

## **Council Meeting Minutes, December 13th, 2013**

**(CO-20131213)**

Meeting Facilitator: Gretchen King  
Minutes Taker: David Clos-Sasseville

*Voting Directors:* Claude Fachkha (ENCS), Paramveer Singh Mann (ENCS), MJF Rupom (ENCS), Vinoth Ramaiah (ENCS), Arundeeep Malapati (ENCS), Audrey Dahl (Arts and Science), Holly Nazar (Arts and Science), Trevor Smith (Arts and Science), Genevieve Moisan (Fine Arts), Robert Sonin (Arts and Science), Firas Al Hammoud (Arts and Science)

*Non-Voting Directors:* Mohit Kumar (President) and Vignesh Shankar (Vice-President External)  
*Observers:* David Clos-Sasseville (Department and Campaigns Advocate), Jamie Goodman (Finance Manager)

*Absent:* Stavros Athanasoalias (JMSB), Tariqul Amin (ENCS), Karthikeya Nadendla (ENCS), Nishant Walia (ENCS), Monique Boudreau (JMSB), Vivek Wadhvana (JMSB), Biagina-Carla Farnesi (Individual), Nassim Changizi (Vice-President Internal), Liz Colford (Services Manager), Roddy Doucet (Advocacy Manager)

### Documents:

Agenda for GSA Council Meeting December 13, 2013  
Draft Minutes of council meeting on November 15, 2013

### *Appendix II: Reports*

VP External Report  
Finance Manager Report  
Department and Campaigns Advocacy Report  
Service Manager Report  
Report on ENCS course reserve- Holly Nazar  
Best practices report- by GSA Vice Presidents 2012-2013  
Tabled reports from November  
GSA Funding Policy (Annex 1 to this minute)- GSA Funds committee  
Letter from Concordia to nominate GSA representatives to university appraisal committees

## 1. Call to Order

Meeting called to order at 10:42am

## 2. Adoption of the Agenda

### *Motion CO-20131213-01*

Be It Resolved that the following agenda be adopted for this meeting :

1. Call to Order
2. Adoption of the Agenda
3. Council Business
  - 3.1 Chair Report & Circulation of Attendance Sheet
  - 3.2 Budget Training
4. Approval of Minutes
5. Business Arising from the Minutes
  - 5.1 Item for information on the Graduate Certificate in University Teaching
  - 5.2 Follow-up point about CJLO
  - 5.3 Report back on course reserve system
  - 5.4 Items tabled from Nov. 8 GA Agenda
    - a. Council Honorariums (submitted by Council)
    - b. Ratification of Referendum result on Advocacy fee
    - c. Motion to amend GSA Bylaws Article VIII.2 and Articles IX.4 and IX.5
    - d. Motion to amend GSA Bylaws Articles V, XII and XIII
    - e. Motion to amend GSA Bylaws Article XIX (submitted by Council)
    - f. Motion concerning university revoking support for student journals
    - g. Report to GA from President
  - 5.5 Funding of Indian Students Association
6. Motions
  - 6.1 Draft Policy by GSA Funds and Subsidies Committee
  - 6.2 Remove of all GSA councillors missing two or more meetings without reason, see bylaw articles XVII-2 & XVII-3
  - 6.3 Discussion concerning Concordia University policies with regards to intellectual property
7. Reports
  - 7.1 President
  - 7.2 VP Internal
  - 7.3 VP External
  - 7.4 Finance Manager
  - 7.5 Advocacy Manager
  - 7.6 Service Manager
  - 7.7 Campaigns/Departments Advocate
  - 7.8 Other Reports (BoG, Senate, Academic Planning, Elections, Bylaw Committees)
    - a. Best Practices Report 2012-13
8. GSA Committee Appointments (5 mins)

8.1 Nomination of graduate student representatives to the appraisal process

(Mohit)

9. Other Business

10. Adjournment

The following changes have been made to the agenda before adoption :

Add 6.4 Invigilation

Add 6.3 a Nomination of a representative

Table 5.2 CJLO

The agenda as adopted :

