



## **Graduate Programs in Education Students' Association (GPESA) Bylaws**

DGA name: Graduate Programs in Education Students' Association (GPESA)

Academic year: 2022-2023

### **1. DEFINITIONS**

- 1.1. "GSA" is the Graduate Students' Association of the University of Calgary.
- 1.2. "Departmental Graduate Association" (DGA) is a graduate student organization composed of Active Members in a department at the UCalgary; DGAs must meet the requirements of the GSA's Departmental Graduate Students' Association Policy.
- 1.3. "Department" is an academic department at the University of Calgary.
- 1.4. "GRC" is the Graduate Representative Council.
- 1.5. "UCalgary" is the University of Calgary.

### **2. PREAMBLE**

- 2.1. The name of the organization shall be “*The Graduate Programs in Education Students’ Association of the University of Calgary*”, hereinafter referred to as “GPESA”
- 2.2. GPESA is a DGA affiliated with the GSA according to the GSA’s Bylaws and the DGA Policy. The GSA’s Bylaws and DGA Policy shall supersede any contravening Bylaw herein.
- 2.3. The purpose of this DGA shall be:
  - 2.3.1. to promote and serve the intellectual, academic, cultural, social and recreational interests of the graduate students in the Werklund School of Education; hereinafter referred to as the “WSE”;
  - 2.3.2. to officially represent the interests of the graduate students of the WSE and act as their official voice for academic and administrative purposes;
  - 2.3.3. to acquire and make available information to assist graduate students in their sojourn in the WSE and at UCalgary;
  - 2.3.4. to foster a unified WSE graduate student community;
  - 2.3.5. to foster interaction and act as a liaison for dialogue between the graduate students, undergraduate students, and faculty members; and
  - 2.3.6. to facilitate the involvement of distributed learners in GPESA and other WSE activities.

### 3. MEMBERSHIP

- 3.1. All persons registered as graduate students in the Faculty of Graduate Studies in the Werklund School of Education (WSE) UCalgary who pay full-or part-time fees shall be members.
- 3.2. Members of the DGA shall have the following rights:
  - 3.2.1. To be represented on those UCalgary committees, boards, and other bodies to which members are entitled or have been granted representation, through the DGA’s duly elected or appointed representatives; and
  - 3.2.2. To participate in the DGA through its structure, services, and guidelines.

## 4. OFFICERS

### 4.1. The Officers of GPESA shall:

- 4.1.1. Be responsible for the administration of the affairs of GPESA;
- 4.1.2. Always be accountable to the membership at large and act as representatives and advocates of the members of GPESA;
- 4.1.3. Provide all documents generated by their respective offices to GPESA;
- 4.1.4. Submit reports and agenda items to the Secretary in advance of all meetings;
- 4.1.5. Abide by the bylaws and policies of the GSA; and
- 4.1.6. Attend all GPESA Executive and General Meetings

### 4.2. The Executive Council (EC) of GPESA shall consist of nine (9) Executive Officers and seven (7) Educational Specialization Area (EDSA) Representatives.

- 4.2.1. The Executive Officers shall consist of the Co-President (EDER); Co-President (EDPS); Vice President, Academic; Vice President, Student Life; Vice President, Finance and Operations; Secretary; Promotions and Media Relations Officer; Online and Professional Programs Officer; and GPE Peer Mentor Coordinator.
- 4.2.2. The EDSA Representatives shall consist of the representatives for Adult Learning, Learning Sciences, Curriculum and Learning, Leadership, Language and Literacy, Counselling Psychology, and School and Applied Child Psychology.

## 5. ELECTIONS

- 5.1. All officers shall be elected by ballot by a majority of the vote cast for that office. If there is only one nomination for a position, that position may be acclaimed.
- 5.2. The election shall be held each year during the month of April.
- 5.3. The Executive shall appoint a Chief Returning Officer (CRO) who is an Active Member not participating in the election as a nominee. The CRO shall remain impartial and non-partisan in all matters pertaining to the election. The CRO shall be answerable to the Executive for proper conduct of the General Election.
- 5.4. All campaign materials must be approved by the CRO prior to public dissemination. In the event that campaign materials are to be displayed or distributed, these materials cannot contain misinformation, slander, inappropriate endorsements, or discriminatory content. The CRO, at their sole discretion, has the authority to order removal of any campaign materials they deem inappropriate or in violation of the By-Laws of the GSA or GPESA. The CRO may remove any candidate from the election for violation of these standards after a suitable warning. Appeals of the CRO's decision may be filed

with the Co-Presidents. Only a unanimous vote by the Executive can overrule the CRO's decision.

