

A Councillor's Handbook

The Graduate Student Association – University of Waterloo



**GRADUATE
STUDENT
ASSOCIATION**

UNIVERSITY OF WATERLOO



Forward

Dear Councillors,

We are pleased to welcome you to the Graduate Student Association team.

This is a good opportunity to provide you with a copy of the *COUNCILLOR'S HANDBOOK*, which will help you get off to a good start. The objectives of the Handbook are to give you an overview of the GSA as well as give you key information related to the role of Council and resources available for your constituents.

This Handbook contains the following:

- An Introduction to the GSA
- A Review of the Councillors' Role
- A Review of how Council, the Board, and Executive Work Together
- Policies and Other Information Relevant to Councillors
- A Review of GSA Services

All Councillors, whether seasoned or new, may occasionally need to consult the Handbook. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. If you cannot find what you are looking for, please feel free to pass your questions on to Speaker of Council or Deputy Speaker of Council. We will be pleased to supplement the information in this Handbook and provide you additional details.

The Councillor's Handbook is an evolving document that will be adapted as appropriate to reflect changes within the Graduate Student Association, as well as the modifications that are constantly being made to government regulations.

On behalf of the whole team, welcome to Graduate Student Association.

document version February 12, 2024



Table of Contents

Chapter 1: Introduction to the GSA	1
Organizational History	2
Recent History	4
Organizational Structure	4
The Council	4
The Council Speaker	4
The Board of Directors	5
The President	5
Corporate Objects	6
Mission, Vision, and Values	7
Ends	7
Political Positions	9
Services	10
Chapter 2: The Role of Council	11
Frequently Asked Questions	11
Council	12
Councillor Responsibilities	14
Engaging with your Constituents	14
Training	15
Roles on Council	15
The Council Speaker	15
The Deputy Speaker	16
Other Positions	16
Council Role in Governance Council Membership on GSA Committees	17
Joint Policy Review Committee (JPRC) Terms of Reference	17
Vice President Nominating Committee Terms of Reference	19
Chapter 3: Policies and Positions	20
Policy Manual	20
Ends	20
Current Ends	21
Political Positions	22
Ensuring ethical academic, employment, and social policies for UW Graduate Students	22
Encouraging the University of Waterloo and wider Region of Waterloo community to be leaders in sustainability	23
Mitigating barriers to pursuing graduate education in Ontario	23
Supporting student mental wellness	23
Chapter 4: Board and Management	25



Board and Management	25
Board of Directors	25
General Responsibilities	25
Chair of the Board	26
Management	27
General Responsibilities	27
President	28
Vice-President of Administration	28
Vice-President of Communications	29
Vice-President of Advocacy	29
General Manager	30
Appendices	31
Appendix 1: Memorandum of Agreement between the Graduate Student Association and the University of Waterloo	31
Introduction	31
Graduate Student Relations Committee	32
Graduate Student Support Advisory Committee	32
Appendix 2: Services	34
GSA Services	34
University of Waterloo Services	38
Appendix 3: GSA Bylaws and Policies	47
Bylaws	47
Policies	47
Governance Policies	48
Council Policies	48
Appendix 4: Meeting Code of Conduct and Speaking Protocol	49
Code of Conduct	49
Accepted behavior	49
Unacceptable behavior	49
Consequences and reporting unacceptable behavior	49
Consequences for breaking the Code of Conduct will be handled in this order	50
Speaking Protocol	50
Appendix 5: University Policies	52
Specific Policies	52

This handbook was adapted from the original Councillor handbook by Matthew Robbins, with help from Sabrina Sgandurra, Sara Drisdelle, Ashley Ryan, and Tyler B. Hampton. The original handbook with compiled by Christopher van Bommel (Speaker of Council, 2018-2019). Recent edits by Tyler Hampton (2022), Sai Sandeep (2023), Julian Surdi (2023) and Esteban Salazar (2023).



Chapter 1: Introduction to the GSA

Welcome to the Graduate Student Association (GSA) of the University of Waterloo! As a vibrant community of graduate students on campus, we take pride in being represented and served by a student-run, not-for-profit organization.

Our primary mission is to have graduate students at the University of Waterloo advocated for, ensuring their interests and concerns are addressed at all levels of government and within the university administration. By becoming a GSA member, you are granted access to a range of essential services, including advising and support, community engagement opportunities, income tax aid, supplementary health and dental plans, legal assistance, and the convenience of a Grand River Transit (GRT) bus pass.

At the heart of our operations lies the Graduate House, a welcoming clubhouse where food and bar service are provided, local suppliers are supported, dedicated graduate student spaces can be found, and entertainment and social events, some of which are family-friendly, are enjoyed.

To establish a strong working relationship and representation, a formal Memorandum of Agreement exists between the GSA and the University of Waterloo, recognizing the GSA as the exclusive representative of graduate students.

This handbook has been thoughtfully prepared to guide you, the esteemed councillors of the Graduate Student Association, in having a comprehensive understanding of your roles and responsibilities. It also provides valuable insights into our corporate documents, governance practices, and the array of services offered. Additionally, information on university committees, policies, and services that may be of interest to you has been included.

The most of this handbook is encouraged to be made and kept as a handy reference. If any questions arise or further assistance is needed, please do not hesitate to contact the Speaker of Council at gsacounc@uwaterloo.ca.

Thank you for being an integral part of the GSA, and a forward-looking approach to working together in empowering and enhancing the graduate student experience at the University of Waterloo is anticipated.



Organizational History

The GSA-UW is incorporated in the Province of Ontario as the Graduate Student Association – University of Waterloo. One of the most recognizable buildings on campus – the Graduate House – has been with the GSA since the beginning. In fact, the building precedes all other university buildings, as it was the original farmhouse before the University arrived.

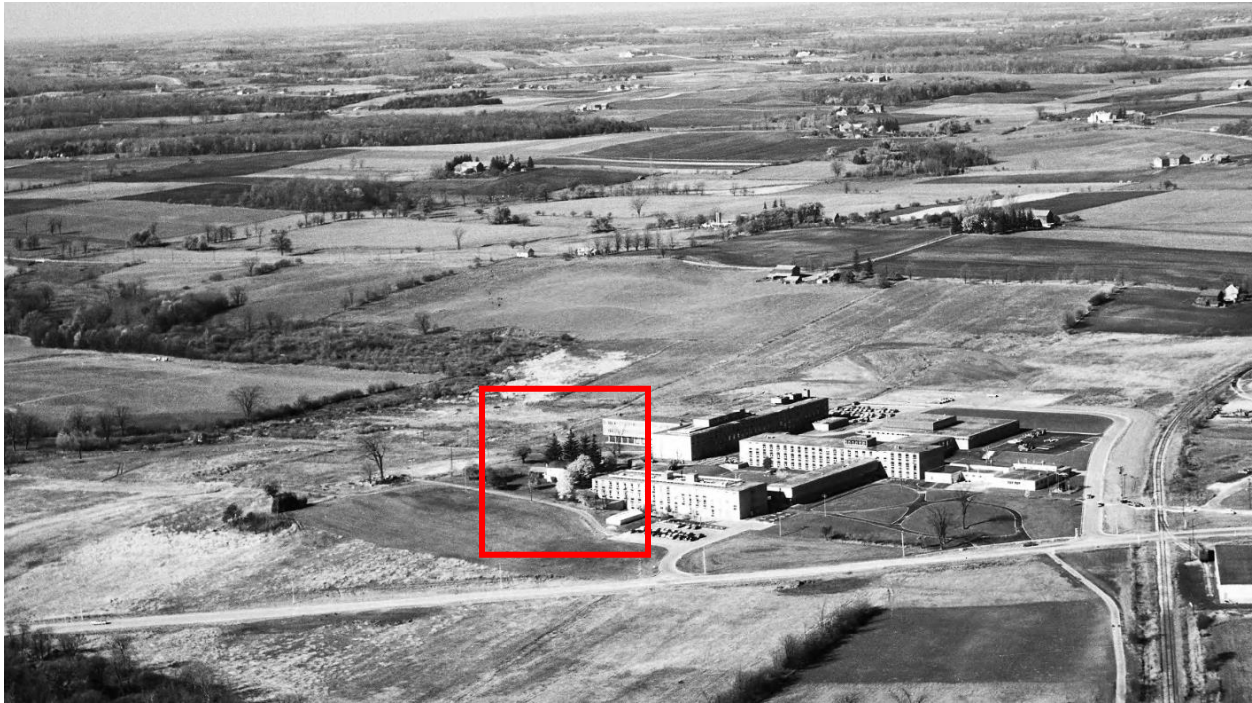


Figure 1: Aerial image taken of the University on August 24, 1962 (photo 62-1401_010). Farmhouse in red square.

In 1972, a group of students led the incorporation of the Graduate Club – University of Waterloo. The Letters Patent identify the corporation's objects as follows:

- (a) to carry on the operations of a social club for promoting the mutual interests of its members;
- (b) to own, operate and maintain a house for its members with all the usual accommodations and conveniences of a club and to provide suitable quarters and entertainment for its members and their friends;
- (c) to cooperate with other organizations having objects, wholly or in part, the same as or similar to the objects of the Corporation;
- (d) to collect moneys by way of donations, dues or otherwise and the hold and to expand the same in furtherance of the objects of the Corporation;
- (e) to accept donations, gifts, legacies and bequests for use in promoting the objects and carrying on the work of the Corporation; and
- (f) to enter into any arrangements with any authorities, federal, provincial, municipal, local or otherwise including agreements for affiliation or federation with any school, college, or university that may seem conducive to the Corporation's objects or any of them and to obtain from them any such authority and rights, privileges and concessions with the



Corporation may think it is desirable to the obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges, and concessions;

Provided, however, that the Corporation shall not maintain a clubhouse or similar premises other than at building 104, Waterloo University, in the said City of Waterloo...

In 1982, supplementary letters patent were issued, which changed the Corporation's name to the Graduate Student Association – University of Waterloo, and “var[ie]d] the objects of the Corporations by deleting clause “(a)” of the objects clauses and substituting therefor the following:

- (a) to promote and represent any or all of the mutual interests of its members, including the operation of a social club, as well as the operation and promotion of and for a graduate student society;”

