

Roles and Responsibilities of the Graduate Student Society

- A Graduate Student Society is a body of students belonging to a Graduate Academic Unit (GAU), also known as department
- Graduate Student Societies elect Councillors to represent them at the Graduate Student Association.
- Graduate Student Society acts as a bridge between their GAU, membership and the Graduate Student Association (GSA).
- Membership of the Graduate Student Society will be all the full time part time graduate students belonging to that department. If two departments would like have a society together, the combined number of students in both departments would constitute a society membership.
- Number of councillors in a Graduate Student Society is determined by the number of full time equivalent (FTE) students in the department at any time. A full time student is considered as 1 FTE and a part time student is considered as 0.5 FTE.
- If number of students is less than 30, number of seats in the council is 1. For departmental societies with, $30 > \# \text{ of students} > 60$, number of seats on the council is 2. For any department with number of students greater than 60, number of seats on the GSA Council is 3.
- GSA issues official email addresses for every Graduate student society councillor. All details of the GSA council meetings are communicated only through this email. To reset the password of the emails, if not passed on by the previous executive contact VP Administration of the GSA (vpadmin@unbgsa.ca).
- All Graduate student societies receive 25% of the membership dues collected, conditional upon attendance at council meetings by the councillors according to the GSA By-laws.
- The member elected by the Graduate student society is responsible for sitting on various committees within the Graduate Academic Unit, in accordance with the Graduate student societies By-laws.
- The member sitting on the committees need not be a member of the executive, but they should report to the executive regarding any issues concerning to student, academic issues, etc.
- All documents, meeting minutes, decisions made in the council will be shared to the respective official email addresses of the councillors.
- If a society wishes to be active again, they would need to contact the GSA to find out about their existing Bylaws and bank account information.
- Societies not updating their details of the elected representatives every year will be considered inactive and will not be receiving cheques from the GSA until submission of minutes of the meetings in which elections have taken place.
- The Graduate Student Society is responsible for conducting elections every year.
- List of the current executive in the Graduate Student society needs to be informed to the GSA whenever an election has taken place.
- Societies need to obtain a letter from the GSA requesting a change of signing officers to access bank accounts of the student society.