

# **BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION**

## **Document 003A**

### **SCHEDULE A – ANCILLARY FEES MANAGED BY THE ASSOCIATION**



**AS PRESENTED & APPROVED**  
**April 30<sup>th</sup>, 2020**



# **Brock University Graduate Students' Association**

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Schedule A – Ancillary Fees Managed by the Association

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## **PREAMBLE**

This document represents the Memoranda and associated documentation for all Ancillary fees that are collected by Brock University and then remitted to the Graduate Students' Association (GSA), that are then managed directly by the association. These fees are subject to restrictions within the documentation provided, but also by limitations placed on them by the GSA Constitution, as well as external contracts with various other organizations both at the university and beyond.

Adjustments to the fees can be made throughout the year, whenever there is a body with sufficient authority to make the change, as provided for by the GSA Constitution. The introduction of any new fees, or any increase to a specific fee must be done following any protocols or agreements between the GSA and Brock University.

### **ARTICLE ONE – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION MEMBERSHIP FEE**

This fee was first passed in April 2019 as the GSA Operating Fund. The fee was a combination of two historical GSA Fees, providing the first MOU to govern them and simplify their administration in response to the Student Choice Initiative.

### **ARTICLE TWO – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION EMERGENCY STUDENT SUPPORT FUND**

This fee was first passed in April 2019 but was subsequently combined with the GSA Operating Fund when it was reclassified as a non-essential fee. Following the move to return to a framework where all ancillary fees are essential, this fee is being returned to its place as a standalone fee with a separate MOU.

### **ARTICLE THREE – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION CAPITAL FUND**

This fee was first passed in April 2019 replacing a legacy fee for Capital/Maintenance which was included in GSA Annual Budgets and separately allocated but never formally codified. At the time it was calculated as fifteen percent (15%) of the former GSA Fee.

### **ARTICLE FOUR – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION HEALTH AND DENTAL PLAN FEE**

This fee was first passed in the early 2000's as solely a Health Plan, where Dental coverage was added several years later. This document represents the first formalized MOU to govern the fee.



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### **ARTICLE ONE – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION MEMBERSHIP FEE**

#### **Fee Question:**

**Do you support an increase of \$2.71 to the existing \$27.12, per term, Brock University Graduate Students' Association Operating Fund, and for the fund to be renamed the Brock University Graduate Students' Association Membership Fee, as per the Memorandum of Understanding?**

**YES      NO**

#### **Memorandum of Understanding Brock University Graduate Students' Association Membership Fee April 2020**

#### **The Brock University Graduate Students' Association Membership Fee:**

1. The approval of this document shall establish the Brock University Graduate Students' Association Membership Fee, to operate under the terms and conditions outlined in this Memorandum of Understanding.
2. The Brock University Graduate Students' Association Membership Fee shall be a \$29.83 per term fee.
3. The Brock University Graduate Students' Association Membership Fee shall be a levied to all graduate students, in all academic sessions and durations.
4. All monies collected by Brock University for the Brock University Graduate Students' Association Membership Fee shall be forwarded to the Brock University Graduate Students' Association and shall be spent in accordance with an annual budget approved by the Brock University Graduate Students' Association Board of Directors.
5. Any monies collected from the Brock University Graduate Students' Association Membership Fee, not spent within the same fiscal year as collected, by the Brock University Graduate Students' Association shall remain as retained earnings and shall only be spent in accordance with this Memorandum of Understanding.
6. The monies collected from The Brock University Graduate Students' Association Membership Fee shall only be spent on expenditures directly related



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to the establishment, operation, management, services and programming outlined in this Memorandum of Understanding.

7. The Brock University Graduate Students' Association Membership Fee may increase annually, subject to provisions and stipulations within the GSA Constitution. Such an increase shall be subject to approval from the Brock University Graduate Students' Association Board of Directors. Increases shall take place effective September 1st of each year, beginning no sooner than September 2020.

### **Purpose of the Brock University Graduate Students' Association Membership Fee:**

8. This fee is to be used only on items identified within this Memorandum, upon approval by the appropriate governing body of the Brock University Graduate Students' Association.

9. This fee may be spent by the Brock University Graduate Students' Association on items including, but is not limited to:

- a. Office Administration, which may include: Promotional activities, legal fees, financial fees, insurance, technological operational expenses,
- b. Health and Dental Plan Administration, which may include: any promotional materials and related expenses required for the graduate student health and dental plans,
- c. Organizational Governance, which may include: Volunteer professional development, travel expenses related to roles of governing personnel,
- d. Human Resources, which may include: All expenses covering wages, salaries, benefits, reporting and professional development of employees of the GSA,
- e. Other Expenses, which may include: Other costs associated with the administration and delivery of Graduate Operating services and programs, on an as needed basis.