1. Call to Order
2. Adoption of the Agenda
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    - f. Motion concerning university revoking support for student journals
    - g. Report to GA from President
  - 5.4 Funding of Indian Students Association
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  - 6.1 Draft Policy by GSA Funds and Subsidies Committee
  - 6.2 Remove of all GSA councillors missing two or more meetings without reason, see bylaw articles XVII-2 & XVII-3
  - 6.3 Discussion concerning Concordia University policies with regards to intellectual property
    - a. Nomination of a representative
  - 6.4 Invigilation
7. Reports
  - 7.1 President
  - 7.2 VP Internal
  - 7.3 VP External
  - 7.4 Finance Manager

- 7.5 Advocacy Manager
- 7.6 Service Manager
- 7.7 Campaigns/Departments Advocate
- 7.8 Other Reports (BoG, Senate, Academic Planning, Elections, Bylaw Committees)
  - a. Best Practices Report 2012-13
- 8. GSA Committee Appointments (5 mins)
  - 8.1 Nomination of graduate student representatives to the appraisal process (Mohit)
- 9. Other Business
- 10. Adjournment

**Moved by** Audrey  
**Seconded by** Holly  
**Adopted Unanimously**

### **3. Council Business**

#### **3.1 Chair Report & Circulation of Attendance Sheet**

#### **3.2 Budget Training**

The budget training is reported to February

### **4. Approval of the minutes**

*Motion CO-20131213-02*

Be It Resolved That the Council Meeting November 15th 2013 minutes (CO-20131115) with the following correction :  
Correct the councillors name in the minutes  
Firas Al

**Moved by** Holly  
**Seconded by** Trevor  
**Adopted Unanimously**

### **5. Business Arising from the Minutes**

#### **5.1 Item for information on the Graduate Certificate in University Teaching**

#### **5.2 Report back on course reserve system**

Holly report back.

#### **5.3 Item tabled from Nov. 8 GA Agenda**

##### **a. Council Honorariums**

- b. Ratification of Referendum result on Advocacy fee**
- c. Motion to amend GSA Bylaws Article VIII.2 and Article IX.4 and IX.5**
- d. Motion to amend GSA Bylaws Articles V, XII and XIII**
- e. Motion to amend GSA Bylaws Article XIX**
- f. Motion concerning university revoking support for student journals**
  
- g. Report to GA from President**

*Motion CO-20131213-03*

Be It Resolved That the President prepare a written report for the November GA to be posted on the website as soon as possible.

**Moved by** Audrey  
**Seconded by** Trevor

Amendment : replace “As soon as possible” by “ten days before the GA on January 20<sup>th</sup> 2014”. Replace “November” by “January”

**Moved by** Audrey  
**Seconded by** Claude  
**Adopted**

*Motion as amended (CO-20131213-03)*

Be It Resolved That the President prepare a written report for the November GA to be posted on the website ten days before the GA on January 20<sup>th</sup> 2014.

**Moved by** Audrey  
**Seconded by** Trevor  
**Adopted**

## **5.5 Funding of Indian Students Association**

## **6. Motions**

### **6.1 Draft Policy by GSA Funds and Subsidies Committee**

Revision: amend policy to include a new article that encourages multiple groups per application, and the maximum fund allowed will be 500\$ per group so a joint application from two groups could request a maximum of 1000\$ and so on. APPROVED

Revision: No one application can receive more than XX% of the annual F & S Budget.

APPROVED

Revision: All recommendations (along with applications) from the committee for funding allocations get added to a consent agenda in council, if any councillor has any concerns with any recommendations, this can be amended to the main agenda in council; APPROVED with 1 opposition.

Revision: Committee meetings be open to all councillors; APPROVED

*Motion CO-20131213-04 (See Annex 1 for the document)*

Be It Resolves That the GSA Funding Policy be adopted with the preceding revision taken into account.

**Moved by** Audrey  
**Seconded by** Trevor

*Amendment*

Be It Further Resolved That the policy is on trial for one year until next december and until then any changes can be made by a simple majority vote in council.

**Moved by** Geneviève  
**Seconded by** Holly  
**Adopted**

*Motion as amended (CO-20131213-04) (See Annex 1 for the document)*

Be It Resolves That the GSA Funding Policy be adopted with the preceding revision taken into account.

