAW XI – ABANDONMENT OF OFFICE

Council members, including Executive Members, absent from three (3) meetings of the Council without a regret or proxy, as determined by a two-thirds majority vote of the Council, shall be deemed to have delivered their resignation.

BYLAW XII – REMOVAL FROM OFFICE

ARTICLE 1 - Cessation of GSS Membership:

- 1.1 Members of the Council or Executive who cease to be members of the GSS without a leave-of-absence as described in Bylaw 7-5 shall be considered to have delivered their resignations.
- 1.2 Any executive member who is not fulfilling their mandate or their job description according to the Bylaws and receiving a stipend for their executive position shall be reviewed by the GSS Judicial Panel and shall receive any or all of the sanctions below:
 - Removal from GSS Council;
 - Ineligible to run or hold a Council or Executive position during their tenure as a graduate student at the University of Windsor;
 - Ineligible to receive GSS Executive Stipend.

ARTICLE 2 - Impeachment Proceedings:

- 2.1 A member of the Council may be removed from office by resolution of a general meeting or referendum. Impeachment proceedings may be initiated by:
 - i. A two-thirds (2/3) majority vote of the Council; or
 - ii. A petition signed by not less than ten per cent (10%) of the members of the GSS presented to the Council.
 - iii. Notice of impeachment proceedings shall be that required for a special resolution.
 - iv. In the event that the general meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

BYLAW XIII - GSS FINANCES

ARTICLE 1 - Signing Officers:

- 1.1 The three (3) signing officers for the GSS shall be: President, Vice-President Academic and Vice-President Finance, Operations and Human Resources.
- 1.2 The signatures of at least two (2) signing officers shall be required for the execution of any legal documents or, subject to the policy of the GSS, the disbursement of any funds on behalf of the GSS.
- 1.2 Salaries, conference travel, and bill payments notwithstanding, single monetary allotments of more than \$500 must receive the approval of the Council by resolution.

ARTICLE 2 - Annual Financial Review:

- 2.1 The accountant(s) of the GSS shall be appointed by resolution of the Council.
- 2.2 The Council may fill a vacancy in the office of the accountant(s) created by death, resignation or otherwise.
- 2.3 The accountant(s) of the GSS shall have the right to examine all books, records and accounts of the GSS and shall be entitled to request from any and all members of the GSS, including the Council, such information and explanations as may be required by the accountant(s) for the due performance of their duties.
- 2.4 The Council shall present without material omission the report of the accountant(s) to the Annual General Meeting of the GSS.

ARTICLE 3 - Fiscal Year:

- 3.1 The fiscal year of the GSS shall be May 1 to April 30.

- 3.2 The “Income statement comparison of actual to budget” report is used as it provides an accurate indicator of the financial affairs of the GSS.
- 3.3 The balance sheet is used at Council meetings as an indicator of the financial affairs of the GSS.

BYLAW XIV – GSS Records

ARTICLE 1 – Location of Records:

- 1.1 The minutes of the Council and general meetings, and other books and records of the GSS shall be kept in the GSS office.

ARTICLE 2 – Inspection of Records:

- 2.1 The books and records of the GSS may be inspected by GSS members in the GSS office on any working day during normal office hours provided twenty-four (24) hours written notice is provided.

ARTICLE 3 - Custody of Minutes:

- 3.1 Custody of the minutes of all general and Council meetings of the GSS shall be as designated by the Council.
- 3.2 An Executive summary shall be recorded on actions taken in motions passed by Council.

BYLAW XV – BRANCH SOCIETIES

The GSS, by special resolution, shall have the authority to create branch societies subject to the terms and conditions outlined in the *Societies Act of Ontario*.

BYLAW XVI – AMMENDMENTS TO THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws of the GSS may only be amended by a special resolution passed in a general meeting or referendum of the GSS; or a two-thirds (2/3) majority vote of the Council, where ten (10) of the currently elected Councilors are present, excluding Executive members.

BYLAW XVII – POLICIES OF THE GSS

ARTICLE 1 - Establishment of Policy:

- 1.1 Policies for the GSS may be established from time to time by:
 - i. A three-quarter (3/4) majority vote of the Council of the GSS; or
 - ii. A three-quarter (3/4) majority vote of those voting in a general meeting or referendum of the GSS.

ARTICLE 2 - Notice of Policy Amendments:

- 2.1 Notice for all policy motions to be voted on in a general meeting or referendum of the GSS shall be required for a special resolution.

ARTICLE 3 - Policy Manual:

- 3.1 All policy of the GSS shall be compiled in a policy manual.

ARTICLE 4 - Distribution of the GSS' Policy Manual:

- 4.1 The GSS' Policy Manual shall be provided to any member of the GSS upon written request.

