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# POLICY for the GCC

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As Compiled on March 22, 2022

By the Deputy Speaker

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Under the Supervision of the Speaker

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THE SOCIETY OF GRADUATE STUDENTS

*The University Western Ontario*

LONDON ONTARIO CANADA

2022

## 5.7 Grad Club Committee

### 5.7.1 Ratified

August 22, 2019

### 5.7.2 Mandate

As per Bylaw 2.9.4.1, the Grad Club Committee (GCC) is a standing committee of the Society of Graduate Students (SOGS). As per the Society's bylaw 2.9.5.6, the GCC shall monitor spending and consider amendments to the Grad Club budget for submission to Council for approval, excluding necessary operation costs. It shall also review financial statements, revise Grad Club budgets, and review prices of products and services in the Grad Club. It shall recommend new policies to Council, review old policies, and forward revisions for approval by Council. It shall approve the Grad Club entertainment policy, review suggestions received, and recommend honorary and associate Grad Club memberships to Council. It shall assist the Grad Club Manager to draft a budget, subject to approval by Council, while considering information such as previous budgets, previous actual spending, and the stated priorities of Council. It shall work in conjunction with the Communications Administrator, Accounting Manager, and other SOGS Committees when necessary.

### 5.7.3 Article I: Membership

5.7.3.1. The Grad Club (GC) Committee shall have:

5.7.3.1.1. An Official Liaison, who shall be the Vice-President Finance.

5.7.3.2. The Grad Club Committee will elect:

5.7.3.2.1. A Chairperson, who shall:

5.7.3.2.1.1. Be elected from amongst the committee members;

5.7.3.2.1.2. Act in compliance with the Duties of the Chairperson (Bylaw 2.9.2.);

5.7.3.2.1.3. and fulfill the duties in Bylaw 2.9.5.11.1;

5.7.3.2.2. A Deputy Chairperson (if applicable), who shall assume the duties of the Chairperson at the discretion of the Chairperson or the committee or in the absence of the Chairperson.

5.7.3.3. The Grad Club Committee shall have:

5.7.3.3.1. A membership limit, as per Bylaw 2.9.4.2.2., set at 13 voting members, including the Chairperson and Deputy Chairperson (if applicable).

5.7.3.4. The Vice-President Finance shall be a non-voting ex-officio member.

5.7.3.5. The Grad Club Manager shall be a non-voting ex-officio member.

5.7.3.6. The Grad Club Culinary lead shall be a non-voting ex-officio member.

5.7.3.7. All voting members of the Grad Club Committee shall be full and associate members of the Society nominated to the committee by the Society's Council.

## **5.7.4 Article II: Committee Management**

### **5.7.4.1. Committee Archiving:**

5.7.4.1.1. The Communications Administrator will submit GCC minutes to the SOGS Public Dropbox.

5.7.4.1.2. The Vice-President Finance will store GCC minutes and relevant documents in the SOGS Vice-President Finance Google Drive folder under "Grad Club Committee".

5.7.4.1.3. The Grad Club Committee will act in accordance with Bylaw 2.9.3.5 and 2.9.3.7 to determine quorum, Bylaw 2.9.3.9 to manage and maintain attendance, and Bylaw 2.9.4.2.1 to count votes.

### **5.7.4.2. Voting Policies**

5.7.4.2.1. Aside from the scheduled meetings, online voting is also permitted on the condition that it is for correcting spelling, grammar, or wording mistakes on motions. Voting members shall be given one (1) business day to respond to an online vote, at which point the vote shall be considered concluded. If any voting member objects to business being voted on online, the voting shall be prohibited for that particular piece of business.

5.7.4.2.2. Committee members (including the Official Liaison, Chairperson, Deputy Chairperson, and ex-officio members) can hold up to three (3) proxies.

5.7.4.2.3. The Grad Club Committee will act in accordance with Bylaw 2.9.3.5 and 2.9.3.7 to determine quorum, Bylaw 2.9.3.9 to manage and maintain attendance, and Bylaw 2.9.4.2.1 to count votes.

### **5.7.4.3. The committee shall:**

#### **5.7.4.3.1. The President shall:**

5.7.4.3.1.1. with the Vice-President Finance, be a signing authority on Grad Club contracts;

5.7.4.3.1.2. with the Vice-President Finance, negotiate Grad Club membership contracts.

#### **5.7.4.3.2. The Vice-President Finance shall:**

5.7.4.3.2.1. with the President, be a signing authority on Grad Club contracts;

5.7.4.3.2.2. with the President, negotiate Grad Club membership contracts;

5.7.4.3.2.3. be bound by Bylaws 2.1.6.8. through 2.1.6.12., 2.1.6.16, 2.1.6.19 through 2.1.6.22;

5.7.4.3.2.4. oversee the operations of the Grad Club in consultation with the President, the Grad Club Committee (GCC), the Grad Club Manager, the Accounting Manager, and the Accountant;

5.7.4.3.2.5. work with the Communications Administrator to maintain Grad Club website information

5.7.4.3.3. The Grad Club Manager shall:

5.7.4.3.3.1. with the President and Vice-President Finance, be a signing authority on Grad Club contracts;

5.7.4.3.3.2. perform their duties according to the Grad Club Manager contract.