- 5.5. The CRO shall announce the holding of an election at least fourteen (14) calendar days prior to the opening date of the election and shall specify the procedures for nominating and voting, including the time period for each.
- 5.6. Nominations shall be accepted immediately following the announcement and shall close one (1) day before the announced election date.
- 5.7. If an insufficient number of nominations have been made by the end of this period, the nomination period for that position can be extended by seven (7) calendar days at the discretion of the CRO.
- 5.8. After the nomination period is closed, Active Members will have a period of up to three (3) business days to vote by secret ballot in a manner clearly stated in the announcement of the General Election. Ballots received after this prescribed period shall be invalid.
- 5.9. Nominations for all elected Officers shall be in writing and the nominee must be an Active Member. No Active Member may nominate more than one person for each elected officer.
- 5.10. After the end of the voting period, the ballots shall be counted by the CRO. A majority of votes shall constitute election to office in the case of all Officers. A nominee shall also be elected to a given position by acclamation if no other nominations are made for such office. In the case of a tie, the Executive shall cast a deciding vote based on a majority vote called by the CRO.
- 5.11. The CRO shall inform the GPESA membership of the names of the successful candidates and shall submit a report at the earliest opportunity to the incoming Executive.
- 5.12. Should a position remain vacant after the election in April, GPESA shall hold a by-election for open positions at the beginning of the Fall semester.
- 5.13. A transition meeting between the incoming and the outgoing teams shall take place within two weeks of the election and no later than the start of the new officer's term.

## 6. ELIGIBILITY

- 6.1. Officers must be Active members as defined in the GSA's Bylaws.
- 6.2. No officer shall hold more than one position at any time.
- 6.3. The Co-President (EDER) is open to any Active member who is currently enrolled in a graduate program in the Educational Research area of study.
- 6.4. The Co-President (EDPS) is open to any Active member who is currently enrolled in a graduate program in the Educational Psychology area of study.
- 6.5. The Professional Program Representative is open to any Active Member who is currently enrolled in an online professional program, either at the Master's or

the Doctoral level, in the Werklund School of Education, (e.g., MEd, MC, Ed.D.).

## 7. TERM

- 7.1. Officers shall serve for one year and their term of office shall begin May 1.
- 7.2. The fiscal year shall be April 1st to March 31st, in line with that of UCalgary and the GSA.

## 8. DUTIES OF OFFICERS

- 8.1. The duties of the Co-Presidents are to:
  - 8.1.1. Supervise the affairs and activities of GPESA;
  - 8.1.2. Chair all meetings of the Officers, and all meetings of the EC.
  - 8.1.3. Perform all duties of the Secretary when the office of the Secretary is vacant including compiling meeting agendas and receiving and compiling reports from all other Executive members and committees;
  - 8.1.4. Enforce due observation of the by-Laws, policies, and Standing Resolutions of GPESA;
  - 8.1.5. Enforce due observations of the GSA's DGA Administrative Policy handbook and undertake to ensure all requirements of said policy are met as described therein;
  - 8.1.6. Serve as one of GPESA's representatives on the GRC; 8.1.7. Act as chief communications officer with all University and Faculty organizations, except where another officer is so appointed by the Executive;
  - 8.1.8. Be two of the three signing officers;
  - 8.1.9. Be responsible for reviewing GPESA's By-Laws and policies; and
  - 8.1.10. Oversee the operation of the officers of GPESA.
- 8.2. The duty of the Vice President, Academic is to:
  - 8.2.1. Act as an advocate to address issues pertaining to graduate students' academic interests;
  - 8.2.2. Plan, coordinate and execute academic events and initiatives for GPESA;
  - 8.2.3. Submit all proposed academic activities and initiatives, along with budgetary information where applicable for review and final approval by the EC;
  - 8.2.4. Communicate to the membership academic events and initiatives of occurring around UCalgary;
  - 8.2.5. Ensure that academic events and initiatives follow all applicable rules and laws as described in the GSA's DGA Administrative Policy

handbook.