Be It Further Resolved That the policy is on trial for one year until next december and until then any changes can be made by a simple majority vote in council.

**Moved by** Audrey  
**Seconded by** Trevor  
**Adopted**

## **6.2 Remove of all GSA councillors missing two or more meetings without reason**

*Motion CO-20131213-05*

BIRT An email will be sent to all directors who have at least two unaccounted absences. They will be requested to provided proof of having sent regrets or be removed from council at the January meeting these councillors will also be invited to resign and thanked

for their service.

**Moved by** Trevor  
**Seconded by** Holly

*Amendment*

To add the following :

Be It Further Resolved That Poya will be mandated to not miss any meetings for the rest of the Winter semester or be invited to resign.

**Moved by** Claude  
**Seconded by** Trevor  
**Adopted**

*Motion (CO-20131213-05) as amended*

BIRT An email will be sent to all directors who have at least two unaccounted absences. They will be requested to provided proof of having sent regrets or be removed from council at the January meeting these councillors will also be invited to resign and thanked for their service.

Be It Further Resolved That Poya will be mandated to not miss any meetings for the rest of the Winter semester or be invited to resign.

**Moved by** Trevor  
**Seconded by** Holly  
**Adopted**

*Motion CO-20131213-06*

Be It Resolved That Stavros be removed from council.

**Moved by** Trevor  
**Seconded by** Claude  
**Adopted**

**Notes:** Audrey was present at the July meeting, her name should be added. Audrey Sent regrets for November 2013 meeting.

### **6.3 Discussion concerning Concordia University policies with regards to Intellectual property**

Trevor presents the issue.

#### **A. appointment for committee**

*Motion CO-20131213-07*

Be It Resolved That the following persons be delegate for the graduate students on the University Policy on Intellectual Property:  
Robert Sonin

**Moved by** Vinoth  
**Seconded by** Claude  
**Adopted**  
**Abstention:** Robert  
**Opposition:** Audrey

## **6.4 Invigilation**

Rupom presents the issue.

Vignesh will investigate and come back at the January council.

## **7. Reports**

### **7.1 President**

### **7.2 VP Internal**

### **7.3 VP External**

*Motion CO-20131213-08*

Be It Resolved That the Council approves a budget of 4000\$ to purchase products for Vignesh to work with Student life committees.

**Moved by** Vinoth  
**Seconded by** Holly  
**Tabled until next meeting**

**Quorum is lost.**

**The meeting is adjourned.**





## **Funding Policy**

Graduate Students' Association  
Concordia University

Adopted:  
Last Modification:

# Annex 1

## Index

Modification Follow up :.....	3
Definitions.....	4
Chapter 1 General funding rules .....	5
1.1 Goal .....	5
1.2 GSA Goals and objectives.....	5
1.3 General eligibility for GSA funding.....	5
1.4 Conflict of interest.....	5
1.5 Funding responsibilities .....	5
Chapter 2 Academic Project Funding.....	7
2.1 Definition .....	7
2.2 Eligibility.....	7
2.2.1 Eligibility of the group .....	7
2.2.2 Eligibility of the project .....	7
2.3 Priorities for the analysis of applications .....	7
2.4 Maximum allocated per project or event.....	7
2.5 Yearly funding distribution.....	8
2.6 Deadlines .....	8
2.7 Requirements.....	8
2.8 Analysis of applications .....	8
2.9 Budget leftovers .....	8
2.10 Requirements following implementation .....	8
Chapter 3 Special Project Funding.....	9
3.1 Definition .....	9
3.2 Eligibility.....	9
3.2.1 Eligibility of the group .....	9
3.2.2 Eligibility of the project .....	9
3.3 Priorities for the analysis of applications .....	9
3.4 Maximum allocated per project or event.....	9
3.5 Yearly funding distribution.....	9
3.6 Deadlines .....	10
3.7 Requirements.....	10
3.8 Analysis of applications .....	10
3.9 Budget leftovers .....	10
3.10 Requirements following implementation .....	10