10. This fee shall be spent in accordance with all relevant policies and procedures passed by the Brock University Graduate Students' Association.

### **Transfer of Fees:**

11. This fee shall be collected by Brock University and transferred to the Brock University Graduate Students' Association as per the omnibus agreement between Brock University and the Brock University Graduate Students' Association.



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### **ARTICLE TWO – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION EMERGENCY STUDENT SUPPORT FUND**

#### **Fee Question:**

**Do you support the reallocation and reinstatement of a \$1.31, per term, fee to support the Brock University Graduate Students' Association Emergency Student Support Fund as per the Memorandum of Understanding?**

**YES NO**

#### **Memorandum of Understanding Brock University Graduate Students' Association Emergency Student Support Fund April 2020**

#### **The Brock University Graduate Students' Association Emergency Student Support Fund:**

1. The approval of this document shall establish the Brock University Graduate Students' Association Emergency Student Support Fund, to operate under the terms and conditions outlined in this Memorandum of Understanding.
2. The Brock University Graduate Students' Association Emergency Student Support Fund shall be a \$1.31 per term fee.
3. The Brock University Graduate Students' Association Emergency Student Support Fund shall be a levied to all graduate students, in all academic sessions and durations.
4. All monies collected by Brock University for the Brock University Graduate Students' Association Emergency Student Support Fund shall be forwarded to the Brock University Graduate Students' Association.
5. Any monies collected from the Brock University Graduate Students' Association Emergency Student Support Fund, not spent within the same fiscal year as collected, by the Brock University Graduate Students' Association shall remain as retained earnings and shall only be spent in accordance with this Memorandum of Understanding.
6. The monies collected from The Brock University Graduate Students' Association Emergency Student Support Fund shall only be spent on expenditures directly related to the establishment, operation, management, services and programing outlined in this Memorandum of Understanding.



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7. The Brock University Graduate Students' Association Emergency Student Support Fund may increase annually, subject to provisions and stipulations within the GSA Constitution. Such an increase shall be subject to approval from the Brock University Graduate Students' Association Board of Directors. Increases shall take place effective September 1st of each year, beginning no sooner than September 2020.

### **Purpose of the Brock University Graduate Students' Association Emergency Student Support Fund:**

8. This fund is to be used only on items identified within this Memorandum, upon approval by the appropriate governing body of the Brock University Graduate Students' Association.

9. Emergency Student Support provided by the Brock University Graduate Students' Association may include:

a. Direct student support service provision such as; food bank operation, infrastructure and maintenance as well as general funding and voucher programs,

b. In-Direct student support services provision such as; entering in to negotiations with relevant providers and, if such negotiations are concluded on mutually-acceptable terms, to enter into agreements with these providers that result in each student in need having access to food bank operation, infrastructure and maintenance as well as general funding and voucher programs,

c. Other costs associated with the administration and delivery of Graduate Student support services and programs, on an as needed basis.

10. This fee shall be spent in accordance with all relevant policies and procedures passed by the Brock University Graduate Students' Association.

### **Transfer of Fees:**

11. This fee shall be collected by Brock University and transferred to the Brock University Graduate Students' Association as per the omnibus agreement between Brock University and the Brock University Graduate Students' Association.



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### **ARTICLE THREE – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION CAPITAL FUND**

#### **Fee Question:**

**Do you support an increase of \$0.16 to the existing \$1.68, per term, fee to support the Brock University Graduate Students' Association Capital Maintenance Fund as per the Memorandum of Understanding?**

#### **Memorandum of Understanding Brock University Graduate Students' Association Capital Maintenance Fund April 2020**

#### **The Brock University Graduate Students' Association Capital Maintenance Fund:**

1. The approval of this document shall establish the Brock University Graduate Students' Association Capital Maintenance Fund, to operate under the terms and conditions outlined in this Memorandum of Understanding.
2. The Brock University Graduate Students' Association Capital Maintenance Fund shall be a \$1.84 per term fee.
3. The Brock University Graduate Students' Association Capital Maintenance Fund shall be a levied to all graduate students, in all academic sessions and durations.
4. All monies collected by Brock University for the Brock University Graduate Students' Association Capital Maintenance Fund shall be forwarded to the Brock University Graduate Students' Association and shall be spent on an as needed basis in accordance with the GSA Constitution.
5. Any monies collected from the Brock University Graduate Students' Association Capital Maintenance Fund, not spent within the same fiscal year as collected, by the Brock University Graduate Students' Association shall remain as retained earnings and shall only be spent in accordance with this Memorandum of Understanding.
6. The monies collected from The Brock University Graduate Students' Association Capital Maintenance Fund shall only be spent on expenditures directly related to the establishment, operation, management, services and programing outlined in this Memorandum of Understanding.
7. The Brock University Graduate Students' Association Capital Maintenance Fund may increase annually, subject to provisions and stipulations within the GSA





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Constitution. Such an increase shall be subject to approval from the Brock University Graduate Students' Association Board of Directors. Increases shall take place effective September 1st of each year, beginning no sooner than September 2020.

