

Board of Directors Policy

Amended November 21, 2016

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SECTION 1 - BOARD OF DIRECTORS

PART 1: DIRECTOR CONDUCT AND DUTIES

1.1 Conduct

a. Directors may not use their title if violating Society policy.

Adopted BOD 1990/09/10

b. Members of the Board of Directors who are also candidates during an electoral process shall abstain from voting or speaking on electoral issues. Further, when the Board of Directors has taken an official stance on a referendum issue, the Board of Directors shall distance themselves from any issues arising from the Electoral process and shall use extreme discretion and caution when making decisions related to referendum questions, or electoral issues that may affect the referendum and any amendments to the electoral policy.

Adopted BOD 1994/04/25

c. Starting at the call of nominations for elections to the Board of Directors and ending at the close of the campaign period, candidates to the Board of Directors, Senate and Board of Governors, and referendum proponents and opponents are not permitted to use the Students' Society Centre lobby or Director At Large office for any election organising purposes or for campaigning. This policy does not apply to proponents where the Board has voted to support a referendum question.

Adopted BOD 2015/02/02

1.2 Board Reports

a. Directors shall submit a written board report to the Director of Outreach & University Relations and Research & Communications Coordinator in advance of each regularly scheduled board meeting. Board reports are due by 2:00 pm on the Friday that precedes a regularly scheduled board meeting. Advocacy group representatives are exempt from this policy.

Adopted BOD 2014/07/07
Amended BOD 2014/08/11

b. Board reports shall be included in the board meeting agenda and minutes and shall detail all of the board-related work that the director has done since the previous board meeting. Lead Directors shall report on committee decisions made in their board reports.

Adopted BOD 2014/07/07
Amended BOD 2014/08/11

c. If a director does not submit a board report on time, they shall not be eligible for director benefits and their report shall not be entered into the agenda or minutes.

Adopted BOD 2014/07/07
Amended BOD 2014/08/11

d. Directors shall report the total amount of their hours worked or volunteered in their written board reports.

Adopted BOD 2011/11/14
Amended BOD 2014/07/07
Amended BOD 2014/08/11
Amended BOD 2015/04/20

e. Directors who are absent due to illness, vacation, personal leave, or other extenuating circumstances shall not be required to submit a written report for the period of time that they are absent.

Adopted BOD 2014/08/11

1.3 Director Benefits

a. Lead Directors

Lead Directors who submit their board reports and fulfil the bylaw requirement to work 35 hours per week are entitled to the following benefits:

i. Five [5] food discount chits per week; and
ii. Free beverages (coffee or pop) provided that the director uses their own cup; and
iii. Four [4] Cinecenta movie passes per month; and
iv. Free admittance to all UVSS events; and
~~v. A monthly cell phone allowance of $50.*~~

All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

*This benefit will not be provided during the 2016-2017 Board of Directors term and will be reinstated May 1, 2017.

b. Directors At Large & Director of International Student Relations

Directors At Large and the Director of International Student Relations who have submitted their board reports, have fulfilled their committee responsibilities, and have worked their two volunteer hours are entitled to the following benefits:

i. Three [3] food discount chits per week; and
ii. Twenty [20] free beverages (coffee or pop) per month provided that the director uses their own cup; and
iii. Four [4] free Cinecenta movie passes per month; and
iv. Free admittance to all UVSS events organised by Events Committee; and
v. Bus tickets (return) provided to all directors who don't currently have a UPass, so that they can fulfil their fiduciary duty to attend board meetings and committee meetings; and
vi. If a Director at Large or the Director of International Student Relations completes all of their director responsibilities under the bylaws and this policy for 75% of the board term, they shall be given a $250 tuition credit at UVic at the end of the board term. If they have completed their undergraduate studies at the end of the board term, the $250 shall be disbursed as an honorarium. At the end of the board term, Executive Committee shall review board reports to determine which directors are eligible for this benefit.

All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

Adopted BOD 2010/07/05
Amended BOD 2010/08/30
Amended BOD 2010/11/01
Amended BOD 2014/07/07
Amended BOD 2015/03/23
Amended BOD 2015/08/18

1.4 Training and Professional Development

a. Board of Directors

i. At the beginning of each annual elected board term, an orientation to the Board of Directors shall be organised for all new and re-elected directors. The orientation shall cover all aspects of the Society, including but not limited to: finance and operations, society governance, legal responsibilities of directors, constituency organisations, advocacy on student issues, clubs, course unions, events, and marketing.

Adopted BOD 2014/07/07

ii. Upon assuming office, a resource manual shall be issued to all directors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

Adopted BOD 1989/11/15
Amended BOD 2011/07/25
Amended BOD 2014/07/07

iii. During the first four [4] months of the board term, directors and relevant staff shall attend a workshop on anti-oppressive organizing. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators.

Adopted BOD 2014/07/07

iv. Throughout the board term, the Board of Directors shall schedule a minimum of two [2] workshops in areas such as but not limited to: non-violent communication, decolonization and unlearning racism, ally ship, collaborating across difference, challenging sexism, inclusive workplace practices and accessibility. These workshops shall be open to both directors and staff. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators.

