



# Brock University Graduate Students' Association

## Document 018A

### The Graduate Students' Association Program Assembly Policy

#### Name:

1. This Document shall be known as the "Program Assembly Policy"

#### Purpose:

2. The purpose of this document is to outline the structure of the Graduate Students' Association Program Assembly (hereinafter referred to as the GSA Assembly). The GSA Assembly is intended to provide graduate students the opportunity to raise concerns from their individual programs to the attention of the GSA as well as a means of communication between various programs.

#### Mandate:

3. The GSA Assembly shall be created under the provision of Article Seven, Section VI of the GSA Constitution (Document 001). Pursuant to Subsection b, which provides the Officers of the GSA the authority to create groups that would be both in the GSA's interests as well as being necessary for the efficient operation of the organization.
4. The GSA Assembly has been established by the Officers of the GSA and affirmed by the Board of Directors as a broad standing commission, which shall take the place of the previously constituted Program Council.

#### Term:

5. The Program Assembly shall be constituted in September of 2020 and shall be reconstituted annually from among the membership of the organization.
6. The GSA Assembly shall have authority for a period not exceeding twelve (12) months. Terms shall normally run from September 1<sup>st</sup> through August 31<sup>st</sup> of the following year.
7. Individual Program Delegates may hold their position for a term not exceeding twelve (12) months, the period for which shall normally coincide with that of the GSA Assembly, as defined above. Delegates may serve for less than a full term, if the circumstance should dictate.
8. Delegates may be reappointed for subsequent terms and there shall be no limit on the number of terms a Program Delegate may serve.
9. No Delegate may represent more than one (1) program simultaneously.

#### Composition:

10. Each Graduate Program shall be entitled to send one (1) delegate to the GSA Assembly, the number of programs to be represented shall be found of the webpage of the Faculty of Graduate Studies, and shall be reviewed before the start of each term to ensure the most recent list of programs is reflected in the Assembly's composition.



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11. The total number of Delegates to the Assembly shall not exceed the number of graduate programs offered by the university.
12. Delegates may be nominated by their program, from peers within their program or be self-nominated.
13. Members of the GSA Executive shall be considered ex-officio, voting members of the assembly.
14. The Assembly shall normally be Chaired by the GSA President or the GSA Deputy President if the President is unavailable.

#### Meetings:

15. The GSA Assembly shall meet on an as-needed basis and must meet at least once (1) during the winter term but may meet up to twice (2) per term, for a total of six (6) times per year.
16. Meetings of the GSA Assembly may, given appropriate notice, qualify as a Special General Meeting (SGM) or Annual General Meeting (AGM) as outlined by the GSA Constitution.
17. The first meeting of the Assembly must be held no later than April 30<sup>th</sup> of each year.
18. Meetings may be held in-person, virtually or as a hybrid depending on the needs of the assembly.

#### Delegate Qualifications:

19. Individuals shall have the following qualifications in order to be serve as an Assembly Delegate:
  - a. A member of the program an individual seeks to represent,
  - b. A current member of the GSA at the time of their appointment and their term of office,
  - c. Able to attend meetings,
  - d. Not currently serving as a member of the Board of Directors of the GSA.

#### Responsibilities:

20. Program Delegates to the Assembly (hereinafter referred to as 'Delegates') are individuals responsible for being a liaison between the GSA Executive and the graduate students in their programs. As representatives from within their own Programs, Delegates will liaise between the GSA and their own program and represent students by using their voice in the GSA. This relationship provides an opportunity to bring issues or concerns from within programs to the attention of the GSA and the larger graduate community. Specifically, Program Delegates:
  - a. Shall report on the activities, proceedings and policies of their programs at meetings of the GSA Assembly;
  - b. Shall read the monthly executive reports and come to each meeting prepared with questions or concerns;



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- c. Shall be actively engage in the voting process when needed;
- d. Shall be in contact with the members in their program to ascertain their views and bring their views to the GSA Assembly;
- e. Shall commit to attending GSA events whenever possible and to promoting these events within their programs;
- f. Are encouraged to bring initiatives to GSA Assembly for consideration;
- g. Shall notify the Chair and Vice-Chair in advance if they are unable to attend an Assembly meeting;
- h. Whose programs have cohorts at satellite campuses (e.g. Hamilton) will actively work with members from these campuses to ensure that their needs are represented at the Assembly;
- i. Actively encourage members to participate in GSA Committees and GSA events;

#### Attendance Requirements:

21. Attendance by Delegates at the Assembly is mandatory, unless granted an absence from the Chair. Delegates are obliged to inform the Chair and the Vice-Chair in advance if they are not able to attend an Assembly meeting:
22. If a delegate misses two (2) consecutive Assembly meetings that person shall cease to be a delegate, and the vacant seat shall be filled pursuant to this document.
23. If a delegate misses three (3) total Assembly meetings that person shall cease to be a delegate, and the vacant seat shall be filled pursuant to this document

#### Voting Privileges:

24. A delegate who has voting privileges pursuant to Sections 3 and 4 of this policy shall have one vote and shall have the right to vote at all assembly meetings.
25. No Delegate shall be permitted to vote by proxy.

#### Recruitment and Vacancies:

26. The GSA will process applications in the order that they are received and fill any vacancies in the assembly accordingly, and candidates for delegate positions will be considered in that order. This process shall apply to recruitments for the whole assembly, both prior to the start of term, as well as to recruitments to fill vacancies during a term as they arise.  
Delegate vacancies as the result of recall or resignation shall be filled on an as-needed basis and shall normally be filled from the initial list of applicants based on when applications to serve as a delegate were first received. If no list exists or the list has been exhausted the GSA shall extend a call to that program to fill that vacancy. If the position cannot be filled it shall remain vacant until a candidate can be selected.



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27. Positions shall be declared vacant automatically if a delegate should fail to comply with Section 18 or Sections 20-22 of this document.
28. Resignations by any Delegate of the GSA are to be addressed to the Chair in either hardcopy or via email. Upon the receipt of a resignation, the Chair is to confirm to the member that the correspondence has been received.
29. Verbal resignations cannot be accepted by Assembly unless that verbal resignation is made in the presence of a convened session of Assembly.

#### Evaluation:

30. Pursuant to Article Seven, Section VI of the GSA Constitution (Document 001), specifically Subsection d, the Officers of the GSA will evaluate the effectiveness of the Assembly each year in the final term of their mandate.