THE UNIVERSITY OF MANITOBA EDUCATION GRADUATE STUDENTS’ ASSOCIATION

(Hereinafter referred to as “the EdGSA”)

CHARTER

We respectfully acknowledge that The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past and present, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

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THE UNIVERSITY OF MANITOBA FACULTY OF EDUCATION

GRADUATE STUDENTS’ ASSOCIATION

CHARTER

# ARTICLE I: NAME

1. The University of Manitoba Faculty of Education Graduate Students’ Association shall be referred to as the Education Graduate Students’ Association, or ‘EdGSA’ for short.

# ARTICLE II: PURPOSE / OBJECTIVES

1. To represent and promote the interests of all graduate students in the Faculty of Education at The University of Manitoba, both within the Faculty of Education and beyond in the wider campus community.
2. Establish a process of selection for various graduate representatives as required within the faculty. These representatives will act as liaisons between the EdGSA and their respective areas.
3. Maintain regular communication with the Faculty of Education and Graduate Students’ Association (UMGSA) representatives, to ensure effective representation of key issues to the students in the faculty.
4. Work to actively engage members of the Faculty of Education through initiatives such as social events, advocacy, newsletters, regular communications, social media updates, etc.
5. Work to assist in matters or concerns brought to the committee by members or graduate students within the faculty.
6. The EDGSA will be responsible for establishing any sub and ad-hoc committees as well as working groups as needed.
7. Regular meetings of the EDGSA shall be held at least once a term, at the call of the Chair or on the request of three members of the Executive.
8. Elect, from among its members an Executive prior to the beginning of May of each school year.

# ARTICLE III: ORGANIZATIONAL MEMBERSHIP

1. To be a member of the EdGSA, a student must be a registered graduate student (full or part-time) in the Faculty of Education at the University of Manitoba.
2. Individuals elected to a position who complete their course of study during their term of office may continue to serve and complete the term of office to which they were last elected.

# ARTICLE IV: ELIGABILITY TO BECOME A DIRECTOR

1. In addition to the criteria outlined in Article III, every director shall:
	1. Agree to manage the Association in accordance with the vision, mission and values of the EdGSA;
	2. be a member of the EdGSA in good standing;
	3. agree to adhere to any and all requirements outlined in this or any other EdGSA document; and
	4. abide by all relevant policies and laws of the institution and related jurisdictions.

# ARTICLE V: BOARD OF DIRECTORS

1. The EdGSA shall have a Board of Directors, who shall manage the affairs of the organization on behalf of the general membership subject to the conditions established in all relevant legislation.
2. The Board of Directors shall consist of all members of the Executive Committee, also known as the officers, along with additional program/committee representatives.
3. The board may appoint additional members on an interim basis, but any additional members not mentioned in this charter must be ratified at the next general meeting after their appointment.
4. The Board of Directors of the EdGSA shall not exceed fifteen (15) members.
5. Members of the Board shall be elected annually by the general membership of the EdGSA at the Annual General Meeting (AGM).
6. The Board shall consist of the following executive directors, directly elected by the membership at a general meeting, whose positions shall be further outlined in Article VI of this Charter.
	* 1. One (1) President;
		2. One (1) Vice-President, Student Events
		3. One (1) Vice-President, Finance & Administration
		4. One (1) Vice-President, Communications & Secretary
		5. One (1) Vice-President, Academic Advocacy
		6. One (1) Immediate Past-President, *non-voting*
7. The Board shall consist of the following, non-executive directors.
	* 1. Three (3) UMGSA Council Representatives,
		2. One (1) GSS Representative,
		3. One (1) Indigenous Graduate Student Representative
8. The board may amend the composition of the non-executive directors outlined in Article V, Section 7, subject to any limitations outlined within this Charter.
9. Members of the Board may hold up to two positions simultaneously provided that such action does not conflict with Article VI, Section 1, subsections d-e.
10. At the first meeting of the Board the Directors shall elect;
	* 1. Departmental Representatives for both the M.Ed. and Ph.D. programs;
		2. Determine membership for all EdGSA Committees, where applicable;
		3. Committee Chairs for all standing and ad-hoc committees of the EdGSA in accordance with all applicable committee By-Laws.
11. Members of the Board are bound by the terms of this Charter as well as any and all applicable By-Laws, Policies and additional legislation. Contravention of EdGSA legislation or municipal, regional, provincial and federal law may result in impeachment from a position, removal from the Board or rescinding of organizational membership.
12. The President of the EdGSA shall jointly serve as the Chair of the Board of Directors, the Board shall elect from amongst its membership a Vice-Chair at the first meeting of the Board.
13. In addition to the responsibilities provided for within the Charter, all Directors are responsible for following the responsibilities outlined in any/all applicable legislation.