ARTICLE 5 - Classification of Policy:

- 5.1 Each policy in the GSS Policy Manual shall state whether it was adopted by a vote of the Council or by a vote of the general membership in a general meeting or referendum.

ARTICLE 6 - Duration of Policy:

- 6.1 All policy remains the policy of the GSS until changed or rescinded, subject to the following:
 - i. Policy adopted by the Council may be rescinded at any time by a three-quarter (3/4) majority vote of the Council;
 - ii. Policy adopted by a general meeting or referendum may be rescinded at any time by a three-quarter (3/4) majority vote of a general meeting or referendum, provided sufficient notice has been provided;
 - iii. Policy adopted by Council may be rescinded by a majority vote of a general meeting or referendum;
 - iv. No policy adopted by a general meeting or referendum may be rescinded by the GSS Council;
 - v. No policy adopted by the Council may contradict or supersede any policy adopted by a general meeting or referendum; and/or
 - vi. No policy adopted by a general meeting or referendum shall contradict or supersede any Bylaw of the GSS.

THE POLICIES OF THE UNIVERSITY OF WINDSOR GRADUATE STUDENT SOCIETY

1. Policy on Council and Executive Remuneration (REVISED JUNE 2017)

- 1.1 The GSS Executive members (excluding the President) each receive an honorarium equal to one GA ship per annum.
- 1.2 The GSS Executives are also to receive their stipends on a monthly basis instead of at the end of each semester.
- 1.3 The GSS President receives stipend equal to a full GA ship plus two GA ship.¹
- 1.4 The GSS Council members funding for the Department Initiative Funding be increased by approximately \$300 plus the \$100 already budgeted for (total of \$400) for Department Initiative Funding. (Revised June 2017)
- 1.5 The GSS President must purchase a cell phone as their own personal property. However, the GSS will pay up to \$600 per academic year with no limit on the monthly bill.

2. Policy on GSS Insurance Benefits

- 2.1 Students will be charged a yearly administration fee of \$10.00.
 - 2.2 Only registered full-time and part-time graduate students are eligible for the GSS Insurance Benefits.
 - 2.3 Dates for opting-in/opting-out are set for four (4) weeks beginning from the first official day of classes according to the University graduate calendar for all 3 semesters. Activation and termination of insurance benefits will be determined by the student's start of program date. The dates will be posted on the GSS website; in each department, at the Grad Café, emailed to every graduate student with a University of Windsor email account.
 - 2.4 All full time graduate students shall be covered by GSS Insurance Benefits, unless proof of other *comparable* insurance is provided to the GSS. GSS members opting out of the plan must provide proof that they have drug, dental, OOP, vision, extended health services and AD&D coverage. No opt-outs will be approved with partial drug or dental coverage as the GSS drug/dental benefits plan is all inclusive.
 - 2.5 Any part-time student that wishes to opt-in to the GSS Insurance Benefits Plan may do so in the specified period(s) (see 1 and 3) and must pay the full amount of the coverage to the GSS depending on the opt-in deadline.
 - 2.6 In order to opt-in, graduate students must fill in the mandatory opt-in form available at the GSS office or online on the GSS website and include the student's name, spouse and or children's information.
 - 2.7 In order to opt-out, graduate students must opt-out online by following the link on the GSS website; not the OPUS or UWSA website.
 - 2.8 If a student turns twenty-five (25) years of age OR ceases to be covered by another plan during the school year, or commences a full-time program, they must notify the GSS within the first three (3) weeks of the Winter Semester and are to be charged for 8 months of coverage beginning January of any given year and terminating August 31 of any year. The
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- only exception allowed for late opt-in would be if a student's parent or spouse or partner loses their benefits coverage through their place of employment.
- 2.9 Any graduate student while on coop placement choosing to opt-in to the GSS benefits plan may do so by providing a letter from the head of the department of being on coop placement, filling out an opt-in application form and paying the appropriate fees within the deadline.
 - 2.10 Any student receiving confirmation of acceptance as a graduate student – either full-time or part-time – after the set dates for opt-in/opt-outs can either opt-in or opt-out with a letter of confirmation from the Faculty of Graduate Studies and Research after the set dates as listed in 2 and 3.
 - 2.11 All cheques should be made payable to the “Graduate Student Society.”
 - 2.12 In the case of any cheques that are returned to the GSS office by our banking institution and declared to have “non-sufficient funds (NSF),” the GSS retains the right to refuse any other cheques from the student. Furthermore, the student will have to pay for the coverage by cash and cover the NSF banking charges to the GSS.
 - 2.13 Any full-time graduate student who opts out through an incorrect website (i.e. OPUS or UWSA) but during the opt-out deadline as defined by the GSS will be eligible to receive an opt-out reimbursement cheque from the GSS as long as they provide proof to the GSS that they did opt-out by the deadline. A student cannot opt-out with only drug or dental coverage, as the GSS drug/dental benefits plan is all-inclusive.
 - 2.14 Any full-time graduate student who opts out through an incorrect website (i.e. OPUS or UWSA) and after the opt-out deadline as defined by the GSS will not be eligible to receive an opt-out reimbursement cheque from the GSS even if they provide proof to the GSS that they have another comparable benefits plan that includes both drug /dental /vision /OOP/AD&D / Extended Health Services. The only recourse will be to prepare a written statement and submitted to the GSS office by email addressed to the Insurance Appeals Committee members with an explanation of why they missed the opt-out deadline and why they should be allowed to opt-out.
 - 2.15 The GSS Insurance Appeals Committee reserves the right and makes the final decision regarding opt-in or opt-out appeals and may make the decision to either: allow a student a full reimbursement to opt-in or opt-out past the GSS defined deadline with: no penalty, decline a request to opt-in or opt-out or allow an opt-in or opt-out that was made passed the GSS deadline with a penalty fee of \$25. No appeals will be considered after November 15 for the fall semester. For the winter semester, no appeals will be considered after March 15.
 - 2.16 Once the Insurance Appeals Committee has met and made a decision regarding each individual appeal submissions, the student is to be notified of the committee's decision and all of the committee members are to be bcc (blind carbon copied) when the email with an explanation is sent to the individual students regarding their appeals.
 - 2.17 Based on the Insurance Appeals Committee decision to allow a graduate student to opt-in a spouse and or children after the defined deadline and if the decision includes a penalty fee of \$25, the amount of the penalty will appear on the single or family opt-in application form.
 - 2.18 For students expecting a spouse and or children and wanting to opt-into the GSS benefits plan, the student must complete the opt-in form during the opt-in and opt-out deadline to avoid paying a Penalty Fee. Once the spouse and or children arrive, the student must come to the GSS office and the student will be charged the monthly pro-rated fee depending on couple or family benefits. All family members must provide proof of having either OHIP