### **Purpose of the Brock University Graduate Students' Association Capital Maintenance Fund:**

8. This fund is to be used only on items identified within this Memorandum, upon approval by the Brock University Graduate Students' Association Board of Directors or Executive Committee.

9. Repair and maintenance of Brock University Graduate Students' Association assets may include:

- a. Infrastructure Costs, (i.e. roof, plumbing, air conditioning systems, flooring, etc.),
- b. Accessibility projects as required by AODA legislation,
- c. General repairs associated with wear and tear to GSA owned and/or operated spaces and equipment,
- d. Renovations/Expansions to GSA owned and/or operated spaces,
- e. Other Maintenance costs.

10. This fee shall be spent in accordance with all relevant policies and procedures passed by the Brock University Graduate Students' Association.

11. To be spent on an as needed basis, which requires approval from the Brock University Graduate Students' Association Board of Directors.

### **Transfer of Fees:**

12. This fee shall be collected by Brock University and transferred to the Brock University Graduate Students' Association as per the omnibus agreement between Brock University and the Brock University Graduate Students' Association.



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### **ARTICLE FOUR – THE BROCK UNIVERSITY GRADUATE STUDENTS' ASSOCIATION HEALTH AND DENTAL PLAN FEE**

#### **Fee Question:**

**Do you support an increase of \$23.75 to the existing \$475.00 per year fee to support the Brock University Graduate Students' Association Health and Dental Plan Fee as per the Memorandum of Understanding?**

#### **Memorandum of Understanding Brock University Graduate Students' Association Health and Dental Plan Fee April 2020**

#### **The Brock University Graduate Students' Association Health and Dental Plan Fee:**

2. The approval of this document shall establish the Brock University Graduate Students' Association Health and Dental Plan Fee, to operate under the terms and conditions outlined in this Memorandum of Understanding.
4. The Brock University Graduate Students' Association Health and Dental Plan Fee shall be a \$498.75 per year fee.
5. The Brock University Graduate Students' Association Health and Dental Plan Fee shall be a levied to all full-time domestic, and all full-time and part-time international graduate students.
6. Any student charged with the Student Health Insurance Fee who provides proof of comparable Canadian coverage during the opt out period will be refunded one hundred percent (100%) of the Health and Dental Plan Fee.
7. The opt out period will typically be open for the month of September (1<sup>st</sup>-30<sup>th</sup>) but in all cases shall not finish less than fourteen (14) calendar days from and including the first day of classes.
8. All monies collected by Brock University for the Brock University Graduate Students' Association Health and Dental Plan Fee shall be forwarded to the Brock University Graduate Students' Association and shall be allocated in accordance to any relevant legislation by either the GSA's Board of Directors or Executive Committee.
9. Any monies collected from the Brock University Graduate Students' Association Health and Dental Plan Fee, not spent within the same fiscal year as collected, by the Brock University Graduate Students' Association shall remain as



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retained earnings and shall only be spent in accordance with this Memorandum of Understanding.

10. The monies collected from The Brock University Graduate Students' Association Health and Dental Plan Fee shall only be spent on expenditures directly related to the plan, specifically to the establishment, operation, and management of services and programming as outlined in this Memorandum of Understanding.

11. The Brock University Graduate Students' Association Health and Dental Plan Fee may increase annually, subject to provisions and stipulations within the GSA Constitution. Such an increase shall be subject to approval from the Brock University Graduate Students' Association Board of Directors. Increases shall take place effective September 1st of each year, beginning no sooner than September 2020.

12. Plans and coverage shall be adjusted as needed, not less than once per year, and will be evaluated by both parties as per relevant contractual agreements.

13. This fee shall be spent in accordance with all relevant policies and procedures passed by the Brock University Graduate Students' Association.

### **Transfer of Fees:**

14. This fee shall be collected by Brock University and transferred to the Brock University Graduate Students' Association as per the omnibus agreement between Brock University and the Brock University Graduate Students' Association.



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## **SCHEDULE A AMENDMENT HISTORY**

- a. This document replaces all previous Memoranda of Understanding as they relate to fees directly managed by the association. It has been labeled Document 003A to indicate it is the first version, with subsequent revisions to follow the naming protocol as outlined within Document 010A. This document was passed on April 30<sup>th</sup>, 2020.