Adopted BOD 1996/07/02
Amended BOD 1998/11/23
Amended BOD 2007/06/27
Amended BOD 2014/07/07

v. Throughout the board term, the Board of Directors shall schedule workshops and training sessions in subjects such as: marketing, business development, finance/accounting, non-profit management, social enterprise management, strategic planning, and any other relevant topics that will build the capacity of directors and contribute to the overall well-being of the Society. These workshops shall be open to both directors and staff.

Adopted BOD 2014/07/07

b. Lead Directors

i. At the beginning of each annual elected board term, an orientation to Executive Committee shall be provided to Lead Directors. The orientation shall cover all operational and administrative aspects of the Society; establish team frameworks and dynamics; and create approachability statements. This orientation is mandatory.

ii. At the beginning of each annual elected board term, Lead Directors shall be provided with a comprehensive manual for their position. Outgoing Lead Directors are required to update and revise these manuals by April 15.

iii. Before assuming office on May 1, an incoming executive director shall be paid for a maximum of 35 hours of training with the outgoing executive director in their position.

iv. At the start of the board term, outgoing Lead Directors shall be paid for a maximum of 35 hours to provide on-the-job training to incoming Lead Directors. These training hours must be completed by May 31.

v. Within the first eight weeks of assuming office, Lead Directors shall be given additional mandatory training in:
   - UVic Administrative Organization
   - Non-profit Management
   - Human Resource Management
   - Advanced Workshop in Post-secondary Issues
   - Media Training
   - Legal Competency
   - All directors are able to attend these training sessions, although the training is only mandatory for Lead Directors.

Adopted BOD 2015/03/23

1.5 Lead Directors

a. Scheduling & Hours of Work

i. Lead Directors shall post on their office doors the specific office hours when they will be available to members of the Society and the means by which members can contact them outside of their posted office hours.

Adopted BOD 2011/06/06

ii. With the exception of the Director of Events, Lead Directors shall, as much as possible, strive to maintain office hours that coincide with the operating hours of the Students' Society Centre.

Adopted BOD 2011/11/14

b. Leave of Absence & Vacation

i. Lead Directors may take off a maximum of fifteen [15] paid working days per elected term.

Adopted BOD 2011/11/14
Amended BOD 2015/02/02

ii. Lead Directors shall keep a log of their vacation days in a spreadsheet shared with Executive Committee members. This spreadsheet shall be available to directors upon request.

Adopted BOD 2015/02/02

iii. Lead Directors may take unpaid personal leave that is approved by the Board of Directors.

Adopted BOD 2014/07/07

iv. Lead Directors shall not take off more than five [5] working days in a row during the most active times for the Society (August 15 – November 30 and January 2 – March 31).

Adopted BOD 2011/11/14
Amended BOD 2015/02/02

v. No more than one [1] executive director at a time can take time off between August 15 – September 30 or between January 2 – January 31 without the consent of the Executive Committee.

Adopted BOD 2011/11/14

vi. In recognition of the fact that Lead Directors frequently work well over 35 hours per week, they shall be permitted to take time off in lieu, within reason, and not at times that will impact how accessible they are to members, directors, and staff.

Adopted BOD 2015/02/02

vii. Sick leave for Lead Directors shall be the same as afforded to permanent employees under the USW 2009 Collective Agreement.

Adopted BOD 2012/05/28
Amended BOD 2014/07/07

c. Performance of Duties

i. If lead director is not meeting their duties and responsibilities under the bylaws and policy, the matter shall: (a) be discussed with the executive director in a meeting with the Executive Committee facilitated by a neutral third party, and/or (b) the executives not under review shall detail their concerns in a written letter delivered by a third party. The lead director under review shall be given five [5] business days to respond to the concerns in writing. They shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance and they shall be offered assistance to help build their capacity. This shall constitute the first step of a three step progressive disciplinary process.

Adopted BOD 2014/09/22

ii. If a lead director is either unable or unwilling to correct their behaviour or improve their job performance after being issued a warning by Executive Committee (Step 1), the matter shall be referred to the Board of Directors for further consideration (Step 2). Either party could request to have a third party chair or facilitate the discussion. Disciplinary action may include, but is not limited to, censure and/or removal of benefits. Any disciplinary action must be passed by a 3/4 vote of the Board. The executive director under review shall be given five [5] business days to respond to the concerns in writing. They shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance.

Adopted BOD 2014/09/22

iii. If a lead director is either unable or unwilling to correct their behaviour or improve their job performance after being issued a warning and/or disciplinary action by the Board of Directors, the Board shall pass a motion to initiate proceedings to have the director removed from the Board of Directors, as per the Society Act of British Columbia. This motion must be passed by a 2/3 vote of the Board, as per Society Bylaws.