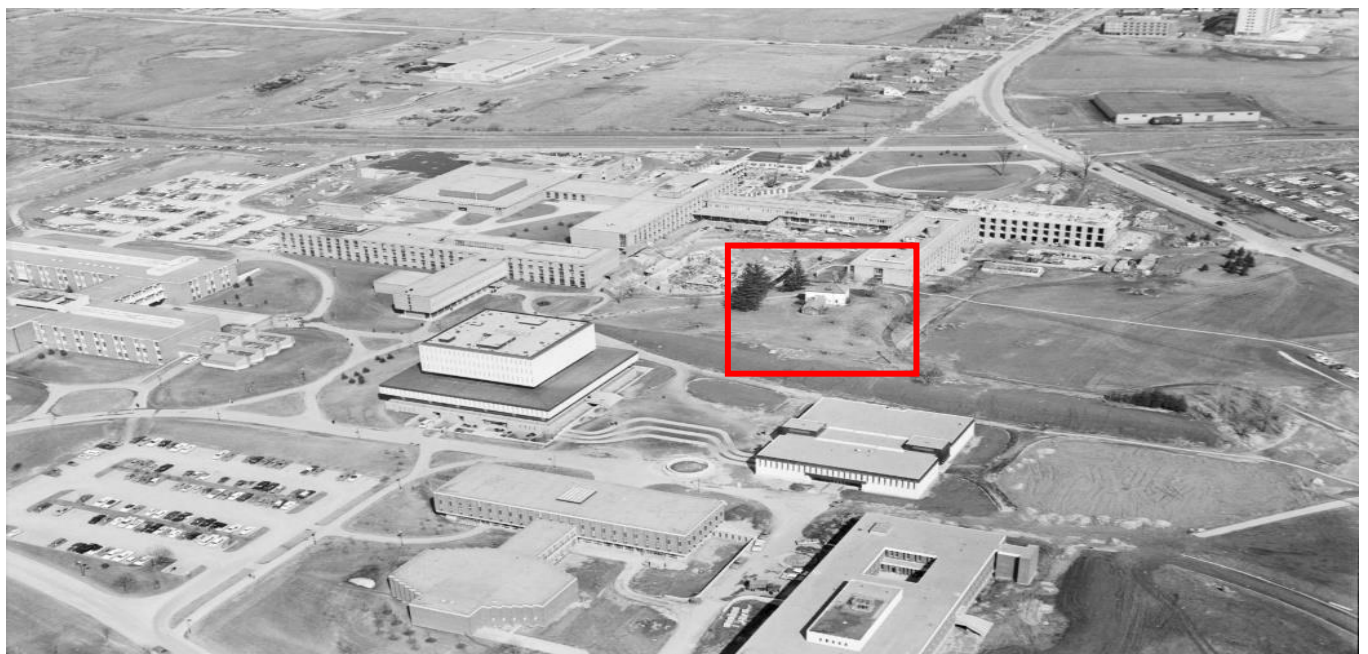


Figure 2: Aerial image taken of the University on March 17, 1966 (photo 66-71_003)



Recent History

In the past several years, the GSA has grown into a large organization with a multi-million-dollar budget. Much of that budget involves the handling of student fees for popular external services like the Grand River Transit Bus pass and the Student Care Health and Dental Plans. To accommodate these external contracts and the provision of many more services, the GSA has grown significantly in the past few years. This governance framework was undergirded by new By-Laws implemented in 2014, and a new Policy Manual implemented in 2017 that incorporated the Policy Governance framework.

Organizational Structure

The GSA, being a not-for-profit organization, is governed by a Board of Directors, who take responsibility for overseeing the organization's financial health, compliance with its Letters Patent, and progress towards achieving its Ends. The election of Directors occurs through a process involving the membership at Members Meetings. The Council, a subcommittee of the Board, operates as a representative body, comprising members (referred to as Councillors) from each department and academic program, as well as other key stakeholders and constituencies within the graduate student body. Another essential component of our organization is the Executive and Management Teams, which fall under the leadership of the President and CEO. While the Council establishes the Ends and Political Positions of the organization, the pursuit of these objectives (often through Service provision) is carried out by the President and their teams, with support from the General or Executive Manager, Vice President(s), and numerous staff members.

The Council

GSA Governance Process Policy GP-8 outlines a succinct role of the Council:

“The purpose of the Council, on behalf of the graduate students at the University of Waterloo, is to (a) elaborate on the corporate objects of the Graduate Student Association – University of Waterloo by recommending to the Board a relevant list of Ends, (b) bring to the President’s attention near-term student needs, (c) advise the President on organizational strategies to accomplish Ends and address near-term student needs, (d) serve as a forum for the political views of graduate students, and (e) declare political positions on behalf of graduate students.”

Unlike a standard not-for-profit corporation, the GSA has a second elected body, which is meant to represent the key constituencies in the graduate student body. The Council’s role is to inform many of the GSA’s guiding priorities, especially the Ends and the Political Positions. These are discussed in the next section.

The Council Speaker

GP-8 also defines the role of the Speaker:



"The Speaker is empowered to preside over the Council meetings with all the commonly accepted power of that position, such as ruling and recognizing...The Speaker assures the integrity of the Council process."

The Speaker generally attends Board meetings and serves as the conduit for information between the two bodies.

The Board of Directors

The highest decision-making power in the GSA is vested in the Board. Due to its incorporation, the Board carries special fiduciary responsibilities to the corporation, which Councillors do not possess. Chapter 2 discusses the duties and responsibilities of Directors. The By-Laws stipulate that the management or supervision of the GSA in compliance with the Ontario Not-for-profit Corporations Act (ONCA) shall be handled by the Board (By-Law #5). Specifically, GP-1 in our Policy Manual describes the role of the Board as follows:

"The purpose of the Board, on behalf of the graduate students at the University of Waterloo, is to ensure that the Graduate Student Association – University of Waterloo (a) achieves appropriate results for appropriate persons at appropriate cost (as specified in Ends policies), and (b) avoids unacceptable actions and situations (as prohibited in Executive Limitations policies)."

As highlighted at the beginning of this chapter, the Ends serve as key guiding priorities. The Council recommends the Ends, and the Board is responsible for vetting and approving them. Furthermore, the Board is accountable for providing governing policies for the Organization, including the Executive Limitations, Governance Process, and Board-Management Delegation.

GP-3 also outlines what the Board's role is not:

"The Board will be governed lawfully, observing the principles of the Policy Governance model, with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board, council, and chief executive roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity."

First and foremost, the Board's role is a governing one for the corporation. However, they also operate "on behalf of the graduate students at the University of Waterloo," making them "an informed agent of the membership" (GP-1). Accordingly, GP-2 specifies that "Directors must have loyalty to the membership." The Board is also elected from the membership by the membership, at the Annual General Meeting (AGM) (see By-Law 5.2.0).

The President

Within our organizational structure, the position of the President holds significant complexity, serving as the most prominent representative of the organization. As per By-Law 6.1.2, *"The President shall be appointed by the Board of Directors in such manner and for such term or terms*



as shall be determined from time to time by agreement of the Board of Directors and the Council."
The President's term, as defined in By-Law 6, spans one year, with the possibility of reappointment for an additional year.

The President plays a pivotal role in the Council, serving as an essential stakeholder. Not only do they possess insights into the GSA's governance as an ex-officio Director, but they also hold responsibility for overseeing all GSA operations. During Council meetings, the President is often open to questioning and feedback concerning any student concerns. Guiding Priorities

The following section describes **how** and **why** the GSA does what it does.

Corporate Objects

Our Corporate Objects, defined in our Letters Patent, are the stated goals of the GSA according to the law of Ontario. These are inflexible, insofar as they were amended in 1982, defining the first object *"to promote and represent any or all of the mutual interests of its members, including the operation of a social club, as well as the operation and promotion of and for a graduate student society"*. This is all to say: The GSA exists to operate the Grad House, and to operate a graduate student society. Of course, the GSA does much more than this, and this is supported by the other objects:

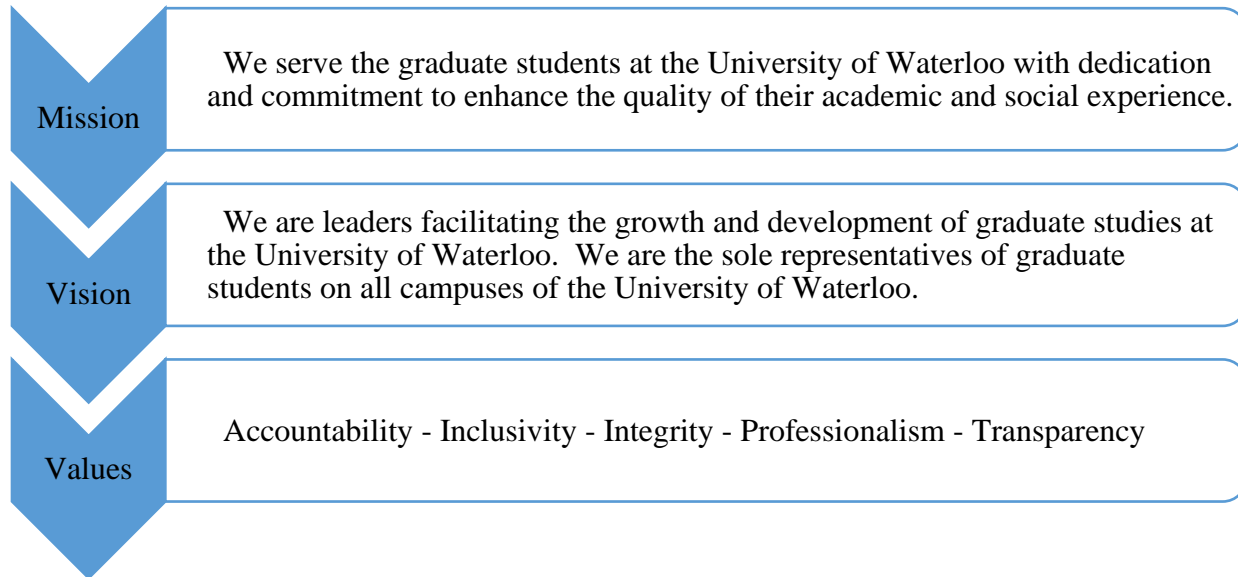
(c) TO cooperate with other organizations having objects, wholly or in part, the same as or similar to the objects of the Corporation;

(f) TO enter into any arrangements with any authorities, federal, provincial, municipal, local or otherwise including agreements for affiliation or federation with any school, college, or university that may seem conducive to the Corporation's objects or any of them and to obtain from them any such authority and rights, privileges and concessions with the Corporation may think it is desirable to the obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges, and concessions

The GSA has indeed entered into arrangements to administer services such as the GSA UPass and with StudentCare, which provides health and dental plans for graduate students at UW.



Mission, Vision, and Values



Our Mission, Vision, and Values guide at a broad level how the GSA goes about its stated goals in its Objects (see Letters Patent). We interpret the “promot[ion] and represent[ation] any or all of the mutual interests of its members” to include the enhancement of the quality of their academic and social experience while students at UW. Interestingly, our Vision as the “sole representatives of graduate students” at UW highlights because our structure accommodates a representative body (The Council) to better hear and represent students. Are values should be able to be recited by volunteers and officers with the GSA, as they should guide all our activities.

The Mission, Vision, and Values are often amended during the Strategic Planning cycle. Refer to the GSA Website for the current [Strategic Plan](#).

Ends

The GSA has adopted Ends to further guide the GSA’s mission. Policy GP-1 defines the Ends as:

- Organizational impacts, benefits, outcomes;
- Recipients, beneficiaries, impacted groups;
- And their priority.

Currently, the Ends are quite a long list, but they all speak to the ways that the GSA seeks to lobby for the enhancement of the quality of graduate students’ academic and social experience (“*the mutual interests of its members*”).

The Graduate Student Association – University of Waterloo exists to ensure that:

1. Every graduate student at the University of Waterloo has an overall positive social and academic experience.



- a. Graduate students have a dedicated secure working space, independent of any “wet” research lab, reasonably close to their research group and supervisor, and unrestricted access to a computer.
- b. Graduate students are aware of and have full access to any required accommodations recommended by a medical professional to promote their studies and research, and students who require these accommodations are evaluated equitably.
- c. Research-based graduate students’ net student funding levels (total funding minus tuition fees, mandatory incidental fees, and taxes) are no lower than the cost of living in Waterloo.
- d. Graduate students are not required to take non-academic work to afford their education and living costs.
- e. Graduate students at the University of Waterloo are able to pursue academic and/or nonacademic paid employment from commencement of their studies to completion without negatively impacting their funding.
- f. Every graduate student has equitable opportunity to take leaves without negatively impacting their present or future status in Canada.
- g. Graduate students have access to on-campus housing, and there exists targeted marketing of available social and academic services in residence and off-campus housing related resources.
2. Graduate students and their interests are represented and promoted in the university community.
 - a. Graduate students are actively involved in deliberation and decision-making regarding the legitimate interests of the University and/or the University community.
 - b. Graduate students, through the GSA, receive complete information on university proposals, and are not required to financially contribute to any proposal not approved by the GSA.
3. Graduate students and their interests are represented and promoted to federal, provincial, and municipal levels of government.
4. Individual graduate students receive assistance with specific problems they face in the university community.
5. Graduate students at the University of Waterloo are in social, intellectual, and political contact.
6. Every graduate student at the University of Waterloo has good physical and mental health.
 - a. Graduate students are knowledgeable of the signs and symptoms of the most common mental illnesses and have ongoing access to training to increase awareness and support strategies.
 - b. Graduate students have workspaces that promote safety and support mental and physical wellness.
7. The University of Waterloo considers the long-term environmental sustainability of its operations to be a top priority.



