



# Brock University Graduate Students' Association

## Document 019A

### The Graduate Students' Association Program Delegate Policy

#### Name:

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

#### Scope:

2. Program Delegates shall be considered volunteers, and not have any statute responsibilities under either the Ontario Corporations Act, 1990 and the Ontario Not-for-profit Corporations Act, 2017 (ONCA). They are recruited through an annual process and ongoing process of recruitment and shall not normally be subjected to elections.

#### Purpose:

3. The purpose of this document is to outline the specific roles and responsibilities of the delegates of the GSA Program Assembly.

#### Delegate Appointment Process:

4. The GSA shall normally select Program Delegates on a first-come, first-served basis.
5. The GSA Executive shall approve any applications for membership on the Assembly prior to Delegates being confirmed and invited to participate.

#### Delegate Term of Office:

6. Program Delegates of the GSA are appointed to one-year terms and may seek reelection to a maximum of eight (8) consecutive terms.
7. Terms shall normally run from September 1<sup>st</sup> to August 30<sup>th</sup> of the following year.
8. Individuals may re-apply for their role as a Program Delegate provided, they maintain membership within that constituency.
9. Program Delegates may apply to represent an alternate constituency if their program of study at the university has changed.
10. No individual may represent more than one (1) program on the Program Assembly.
11. Any Delegate found to no longer be a member of the program they represent shall immediately be removed as a program delegate.
12. Individuals may apply for reappointment to the program assembly.

#### Accountability:

13. Program Delegates shall be accountable to the GSA Executive. Delegates are also accountable to federal, provincial, municipal government funding bodies and any other group that provides financial assistance to the organization.

#### Roles and Responsibilities:

**Enacted:** February 2022

**Last Review:** February 2022

**Next Review:** January 2026



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14. Individual Program Delegates are required to uphold the roles and responsibilities outlined in Document 018 – The Graduate Students' Association Program Assembly Policy, alongside those specified within relevant municipal, regional, provincial and federal legislation.
15. As delegates may be appointed on behalf of specific programs, they may hold perspectives that will inform the board during its deliberations on issues pertaining to graduate students. However, delegates are required to make decisions that are in the best interests of the association, not those of their specific constituencies.
16. Delegates will be required to participate in Faculty Communities, typically held as breakout sessions within Program Assembly. These meetings shall be held under the terms outlined by Document 057 – The Graduate Students' Association Faculty Communities Policy

#### **Responsibilities and Compliance:**

17. Program Delegates are required to adhere to the responsibilities outlined in Document 018, as well as any other relevant legislation set out by the Executive Committee or the Board of Directors.
18. Program Delegates are also required to comply with the following GSA legislation:
  - a. Document 112 – Board Conflict of Interest Policy
  - b. Document 113 – Board Confidentiality Policy
  - c. Document 114 – Board Solidarity Policy
  - d. Document 115 – Board Member Sanctions Policy
  - e. Document 117 – Minute Taking and Records Retention Policy
  - f. Document 118 – In-Camera Proceedings Policy
  - g. Document 119 – In-Camera Records Retention Policy

#### **Delegate Removal Process:**

19. From time-to-time delegates may need to be removed from their role, owing to conduct, attendance, or other factors.
20. The GSA Executive shall be responsible for monitoring performance and conduct of Program Delegates and shall communicate any issues to relevant parties as they come to their attention.
21. Delegates may be removed by a simple majority (50%+1) vote of the executive committee.