Adopted BOD 2014/09/22

1.6 Directors At Large & Director of International Student Relations

a. Scheduling and Volunteer Hours

i. Directors At Large and the Director of International Student Relations are required to volunteer at least a minimum of two hours per week to volunteer for UVSS activities that are not board meetings or committee meetings.
ii. Directors At Large and the Director of International Student Relations are not required to volunteer during holidays (statutory, university, or UVSS office holidays), or during co-op work/practicum terms.
iii. At least one of the two volunteer hours per week shall be committed to being present in the Students' Society Centre to greet and assist members during regular Students' Society Centre hours.
iv. Directors At Large and the Director of International Student Relations shall report their volunteer hours in their director reports.

Adopted BOD 2015/03/23
Amended BOD 2016/05/09

b. Portfolio DAL's

i. Preamble

This purpose of this policy is to ensure that Directors at-Large have an informed and meaningful experience during their term on the Board of Directors. As well, it is intended

to provide a strong system of accountability and support for Lead Directors as they undertake their work.

ii. Portfolio Breakdown

- Each Lead Director shall have two [2] Directors at-Large assigned to their portfolios.
- The Director of International Relations shall have one [1] Director at-Large assigned to their portfolio to support their work.

iii. Responsibilities of a Portfolio DAL

- Familiarize themselves with all policy pertinent to the portfolio to which they are assigned.
- Attend the open committees and working groups chaired by their Lead Director to which they are assigned. Finance and Operations Portfolio DALS will also sit on MPAG.
- At least one Portfolio DAL of the two DAL's assigned to a portfolio shall put their name forward to run for the 2nd chair position(s) on the open committee(s) under their portfolio.
- Ensure that their Lead Director to which they are assigned is performing their duties as outlined in their job descriptions.
- Perform any other duties as required by UVSS policy and bylaws, or as needed by the Board.

iv. Responsibilities of Lead Directors

- To actively communicate their daily activities and long-term projects with their portfolio DALs.
- Lead Directors should schedule a meeting between portfolio DALs and themselves at least twice a month.

v. Elections

- Portfolio DALs shall be elected at the first Board meeting of the elected term, with the option for changes at the first Board meeting of each semester.

Adopted BOD 2016/05/09

1.7 Child Care

Where a Director requires childcare to perform his or her duties, the UVSS shall reimburse the Director for an amount up to the rate available to UVSS staff in the Collective Agreement.

Reimbursements at rates higher than those available to UVSS staff in the Collective Agreement for extenuating circumstances may be approved by the Board of Directors on a case by case basis.

Adopted BOD 2006/02/07

1.8 Social Media

a. UVSS Social Media Management

i. Only designated UVSS staff, Lead Directors, or users authorised by Executive Committee are allowed to manage social media content on behalf of UVSS.
ii. Use of UVSS social media must comply with UVSS bylaws and policy and all applicable legislation.
iii. Only official UVSS information and views, not an individual's personal views, are to be communicated by staff or authorised users on UVSS social media channels.

b. Director's Personal Use of Social Media

i. The UVSS does not govern how directors use social media in their personal lives.
ii. The Society is not liable for content posted by directors on their personal social media channels.

PART 2: CONFLICT OF INTEREST

2.1 Declaration of Interests

At the beginning of their term, each Director shall be given a copy of the Conflict of Interest regulations, and shall disclose all interests which might cause conflict of interest, such as (but not limited to) membership in any clubs, course unions, other executives or boards, financial interests (such as holdings, shares, etc.), and employment within the operations of the Students' Society.

Adopted AGM 1995/10/25

2.2 Employment Conflict of Interest

a. If Board members apply for positions of employment within the operations of the Students' Society, they shall resign from the Board of Directors of the Students' Society (the Board) or their resignation shall be considered to have been delivered on the closing date of applications.
b. Once they take office, Lead Directors must resign from any other paid positions in the operations of the Society, or else shall be considered to have resigned from the Board.
c. If Directors-At-Large were already employees of the Society before being elected, they may keep their employed position, but they must follow these restrictions:
    i. They cannot be members of the following committees:
        - All divisional hiring committees
        - The Personnel committee
        - Union executives
        - Bargaining committees
        - The Labour Management Committee

    ii. They must formally abstain from discussing and voting on:
        - The Management Wage Package
        - The collective agreements
        - Other Personnel issues
        - Motions affecting their particular division of employment
d. If Directors apply for a Workstudy position within the operations of the Society, they shall resign from the Board or their resignation shall be considered to have been delivered on

the closing date of applications. Exempt are those Workstudy positions within the operations of the Vancouver Island Public Research Group, the Radio Society (CFUV-FM), the Martlet and the Women's Centre, the Native Students' Union, the Pride Collective, the Society for Students with a Disability, and the Students of Colour Collective.