Political Positions

The section on The Council outlined that the Council's role is among others, to “(d) serve as a forum for the political views of graduate students, and (e) declare political positions on behalf of graduate students.” CP-2 clarifies that:

“Council’s political positions shall inform the GSA’s lobbying and shall be communicated to the relevant authorities whenever appropriate. A political position shall consist of both a statement of the position and the rationale for its adoption.”

As for the Ends, the Political Positions mainly pertain to the lobbying efforts of the GSA, and not necessarily to the services actively undertaken by the GSA. Still, these fall squarely within the Corporation's Objects, especially again the revised object (a) to “*represent any or all of the mutual interests of its members*”. This includes representation of these interests to the university and other groups, including local, provincial, and the federal government.



Services

The GSA provides graduate students with academic support, a social community, mental and physical health supports, legal aid, as well as advocacy and representation. To safeguard the continuity of these services, we need your help. Choosing to support the GSA will ensure the sustainability of our services to all graduate students and enable us to continue to represent every student on all campuses of the University.

The Graduate Student Association (GSA) administers the following services for graduate students:

External Services

- GRT UPass - Provides riding access to the Grand River Transit Buses and ION Light Rail transit.
- Health Insurance - Provides a supplementary Health Plan which is designed to provide important services in addition to the basic provincial healthcare plan (OHIP or UHIP).
- Dental Insurance - Provides a supplementary Dental Plan which is designed to provide dental care services.
- Legal Aid – Provides access to an external Legal Protection Program supported by student fees.

Internal Services

- Wellness Support - Supports wellness events and initiatives.
- Graduate House - Supports GSA Graduate House services including subsidized food pricing, social programming and use of Graduate House space.
- Income Tax Aid (March/April) - Provides free advising and support services to graduate students which include one-on-one consultation with GSA accountant and tax Seminars.
- Student Support - Provides free confidential advising appointments with regard to university policies; supervisor relationships; filing a grievance, appeal or petition; support for meetings; etc.
- Departmental GSA Support – Provides support with writing a founding constitution, hosting elections and referenda, and promoting initiatives and events via the GSA's communication channels.
- Social Events - Supports social events and initiatives such as events for first year graduate student orientation.

Refer to the [GSA website under Services](#) for detailed descriptions of services. It is advised that the Councillors should be familiar with these services, should your constituents ask about what services they can access or how. In case of any queries, please direct the same to the Speaker/Council Chair, or the President or the General Manager of GSA.



Chapter 2: The Role of Council

Frequently Asked Questions

What is the commitment level for a Councillor?

- *Councillors attend monthly Council meetings (approximately 3 hours long).*
- *They must be prepared to discuss pre-shared documents, resolutions, and constituent concerns.*
- *Familiarity with graduate student issues at the University and department level is required, along with knowledge of current GSA (Graduate Student Association) activities.*
- *Councillors should spend time engaging in constituent outreach.*
- *Some Councillors may serve on specific Council Committees.*

Total commitment could be 5-7 hours per month.

Is the Council the highest governing body in the GSA?

No. The Board of Directors has ultimate oversight of the organization, but not unlimited power to control the work of the President. Further, the Council has an important role in setting GSA priorities (Ends and Political Positions) and advocacy.



Council

Purpose of the Council:

The Council represents the graduate students at the University of Waterloo and is responsible for:

- Recommending a relevant list of Ends to the Board, elaborating on the corporate objects of the Graduate Student Association - University of Waterloo.
- Bringing student needs to the attention of the President.
- Advising the President and the Board on organizational strategies to accomplish Ends and address near-term student needs.
- Informing the overall student membership of GSA-UW updates and activities.
- Providing a forum for the political views of graduate students.
- Declaring political positions on behalf of graduate students.

Role and Regulation:

The GSA Council is the body responsible for determining policies and official positions related to academic, social, and political representation of Waterloo Graduate Students. Its operations are regulated by GSA By-Law 7, Policy GP-8, and the Council Policies (CP).

Membership:

All Councillors are graduate students from the University of Waterloo. The Council consists of the following members:

- Speaker of Council
- Deputy Speaker of Council
- GSA President
- GSA Vice-President(s)
- Voting representatives: Councillors
 - One from each department
 - One from each academic program not in a department
 - One from each constituency outlined in Policy CP-2 (e.g., Black and Indigenous graduate students)
- Non-voting members: GSA Directors
- Guests: graduate student members of Senate, Board of Governors, and other university committees or action groups

Participation:

Any graduate student may attend Council meetings in open session.



Meeting Structure:

Council meetings follow a standard agenda, including the following items:

1. Speaker's Welcome and Opening Remarks
2. Adoption of the Agenda
3. Declarations of Interest
4. Approval of the Minutes of the Previous Meeting
5. Update from the Board
6. Delegations, Presentations, Discussions
7. Motions
8. Adjournment

Speaking Protocol and Code of Conduct:

To ensure efficient and respectful meetings, Roberts Rules of Order are typically followed. However, recognizing the need for adaptability, inclusivity, and safety, the Speaker and Deputy Speaker of Council have devised a Meeting Code of Conduct and Speaking Protocol. These documents were initially developed in response to the challenges of virtual meetings during the COVID-19 pandemic but are easily applicable to all meeting situations, whether in-person or online. The Council, particularly the Speaker and Deputy Speaker, should review and update these documents annually to cater to the current Council's needs.

About the Code of Conduct:

The Code of Conduct fosters safe and inclusive communication among Council members and Board representation. It ensures that all participants feel valued while expressing their thoughts and opinions on various topics. Adherence to this detailed Code of Conduct is essential to maintain a productive and respectful meeting environment. The document aims to hold all attendees accountable for their actions, especially in light of past events that occurred before its creation.

About the Speaking Protocol:

The Speaking Protocol was introduced to facilitate the transition of meetings from in-person to online format. Considering the potential challenges and discomfort associated with online meetings, this protocol was devised in 2020 to accommodate all meeting participants. The Speaking Protocol can be easily adapted for both online and in-person meetings, catering to the specific needs of the Council. Adhering to the protocol is crucial to uphold productivity and inclusivity during Council meetings.

Access to Code of Conduct and Speaking Protocol:

Every Councillor receives copies of the Code of Conduct and Speaking Protocol upon assuming their position on Council. The Speaker is responsible for distributing any updated versions of these documents. For easy reference, the Code of Conduct can be found in Appendix 4.



Councillor Responsibilities

Councillors have a vital role on Council. Each Councillor represents a key constituency in the graduate student body. Based on the purpose of Council stated above and Council's policies, Councillors have the following roles and responsibilities:

- Provide information to the constituents from Council meetings or other GSA avenues.
- Be familiar with key information to better inform constituents
 - GSA Services
 - Relevant UW Services
- Bringing concerns from their constituents to the Speaker, and/or Council, and/or the GSA President (during a Council meeting or over email).
- Proposing Ends for Council to recommend to Board based on their constituents' concerns.
- Proposing Political Positions based on the views of their constituents.
- Providing advice to the President on any plans proposed to Council to accomplish Ends.
- Attend Council meetings and keep familiar with the business of Council.
- Participate in committees, subject to vacancies.
- Uphold the mission, vision, and values of the GSA

In conjunction with their responsibilities, Councillors have the following duties:

- Attend all GSA Council meetings (usually held monthly or bimonthly)
- Be prepared for Council meetings (e.g. reading the meeting package)
- Be in regular communication with your department administration and constituents
- Bring forward your constituent's concerns to Council and represent their interests
- Uphold the official positions of the GSA
- Be aware of the Code of Conduct and Council Policies of the GSA
- Review minutes of the Council and Board to stay abreast of decisions and discussions affecting the GSA
- Foster a community that connects your department with the GSA
- Point constituents to GSA services upon their inquiry

Engaging with your Constituents

Engaging with your constituents is a key part of this position, as it is necessary to help inform your decisions and voting strategies during council meetings, and overall will allow for you to fulfill your role as a councillor more easily. Some practical ways to engage with your constituents include: email call-outs, social media engagement, hosting events (online or in-person), regular, casual conversations, etc. Councillors are expected to report on the thoughts, opinions, and concerns of their constituents during meetings, particularly when providing feedback on various services and/or initiatives.

Some best practices for engaging with your constituents include:

- Maintaining accountability in the form of reminders, check in, follow-up.
- Cross-channel promotion.



- Enabling two-way conversations between you and your constituents, you and your department, you and the rest of the GSA Council, etc.
- Making your supporters your messengers by providing them with the necessary information and supporting them in spreading said information.
- Don't only ask your constituents what they need/want; thank them and inspire them to do more, too.
- Share and promote events among your own personal networks and social media channels.

Making Council more visible will help you engage with your constituents more fluidly. This can be done through your email signature (by including the GSA website URL in your signature), your social media profile (by including your position and/or why you decided to serve on Council), relying on department outreach (communication with your graduate officer, coordinator, Departmental Graduate Student Association), and word-of-mouth or personal spreading of information.

Training

Councillors are required to participate in training sessions encompassing a range of subjects. These sessions play a pivotal role in enabling every Councillor to excel in their responsibilities. The training program may encompass diverse areas such as orientation for new Councillors, anti-racism awareness, equity and inclusion principles, effective constituent engagement, and other relevant topics as they emerge. It is of utmost importance that each Councillor diligently fulfills these essential training obligations.

Roles on Council

The Council Speaker

The Council Speaker acts as the chair for all Council meetings and assures the integrity of the Council process. The duties of the Speaker include the following:

- Chairing Council meetings
- Annually proposing a yearly schedule of regular Council meetings to Council
- Supporting Council to fulfill its obligation to the membership (i.e. filling vacant positions, establishing policies, etc.)
- Keeping the Board apprised of any and all of the Council's matters of concern and present the Board a monthly report
- Submitting the annual Council governance budget request to the GSA Board for consideration
- Train the Deputy Speaker in the correct issues, policies, and processes of Council to chair meetings should the situation arise

The Speaker of Council, pursuant to By-Law 7 and Policy GP-8, presides over and administers



the affairs of the Council and the Council Executive Committee.

The Deputy Speaker

The Deputy Speaker assists the Council Speaker in administering the affairs of Council. The Deputy Speaker's responsibility is to support the Speaker in the efficient and effective operation of Council both during and outside of Council meetings. Should the Speaker be unable to serve either temporarily or permanently, the Deputy Speaker will serve as Interim-Speaker until the Speaker returns or a new Speaker is elected by the Council.

Other Positions

By virtue of their position, the President, Vice-President(s), Directors, and Senators are also members of Council. The President, Vice-Presidents, and Board of Directors will be discussed later in the handbook.