# ARTICLE VI: EXECUTIVE COMMITTEE

1. Composition:
	1. The following members of the Board shall be considered officers of the EdGSA;
		1. President;
		2. Vice-President, Student Events
		3. Vice-President, Finance & Administration
		4. Vice-President, Communications & Secretary
		5. Vice-President, Academic Advocacy
		6. Immediate Past-President, *non-voting*
	2. All members of the Executive Committee shall have full voting privileges.
	3. The Executive Committee may, from time to time, act in place of the whole Board if time or scheduling does not permit the board to meet to achieve resolution. The Executive Committee may not act in place of the Board if the Board is able to conduct business as usual;
	4. No executive role outlined above shall be subdivided or adjusted without further revision to this document.
	5. There shall be one office holder per role.
	6. The Past-President shall be the most recent individual to have completed the majority of their term as President.
2. Responsibilities:
	1. All Officers are responsible for following the responsibilities:
		1. The President shall:
			1. Act as the chair of both the Executive Committee and the Board of Directors. Additionally, the President shall act as the Chair for any meetings of the general membership. The President shall also perform such duties as outlined by the Board or General Membership, from time to time.
		2. The Vice-President, Finance and Administration shall:
			1. Act as the Treasurer for the EdGSA and shall perform such duties as outlined by the Board or General Membership, from time to time.
		3. The Vice-President, Student Events shall:
			1. Act as the lead for planning any and all events and related programming for graduate students in the Faculty of Education, on behalf of the EdGSA and shall perform such duties as outlined by the Board or General Membership, from time to time.
		4. The Vice-President, Communications and Secretary shall:
			1. Act as the Secretary for the EdGSA and shall perform such duties as outlined by the Board or General Membership, from time to time.
		5. The Vice-President, Academic Advocacy shall:
			1. Perform such duties as outlined by the Board or General Membership, from time to time.
		6. The Past-President shall:
			1. Perform such duties as outlined by the Board or General Membership, from time to time.
	2. Additional Officers may be created on an ad-hoc basis when deemed necessary by two-thirds (2/3) majority of the Board of Directors of the EdGSA but must be ratified by two-thirds (2/3) majority at the next EdGSA AGM.
	3. The board may establish additional responsibilities, outlined through respective policy or terms of reference, and attach them as separate additions to this Charter.

# ARTICLE VII: MEETINGS

1. Annual General Meetings (AGM’s):
	1. The EdGSA shall hold one (1) General Meeting yearly and shall be convened to coincide with the Graduate Students’ Symposium (GSS).
	2. Members of the EdGSA shall receive seven (7) days’ notice before these Meetings are convened. This notice shall include an agenda of issues to be discussed at the Annual General Meeting. The agenda shall be set and drafted by the Executive of the EdGSA.
	3. Members of the EdGSA who wish to run for executive positions must submit their candidacy to the President at least five (5) days prior to the Annual General Meeting. Names of candidates shall be listed on the agenda.
	4. A simple majority (50% + 1) of votes cast by the members present shall settle all questions except when the vote or consent of a greater number of members is required by this Charter.
	5. Within a period of fourteen (14) days after the General Meeting, the Vice-President, Communications and Secretary shall file the minutes of the meeting.
2. General Meetings:
	1. General Meetings may be called at the request of the Board or by at least ten (10) general members of the EdGSA.
3. Board Meetings:
	1. The Board of Directors shall have regular meetings. The Board shall normally provide five (5) days’ notice to directors before these Meetings are convened. This notice shall include an agenda of issues to be discussed at the Monthly Meeting. The agenda shall be set and drafted by the Executive Committee.
	2. Within a period of fourteen (14) days after the Monthly Meeting, the Vice-President, Communications and Secretary shall file the minutes of the meeting.
4. Committee Meetings:
	1. Committees of the Board shall hold meetings, where and when required, as determined by the committee membership.