Adopted AGM 1995/10/25
Amended AGM2005/02/10

2.3 Club and Course Union Conflict of Interest

a. If Lead Directors are elected or acclaimed to any executive position, or if they are given signing authority, in any club or course union, they shall resign from the Board or their resignation shall be considered to have been delivered at the time of their election or acclamation to that club or course union executive.

b. Directors who are members of clubs and/or course unions shall formally abstain from discussing and voting on specific money and privilege issues for their particular club and/or course union, but shall be allowed to vote omnibus on funding and policy for clubs and course unions, such as at the Clubs Council and Course Union Council meetings.

Adopted AGM 1995/10/25

PART 3: SOCIETY MEETINGS

3.1 Society Meetings

a. At meetings of the Board of Directors, priority to speak shall be given to individuals who have not previously spoken, or who have spoken the least, to the item under discussion.

Adopted BOD 1989/05/01
Amended BOD 2011/06/06
Amended BOD 2014/07/07

b. Individuals are limited to two speaking rights for the following:

i. Main motions
ii. Supplemental motions
iii. Procedural motions

The extension of speaking rights may be passed by a majority vote of the Board.

Adopted BOD 2011/06/27

c. The Society shall seek to schedule Board of Directors and General Meetings on dates other than religious holidays.

Adopted BOD1995/09/27

3.2 Board of Directors Meetings

a. In camera sessions shall adhere to the following:

I. An in camera session may only be held if it is included in the posted agenda.
II. A motion to move in camera shall include the topic(s) to be discussed. No other issue(s) may be discussed during the session.
III. When a motion is made to come out of camera, that in camera session ceases immediately and a five-minute break shall be called to allow the return of the gallery. If this motion fails, the in camera session will continue within the constraints of the original in camera motion.

Adopted AGM 1989/10/26

IV. All in camera sessions**,** excluding in camera sessions that require the use of a paid professional, shall be placed at the end of the agenda after all other business has been conducted.

Adopted BOD 1992/11/16
Amended BOD 2010/06/21

b. The Board of Directors will be held for the purpose of holding an in camera session only.

Adopted BOD 2010/06/21

c. If a director is unable to attend a board meeting where an in camera session has occurred, the Chair shall make all efforts to provide that director with the information that they require to participate in and conduct the affairs of the Society, including access to legal counsel when required.

Adopted BOD 2010/06/21
Amended BOD 2011/06/06

d. In camera items are strictly confidential and members present are bound by the provisions of Part 3 – Directors of the Society Act (B.C.) not to disclose the proceedings of in camera sessions.

Adopted BOD 2010/08/30

e. In camera sessions are reserved for discussion of staff relations (in accordance with the relevant Collective Agreements or contracts), legal matters, or other matters of a sensitive or confidential nature.

Adopted BOD 2010/08/30

f. Only members of the Board of Directors, and invited third parties as may be required are allowed to remain in the meeting.

Adopted BOD 2010/08/30

g. No motions may be moved during an in camera session of the Board of Directors with the exception for instruction for legal counsel or personnel issues.

Adopted BOD 2010/08/30

h. When a decision of a confidential or legal nature is made in camera, that decision shall be minuted and made available to directors upon request.

Adopted BOD 2011/06/06

i. Audio recordings shall not be made of in camera sessions.

Adopted BOD 2011/06/06

j. The Board shall have all written notes made by directors and staff returned to the Chair at the conclusion of an in camera session.

Adopted BOD 2011/06/27
Amended BOD 2014/07/07

k. The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, and General Manager, shall give a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations at least one Board meeting per semester.

Adopted BOD 1989/06/26
Amended BOD 2011/07/25
Amended BOD 2015/04/20
Amended BOD 2015/12/14

l. The Executive Director shall give a brief verbal report on the status of strategic plan implementation and society finances and operations at each board meeting.

Adopted BOD 2015/12/14

m. Agenda items that require a decision to be made before the next regularly scheduled board meeting shall be placed in a section called 'Priority Business'. 'Priority Business' shall be the first section under 'Main Motions' and shall precede 'Old Business' and 'New Business'.

Adopted BOD 2010/06/21

n. Members of the Board shall only be allowed to ask two questions and two supplemental during question periods of Board of Directors meetings. Members of the gallery are exempt from this policy.

Adopted BOD 1990/11/26
Amended BOD 1999/08/09

o. Draft minutes from Board of Directors Meetings shall be distributed to directors no later than 2 days prior to the next board meeting, and shall clearly read "Draft Minutes".

Adopted BOD 2004/04/20
Amended BOD 2004/11/12
Amended BOD 2008/01/28
Amended BOD 2011/07/25

p. Minutes shall be posted on the UVSS website in a timely manner.

Adopted BOD 2004/04/20
Amended BOD 2004/11/12
Amended BOD 2008/01/28
Amended BOD 2011/07/25

q. Speeches shall be limited to five (5) minutes.

Adopted BOD 2010/06/21

r. Regularly scheduled board meetings shall be a maximum of five (5) hours. Board meeting lengths may only be extended by a 2/3 majority vote of the Board.

Adopted BOD 2010/06/21

s. Roll Call Voting

i. A roll call vote on a motion shall be held upon the request of two (2) directors present at a Board meeting.

ii. A roll call vote on a motion may be pre-empted by the chair seeking and receiving unanimous consent on the motion.