Council Role in Governance Council Membership on GSA Committees

Joint Policy Review Committee (JPRC) Terms of Reference

Approved by the Board on October 12, 2019

1. Purpose

- a) The Committee will perform a systematic review of all policies and by-laws each year.
- b) The Committee may propose specific amendments to the policies and by-laws based on its findings, to be brought forward by one of its members in accordance with GP-13.
- c) If the Board or the Council wishes for a proposed policy or by-law change to be referred to a joint committee, JPRC will be the first consideration, otherwise justification for not referring the change to JPRC will be provided.
- d) The Board and the Council may refer proposed policy and by-law changes to the Committee for advice.

2. Membership

- a) Two directors, appointed by the Board.
- b) Two councillors, appointed by the Council.

3. Term

- a. The Committees membership will be elected annually in May.

4. Chair

- a. The Committee will appoint a chair from its membership.

5. Meetings

- a) Meetings will be called, as required, by the Chair of the Committee.
- b) Quorum for a meeting shall be the entire membership of the Committee.
- c) All reports of the Committee require unanimous consent.
- d) The Committee will develop a schedule for its review of the policies and by-laws during its first meeting, to be held within thirty days of the election of its members. The schedule may be amended as the need arises.
- e) When proposed policy or by-law changes are referred to this Committee, a meeting will normally be held within thirty days.

6. Reporting

- a) The Committee will report the findings of its review of each of the policies to the Board and Council at least once per academic term. The Committee will respond to all matters referred to it within sixty days. *Presidential Nominating Committee Terms of Reference*

Approved by the Board October 12, 2019



1. When the need arises for nominations for the role of GSA President, an assembly known as the Nominating Committee shall be established, preferably within a span of 3 to 4 months before the conclusion of the incumbent's term in office.
2. The composition of this committee shall comprise:
 - i. The Chair of the Board of Directors, who shall preside over the committee proceedings.
 - ii. The Speaker of the Council, not occupying the position of Vice President, who shall act as the Vice-Chair. Should the Vice President hold the role of Speaker of the Council, an alternative Council member, elected by and from the Council, shall be chosen as Vice-Chair.
 - iii. One representative from the Board, elected by and from the Board members.
 - iv. One representative from the Council, elected by and from the Council members.
 - v. The Executive Manager.
3. The President, if serving in their second and ultimate term, remains eligible for participation in the committee.
4. Should any member of the nominating committee become a candidate for, or express intent to contest for, the position of President, the member shall tender their resignation from the committee.
5. In cases where the incumbent qualifies for reappointment, the nominating committee's initial task involves gathering input from the Board, Council, Management, and staff, pertaining to the potential reappointment of the President. Subsequently, the committee shall formulate a recommendation for presentation to both the Board and Council regarding the incumbent's potential reappointment.
6. In scenarios where the incumbent is ineligible for, or does not receive approval for, reappointment, the committee shall issue a call for nominations, compile a concise list of nominees, conduct interviews with these nominees, and subsequently present the most promising candidate to the Board and Council for endorsement.
7. To formalize an offer of appointment or reappointment, endorsement is required from both the Board and Council.
8. All deliberations within the committee, Council, and Board shall remain confidential. Consequently, temporary replacements are precluded from participation in the committee.



Vice President Nominating Committee Terms of Reference *Approved by the Board May 2019*

Context: The by-laws of the GSA-UW outlines an officer of the GSA-UW entitled Vice President. The By-Laws state, “The Vice-President shall be appointed by the Board of Directors in such manner and for such term or terms as shall be determined from time to time by agreement of the Board of Directors and the Council.” Furthermore, the GSA-UW Policy manual states, “The President will not fail to recruit a Vice-President to support the work of the President. The President will not fail to follow the process for recruiting a Vice-President as determined by the Board and the Council”. Additionally, the GSA-UW Policy manual states, “In order to protect the Board and the Council from sudden loss of President services, the President shall not permit there to be fewer than one other senior employee sufficiently familiar with board, council, and President issues and processes to enable them to take over with reasonable proficiency as an interim successor.”

1. Purpose

- a) The Committee will assist the president in drafting the job advertisement and job description.
- b) The Committee will determine final pool of candidates, interview candidates, and recommend a final candidate, to be approved by the board of directors and council.

2. Membership

- a) Chair of the Board/Deputy Chair/ delegate
- b) Speaker of Council/Deputy Speaker/delegate
- c) GSA President

3. Chair

- a) The Committee will be chaired by the president of the GSA.

4. Meetings

- a) Meetings will be called, as required, by the Chair of the Committee.

5. Reporting

- a) The committee will report to board and council upon completion of the nomination process.

Chapter 3: Policies and Positions



Policy Manual

The [GSA Policy Manual](#) provides further rules and regulations that govern the business and affairs of the GSA-UW. It is broken into four sections: Ends, Executive Limitations (EL), Governance Process (GP), and Board-Management Delegation (BM). Ends lists the goals of the organization that are developed by Council, approved by the Board, and worked towards by Management. Executive Limitations are restrictions on the President in achieving the goals of the organization. Governance Process policies describe how Board (and Council for some policies) conduct their activities. Board-Management Delegation describes the division of roles, responsibilities, and evaluation between the Board of Directors and the Management.

Ends

The GSA works towards the accomplishment of a number of goals, referred to as Ends. Ends are developed by Council for approval by the Board and which the President then works to achieve. This process is elaborated in the GP-1 Board Job Description:

Ends: Organizational impacts, benefits, outcomes; recipients, beneficiaries, impacted groups; and their relative worth in cost or priority.

- a. The Council will recommend Ends and changes to Ends.
- b. The Board will approve Ends and changes to Ends recommended by the Council, provided that they:
 1. Are consistent with the organization's Articles of Incorporation;
 2. Are clearly written; and,
 3. Do not expose the organization to unreasonable risks.
- c. The Board will reject Ends or changes to Ends that fail to satisfy any of these conditions.
 1. The Board will provide the Council with a decision letter that explains why a proposed End or proposed change to an End was rejected, and, if appropriate, how the proposal can be revised to receive Board approval.



Current Ends

Currently, the Ends are quite a long list, but they all speak to the ways that the GSA seeks to lobby for the enhancement of the quality of graduate students' academic and social experience ("*the mutual interests of its members*").

The Graduate Student Association – University of Waterloo exists to ensure that:

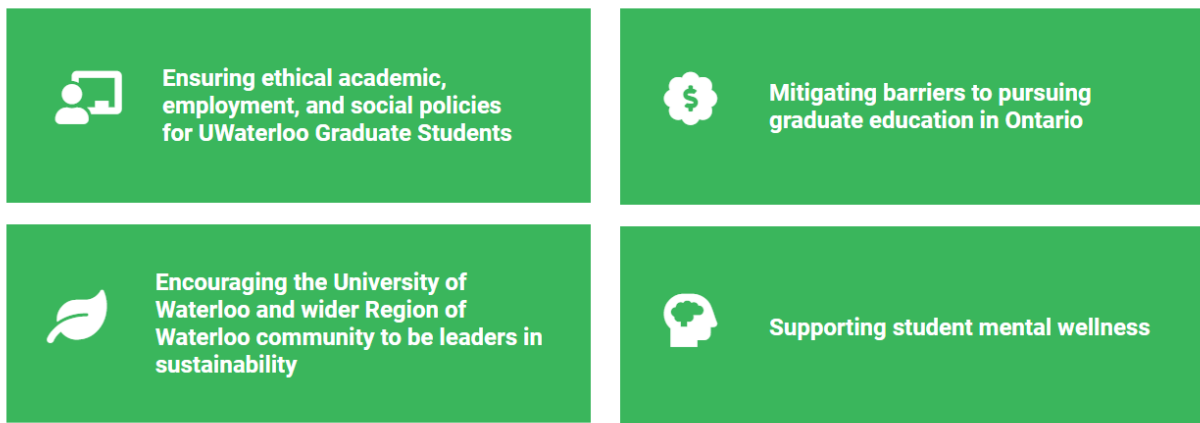
1. Every graduate student at the University of Waterloo has an overall positive social and academic experience.
 - a. Graduate students have a dedicated secure working space, independent of any “wet” research lab, reasonably close to their research group and supervisor, and unrestricted access to a computer.
 - b. Graduate students are aware of and have full access to any required accommodations recommended by a medical professional to promote their studies and research, and students who require these accommodations are evaluated equitably.
 - c. Research-based graduate students' net student funding levels (total funding minus tuition fees, mandatory incidental fees, and taxes) are no lower than the cost of living in Waterloo.
 - d. Graduate students are not required to take non-academic work to afford their education and living costs.
 - e. Graduate students at the University of Waterloo are able to pursue academic and/or nonacademic paid employment from commencement of their studies to completion without negatively impacting their funding.
 - f. Every graduate student has equitable opportunity to take leaves without negatively impacting their present or future status in Canada.
 - g. Graduate students have access to on-campus housing, and there exists targeted marketing of available social and academic services in residence and off-campus housing related resources.
2. Graduate students and their interests are represented and promoted in the university community.
 - a. Graduate students are actively involved in deliberation and decision-making regarding the legitimate interests of the University and/or the University community.
 - b. Graduate students, through the GSA, receive complete information on university proposals, and are not required to financially contribute to any proposal not approved by the GSA.
3. Graduate students and their interests are represented and promoted to federal, provincial, and municipal levels of government.
4. Individual graduate students receive assistance with specific problems they face in the university community.
5. Graduate students at the University of Waterloo are in social, intellectual, and political contact.
6. Every graduate student at the University of Waterloo has good physical and mental health.



- a. Graduate students are knowledgeable of the signs and symptoms of the most common mental illnesses and have ongoing access to training to increase awareness and support strategies.
 - b. Graduate students have work spaces that promote safety and support mental and physical wellness.
7. The University of Waterloo considers the long-term environmental sustainability of its operations to be a top priority.

Political Positions

The GSA Council serves as a forum for the political views of graduate students. To that end, a series of political positions have been created to guide Council's activities as the GSA to improve the academic and social experience of graduate students on campus – as well as benefit the wider community of which we are a part.



Ensuring ethical academic, employment, and social policies for UW Graduate Students

Graduate students at the University of Waterloo (UW) serve as Teaching Assistants, Research Assistants, sessional instructors, mentors, and more. The GSA is an important pillar of the UW community, and will strive to ensure:

- Transparent (including knowledge of how overall funding would change in the event of an external scholarship, grant, or award) and fair graduate student and sessional instructor funding at a living wage;
- Regular and consistent payment of graduate students such that unnecessary debt is avoided, with an interest-free loan provided if such debt is necessary
- Equitable and fair compensation for time spent in training or for services rendered as graduate employees of UW;
- Freedom from unethical behavior like discrimination, harassment, abuse as well as the right to pursue action to improve their situation when subjected to such behavior;
- A labour union for graduate teaching assistants, research assistants, and sessional instructors is supported;
- All who are researching or teaching need a permanent working space with enough room for a computer (or access to one), paperwork, storage, and access to a secure location to



store sensitive materials;

- Working spaces must be in close proximity to their research group and supervisor;
- Assistance must be provided to graduate students in finding suitable accommodations
- Graduate students are treated equitably and fairly as well as working to make the campus and programs inclusive and accessible to everyone;
- The rights of graduate students are protected and there is a clear definition of the roles and responsibilities of graduate student employees on campus;
- The involvement of the GSA in strategic planning and other initiatives so that graduate students can be effectively represented at all times in the planning process; and,
- Have a multi-stakeholder committee to address major issues affecting all members of the University community.

