

Bylaw IV: Finances

Article I: Dues

Section 1

Each term during the academic year, UNB Administration will collect on behalf of the GSA annual membership dues as determined by Council in the amount as defined in the approved annual budget for the given fiscal year. The fee for part-time students shall be half (50%) of that for full-time students rounded to the nearest full dollar and shall be identified separately in the budget. The membership fees is determined by the Council as approved in the annual operating budget.

Section 2

Annual membership dues received will be used by the GSA according to the annual budget, as approved by the Council. Every year at the October Council meeting, the VP Finance and Executive shall present the audited financial statements for the previous year. Once the year-end audit is complete, any unused funds remaining in the GSA budget shall be presented to Council to determine usage.

Article II: Committee Budgets

Section 1

Any committee of the GSA that utilizes GSA funds must submit a budget to the VP Finance prior to receiving the funds. The VP Finance may bring any potential issues to Council regarding committee budgets.

Article III: Chapter Remittances

Section 1: Chapters of the GSA

A Chapter of the GSA is a branch of the GSA located on a campus of the University of New Brunswick that is not Fredericton. All Chapters shall have their own set of governing documents approved by their membership. The Chapter shall ensure that the GSA is made aware of any changes or issues with the governing documents at any given time. All Chapters shall inform the GSA of any elections or issues arising from elections. If there are any disputes regarding elections, they shall be presented to the GSA Executive and Council Chair for resolution. A Chapter must adhere to the GSA Constitution and relevant governing documents.

Section 2: Chapter Remittances

The GSA shall receive the membership dues collected from all graduate students at UNB for each academic term and shall remit to each Chapter all the remit table dues collected from all students belonging to that Chapter on or around January 31 for the Fall term and August 31 for the Winter and

Summer terms of each year, after the following conditions have been met:

- a) Receipt of all membership dues from the UNB Administration,
- b) Receipt of the minutes of the election of an executive committee,
- c) The approval of a Chapter budget through that Chapter's Council, and the submission of the Chapter Council's ratified budget to the Standing Committee on Finance.

Section 3: Chapter Annual Budget

Each Chapter will prepare an annual budget for the division and expenditure of the funds collected from membership dues for the following fiscal year and will submit it to the Chapter Council for approval and the Standing Committee on Finance one month prior to the University deadline, which will be made clear in advance by the GSA. A sample budget template will be provided by the GSA VP Finance to each Chapter.

Section 4: Shared Expenses

The GSA shall retain fifteen percent of Chapter membership fees, for the purposes of offsetting each Chapter's share of common GSA expenses;

Common expenses may include, but are not be limited to:

- I. The GSA Office Administrator or Manager;
- II. The Graduate Research Conference;
- III. Communication links between Chapter(s) and the Fredericton campus.

Article IV: Honoraria

Section 1

Honoraria are intended to help the GSA attract, retain, and motivate qualified individuals to act as executives, as councillors or in other capacities on behalf of the Association and its members.

Section 2

For the purposes of this Article, there shall be three terms during an academic year:

- a) Fall: September 1 to December 31
- b) Winter: January 1 to April 30

- c) Summer: May 1 to August 31

Section 3

Each executive shall be eligible to be awarded an honorarium by the Council following the end of each term. The maximum honorarium amount for each executive position shall be as follows:

- a) President: \$2,500 per term
- b) Vice-President Finance: \$2,000 per term
- c) All other Vice-Presidents: \$1000 per term
- d) All Past Executive Advisors: \$250 per term

The maximum awardable honorarium for an executive position shall be pro-rated based on the number of days an executive has served in that position during the specific term in question.

Section 4

At the first Council Committee meeting of each term the honoraria for the preceding semester for each position shall be decided by Council based on responsibilities and duties as specified in Bylaw I and other relevant documents. The honorarium recommendation shall be based on the following formula:

- a) 40% of the honorarium shall be based on the executive's attendance at Executive Committee and Council meetings in the given term.
- b) 40% of the honorarium shall be based on the executives reporting requirement for the given term. This amount shall be calculated as:
 - i. Reports provided by the report deadline will be assigned a value of 1. For the purpose of this formula the "report deadline" means on the tenth day of the following reporting month, unless an extension is granted for an acceptable reason as determined by the President.
 - ii. Reports provided late will be assigned a value 0.5.
 - iii. Reports not turned in within a week of the deadline will be assigned a value of 0.

The sum of the proceeding amounts will be divided by the total quantity of reports to be submitted in the given term.

- c) 20% of the honorarium shall be based on the other executives' evaluation of the performance of each executive's Bylaw I duties. Each executive member shall rate each other by secret ballot on a scale 1 to 10. The average ranking shall determine the portion of the 20% allocated.

The recommendations shall be collated and presented by the GSA Council Chair. The Council shall, at its sole discretion and by majority vote, and by taking into consideration the recommended honorarium of the Executive Committee, award an honorarium to each Executive member based on an individual's performance of their roles, responsibilities and, duties as specified in Bylaw I and other relevant documents.

No individual Executive member shall be present for or participate in any Council discussions or voting regarding an honorarium for any Executive's position. Council may request the President to attend to explain or answer questions

pertaining to the honoraria. Council may also request an individual Executive member's presence for explanation or questioning.

Section 5

The Council Chair shall be eligible to be awarded an honorarium by the Executive Committee in the amount of \$250 for chairing the Council meetings during each term.

Section 6

The Chief Returning Officer (CRO) shall be eligible to be awarded an honorarium by the Executive Committee in the amount of a maximum of \$250 per term, based upon successful completion of their duties as outlined in Articles VIII and XI of the Constitution, Article II of Bylaw II, and Articles II and III of Bylaw III.

Section 7

The Council may at its sole discretion award an honorarium to any GSA member by majority vote. Any GSA executive or Council member may nominate an individual for such an honorarium award. Any such honorarium shall be awarded by the Council based on an individual's contributions to the GSA.