Adopted BOD 2010/06/21

t. Directors must be given a minimum of 48 hours notice of a meeting of the Board of Directors.

Adopted BOD 2010/06/21

3.3 General Meetings

a. The Board of Directors shall prepare an annual report for the Students' Society to be presented at the Semi-annual General Meeting. The annual report shall be widely distributed to members in both print and electronic format.

Adopted BOD 1990/10/30
Amended BOD 2011/10/03

b. The Board of Directors shall advertise for general meetings using tools such as classroom speaking, chalk boarding, postering, and Martlet and CFUV 101.9FM advertising.

Adopted BOD 1991/11/18
Amended BOD 2014/07/07

c. Yearly budgets shall be posted on the UVSS website no later than 2 business days after their adoption at a general meeting.

Adopted BOD 2009/06/08

d. Yearly financial audits shall be posted on the UVSS website no later than 2 business days after they have been received at a general meeting.

Adopted BOD 2009/06/08

3.4 Committee Meetings

a. All committees shall include a member at large position, whenever possible, which cannot be filled by a member of the Board of Directors. This will not apply to hiring committees.

Adopted AGM 1989/10/26

b. When electing more than one person to a committee, one of the seats will first be opened to individuals who self-identify as Indigenous or as members of a group marginalized through sexuality, race, ability, sex or gender.

Adopted BOD 1991/06/11
Amended BOD 2010/11/01

c. The Society shall publicise a list of its committees, the committee membership and the committee meeting times outside the Students' Society Centre.

Adopted SAGM 1999/02/12

d. All Society members appointed to non-society committees shall be elected by the Board of Directors. These members shall report on the activities of the committee to the UVSS Board of Directors and are expected to represent the Society and its policies during any decision-making process.

Adopted BOD 2002/08/08

e. The Society shall post the date, time and location of open committee meetings on the Society website and Students' Society Centre at least 48 hours prior to the scheduled date of the meeting.

Adopted BOD 2009/06/08

PART 4: UNIVERSITY COMMITTEES

4.1 Committee Vacancies

Upon notice of a vacancy on a University committee, the UVSS will inform its members of the vacancy through, but not limited to the following methods:

a. Emailing all of the relevant clubs and course unions
b. Placing a notice outside the resource center
c. Placing a notice on its website
d. Placing a notice at relevant locations on campus

Adopted BOD 2010/07/19

4.2 Committee Reports

Members nominated to a UVic committee must submit a short written report to the Board of Directors once per month, or as often the committee meets, whichever is shorter, to update the UVSS on the activities of the committee.

Adopted BOD 2010/07/19

PART 5: EXTERNAL MEETINGS

5.1 Travel

a. All travel arrangements for external meetings must be pre-approved by two executives and a senior manager. Only cost-effective means of travel to and from external meetings will be reimbursed.

Adopted BOD 2006/06/26
Amended BOD 2010/07/19

b. The Society shall pay student representatives per diems when working outside the Capital Region and shall include travel days. Travel expenses and allowances for student representatives shall be the same as afforded to employees under 25.7 of the USW 2009 Collective Agreement.

Adopted BOD1989/10/17
Amended BOD 2000/08/28
Amended BOD 2002/06/24
Amended BOD 2004/04/20
Amended BOD 2011/07/25

c. Where a Director is required to use his or her own vehicle to travel to an external meeting, the UVSS shall reimburse the Director for an amount up to the rate available for UVSS staff in the Collective Agreement.

Adopted BOD 2006/06/26
Amended BOD 2010/07/19

5.2 Delegations

a. All delegations to external meetings shall be set by the Board of Directors.

Adopted BOD 2000/08/28
Amended BOD 2010/07/19

b. As per their portfolio responsibilities mandated under UVSS Bylaws, The Director of Campaigns and Community Relations shall have a guaranteed seat on all external delegations related to campaigns of the Society. The Director of Campaigns and Community Relations may waive their right to their guaranteed seat if they choose.

Adopted BOD 2016/04/18

c. When electing more than one person to an external meeting, at least half of the seats will first be opened to individuals who self-identify as Indigenous or as members of a group traditionally marginalized through sexuality, race, ability, sex or gender.

Adopted BOD 1991/06/11
Amended BOD 2000/08/28
Amended BOD 2010/07/19
Amended BOD 2010/11/01

d. If a member of a delegation to an external meeting misses more than three (3) sessions at that meeting for a reason other than illness or emergency, that member must include in their delegate report to the Board what sessions they missed and the reason for their absence.

Adopted BOD 2010/07/19
Amended BOD 2011/07/25

e. All individuals who are sent to external meetings on behalf of the Society shall provide a report to the Board of Directors.