Encouraging the University of Waterloo and wider Region of Waterloo community to be leaders in sustainability

The UW-GSA will work with the University of Waterloo to ensure that environmental sustainability is considered in all University actions affecting the graduate student community. UWaterloo and the Region of Waterloo have a role to play in the fight against climate change and environmental degradation, and GSA will strive to ensure:

- UW and the Region of Waterloo support green building design, green power sources, increased naturalization, demand-side transportation planning, sustainable food, and community education programs;
- Campus and community carbon emissions are reduced annually; and,
- The President and Board of Governors of the University of Waterloo commit to no new investment in fossil fuel companies, and to divest the University's endowment fund from any existing holdings in the top 200 fossil fuel companies.

Mitigating barriers to pursuing graduate education in Ontario

The GSA-UW is concerned about the financial barriers towards pursuing graduate education imposed by high tuition fees and policies that eliminate free tuition for low-income students, the favoring of loans over grants, and eliminating the six-month grace period on repaying loans. Graduate education should not be just for the privileged, and the GSA will strive to ensure:

- That UWaterloo does not balance domestic tuition cuts by raises to international student tuition or by cutting financial support of any form to students;
- The provincial government reverse policies that are negatively impacting graduate education in Ontario; and,
- GSA-UW fees are equitable, thoroughly reviewed in accordance with GSA policy, and provide maximum value to graduate students at UW.

Supporting student mental wellness

The university is making various strides in the area of mental wellness, but the majority of mental wellness social programming is organized by student organizations. The university should be a leader in this initiative, both by addressing the common causes of graduate student mental illness



(inadequate funding, student-supervisor issues, and graduate student isolation) and providing additional supports. Mental wellness supports are a right for all graduate students, and the GSA will strive to ensure:

- The university consider the underlying causes of graduate student mental illness and make strides to address these causes.
- The university should provide additional counselling opportunities, and organize additional programming focused on student mental wellness.
- The university should hire additional staff to support mental wellness.
- GSA fees should be directed towards student mental wellness services and events.



Chapter 4: Board and Management

Board and Management

Board of Directors

The Board has the highest decision-making power in the GSA. Because the GSA-UW is incorporated, Directors of the Board carry special fiduciary responsibilities to the corporation; a responsibility not held by Councillors. The By-Laws state that the Board “*shall manage or supervise the management of the activities and affairs of the GSA-UW in compliance with the [Ontario Not-for-profit Corporations Act (ONCA)]*” (By-Law #5). More specifically, GP-1 in our Policy Manual describes the role of the Board:

“The purpose of the Board, on behalf of the graduate students at the University of Waterloo, is to ensure that the Graduate Student Association – University of Waterloo (a) achieves appropriate results for appropriate persons at appropriate cost (as specified in Ends policies), and (b) avoids unacceptable actions and situations (as prohibited in Executive Limitations policies).”

Directors are elected by graduate students each year at the GSA Annual General Meeting held in April (approximately). The Board is the governing body of the corporation and is responsible for overseeing corporate interests and operations of the Graduate Student Association.

The Board of Directors is governed by the GSA Bylaws, consists of **eleven (11) elected Directors** and **the President** who serves as an *ex-officio* and duly-powered Director.

All Directors must be University of Waterloo graduate students and members of the GSA. The Board appoints a director to serve as the Chair of the Board. The Board is accountable to the membership.

General Responsibilities

- The Board is responsible for the overall governance of the affairs of the corporation.
- Each director is responsible to act honestly, in good faith and in the best interests of the corporation and in so doing, to support the corporation in fulfilling its mission and discharging its accountabilities.
- Strategic planning and mission, vision and values
- The Board participates in the formulation and adoption of the corporation's mission, vision and values.
- The Board ensures that the organization develops and adopts a strategic plan that is consistent with its mission and values, and which will enable the organization to realize its vision. The board participates in the development of and ultimately approves the strategic plan.
- The Board oversees operations for consistency with the strategic plan and strategic directions.



- The Board receives regular briefings or progress reports on the implementation of strategic directions and initiatives.
- The Board ensures that its decisions are consistent with the strategic plan and the mission, vision and values.
- The Board annually conducts a review of the strategic plan as part of a regular annual planning cycle.

Chair of the Board

The Chair of the Board is also the Chief Governance Officer of the corporation. GP-5 defines their role as:

“a specially empowered director, [who] assures the integrity of the Board’s process and, secondarily, occasionally represents the Board to outside parties...”

The assigned result of the CGO’s job is that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization...

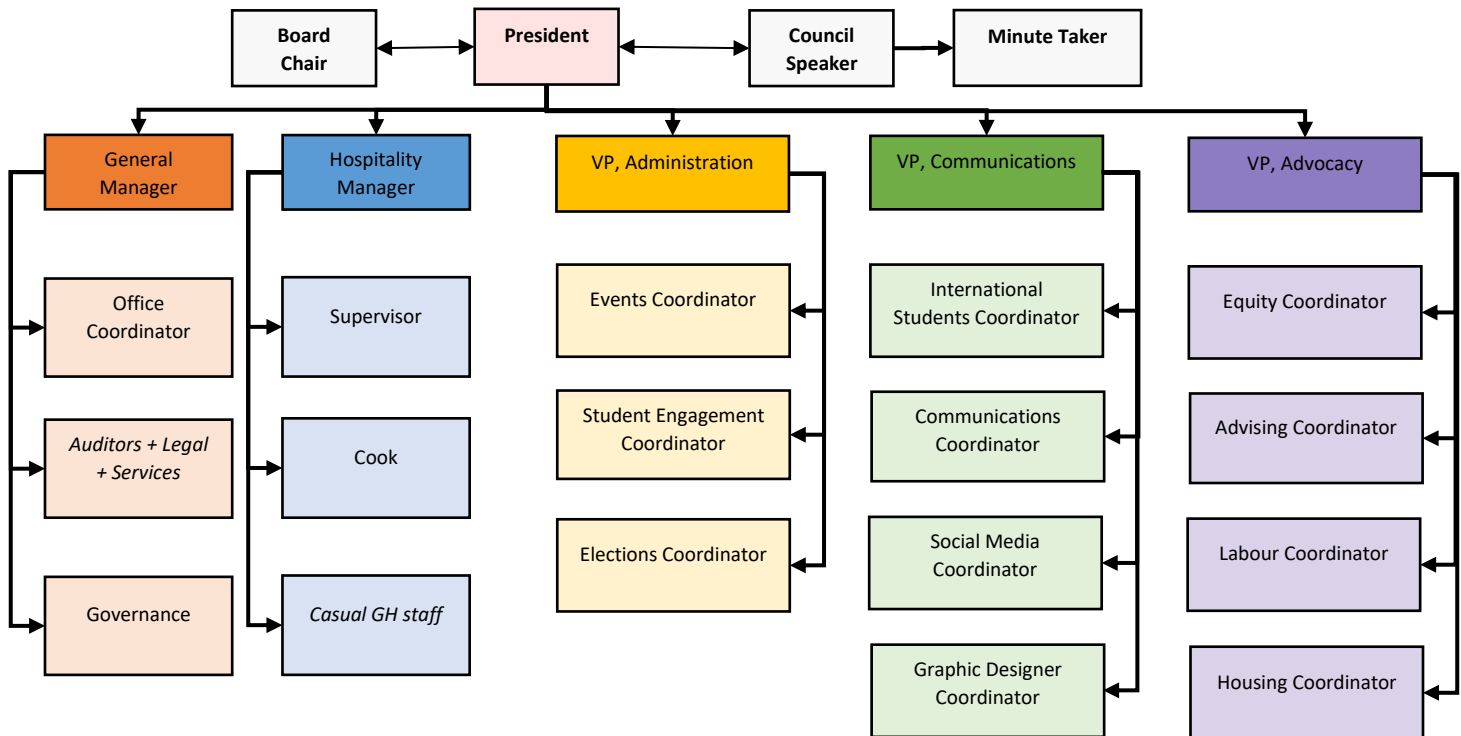
The authority of the CGO consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Delegation, with the exception of (a) employment or termination of a President and (b) where the Board specifically delegates portions of this authority to others. The CGO is authorized to use any reasonable interpretation of the provisions in these policies.

- a. The CGO is empowered to chair board meetings with all the commonly accepted power of that position, such as ruling and recognizing.*
- b. The CGO has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the CGO has no authority to supervise or direct the President.*
- c. The CGO may represent the Board to outside parties in announcing board- stated positions and in stating CGO decisions and interpretations within the area delegated to that role.*
- d. The CGO may delegate this authority but remains accountable for its use.”*



Management

The Association is led by the President, with assistance from the Vice-President(s) and the General Manager. Additional [staff](#) support all GSA functions and goals (e.g. Coordinators, office staff, Graduate House staff).



Organizational Chart

General Responsibilities

- Abide by and uphold the mission, vision, and values, and the By-Laws and policies of the Association.
- Promote high morale throughout the Association by serving as a role model for equity and inclusivity.
- Support the professional development of graduate students, Association staff, and Association volunteers.
- Promote the physical and mental health of graduate students, Association staff, and Association volunteers.



President

The President is the most public-facing officer of the organization. By-Law 6.1.2 states that “The President shall be appointed by the Board of Directors in such manner and for such term or terms as shall be determined from time to time by agreement of the Board of Directors and the Council.” In this interpretation, the President is an employee of the Board of Directors. Importantly, GP-2 clarifies that the President is not accountable to any single Director:

“Directors’ interactions with the President or with staff must recognize the lack of authority vested in individuals except when explicitly board authorized.”

Similarly, even the CGO is not the supervisor of the President (see GP-5):

“The authority of the CGO consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Delegation, with the exception of (a) employment or termination of a President...”

“the CGO has no authority to supervise or direct the President.”

The President of the GSA has the following roles and responsibilities:

- Provide leadership for the GSA, both internally and externally, and accomplish the Ends of the GSA.
- Consult and advise the Council and the Board of Directors on, and oversee the development and execution of, an annual work plan for the Association.
- Monitor, evaluate, and report to the Council and the Board of Directors on the progress of the annual work plan.
- Oversee the development and implementation of the annual budget.
- Monitor, evaluate, and report to the Board of Directors on the status of the annual budget.
- Appoint graduate students to advocate on behalf of the Association to the University through seats on University committees and other University bodies that make or advise on decisions that affect graduate students.
- Keep the Association’s governing bodies informed of and proactively consult them on advocacy matters.
- Oversee the Executive Director and the Vice-President.

Vice-President of Administration

The Vice-President of Administration supports the President in providing leadership for the GSA, both internally and externally, and accomplishing the Ends of the GSA.

The primary purpose of this position is to, under the oversight of the president, lead the operation and strategic planning of the GSA’s administrative, corporate compliance, reporting, and student advising initiatives.

The Vice-President of Administration supports the President in developing, executing, monitoring, and evaluation organizational strategies for student wellness (inclusive of supporting student tribunals and policy grievances), reporting and data visualization, policy development,



and international student engagement.

The Vice-President of Administration has the following roles and responsibilities:

- Uphold the GSA mission, vision, and values, and the bylaws and policies of the Association
- Represent the interests of graduate students on University of Waterloo committees and to external bodies
- Support GSA programming and events
- Directly manage several members of the GSA executive team, as determined by the GSA President
- Support governance bodies
- Serve as a member of Council

Vice-President of Communications

The Vice-President Communications assists in the operation and strategic planning of the GSA's communications and events. The position also supports ongoing and future social media initiatives and supports the GSA's and Graduate House's social media accounts and graphic design.