8.2.6. Act as a liaison between Research and Academic Committee and GPESA, unless another officer is assigned; and

8.2.7. Act as a co-facilitator for the Peer Mentorship Program in conjunction with the VP, Student Life. Roles and responsibilities in managing the Peer Mentorship Program will be distributed equally among the two Vice Presidents at their discretion and agreement.

8.3. The duty of the Vice President, Student Life is to:

8.3.1. Plan, coordinate, and execute events and initiatives of a non-academic nature that support the well-being of GPESA members;

8.3.2. Submit all proposed academic activities and initiatives, along with budgetary information where applicable for review and final approval by the EC;

8.3.3. Communicate to the membership events and initiatives occurring around UCalgary;

8.3.4. Ensure that events follow all applicable rules and laws as described in the GSA's DGA Administrative Policy handbook; and

8.3.5. Act as a co-facilitator for the Peer Mentorship Program in conjunction with the VP, Academic. Roles and responsibilities in managing the Peer Mentorship Program will be distributed equally among the two Vice Presidents at their discretion and agreement.

8.4. The duty of the Vice President, Finance and Operations is to:

8.4.1. Be the senior budgeting officer for the Executive and oversee all financial operations of GPESA. This is to include the financial state of GPESA, as well as any committees authorized to spend GPESA monies on behalf of the EC;

8.4.2. Ensure that financial statements are current and accurate for the annual report to the GSA by April 15th of every year;

8.4.3. Report on the financial state of GPESA at all EC meetings, and examine the financial statements of GPESA on a monthly basis; 8.4.4. Prepare a draft budget each May for approval by the EC and monitor the budget throughout the year to ensure that monies are spent wisely and in accordance with the terms and conditions of a not-for-profit organization and the guidelines set by the GSA;

8.4.5. Be responsible for application to the GSA, or any other administrative body, for available funding for operating budgets, special events funds, etc.;

8.4.6. Maintain the financial records of GPESA; and

8.4.7. Be one of the three signing officers.

8.5. The duty of the Secretary is to:

- 8.5.1. Act as the primary communications officer on behalf of GPESA with its members;
  - 8.5.2. Be responsible for communication within GPESA, including announcements of all meetings;
  - 8.5.3. Ensure that the minutes of meetings are taken and duly submitted, and maintain custody of all minutes of GPESA; and
  - 8.5.4. Review GPESA's By-Laws and policies in collaboration with the Co-Presidents.
- 8.6. The duty of the Promotions and Media Relations Officer is to:
- 8.6.1. Promote and advertise events, seminars and workshops on behalf of GPESA to graduate students, and graduate student groups on various media platforms.
  - 8.6.2. Manage GPESA's website and social media content, as well as communicate information pertaining to the GPESA, through the website to graduate students, Faculties and graduate student groups.
- 8.7. The duty of the Online and Professional Programs Representative is to:
- 8.7.1. Advocate for, distribute and coordinate resources pertaining to academic success, student-life and professional development for WSE graduate students enrolled in online, professional programs.
- 8.8. The duty of the GPE Peer Mentor Coordinator is to:
- 8.8.1. Monitor the GPE Peer Mentor email account.
  - 8.8.2. Maintain contact with the Graduate Programs in Education (GPE) office. Contact GPE Manager to send communications to all incoming and current Werklund students about participating in the program.
  - 8.8.3. Email interested students a Peer Mentor or Peer Mentee Survey. Input information into a spreadsheet; used to make matches of mentors and mentees.
  - 8.8.4. Create Peer Mentor Contracts and Peer Mentee Statement of Agreement Contracts. Send the contracts to the students. Create an excel file matching mentors and mentees based on EDSA, Specialization, Research Supervisor and Gender (if preferred).
  - 8.8.5. Create and host an orientation for students in the program. Send orientation information after contracts are *returned*.
  - 8.8.6. Inform all mentors of their mentees; have mentors send an introductory email to their mentee.
  - 8.8.7. Plan social events (e.g., fall meet and greet; minimum of one other event).
  - 8.8.8. Contact the WSE Dean at the end of the term to request a Letter of Recognition for all GPE Peer Mentors and Mentees.
  - 8.8.9. Must create and send a report to GPESA at the end of the term documenting the year as the Peer Mentor Coordinator.