Adopted BOD 1990/10/09
Amended BOD 2010/07/19

PART 6: EXTERNAL ORGANISATIONS

6.1 Unless otherwise required by an external organization, the mechanism by which the UVSS shall join an external organizational shall be by a vote of the Board of Directors

Adopted BOD 2013/07/08

6.2 Before joining an external organization, the Board of Directors must be made aware of all fees, policies and bylaws of the external organization. This information must be included in the motion to join.

Adopted BOD 2013/07/08

6.3 Before joining an external organization, the Board of Directors must obtain a legal opinion on any potential legal liabilities in joining that organization.

Adopted BOD 2013/07/08

6.4 If the requirement to join an external organization is by a vote of the Board of Directors, the process to leave that organization must also be by a vote of the Board of Directors.

Adopted BOD 2013/07/08

PART 7: ADVOCACY ORGANISATIONS

7.1 Space Usage

a. **Definitions**

i. Advocacy Groups - Shall be all constituency groups with the addition of the Native Students' Union.
ii. The Society - Shall refer to the University of Victoria Students' Society

iii. Triple Net - Shall be the rate charged per square foot to recover building operation costs.

b. **Space Usage**

Space currently used by Advocacy Groups is recognised and affirmed protection by this policy. Space shall not be reduced without the mutual agreement of the Advocacy Group and the society, except at the conclusion of a period of inactivity, as per BYLAW 18.1, exceeding 365 days.

c. **Expenses**

All expenses not outlined in this policy will not be assessed to advocacy groups. The society's general operating fund will continue to absorb these costs.

d. **Recognition**

i. Native Students' Union - It is recognised that the Native Students' Union has the right to practice cultural traditions and ceremonies within their space. It is also affirmed that the NSU space is for the use of the members of the NSU as defined by the NSU Constitution.
ii. Students of Colour Collective - It is recognised that the Students' of Colour Collective have the right to the free practice of religious and cultural traditions within their space.
iii. Womens' Centre - It is recognised that the Womens' Centre has the right to a women-only space.

e. **Amendment Procedure**

This policy shall not be amended or altered in any manner without 90 days notice to all affected organisations, except with mutual consent.

Adopted BOD 2002/12/19

7.2 Constituency Funding

a. **Constituency Organisation Accounts**

The UVSS shall maintain the following trust accounts for the purposes specified below.
i. Constituency Control Account: Used for collecting and distributing membership fee revenue for Constituency Organisation operating budget grants.
ii. Joint Constituency Trust Account: Used for collecting and distributing membership fee revenue for Constituency Organisation capital acquisitions and joint projects.
iii. One trust account for each Constituency Organisation for its operations.

b. **Disbursement of Membership Fees Revenue**

The UVSS shall disburse all membership fee revenue collected for Constituency Organisations in the following way:
i. 93% of total revenue shall be allocated to the Constituency Control Account; and
ii. 7%of total revenue shall be allocated to the Joint Constituency Trust Account.

c. **Allocation of Constituency Control Account Funds**

i. Operating grant funding will be available to Constituency Organisations from the Constituency Control Account at the beginning of each four-month University

term. Grants to Constituency Organisations shall be recommended by the UVSS Advocacy Council and approved by the Board of Directors. Funds granted from the Constituency Control Account may be used only for the purpose of furthering the work of Constituency Organisations.

ii. In order to be eligible for funding in a given term, a Constituency Organisation must
- Be recognised as a Constituency Organisation under section 18.1 of the UVSS bylaws,
- Hold regular advertised meetings open to all of its members,
- Have at least three active and current executive members,
- Have provided names and signatures of its current signing authorities,
- Present to Advocacy Council a summary of their work and actual spending in the previous term, an outline of planned activities for the coming term, and a budget for the coming term approved according to their bylaws.

iii. In a given term, the funding available for budget grants shall be:
- An estimate of new membership fee revenue to be directed to the Constituency Control Account;
- Plus the balance of the Control Account remaining from the previous term;
- Less triple net assessments for all Constituency Organisations for four months, transferred directly from the Constituency Control Account;
- Less 5% of estimated new membership fee revenue as a reserve for unanticipated expenses;
- Less 5% of estimated new membership fee revenue for each Constituency Organisation not eligible for funding as a reserve those Constituency Organisations.

iv. Advocacy Council shall recommend that the available funding be divided equally among eligible Constituency Organisations, subject to consideration of each organisations trust account balance and past and planned levels of activity.

d. **Allocation of Joint Constituency Trust Account Funds**

Advocacy Council may approve allocations from the Joint Constituency Trust Account subject to approval of the Board of Directors. Funds granted from the Joint Constituency Trust Account may be used only for the purpose of furthering the work of Constituency Organisations. The Joint Constituency Trust Account funds are reserved for capital acquisition expenses; however

i. Any portion of the Joint Constituency Trust Account over $3000 may be used for joint projects of Constituency Organisations, and

ii. Any portion of the Joint Constituency Trust Account over $6000 shall be transferred to the Constituency Control Account to augment operating grant funding.