5.7.4.3.4. The Grad Club Culinary Lead shall:

5.7.4.3.4.1. perform their duties according to the Grad Club Culinary Lead contract.

5.7.4.4. Non-committee members may attend as non-voting guests if invited by the chair. Committee members may also request that non-committee members attend as non-voting guests.

5.7.4.5. Bylaw 1.6.5., the Chairperson, and voting members may serve no more than 12 consecutive months without being ratified for a new council year.

5.7.4.6. Respectful Abandonment: In the event of the failure of a voting member of the committee to attend two meetings during their term either in person or by proxy, the Chair(s) may remove the member from the committee in accordance with the protocols listed in Bylaw 2.9.3.9.

## **5.7.5 Article III: Operations**

5.7.5.1. The Grad Club Committee shall

5.7.5.1.1. in partnership with the Vice-President Finance and Grad Club Manager, oversees the Grad Club Policy, which outlines Grad Club operational practices and membership requirements;

5.7.5.1.2. in partnership with the Vice-President Finance and Grad Club Manager, shall monitor spending and consider amendments to the Grad Club budget for submission to Council for approval, excluding necessary operation costs (Bylaw 2.9.5.6.1); shall review financial statements and revised budgets of the Grad Club (Bylaw 2.9.5.6.2); and shall review prices of products and services in the Grad Club (Bylaw 2.9.5.6.3):

5.7.5.1.2.1. The Grad Club Manager shall, on a monthly basis, provide the GCC with updates on the current financial status of the Grad Club to enable monitoring of progress towards budget aims and consideration of amendments of the budget to be presented to council.

5.7.5.1.2.2. The GCC, in partnership with the Vice-President Finance, Grad Club Manager, and Grad Club Culinary Lead, will review pricing of products and services in the Grad Club and provide recommendations on product offerings and pricing.

5.7.5.1.3. GCC, in partnership with the Vice-President Finance shall assist the Grad Club Manager to draft a budget, subject to approval by Council, while considering information such as previous budgets, previous actual spending, and the stated priorities of Council (Bylaw 2.9.5.6.9.);

- 5.7.5.1.3.1. The Vice-President Finance, Grad Club Manager, and SOGS Accounting Manager will present the budget plans to the GCC to receive input and guidance for budget drafts before presenting the budget to council;
- 5.7.5.1.3.2. The GCC will host a co-meeting with the Finance Committee during budget preparation to ensure that the Grad Club budget aligns with the SOGS budget and goals.
- 5.7.5.1.4. in partnership with the Vice-President Finance and Grad Club Manager, shall review budgeting practices, recommend new operational policies to Council, receive and assess operational suggestions from Council, the Accounting Manager, and/or other relevant bodies/partners;
- 5.7.5.1.5. in partnership with the Vice-President Finance and Grad Club Manager, shall recommend honorary and associate Grad Club memberships to Council;
  - 5.7.5.1.5.1. The Vice-President Finance and President, in consultation with the Grad Club Manager and Accounting Manager, are responsible for negotiating larger membership contracts (e.g. UWOFA);
- 5.7.5.1.6. in partnership with the Vice-President Finance and Grad Club Manager, should continuously assess Grad Club maintenance, renovations, and capital expenses and report to Council on necessary projects and alterations;
  - 5.7.5.1.6.1. The Grad Club Committee, in consultation with the Vice-President Finance and Grad Club Manager, oversees the spending of the Grad Club Levy (Capital Expenses/Renovations Fund);
  - 5.7.5.1.6.2. The GCC must formally request these funds through Council by submitting a motion that specifies budget and intended plans.
- 5.7.5.1.7. in partnership with the Vice-President Finance, will endeavor to work with the Sustainability Committee to ensure the Grad Club is environmentally and financially sustainable (e.g. food waste).
- 5.7.5.2. The Grad Club Committee shall:
  - 5.7.5.2.1. in partnership with the Vice-President Finance and Grad Club Manager, shall oversee the Grad Club's programming (e.g. entertainment, events, etc.);
    - 5.7.5.2.1.1. The Grad Club Manager, in partnership with the GCC, should endeavour to keep a regularly updated archive of the events that the Grad Club hosts to assess their success and plan future events.
  - 5.7.5.2.2. in partnership with the Vice-President Finance and Grad Club Manager, will endeavor to partner with the Orientation I& Social Committee and International Graduate Student Issues Committee (IGSIC) during Orientation and throughout the year to generate business for the Grad Club in terms of social programming for SOGS members;
  - 5.7.5.2.3. in partnership with the Vice-President Finance and Grad Club Manager, will endeavor to partner with the Health and Wellness Committee (e.g. Graduate Wellness Week), Graduate Peer Support Committee, and GradCast Editorial Board to foster

an active graduate student life for SOGS members in terms of wellness and academic programming.

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