8.8.10. All Peer Mentor documents (surveys, contracts, orientation information and templates) must be saved in an allotted folder.

**8.9. The duty of the EDSA Representatives is to:**

8.9.1. Represent their respective GPE specialization and act as a liaison between the Membership within their EDSA and the GPESA.

8.9.2. Develop events and initiatives of interest to their EDSA and submit all proposed activities and initiatives, along with budgetary information where applicable, for review and discussion by the Officers of GPESA, and for final approval by the Officers.

8.9.3. Assist and participate in the planning, coordination, and execution of events of GPESA.

8.9.31. Design and implement at least one project/activity/event per term (if possible)

8.9.4. Work closely with the Faculty's EDSA Chair throughout the year

8.9.5. Participate in the EDSA meetings, if applicable and if the availability permits it

8.9.6. Submit a monthly report at the end of each month as requested or prior to each GPESA meeting (72 hours in advance) which outlines the activities the officer participated in that month

**9. VACANCIES, RESIGNATIONS, AND REMOVAL OF OFFICERS**

9.1. Any officer may resign at any time by submitting a letter of resignation either in person or by electronic means to one of the Co-Presidents or the Vice President, Academic. This resignation takes place effective the date specified in this letter.

9.2. An officer must resign from office upon the termination of their registration as a graduate student at UCalgary (i.e. they are no longer an active member).

9.3. If one or both Co-Presidents resign, or is no longer able to fulfill their duties, order of succession is as follows: Co-President -> Vice President, Academic -> Vice President, Student Life -> Vice President, Finance and Operations.

9.4. The person so designated will assume the office of the Acting President, fulfilling all duties of the President, while still fulfilling the duties of their original office, until such time as a by-election can be held to fill the position of President.

9.5. An Officer who behaves in a manner unbecoming of their position, including but not limited to missing two consecutive meetings or functions at which their attendance is required according to their position description, without communicating the intent to be or the reason for being absent, may be immediately removed from office by either:

9.5.1. Unanimous vote in favour of removal by all other officers; or



9.5.2. Two-thirds majority vote for removal by the membership at a general meeting open to all members of the DGA.

9.6. If an officer position becomes vacant after the by-election, the officers must appoint an interim non-voting replacement officer to fill the vacant position, if possible, and may choose to hold an additional election with a two-thirds majority vote from the council and three weeks' notice or wait until the next scheduled election.

## 10. COMMISSIONERS

10.1. A commissioner position must be discussed at an EC meeting and receive a majority vote by the EC prior to any position being created or advertised.

10.2. Commissioners may be appointed by the EC through a majority vote to assist the EC or individual Officers with their portfolio or a particular project.

10.3. Commissioners shall be members of GPESA as per Bylaw 3.1.

10.4. Any Commissioner may resign at any time by submitting a letter of resignation either in-person or by electronic means to the Co-Presidents. This resignation takes place effective the date specified in this letter.

10.5. Commissioner opportunities must be advertised to the entire membership.

## 11. MEETINGS

11.1. Regular meetings of the EC shall be held monthly during the academic year or upon request by two or more officers.

11.1.1. Quorum shall consist of two-thirds of the officers.

11.1.2. The agenda shall be circulated among the EC at least 24 hours prior to the meeting.

### 11.2. General Meetings

11.2.1. A General Meeting shall be held once every academic year between March and May.

11.2.2. Special meetings may be called by the Co-Presidents with the approval of a majority of the officers.

11.2.3. Quorum shall consist of 15 members, of which no more than 5 may be executive members.

11.2.4. General meetings must be held simultaneously online and in person, or solely online.

11.2.5. The date and time of the general meeting must be provided to the membership seven (7) days in advance of the meeting.

11.2.5.1. The notice must include the time, date, and location of the meeting, including the link for the online meeting; the agenda

and any items for consideration.