Adopted BOD 2003/02/27

7.3 Legal Policy: SSD

a. Policy Purpose

Whereas the Society for Student's with a Disability ("**SSD**") is a constituency organization of the University of Victoria Students' Society ("**UVSS**") and SSD's vision is to represent and act in the best interests of its members who are students at the University of Victoria;

And whereas the UVSS and the SSD recognize that people with disabilities may experience social and economic discrimination as a consequence of their disabilities;

And whereas SSD recognizes that SSD is not authorized to enter into a retainer agreement with a legal service provider for the provision of legal services to SSD, or its members whether or not such services are sought in SSD's own name, on behalf of its members or on behalf of the UVSS;

And whereas the UVSS wishes to clarify with SSD the circumstances under which SSD may appropriately apply to expend student fees on legal fees and to otherwise establish a clear, transparent procedure for SSD to follow in seeking such approval.

b. Proposed Guidelines and Procedures:

i. Prior to seeking UVSS approval for representation by a legal service provider, SSD shall investigate no cost, pro bono options for legal services including, but not limited to, liaising with the students at the faculty of law at the University of Victoria who may be eligible to assist SSD with research and policy development, under appropriate supervision;

ii. Prior to seeking UVSS approval SSD may inquire of a legal service provider about the cost of legal services and any terms and conditions on which that legal service provider operates but shall not purport to agree to any such terms absent UVSS approval.

iii. UVSS will consider requests by SSD to expend student fees from the SSD budget that have been allocated for legal research and policy development on a case by case basis upon SSD submitting a request in writing (the "**Request**") to the UVSS Board of Directors prior to engaging a legal service provider. Where SSD representatives require accommodations, verbal reports can be arranged with the UVSS Director of Outreach & University Relations provided the UVSS Director of Outreach & University Relations is given a minimum of 2 weeks advance notice prior to the meeting in which The Request is to be presented.

iv. The Request must identify the following specifically:
- the proposed purpose of the legal expenditure;
- the relationship to the goals and objectives of SSD;
- the benefit to the general membership of SSD;
- the proposed cost of the legal services;
- the terms on which the legal service provider operates; and
- what steps SSD has taken to investigate pro bono or no cost alternatives to commissioning legal services and, if it has taken none, why.

v. The UVSS will not approve a Request by SSD to enter into a per hour fee agreement with a legal service provider. For greater certainty, only a Request for a fixed fee will be considered.

vi. The UVSS will only approve an expenditure that is submitted in conformity with these guidelines.

vii. For greater certainty, this policy does not permit for the expenditure of legal fees to investigate, promote or otherwise fund individual Human Rights cases, individual legal proceedings or other individual civil cases whosoever the complainant may be.

viii. For greater certainty, this policy does not permit the SSD to assume representative status in any Action, Administrative Proceeding, dispute or conflict of a legal nature.

Adopted BOD 2013/05/13

PART 8: PROFESSIONAL DEVELOPMENT UNIONS

8.1 Faculties that have PDUs as recognized within the UVSS Bylaws are prohibited from forming Course Unions.

Adopted BOD 2006/06/26

8.2 Each PDU is entitled to a non-voting representative to Course Union Council, as outlined in the Course Union Council Terms of Reference.

Adopted BOD 2006/06/26

SECTION 2 - FINANCE

The UVSS adopts this financial policy for the Society acknowledging that the duties assigned to it by law and its membership are of a fiduciary nature and as such should be discharged within the utmost good faith and in the best interests of the Society at at all times. The Society's Board of Directors has a responsibility for administering the Society's finances and for determining, monitoring and keeping under review the Society's financial systems, asset management and budgets, and accepts that it governs the Society under authority derived from the British Columbia University Act, the British Columbia Societies Act and Canadian Revenue Agency requirements.

PART 1: ADOPTING THE BUDGETS

1.1 Approval

The Board of Directors shall annually approve an operating budget for all society operations.

Adopted BOD 2004/04/20

1.2 Division of Responsibility

The responsibility for the budget creation shall be divided as follows, in consultation with the appropriate department managers and lead directors:

I. Business and Operations & Building Operations: General Manager
Ii. Support and Administration: Executive Director
Iii. Board of Directors Operations: Lead Director of Finance and Operations

Adopted BOD 2016/04/18

1.3 Process & Timeline

Before the Director of Finance and Operations can draft and compile the Board of Directors budget, all Lead Directors who have designated committee fees (see below) should use their first six weeks to adopt a yearly activities plan and corresponding budget to be recommended subject to approval by the corresponding committee.

The Director of Finance and Operations must receive these plans and budgets from committee chairs by no later than June 30.

The Director of Finance and Operations must present the budget to the Board for approval by the first Board meeting in August.