The Vice-President of Communications has the following roles and responsibilities:

- Attend regular meetings with the GSA Executive Manager and Vice President of Administration to coordinate new and recurring GSA, Grad House, and campus events.
- Develop monthly events and communications plans for the Grad House and GSA
- Provide ongoing social media content for both the GSA and the Grad House
- Coordinate volunteer social media contributions
- Collaborate with the GSA Director of Student Engagement on key messaging
- Explore opportunities to integrate the GSA into campus-run events
- Lead the development of GSA and Grad House flyers, posters, etc.
- Create and manage a combined GSA/Grad House website
- Participate in relevant campus committees

Vice-President of Advocacy

The Vice-President Advocacy assists in the operation and strategic planning of the GSA's communications and events. The position also supports ongoing and future social media initiatives and supports the GSA's and Graduate House's social media accounts and graphic design.

The Vice-President of Communications has the following roles and responsibilities:

- Develop and implement strategic plans and initiatives to promote equity, inclusivity, and accessibility for graduate students at the University of Waterloo.
- Lead efforts to address labor-related concerns, advocating for fair working conditions, benefits, and rights for graduate student employees.



- Spearhead policy initiatives that aim to improve the academic and non-academic experiences of graduate students, collaborating with university administrators and departments.
- Build and nurture strong partnerships with campus organizations, faculty members, and student groups to foster a collaborative approach in advancing advocacy goals.
- Represent the Graduate Student Association in university-wide committees and forums focused on equity, diversity, and inclusion, ensuring the graduate student perspective is effectively communicated.
- Organize and participate in events, workshops, and town hall meetings that encourage dialogue around issues related to equity, housing, and accessibility.
- Engage with the broader graduate student community to gather feedback, concerns, and suggestions, and use this information to shape advocacy priorities.
- Develop and maintain a comprehensive network of resources and support mechanisms that address the unique challenges faced by diverse graduate student populations.
- Work closely with local and regional government bodies to influence policy changes that benefit graduate students' well-being, affordability, and quality of life.
- Collaborate with other members of the Graduate Student Association's executive team to ensure a coordinated approach to achieving the association's overarching goals, with a specific focus on equity and advocacy.

General Manager

The General Manager Director of the GSA has the following roles and responsibilities:

- As the President's Chief of Staff, ensures that the staff resources needed by the President are recruited, trained, supervised, and coordinated effectively.
- As the Head of Operations, ensures that the GSA operates efficiently, effectively, and sustainably.
- As the President's Senior Advisor, ensures that the President is equipped with the knowledge, skills, and advice that they require to lead effectively.
- As the Corporate Secretary, ensures that the GSA retains useful records.
- As the Transition Manager, ensures that outgoing Presidents are debriefed, and incoming Presidents are briefed on the state of the GSA.
- Advises the President with respect to operational decisions and interpretations of policy.
- Executes the operations directives of the President in conformity with policy.



Appendices

Appendix 1: Memorandum of Agreement between the Graduate Student Association and the University of Waterloo



Introduction

[*Can be found on the UW website.*](#)

The university recognizes the separately incorporated Graduate Student Association – University of Waterloo (GSA) as the representative of graduate students at the University of Waterloo (UW).

This agreement outlines the official working relationship between the GSA and UW in terms of communication and consultation, decision making and policy development. It does not speak to facilities, services or access to services provided to the GSA by the university for which there are agreements already in place*. The Graduate Student Relations Committee and its subcommittee, the Graduate Student Support Advisory Committee, both of which include members of the senior administration and the GSA Executive, anchor the working relationship.

Graduate students, are represented on the Senate and Board of Governors, and their executive committees, and on the following Senate committees/councils: Finance, Long Range Planning, Honorary Degrees, Graduate & Research, Student Appeals. Graduate students (either GSA officers and/or graduate students recommended or appointed by the GSA), are also represented on other university-level committees, including: Graduate Student Relations, Graduate Student Support Advisory, Traffic & Parking (and its appeal committee), Alcohol Use & Education, Animal Care, Human Research Ethics, Joint Health & Safety, Student Services Advisory, University Tenure & Promotion.



Further, UW senior administration has confirmed the importance of the relationship between the university and the GSA through its commitment to consult with the GSA President on the appointment/reappointment of the Associate Provost, Graduate Studies.

Notwithstanding the formal processes identified above, the GSA, through its President, is also encouraged to discuss any matters of concern directly with the Associate Provost, Graduate Studies.

Embedded throughout this memorandum of agreement are links to various committees/councils (includes terms of reference and membership), and to a number of documents (regulations, guidelines, policies) which pertain to graduate students.

Graduate Student Relations Committee

Established by Policy 1, the Graduate Student Relations Committee provides for regular communication and consultation among the GSA and senior university officers. The committee is responsible for: developing and revising policies and guidelines concerning the terms and conditions of employment for graduate students and is consulted on policies that affect graduate students; informing, monitoring and coordinating efforts to implement the university's Sixth Decade Plan goals relating to student engagement; receiving, for information and comment, proposed changes in tuition and co-op fees; and reviewing and recommending to the Provost new incidental fees and changes to existing incidental fees assessed to graduate students (except for those fees determined by the GSA, committees on which the GSA Executive officers sit, and those prescribed by contractual agreements between UW and the GSA). The committee meets monthly and is chaired jointly by the Associate Provost, Graduate Studies and the GSA President. While committee meetings are conducted in confidential session to allow its members the opportunity for frank discussion of sensitive matters, members of the committee are encouraged to maintain open communication with their respective councils/boards (i.e., GSA Board of Directors, Council and Executive; Deans' Council, Graduate Operations, Senate Graduate & Research Council) and to seek their endorsement on issues before they are put into action.

Graduate Student Support Advisory Committee

Also established by Policy 1, the Graduate Student Support Advisory Committee (see * Note at bottom of Terms of Reference of Graduate Student Relations Committee) meets during the winter term each year to prepare a recommendation to the provost on increases in the TA rate and graduate scholarship and bursary funds, and the minimum funding level for doctoral students. It does this by considering various pieces of information such as tuition and incidental fees, shelter costs, graduate TA and bursary fund expenditures and graduate student income. The committee, chaired by the Associate Provost, Resources, operates on a consensus basis.



* The following agreements are held in the Secretariat: agreement and indenture between the GSA and the UW (i.e., agreement for the lease of the Schweitzer Farmhouse to the GSA and associated operating agreement); agreement between the GSA, GSS (Graduate Student Societies) and the university re: eliminating the 'strikeable' option for fees collected on behalf of the GSA and GSS; agreement to dispose of the proceeds from the demutualization of Mutual Life (Clarica) re: student health insurance plan.






Appendix 2: Services



GSA Services

The GSA provides graduate students with academic support, a social community, mental and physical health supports, legal aid, as well as advocacy and representation. To safeguard the continuity of these services, we need your help. Choosing to support the GSA will ensure the sustainability of our services to all graduate students and enable us to continue to represent every student on all campuses of the University.

The GSA administers the following services for graduate students:

Service	Purpose	Access
 <p>GRT & ION UPASS</p> <p>Provides unlimited access to the Grand River Transit Buses & ION Light Rail transit.</p>	<ul style="list-style-type: none"> Full-time graduate students registered in courses on the Waterloo main campus and campuses in the Region of Waterloo are charged a non-refundable fee for the Grand River Transit (GRT) Universal bus pass (Upass). 	<ul style="list-style-type: none"> Your WatCard can be tapped on the farebox to allow you to ride the bus.
 <p>HEALTH PLAN</p> <p>Provides health insurance, prescription drug coverage, vision care, mental health supports & more!</p>  <p>DENTAL COVERAGE</p> <p>Provides preventative care services, including \$750 coverage in dental visits & discounts offered by Studentcare Dental Network members.</p>	<ul style="list-style-type: none"> Graduate students registered in full-time or part-time “regular” classified programs are automatically included in the Health and Dental Plans and fees are included as part of the “GSA Administered Fees”. The plans provide Health-Care Coverage, Vision Coverage, Travel Coverage, and Dental Coverage. Students can also enroll their spouses and children on the plan. Students may also opt- 	<ul style="list-style-type: none"> Students can opt out or find out more details about their coverage here





Service	Purpose	Access
	<p>out of the Health Plan (with proof of alternate coverage) and the Dental Plan</p>	
 <p>LEGAL & TAX AID</p> <p>Provides free legal services, as well as tax support, & seminars.</p>	<ul style="list-style-type: none"> • Legal aid is provided each term by the GSA, and allows graduate students to consult with the GSA's lawyer, by appointment only. • The GSA provides Income Tax Aid Clinics for graduate students in March and April to help graduate students learn how to complete their income tax return forms. • Personal consultations with the GSA Accountant are scheduled in late March and April. 	<ul style="list-style-type: none"> • The legal assistance helpline provides quick access to legal counselling on any area of law: • Toll-free legal assistance helpline: 1-833-202-4571 • Income Tax Aid is by appointment only. The schedule is posted on the GSA website.
 <p>FUNDING OPTIONS</p> <p>Provides funding through Graduate Student Initiatives (GSI) such as student-led departmental socials & academic events.</p>	<ul style="list-style-type: none"> • Graduate students are eligible to apply for funding for social or academic initiatives such as a reception, a workshop, a panel, a guest lecture, a conference, etc. • Funding proposal must be submitted either by a GSA recognized graduate student association or a social committee, consisting of 	<ul style="list-style-type: none"> • Students can learn more/apply here.



Service	Purpose	Access
	<p>three or more graduate students formed for this purpose.</p> <ul style="list-style-type: none"> • The GSA will consider funding up to 100% of any proposal costing up to \$500, up to 50% of the next \$500 of the proposal, and up to 25% of any additional amount of the proposal. • The GSA will call for proposal three times per term, typically the beginning of each of the first three months of the term. 	
<div data-bbox="224 982 360 1115"> </div> <p>ACADEMIC SUPPORT</p> <p>Provides graduate students with programs & events designed to promote academic success (e.g., the Writing Centre)</p> <div data-bbox="224 1276 360 1360"> </div> <p>ADVOCACY & SUPPORT</p> <p>Provides confidential advising services concerning university policies, issue with supervisors, filing a grievance & petitions, meeting support, & more.</p>	<ul style="list-style-type: none"> • The GSA advises graduate students experiencing challenges and can help with navigating the policies, filing a grievance, appeal, or petition, and providing a support person for meetings. 	<ul style="list-style-type: none"> • Consultations are held by appointment only. Students can find out more or book an appointment by visiting the website.
<p>Administering Elections and Referenda for Departmental Organizations</p>	<ul style="list-style-type: none"> • The GSA hosts online elections for GSA Councillors for departments without an association, GSA Councillors for unit associations (if requested), and executives for a newly 	<ul style="list-style-type: none"> • When Elections occur, students should keep their eyes out for emails from the GSA or department heads about how to get involved. Alternatively, students can contact the current/outgoing




Service	Purpose	Access
 <p>SOCIAL EVENTS</p> <p>Provides opportunities to engage with the UWaterloo community through workshops, speaker series, & events at the Graduate House.</p>	<p>forming unit association.</p> <ul style="list-style-type: none"> The GSA hosts on- and off-campus events, including family-friendly events, and offers financial support for events organized by graduate student clubs and associations. 	<p>Councillor, or the GSA Council Chair at gsacounc@uwaterloo.ca</p> <ul style="list-style-type: none"> Students should visit the Events page of the website for more information.
<p>Graduate House</p> 	<ul style="list-style-type: none"> The GSA operates a clubhouse featuring food and bar service, supporting local suppliers, graduate student space, and entertainment. 	<ul style="list-style-type: none"> Students can visit the Grad House on Campus, located next to the William M. Tatham Centre for Co-operative Education & Career Action, across from the Dana Porter Library. Students can also visit the Grad House website.