- coverage or OHIP Equivalency in order to be eligible and activated for the GSS benefits plan.²
- 2.19 Full-time and part-time students and/or their spouse and children can opt-in during the winter semester if they were registered and did not opt-in during the fall semester. Any Special circumstances, may be considered by the Insurance Appeals Committee. However, the student will be charged the premium back to September and a \$25 will be included.
 - 2.20 All full-time graduate student accounts MUST be paid in full to be activated for the GSS benefits plan.
 - 2.21 Any correspondence may be shared with the Insurance Appeals Committee members by e-mail.

Information to Accompany this Policy
GSS Office, 401 Sunset Ave.,
Windsor ON N9B 3P4
GSS Website: <http://uwindsor.ca/gss>

3. Policy on GSS Insurance 4 Month Benefits Plan

- 3.1 The 4-month benefits plan is ONLY intended for those students who are just beginning their program at the University of (May - August) or are in their last semester of their program (September - December). A student cannot opt-in to the 4-month benefits plan more than once.
- 3.2 A student must fill out an opt-in form (which includes a waiver stating that the student understands the policy governing the 4 month benefits plan).
- 3.3 A student will be assessed the 1 year drug/dental premium and MUST pay that fee. If the student successfully completes their final semester, then in January, they may present to the GSS a letter from their department of their successful completion and the GSS will refund the student. The reimbursement will be calculated as follows: (i.e. \$574.92 (12 month plan fee) - \$149 (4 month plan) = \$425.92)
- 3.4 A student will not be provided reimbursement if they do not present an official letter from their department to the GSS OR if they have not successfully completed their final semester. The student will then be activated in an 8-month plan and their drug/dental fees applied to the 8-month premiums.
- 3.5 A student is not eligible to opt into the 4 month benefits plan if they have not previously been assessed the fee and activated for 12 months (September to August).

4 Policy on GSS Charitable Contributions and Trust Account

- 4.1 Charitable donations made by the GSS are not to exceed \$2,500 per annum and MUST be distributed to at least 2 different recipients. Recipients must be planning activities that pertain specifically to University of Windsor graduate students.
 - 4.2 Each September the GSS will contribute \$500 to an established trust account with the University of Windsor.
 - 4.3 ONLY to be used for (with the ratified consent of GSS Council;
 - 4.4 Contribution towards the development of University of Windsor infrastructure to be used and reserved specifically for graduate students.
 - 4.5 Contribution for bursaries or scholarship(s) for University of Windsor graduate students.
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