11.3. Robert's Rules of Orders shall govern all meetings of GPESA in all cases to which they are applicable and in which they are not inconsistent with these bylaws or those of the GSA.

## 12. FINANCES

12.1. Any withdrawal of funds from a GPESA account shall be signed by the VP, Finance and countersigned by one of the Co-Presidents.

12.2. The financial records of GPESA shall be open to examination by the GSA, the GPE, or any Active Member after due notice has been given to the VP, Finance. The VP, Finance, with the Co-Presidents, shall establish a suitable time and place, with the examination taking place on the University of Calgary campus.

12.3. The Executive shall prepare an annual budget of revenues and expenditures for GPESA. Once this budget has been approved by the GC, the Executive shall expend such monies within the limits of the budget. Any extra-budgetary expenditure of GPESA monies shall require the approval of the GC, and any revenue shortfalls must be reported to the GC at its first subsequent meeting.

12.4. The VP Finance shall prepare a financial statement for GPESA at the end of the fiscal year, for presentation at the Annual General Meeting.

## 13. GRADUATE REPRESENTATIVE COUNCIL

13.1. The Executive shall appoint active members to act as representatives of GPESA at all GRC Meetings, the exact number to be determined by the GSA's bylaws. Failure to attend one GRC meeting, without confirming an Alternate, will result in reassignment of the position as one of the Faculty and GPESA representatives to the GRC, hereinafter referred to as the GRC Representative.

13.2. In accordance with the GSA Bylaw 8.19, the GRC Representative has the power to appoint an official Alternate from GPESA to attend the GRC and exercise a proxy vote in his or her place.

13.3. It is the responsibility of the GRC Representative to confirm attendance of the Alternate and notify the Speaker in the manner specified in the GSA policy.

13.4. The GRC representatives shall report the events of the meeting at the next EC meeting following the GRC meeting. EC shall decide which information to communicate to the membership and the method for doing so.

## 14. ANNUAL REPORT

14.1. The Co-Presidents shall be responsible for submitting an annual report to the GSA by April 15th of each year.

14.2. The report shall contain the following: officer contact information, membership

list, outgoing and incoming officers, list of activities, financial statements, and sanctioned agreement forms for the upcoming year. (Refer to GSA DGA policy manual for detailed information.)

## 15. AMENDMENTS

15.1. These Bylaws may only be amended by a majority vote of the GPESA membership in attendance at a General Meeting.

15.2. The following rules shall be used to determine a majority vote unless specifically noted otherwise in a By-Law, Constitutional Article or Standing Resolution:

15.2.1. A simple majority is to be greater than 50%.

15.2.2. A two-thirds majority is to be greater than 66.7%

15.3. Proposals to amend the By-Laws must be submitted, in writing to the Secretary no later than five (5) business days prior to the date of an EC meeting for first reading. The EC shall ensure that the wording of each duly proposed amendment is clear and unambiguous. The proposed amendments shall be made available to all members of GPESA at the General Meeting.

15.4. Amendments to the By-Laws may be made by a minimum two thirds (2/3) vote at the General Meeting, with a single reading for information and ratification.

15.5. Amendments passed at the General Meeting shall take effect seven (7) calendar days after the meeting and shall be posted on the GPESA website no later than fourteen (14) calendar days after the GM.

15.5.1. All DGA members shall receive advance notice of the proposed amendment at least five (5) days before the general meeting.

## 16. EQUITY AND DIVERSITY STATEMENT

16.1. GPESA values equity and diversity as core aspects of the organization. We recognize and respect individual differences and celebrate the enrichment of our learning environment through the diversity of our members.

16.2. GPESA supports the University of Calgary's commitment to creating and maintaining a positive and productive learning and working environment in which there is respect for the dignity of all persons and fair and equitable treatment of individuals in our diverse community.

16.3. GPESA will strive to provide equality of opportunities within the DGA, regardless of race, colour, ancestry, place of origin, religious beliefs, gender, sexual orientation, physical and/or mental disability, age, marital status, family status, and/or source of income.

16.4. In representing the graduate students of the Faculty, GPESA will strive to create an equitable community free of discrimination and harassment, as defined in the Alberta Human Rights.