# Annex 1

## Modification Follow up :

Date of the modification	The Body who adopted the change and the motion concerned	Article-s affected

## Definitions

<i>Annual, Year or Academic Year:</i>	In this document any mention of “year” or “annual” Refers to the academic year. As per the definition assigned by the School of Graduate Studies the academic year begins with a Summer Session (May to August) followed by a Regular Session (September to April).
<i>Applicant</i>	A group or a person who applies for funding.
<i>Council</i>	Refers to GSA Council.
<i>Non-profit Club</i>	A non-profit club is an organized group of person sharing a common interest. For the purpose of this policy departmental, program or faculty student association are not considered to be clubs.
<i>Dean of Student</i>	Refers to Concordia Dean of Student office.
<i>Departmental or Faculty Student Association:</i>	Any representative and democratically structured graduate student body, whether organized by Faculty, Department or Program.
<i>Funding</i>	Refers to GSA funding. For the purpose of this policy the Departmental and Faculty Student Association Allocation <b><u>is not</u></b> considered as funding.
<i>General Assembly:</i>	The General Assembly represent the decision making body where all the members of a student association are invited to discuss, debate and take decisions.
<i>GSA</i>	The Graduate Student Association of Concordia.

## **Chapter 1** **General funding rules**

Except where it is mentioned, the rules stated in Chapter 1 of this policy applies to all funding covered in this document.

### **1.1 Goal**

The aim of this funding policy is to serve as a guide for the allocation of subsidies granted by the Association and ensure fair, just and transparent proceedings.

### **1.2 GSA Goals and objectives**

To be eligible applicants must respect the goals and objectives of GSA.

### **1.3 General eligibility for GSA funding**

The following applications are not eligible for GSA funding:

- a) An application for a single person;
- b) An application by or for charitable organizations or foundations;
- c) All applications contributing to the promotion of a business for profit and / or activity of a for-profit business;
- d) An application for an activity for profit;
- e) Any request that goes against the mandates, Bylaws and principles of GSA;
- f) An application to be used to finance projects or activities credited by Concordia or from any of Concordia's services.

### **1.4 Conflict of interest**

If a member, councillor, executive or staff, belongs to a group applying for funding or have close ties with the group or one of their representatives, she or he must immediately inform the meeting participants before any discussion on funding for this group or on funding matters in general.

If a councillor or an executive belongs to a group applying for funding or have close ties with the group or one of their representatives, she or he shall leave the room during the vote and will thus not have voting privileges.

In case such information has not been disclosed or said councillor used his voting privileges when there was an obvious conflict of interest, the Council or the General Assembly can cancel the funding. If the funding was already delivered a refund will be asked. In case of non-compliance from the group, the said group and its representatives will be banned from further funding opportunities.

### **1.5 Funding responsibilities**

The Council is responsible of GSA's funding.

# Annex 1

If it is deemed necessary, the Council can create a committee to analyse applications and allocate funding. The council will decide the composition of this committee and nominate at least 3 members to be part of it. A person in a situation of conflict of interest cannot be part of this committee.

Even if a committee is created, the Council makes the final decision.

## Chapter 2 Academic Project Funding

### 2.1 Definition

Academic project funding is intended primarily to help members and departmental or faculty student associations with a specific project or event related to their area of study.

### 2.2 Eligibility

In addition to the general eligibility criteria, applicant must meet both of the following criteria to be eligible for the Academic Project Funding.

#### 2.2.1 Eligibility of the group

Only departmental or faculty student associations and Committees related to a departmental or faculty student associations are eligible for this funding.

The departmental or faculty student association who applies or the one related to the Committee who applies must have met the criteria for the “Policy on Departmental and Faculty Student Association Allocation” to be eligible.

#### 2.2.2 Eligibility of the project

To be eligible the activity or the event must be related to a departmental association's area of study and occur in the same academic year.

### 2.3 Priorities for the analysis of applications

Applications are processed according to the following priorities:

- a. The applicant or its related Departmental and Faculty Student Association does not collect its own fees.
- b. The project is widely advertised and accessible to all GSA members;
- c. The project is free for GSA members;
- d. The departmental or faculty student associations or the committee did not receive funding<sup>1</sup> from GSA in the current academic year;
- e. The applicant is applying to other sources of funding.