University of Waterloo Services


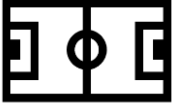

**UNIVERSITY OF
WATERLOO**





Information provided is from the Graduate Studies and Postdoctoral Affairs (GSPA) [Campus resources and services](#) page.




Service	Purpose	Access
<p>Academic Integrity</p> 	<ul style="list-style-type: none"> • Academic Integrity (AI) is the cornerstone of research, teaching, and learning. • Members of the UWaterloo community are expected to personally demonstrate academic integrity in their work. The Office of Academic Integrity will help you do so. 	<ul style="list-style-type: none"> • Find information on the Graduate Academic Integrity Module (Graduate AIM).






Service	Purpose	Access
<p>AccessAbility Services</p> 	<ul style="list-style-type: none">• Provides services, support, and academic accommodations for UWaterloo students who have a permanent disability as well as those with a temporary disability	<ul style="list-style-type: none">• To schedule an appointment or to contact the virtual Front Desk, please phone 519-888-4567 ext. 45231 or ext. 47922 or e-mail access@uwaterloo.ca.• Students can also visit here.
<p>Athletics and Recreation</p> 	<ul style="list-style-type: none">• Varsity sports, intramural and sports clubs, aquatics, first aid, conditioning, fitness and wellness, equipment loans, facility hours.	<ul style="list-style-type: none">• You must present your WATCARD and have you're your student service fees to access the facilities.• Students can visit the Physical Activities Complex (PAC), located beside the Student Life Centre (SLC), or students can visit Columbia Icefield (CIF), located in the North end of campus, across from the School of Optometry at the corner of Hagey Blvd. and Columbia St.• Students can also visit here.
<p>Bookstore</p> 	<ul style="list-style-type: none">• Sells books and courseware, stationery, technology, clothing, gifts, and dorm essentials; hosts author events;	<ul style="list-style-type: none">• Students can visit the two locations, both in South Campus Hall.• Students can visit here.





Service	Purpose	Access
<p>Centre for Career Action</p> 	<p>offers printing services</p> <ul style="list-style-type: none">• Two full time graduate career advisors are dedicated to serve you.• There are workshops, appointments and resources to help guide your post-academic career development.	<ul style="list-style-type: none">• Students can book an appointment online.• For more information on resources or workshops, visit their website or email them at careers@uwaterloo.ca
<p>Centre for Teaching Excellence</p> 	<ul style="list-style-type: none">• Provides workshops, small-group practice teaching sessions (microteaching), classroom observations and other sessions that help prepare graduate students at uWaterloo for their teaching roles.• Certificate programs: Fundamentals of University Teaching, Certificate in University	<p>For more information, visit their website or email them at cte@uwaterloo.ca</p>

Service	Purpose	Access
	<p>Teaching, Certificate in University Language Teaching.</p>	
<p>Conflict Management & Human Rights</p> 	<ul style="list-style-type: none"> • Acts as a focal point and resource to all members of the university community regarding matters of harassment, discrimination, and other general forms of conflict. 	<p>For more information, visit their website or email them at hreigen@uwaterloo.ca</p>
<p>Counselling Services</p> 	<ul style="list-style-type: none"> • Offers several resources to support students, including coping skills seminars, workshops, therapy groups, etc. 	<p>Students can visit the website their website or book an appointment over the phone by calling 519-888-4567 ext. 32655</p> <p>Students can visit the Counseling Services Office located in Needles Hall North on the 2nd floor.</p>
<p>Food Services</p> 	<ul style="list-style-type: none"> • Find out what to eat and where on campus; get nutrition and food resources 	<p>Students should visit the website for more information on various locations and hours, as well as nutrition and food resources:</p> <p>https://uwaterloo.ca/food-services/</p>
<p>GRADventure</p>	<ul style="list-style-type: none"> • A centrally coordinated program to help grad students prepare for a 	<p>Students should visit the website for more information:</p> <p>https://uwaterloo.ca/graduate-studies-postdoctoral-affairs/current-</p>

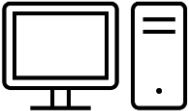


Service	Purpose	Access
	professional life after grad school.	students/gradventure
Health Services 	<ul style="list-style-type: none">• Health Services provides primary medical care for all registered UWaterloo students.• UWaterloo Family Health clinic provides registered students, their spouses and children medical care.	Students can visit the website for more information: https://uwaterloo.ca/campus-wellness/health-services Students can contact the clinic by phone at 519-888-4096 to book an appointment The clinics are both located in the Health Services Building
Housing 	<ul style="list-style-type: none">• Graduate housing is offered at Columbia Lake Village, and St. Paul's University College.• Off-campus housing information is also available, including information on current rental listing options, maps, tenant rights, etc.	Students should visit the Housing services website for more information on both on-campus and off-campus housing: https://uwaterloo.ca/housing/graduate-housing





Service	Purpose	Access
<p data-bbox="228 720 480 793">Indigenous Student Centre</p> 	<ul data-bbox="570 296 834 1430" style="list-style-type: none">● Provides information, support, and services for current Indigenous students on campus● Facilitates the sharing of Indigenous knowledge and provides culturally relevant information and support services for all members of the University of Waterloo community, including Indigenous and non-Indigenous students, staff, and faculty.	<p data-bbox="898 296 1360 415">The centre is located in room 228 at St. Paul's University College, 190 Westmount Rd. N. in Waterloo.</p> <p data-bbox="898 453 1295 527">For more information, students should visit their website:</p> <p data-bbox="898 564 1369 638">https://uwaterloo.ca/stpauls/waterloo-indigenous-student-centre</p>
<p data-bbox="272 1528 435 1602">Immigration Consulting</p> 	<ul data-bbox="570 1472 834 1885" style="list-style-type: none">● Immigration consulting can help with questions about study permits, working on and off campus, co-op work permits, temporary resident visa	<p data-bbox="898 1472 1373 1717">Students can submit an online inquiry, register for upcoming information sessions, book an immigration consulting appointment, or watch immigration application videos by visiting</p> <p data-bbox="898 1728 1333 1843">https://uwaterloo.ca/student-success/international-student-resources/immigration-consulting</p>




Service	Purpose	Access
	<p>(TRV), electronic Travel Authorizations (eTA), post- graduation work permits, permits and TRVs for spouse/common- law partner and/or children in Canada, inviting family to visit</p> <ul style="list-style-type: none">• The consultants can also provide information about your health insurance and Government of Canada resources, like how to get a Social Insurance Number	
<p>Information Systems and Technology</p> 	<ul style="list-style-type: none">• IST provides effective information systems, technology and services in support of learning, teaching, research and administrative needs.	<p>For more information, visit https://uwaterloo.ca/information-systems-technology/</p> <p>Students can also contact IT support by email at helpdesk@uwaterloo.ca or by phone at 519-888-4567, ext. 44357</p>



Service	Purpose	Access
	<ul style="list-style-type: none"> Resources are for students, faculty and staff 	
<p style="text-align: center;">Library</p> 	<ul style="list-style-type: none"> Locations and hours, borrowing services, special and archival collections, equipment loans, study space, photocopying and scanning, research data management, open access scholarly journal publishing, etc. 	<p>Students should visit the Ask Help webpage to contact librarians:</p> <p>https://uwaterloo.ca/library/services/ask-us</p> <p>There are seven library/resource centres on campus:</p> <ul style="list-style-type: none"> Dana Porter Library Davis Centre Library Geospatial Centre (Located on third floor of Dana Porter Library) Musagetes Architecture Library Pharmacy Library Special Collections & Archives (Located on first floor of Dana Porter Library) Witer Learning Resource Centre (Optometry)
<p style="text-align: center;">Student Success Office (SSO)</p> 	<ul style="list-style-type: none"> Writing help, study skills, international and entrepreneurship support 	<p>For more information, students should visit</p> <p>https://uwaterloo.ca/student-success/</p>
<p style="text-align: center;">Writing and Communication Centre</p>	<ul style="list-style-type: none"> Develop your scholarly voice, build strategies for tackling your research paper, article, 	<p>Students can attend workshops. For more information on workshops, students should visit</p> <p>https://uwaterloo.ca/writing-and-communication-centre/workshops</p>



Service	Purpose	Access
	<p>presentation, thesis or dissertation.</p> <ul style="list-style-type: none">• Writing appointments, Tutorials, Write-ins, Dissertation Boot Camp	<p>Students can also book an appointment online by visiting https://uwaterloo.ca/writing-and-communication-centre/appointments</p> <p>Students can also find other resources online at https://uwaterloo.ca/writing-and-communication-centre/online-resources</p>

Appendix 3: GSA Bylaws and Policies



Bylaws

The GSA is governed by its bylaws and policies. In particular,

Bylaw #5: Describes the duties of Directors on the Board, their term of office, and Board meetings/voting.

Bylaw #7: Outlines the existence of Council, which shall as well as defines who attends Council meetings and the voting rights of individuals. Any changes to this Bylaw must be ratified by the student body at a General Meeting. The preamble to the current Bylaw is:

There shall be a Council of the GSA-UW, which shall advise and collaborate with the Board and President on constituency matters of concern, advocacy, political positions, and the strategic direction of the GSA-UW. This specially empowered standing Board committee exists to help the GSA-UW improve the graduate student experience by having graduate student representatives advise on the interests and concerns of their constituency, and to serve as an information conduit between the GSA and its membership. The cooperation between the Board, Council, and President is key to addressing the needs and concerns of graduate students

A complete list of By-Laws is [listed on the GSA website](#).

Policies

There are two sets of policies to be aware of: Governance Policies, which are controlled by the Board of Directors (and Council in some cases), and Council Policies (solely controlled by Council).



Governance Policies

GP-8: This policy outlines the rights and responsibilities of the Speaker of Council, Councillors, and Directors (in a Council meeting). It also provides guidelines on how Council will operate and outlines the five-fold purpose of Council:

- *elaborate on the corporate objects of the Graduate Student Association – University of Waterloo by recommending to the Board a relevant list of Ends*
- *bring to the President's attention near-term student needs*
- *advise the President on organizational strategies to accomplish Ends and address near-term student needs*
- *serve as a forum for the political views of graduate students, and*
- *declare political positions on behalf of graduate students.*

Both Council and the Board of Directors need to agree on changes to this policy.

GP-20: This policy defines conflicts of interest within the operations of the GSA (including at the level of Council). All Councillors (as well as the Speaker and Deputy Speaker) must sign this policy. The Board can make changes to this policy (though appreciates Council's input).

Council Policies

CP-1: Defines the Council Executive Committee, which is responsible for interviewing Speaker candidates and assisting the Speaker with the operation of Council

CP-2: Elaborates on Bylaw #7 and GP-8 by defining the procedures of Council meetings, membership of Council, political positions, and conduct of e-votes

CP-3: Discusses the expectations regarding Council training

CP-4: Describes the election of Councillors (without a departmental Graduate Student Association), the length of terms of all Councillors, and vacancies

CP-5: Describes how the Speaker of Council is to be elected

CP-6: Describes the governing style of Council

A complete list of Policies is [listed on the GSA website](#).