# ARTICLE VIII: ELECTION OF DIRECTORS AND OFFICERS

1. The election of Directors and Officers shall comply with the following procedures:
	1. Each candidate shall be permitted to address the General Meeting. Their speaking time shall not exceed three (3) minutes;
	2. The Chair shall then explain voting procedures and may appoint a returning officer to oversee said procedures;
	3. Each member present in person shall be entitled to exercise one (1) vote;
	4. Every vote shall be registered through secret ballot;
	5. The Candidate who receives a simple majority (50%+1) of votes shall be declared elected by the Chair of the General Meeting;
	6. In the event of a tie, candidates shall again be permitted to address the General Meeting. Their speaking time shall not exceed two (2) minutes. Voting shall then resume;
	7. In the event of a second tie, the Chair of the General Meeting shall toss a coin to determine the candidate elected.
2. Quorum for the election of Executive Officers shall be ten (10) voting members of the EdGSA present in person. Failure to meet quorum shall result in the postponement and rescheduling of the General Meeting by the Chair of the General Meeting.
3. All positions shall be elected annually by the membership of the EdGSA with the exception of the Past-President, who shall be ex-officio and filled automatically filled by the most recent occupant of the Presidency role as per Article VI, Section 1, subsection f.

# ARTICLE IX: RESIGNATION OF OFFICERS

1. Any member of the Executive may resign at any time,
2. Any resignation by a Director or Officer of the EdGSA must be submitted to the President and Vice-President, Communication and Secretary by either physical or electronic means. In the event of a resignation by the President the communication must be sent to the Vice-President, Communication and Secretary and the Vice-President, Finance and Administration.
3. If the resignation is found to be due to reasonable circumstances the Board may not withhold acceptance. If the resignation of an officer should take effect with more than one (1) month remaining in that officer’s term, the Board shall appoint a replacement from amongst their membership. If no member is qualified and/or interested then the Board shall appoint a general member of the EdGSA to fulfill the role until the completion of that term.

# ARTICLE X: VACANCIES

1. If the office of any officer of the EdGSA shall become vacant by reason of death, resignation, and disqualification or otherwise, the Board may appoint any person who meets the qualifications of the position and is a member of the EdGSA in good standing as outlined in Article IV.

# ARTICLE XI: IMPEACHMENT

1. The impeachment of individual Executive Officers shall comply with the following procedures:
	1. At an Annual General Meeting or a General Meeting, a motion for impeachment shall be put forward from the floor by a member of the EdGSA and seconded from the floor by another member of the EdGSA;
	2. Members of the EdGSA present in person shall then vote on the said motion;
	3. Should the motion be defeated, the Director in question shall be exonerated;
	4. Should the motion be passed, the Director in question shall be removed;
	5. Should a motion of impeachment against the Immediate Past-President be passed, the President shall assume the duties of Chair for the remainder of the Meeting;
	6. After voting procedures, no further discussion on the motion shall ensue and the Meeting shall resume along the lines set out in the agenda;
	7. At the following Meeting, the member who put forward the motion for impeachment shall present his/her case before the EdGSA. Speaking time shall not exceed five (5) minutes;
	8. The Director under review shall then be given the opportunity to respond. Speaking time shall not exceed five (5) minutes;
	9. The Chair of the General Meeting shall then explain voting procedures;
	10. Each member present in person shall be entitled to exercise one (1) vote;
	11. Any votes by proxy shall be declared invalid and collected/disposed of by the Chair of the General Meeting;
	12. Every vote shall be registered through secret ballot;
	13. A two-thirds (2/3) majority of members present are required for impeachment to successfully pass.
2. Should the EdGSA membership choose to impeach a Director, a new motion to replace the Director is required and they shall be elected in accordance with Article VIII of this Charter.

# ARTICLE XII: EXECUTIVE TRANSITION

1. All positions on the Board of Directors shall be for one-year terms, beginning May 1st and ending April 30th the following year, except those positions affiliated with external membership whose terms shall be determined by those external bodies.
2. During the month of April, prior to the new Executive team taking office, it is the responsibility of the departing Executives to orient the newly elected Executive members to their roles. This includes teaching the incoming Executives about the EdGSA and UMGSA policies and procedures, transitioning records and materials (including office, locker combinations, all passwords to all EdGSA social media accounts, and bank accounts), and preparing the new Executives to be effective in their roles for the next year's work.
3. It is the responsibility of the departing President to ensure that all student requirements to UMGSA, including submission of a complete Executive Transition Form and the removal of all records and materials from the office and locker, have been fulfilled before the incoming Executives assume office.
4. It is the responsibility of the departing President and Vice- President, Finance to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Vice-President, Finance must arrange with the respective incoming Executives for the transition of the bank account(s) into the incoming President’s and Vice- President, Finance’s names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of April.
5. It is the responsibility of the incoming Executives to assume custody of all records and materials and accountability for all financial activities of the EdGSA and for all club requirements to UMGSA commencing with the first day of May.