### 2.4 Maximum allocated per project or event

The total amount allowed for one activity or project may not exceed 500\$.

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<sup>1</sup> As stated in the definition section under *Funding*, the Departmental allocation does not count as funding.

# Annex 1

## **2.5 Yearly funding distribution**

A maximum of 40% of the funding envelope is attributed to the fall semester, from August to December inclusive. The difference, at least 60% is distributed from January to July

## **2.6 Deadlines**

The deadlines are defined as follows.

Fall semester applications: the first week of October of the current academic year.

Winter and summer semester applications: the first week of March of the current academic year.

## **2.7 Requirements**

The following information and documents are required with the application:

- a. Detailed budget for the project. Said budget must include all sources of revenue even if provisional, and a detailed account of expenses.
- b. The name, phone number, email and student ID of all the people in charge of the project.
- c. A clear description of the project of no more than five (5) pages (Times New Roman, 11pt, single-spaced)

## **2.8 Analysis of applications**

The applications will be evaluated no later than four (4) weeks following the deadline.

## **2.9 Budget leftovers**

In the event that the budget dedicated to Academic project funding is not exhausted, what is left will be rolled over to the next semester.

## **2.10 Requirements following implementation**

Following the implementation of the project, the group will provide the GSA with a complete financial statement, which should include a copy of the receipts, showing that the money paid was used to achieve the objectives related to the funding request. The report must be filed four (4) weeks after the end of the funded project.

If a group doesn't fill this requirement the said group and its representatives will be banned from further funding opportunities from the GSA.



## **Chapter 3 Special Project Funding**

### **3.1 Definition**

The Special project funding goal is to help members and departmental or faculty student associations in a specific project or event designed to contribute to the quality of life, environmental or social or cultural awareness of members of the GSA.

### **3.2 Eligibility**

In addition to the general eligibility criteria, applicants must meet both of the following criteria to be eligible for the Special Project Funding.

#### **3.2.1 Eligibility of the group**

To be eligible a group must meet the following criteria:

- a. The representatives of the group must be members of the GSA.
- b. The group did not receive funding from GSA in the current academic year.

#### **3.2.2 Eligibility of the project**

To be eligible a project must meet the following criteria:

- a. Be open to all GSA members.
- b. The participation to the event or the activity must be free of charge for GSA members.

### **3.3 Priorities for the analysis of applications**

Applications are processed on the following priorities:

- a. The project relates directly to one or more GSA goals, mandates or principles.
- b. The group is duly registered with the GSA.
- c. The applicant does not have a regular source of funding.
- d. The applicant is applying to other sources of funding.

### **3.4 Maximum allocated per project or event**

The total amount allowed for one activity or project may not exceed 500\$.

### **3.5 Yearly funding distribution**

A maximum of 40% of the funding envelope is attributed to the fall semester, from August to December inclusive. The difference, at least 60% is distributed from January to July

## **3.6 Deadlines**

The deadlines are defined as follows.

Fall semester applications: the first week of October of the current academic year.

Winter and summer semester applications: the first week of March of the current academic year.

## **3.7 Requirements**

The following information and documents are required with the application:

- a. Detailed budget for the project. Said budget must include all source of revenue even if provisional, and a detailed account of expenses.
- b. The name, Phone number, email and student ID of all the people in charge of the project.
- c. A clear description of the project of no more than five (5) pages (Times New Roman, 11pt, single-spaced).

## **3.8 Analysis of applications**

The applications will be evaluated no later than four (4) weeks following the deadline.

## **3.9 Budget leftovers**

In the event that the budget dedicated to Special project funding would not be exhausted, what is left will be rolled over to the next semester.

## **3.10 Requirements following implementation**

Following the implementation of the project, the group will provide GSA with a complete financial statement, which should include a copy of the receipts, showing that the money paid was used to achieve the objectives related to the funding request. The report must be filed four (4) weeks after the end of the funded project.

If a group doesn't fill this requirement the said group and its representatives will be banned from further funding opportunities from the GSA.