Appendix 4: Meeting Code of Conduct and Speaking Protocol

Code of Conduct

Accepted behavior

1. All participants, attendees, members, staff, and guests are treated with respect and consideration, valuing diversity of views and opinions and inclusivity of perspectives and experiences
2. Be considerate, respectful, and collaborative
3. Communicate openly with respect for others, critiquing ideas in a clear, concise, but polite manner rather than critiquing individuals themselves
4. Avoid personal attacks directed toward other attendees, participants, other GSA Council and Board members, and other staff and guests
5. Be mindful of your surroundings and your fellow participants. This means being cognisant of what is in the background of your video for virtual meetings OR alerting the Speaker if you notice a dangerous situation or someone in distress
6. Respect the rules and policies in place for the meeting. This includes the Code of Conduct as well as any meeting venue rules for in-person meetings

Unacceptable behavior

Examples of unacceptable behavior include, but are not limited to:

1. Verbal comments related to race, ethnicity, gender identity, sexual orientation, disability, physical appearance, body size, national origin, and age
2. Inappropriate use of graphic images during presentations that could be harmful or triggering to others in attendance
3. Threatening or harassing any attendees, members, staff, and/or guests.
4. Speaking in a manner that can be interpreted as a personal attack or criticism against another attendee, member, guest, or staff
5. Speaking in a manner that is otherwise disrespectful or rude and unproductive during the meeting. This means that, while you are free to express an unpopular opinion regarding the topic at hand that may “halt” productivity insofar as it delays whether something is pushed through, your expression of said opinion must maintain a level of respect and politeness so that the manner of speaking itself is not what prevents “productivity” during the meeting.

Consequences and reporting unacceptable behavior

If you feel that someone has not complied with this Code of Conduct for meetings, you can and should report it to the Speaker or deputy Speaker as soon as possible. For virtual meetings, this may involve using Zoom's private messaging function. For in-person meetings, it may mean speaking with the Speaker or Deputy Speaker privately as soon as possible. You can also request out loud and publicly during both virtual and in-person meetings for a reminder of the Code of Conduct if you believe it is necessary for those in attendance. If you experience or witness behavior



that constitutes an immediate or serious threat to public safety, contact 911 and notify the Speaker, Deputy Speaker, and, in the case of in-person meetings, Campus Security.

Consequences for breaking the Code of Conduct will be handled in this order

1. If it is the individual's first time breaking the Code of Conduct, the individual did not intentionally do so, AND it was not an egregious offence, the individual will be politely reminded that they need to abide by the Code of Conduct and will be asked to make a verbal apology for not abiding by the Code of Conduct.
2. If it is not the individual's first time breaking the Code of Conduct OR the offence is egregious, the individual may experience one or more of the following:
 - a. In a virtual meeting:
 - i. The individual may be temporarily muted or kicked from the Zoom meeting
 - ii. The individual may be asked to issue an apology email to another individual that they have harmed during the process
 - iii. The individual may be asked to issue a Council-wide apology email, which may also include other attendees of the meeting,
 - iv. The individual will be asked to re-read the Code of Conduct prior to the next meeting
 - b. In an in-person meeting:
 - i. The individual may be asked to temporarily leave the room
 - ii. The individual may be asked to issue an apology email to another individual that they have harmed during the process
 - iii. The individual may be asked to issue a Council-wide apology email
 - iv. The individual will be asked to re-read the Code of Conduct prior to the next meeting
3. If the individual is known for continuously breaking the code of conduct, especially after they have been temporarily muted or kicked out of the meeting, and/or the offence is incredibly egregious, one or more of the following punitive measures may be taken:
 - a. In virtual meetings:
 - i. The individual may be asked to not attend the next few meetings
 - ii. The individual may be asked to attend some form of communication, sensitivity, or equity, diversity, and inclusion training
 - iii. The individual will have to issue apology letters to other Council members and/or attendees of the meeting

Speaking Protocol

As Council meetings will be on Zoom for the foreseeable future, a formal speaking protocol is needed so that meetings can proceed efficiently. Based on research regarding the best practices for virtual meetings, this protocol was designed to be used in subsequent virtual Council meetings:

- To request to speak, please type +1 in the chat. Council members will normally be called



upon in the order of their request, though preference will be given to those who have not yet spoken.

- If the mic isn't working, please, write +1 (unable to use mic) and send the Deputy Speaker a private message with the question.
- Questions will be asked aloud rather than in the chat. Public questions must not relate to a matter beyond or outside the Council's powers, be defamatory, indecent, abusive, objectionable in language or substance, violate the code of conduct or raise any matter which will or would likely to be considered confidential by Council.
- If you want to indicate your agreement with the previous person, please write I agree with _____ about _____ (only a few words).
- If you are uncomfortable asking your question, please private message it to the Deputy Speaker and they will ask for you.

Appendix 5: University Policies



Specific Policies

The university has a number of [policies](#) governing its activities. The most relevant ones to be familiar with are the following:

Policy	Description
Policy 8: Freedom of Speech	<ul style="list-style-type: none"> • Holds that all members and visitors to the University of Waterloo must respect other's free speech without "undue interference" • If this policy is broken, it will be handled under the appropriate policy (e.g. 33 for ethical behaviour, policy 71 for student discipline)
Policy 30: Employment of Graduate Student Teaching Assistants	<ul style="list-style-type: none"> • Applicable to currently-registered graduate students, performing work which forms a normal part of a TA assignment. • The university will work to administer and distribute teaching assistantships in a fair and equitable manner. • Graduate students employed as TAs are paid at an hourly rate. Vacation pay is paid in addition to the hourly rate. • The number of hours per term for one TA unit will be between 100 and 160 hours.



Policy	Description
Policy 33: Ethical Behaviour	<ul style="list-style-type: none"> ● Community must be just and respectful ● UW must provide work environment free from harassment, discrimination, etc ● Must allow for academic freedom, including open debate on controversial topics ● No member of UW can interfere with working/study environment of another member, including off campus ● Violations to policy include: Discrimination (preferential treatment), harassment (unwelcome comments), sexual harassment (unwelcome comments or action where acceptance of sexual advances becomes a condition of education or employment, or rejection of advances negatively impacts the student (e.g. grades), or interferes with work/study, Poisoned environment (unsupportive, disrespectful, or intolerant comments/actions in the environment), Workplace harassment (unwelcome comments or action against worker in workplace) ● Individuals who want to lodge a complaint can go to supervisor, department head or chair to initiate. If the issue is with that level, then you can go to the dean, associate provost, vice president ● Disciplinary measures will come from policy 36 for staff, 70/71 for students
Policy 34: Health, Safety, and Environment	<ul style="list-style-type: none"> ● Policy applied to all members at UW taking part in “university activities” (does not include construction work on campus) ● Health and safety are top concerns. Members are expected to take responsibility for their own safety and also be proactive to reporting safety concerns ● Policy outlines responsibilities of the university, supervisors, employees, students, and visitors. It also covers procedures for workplace violence
Policy 42: Prevention and Response to Sexual Violence	<ul style="list-style-type: none"> ● All members of the University Community have a responsibility to uphold this Policy and promote respectful



Policy	Description
	<p>behaviour in the learning, teaching, working and living environments.</p> <ul style="list-style-type: none"> ● The University encourages individuals who have been affected by Sexual Violence to seek support from the Sexual Violence Response Coordinator (SVRC). ● Separated into policy and protocol-related procedures ● Those who want to Disclose or Report an incident of Sexual Violence should consult the Response Protocol and Procedures. ● There are criminal and non-criminal reporting options.
<p>Policy 56: Vacations and Vacation Pay for Non-regular Faculty Members, including Graduate and Undergraduate Students with Academic Appointments [FS]</p>	<ul style="list-style-type: none"> ● Students on the University payroll as Teaching Assistants and Research Assistants will be paid a vacation pay of 4% of their total pay during each period of appointment. This payment will be made as part of the final cheque covering each period of appointment. ● Students on the University payroll on a temporary employment form or casual payment form are treated as staff employees and will be paid vacation pay according to the provisions of Policy #6. ● Honoraria of \$500 or less are not subject to this policy.
<p>Policy 58: Accessibility</p>	<ul style="list-style-type: none"> ● Policy is intended to provide equal opportunity for all members at the University of Waterloo ● The principles driving this policy include dignity, independence, integration, and equal opportunity ● Policy covers confidentiality and privacy, communication between the university and individuals with disabilities, disseminating information regarding service disruption (e.g. elevator not working in PAS), assistive devices, support persons and animals, employment, education, training (for employees on accessibility policies), complaint processes, and the accessibility committee
<p>Policy 61: Religious Accommodation</p>	<ul style="list-style-type: none"> ● Holds that the university will allow for time off for religious holidays, but it is not guaranteed to be paid.



Policy	Description
	<ul style="list-style-type: none">• Does not cover student academic accommodation (it is specifically for paid employees)
<u>Policy 69: Conflict of Interest</u>	<ul style="list-style-type: none">• A conflict of interest exists at the university when “a member of the University is or may be in a position to use research, knowledge, authority or influence for personal or family gain or to benefit others to the detriment of the institution”• Policy is meant to protect individual members as well as UW as a whole• Some examples of a conflict of interest are a supervisor using a student to do work that is unrelated to the university, delaying publication of research for personal gain, using government or school sponsored research or funding to benefit an external company etc.• Issues may also span over multiple policies (e.g. policy 33)
<u>Policy 70: Student Petitions and Grievances</u>	<ul style="list-style-type: none">• Faculty, students, and staff are expected to act with integrity and fairness• Covers protection of academic freedom and Procedural fairness (have matters addressed fairly, be able to have someone accompany you in meetings with administration, participate in petition or grievance proceedings without threat, be heard by members who are not directly involved in the issue, have decisions made on probability and precedence at UW)• Petitions involves seeking for “exception or relief” from normal rules and regulations (e.g. dropping a course past deadline)• Grievance involves a process when a student acknowledges that rules were applied fairly, but a decision was made that was unfair or unreasonable (e.g. error on grading, instructor deviated from course outline, method of evaluation was unfair)• Appeal: Decisions regarding petitions are final. You can petition a decision surrounding grievance within 10 days



Policy	Description
Policy 71: Student Discipline	<p>through policy 72</p> <ul style="list-style-type: none">• Policy covers actions of discipline that can be enacted towards a student at UW except for those actions that are specifically covered under policy 33 (ethical behaviour)• Policy covers both academic and non-academic offences. Examples of academic offences covered include cheating, plagiarism, unauthorized collaboration, impersonating another student, and stealing intellectual property. Examples of non-academic offences covered include vandalism, theft, violation of instructor's class rules (e.g. recording a lecture without permission), threatening behaviour, and unauthorized use of equipment• Examples of penalties that may come from academic offences include a letter of reprimand, probation, grade penalty, expulsion, community service, and extra courses. Examples of penalties that may come from non-academic offences include a ban from campus, probation, fine, eviction from residence, expulsion, community service, and restitution.
Policy 72 Student Appeals	<ul style="list-style-type: none">• Applies to students who are appealing a decision made under policy 33 (ethical behaviour), policy 70 (petitions and grievances), or policy 71 (student discipline).• Student must submit a Notice of Appeal form within 10 work days to the chair of the Faculty Committee for Student Appeals or the University Committee for Student Appeals (depending on the issue)• A student may appeal if there is reason to believe the original hearing was biased (and there is evidence of this), there is new evidence, there was a serious procedural error made, inadequate weight was assigned to given evidence, or if the penalty that the student was given was above the nature of the offence
Policy 73: Intellectual Property Rights	<ul style="list-style-type: none">• Policy applied to all members of the University of Waterloo• Intellectual property created through teaching and research activities is owned by the creators unless it was an assigned



Policy	Description
	<p>task, or the research was sponsored and the contract says otherwise</p> <ul style="list-style-type: none">• Intellectual property creators at UW grant UW a free license to copy and use that material• Policy covers authorship (who can claim authorship). Students should always be first author on scholarly works that come from their thesis work. It also collaborative work, copyright (e.g. ownership), patents, teaching materials (treated almost the same as research materials), data management (e.g. who has the right to use collected data)