# ARTICLE XIII: LEGISLATIVE HIERARCHY

1. The following pieces of organizational legislation are listed in order of their precedence and authority:
	1. EdGSA Charter
	2. EdGSA Policies
2. All legislation produced by the EdGSA shall be compliant with any all legislation created by the appropriate Federal, Provincial, Regional and Municipal authorities as well as any and all relevant legislation enacted by the University of Manitoba and the UMGSA.

# ARTICLE XIV: ORGANIZATIONAL LEGISLATION

1. EdGSA Charter:
	1. May be amended from time to time, in accordance with this document. Such amendments must be approved by the membership at a general meeting with a two-thirds (2/3rds) majority of those present voting in favour.
	2. Designed to provide the necessary framework for the general operation of the EdGSA on a year-to-year basis.
2. EdGSA Strategic Plan:
	1. A new strategic plan is to be created on a three-year cycle.
	2. May be created and amended, from time to time, by the board.
	3. Designed to provide the necessary framework for the general operation of the EdGSA over a three-year term.
3. EdGSA Policies:
	1. May be created and amended, from time to time, by the Board.
	2. All EdGSA Bylaws shall require a super majority (2/3rds) of members present to enact or rescind, but all amendments shall only require a simple majority (50%+1) of quorum.
	3. EdGSA Bylaws are documents created to address, in more specific terms, particular issues which have been identified as those that need to be addressed.

# ARTICLE XV: CHARTER AMMENDMENTS

1. This charter is subject to amendment.
2. Any amendment to this Charter must be approved by a two-thirds (2/3rds) majority of members, constituting a quorum, at a General Meeting.

# ARTICLE XVI: QUORUM

1. Quorum for a meeting of the Board of Directors, or any committee of the Board is considered to be 50%+1 of the current voting membership.
2. Quorum for a General Meeting or Annual General Meeting is ten (10) members of the EdGSA, in good standing.

# ARTICLE XVII: COMMITTEES OF THE BOARD

1. The Executive of the EdGSA may, from time to time, establish committees necessary to fulfilling the goals of the organization. All committees shall have a chair, who will be responsible for the coordination of meetings and report the activities of the committee to the EdGSA Executive.
2. The President shall normally be a full voting member of any EdGSA committees.
3. The Executive may establish additional documentation to support the operation of any EdGSA committees.

# ARTICLE XVIII: EXECUTION OF DOCUMENTS

1. Deeds, transfers, licenses, contracts, financial undertakings, and any other engagements requiring the signature of the EdGSA shall be signed by any two of the President, the Vice President, Finance and Administration, or the Vice-President, Communications and Secretary, or such other persons as may from time to time be designated by the Board.
2. Contracts in the ordinary course of the operations of the EdGSA may be entered into on behalf of the EdGSA by any two of the President, Vice President, Finance and Administration or the Vice-President, Communications and Secretary.

# ARTICLE XIX: FINANCIAL YEAR

1. As outlined in Article III, the financial year of the EdGSA shall run parallel to that of the University.

# ARTICLE XX: DISBANDMENT

1. The Board of the EdGSA is empowered, subject to the approval of the membership, to disband the EdGSA. In the event of the disbandment of the EdGSA, after payment of all debts and liabilities, its remaining assets shall be distributed or disposed of to the Faculty of Education and the Faculty of Graduate Studies at The University of Manitoba in accordance with all appropriate and applicable legislation of the EdGSA.

# Schedule A: Adoption of the Charter

1. This copy of the Charter was last modified and approved in \_\_\_\_\_\_\_\_\_\_\_ by a quorum of the membership and accepted by:

Printed Name: Kevin Oliver

Signature:

Title: EdGSA President 2022/2023

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: EdGSA Secretary 2022/2023

# Schedule B: Charter Amendment History

1. Below is a list of ratification dates for amendments to the EdGSA Charter.

Schedule C: Policies pertaining to Executive Responsibilities