Adopted BOD 2016/04/18

PART 2: COMMITTEE SPENDING

2.1 The following committees shall have budgets approved by the Board of Directors from the general operations fund or relevant dedicated fund and passed with the UVSS Budget:

a. Campaigns Committee
b. Events Committee

c. Electoral Committee
d. Member Outreach & Engagement Committee
e. Executive Committee (for donations & grants)

Adopted BOD 2011/06/27
Amended BOD 2012/06/25
Amended BOD 2015/03/23

2.2 a. Spending by the aforementioned committees will be limited to their yearly budgeted amounts, and funds required beyond those amounts will require approval of the Board of Directors, except as provided by this policy.

b. During the election period, the Electoral Committee may allocate up to $5000 in excess of the amount within the Elections budget as per Part 6.1 to the Elections Office without approval of the Board of Directors, if:
   i. the Elections Office requests the allocation as necessary to conduct a fair and democratic election, and
   ii. there is no opportunity for the Board of Directors to approve the allocation in a timely manner

Adopted BOD 2011/06/27

PART 3: DEDICATED FUNDS

3.1 Terms

Dedicated Funds must be:

a. Levied by referendum of the Society membership.
b. Designated for a specific purpose.
c. Administered separately from other funds.

Adopted BOD 2011/06/27

3.2 Events Fund

a. The Events Fund shall consist of all student fees dedicated and collected for the sole purpose of funding UVSS events.

b. The Events Committee shall be responsible for administering and allocating grants from the Events Fund.

c. In a given fiscal year the sum of grants issued from the Events Fund shall not exceed the amount in the fund.

d. The Director of Events shall present a report of all expenditures from the Events Fund and the state of the fund to the Board of Directors at the end of each academic term.

e. If net revenue is generated on an event, Events Committee shall have the prerogative to allocate that revenue into the Events Fund or into the general operations fund or donate it to the Food Bank.

Adopted BOD 2011/06/27
Amended BOD 2016/04/18

3.3 Government Relations & Outreach Fund

a. The Government Relations & Outreach Fund shall consist of all student fees dedicated and collected for the sole purpose of quality research and lobby efforts directed at various

levels of government and the University on the issues of post-secondary education, affordable housing, public transit, sexualized violence and campus sustainability.

b. All monies collected in the Government Relations & Outreach Fund shall be represented as a revenue line in the Campaigns Committee budget.

c. Any monies remaining in the fund at the end of the fiscal year shall be placed in a roll-over account and applied to the following year's Government Relations & Outreach Fund.

d. The Director of Campaigns and Community Relations shall present a summary of all expenditures from the Government Relations & Outreach Fund incurred by Campaigns Committee and the state of the fund to the Board of Directors at the end of each academic term.

Adopted BOD 2013/04/22
Amended BOD 2016/04/18

3.4 Elections Fund

a. The Elections Fund shall consist of all student fees dedicated and collected for the sole purpose of funding UVSS elections.

b. All monies collected in the Elections Fund shall be represented as a revenue line in the Elections budget.

c. Any monies remaining in the fund at the end of the fiscal year shall be placed in a roll-over account and applied to the following year's Elections Fund.

d. Chief Electoral Officer shall present a summary of all expenditures from the Elections Fund incurred by both the Electoral Committee and the Elections Office in their Electoral Report to the Board of Directors at the of each election

Adopted BOD 2011/06/27

3.5 Food Bank Fund

a. The Food Bank Fund shall consist of all student fees dedicated and collected for the sole purpose of funding the UVSS Food Bank, supplemented by donations, fundraising and grants when available.

b. The UVSS Board of Directors shall appoint an Executive Director as Food Bank Director upon the recommendation of the Executive Committee.

c. The Food Bank Director shall be responsible for administering and allocating grants from the Food Bank Fund.

d. In a given fiscal year the sum of grants issued from the Food Bank Fund shall not exceed the amount in the fund.

e. The Food Bank Director and Executive Director shall present a report of all expenditures from the Food Bank Fund and the state of the fund to the Board of Directors at the end of each academic term.

Adopted BOD 2011/06/27
Amended BOD 2016/04/18

3.6 Building Fund

a. Terms

i. The Building Fund shall consist of all student fees collected for the sole purpose of funding renovations and improvements to the Student Union Building. The Building Fund is further divided into two separate funds:
   - The Capital Fund, which shall consist of 50% of the Building Fund.
   - The Dr. Ewing Memorial Fund, which shall consist of 50% of the Building Fund.

ii. The Capital Fund may only be used for expenditures of $2000 or greater. The Board of Directors must approve all expenditures from the Capital Fund.

iii. All expenditures from the Dr. Ewing Memorial Fund must be of minimum $5000 and must be approved by both the Board of Directors and UVic Operational Relations Committee.

iv. The Director of Finance and Operations shall present a report on the status of the Building Fund at the end of each academic term.

v. For the purpose of funding a large capital project, the Board of Directors may, by a two-thirds vote, place the Building Fund in a multi-year investment account and may remove the fund from that account by a majority vote. All returns on investment shall accrue to the Building Fund.

b. Capital Fund

The Capital Fund shall only be used for operational revenue-generating improvements to Student Union Building businesses and services.

c. Dr. Ewing Memorial Fund

i. The Dr. Ewing Memorial Fund is a restricted fund held in trust by the University and shall be used to meet expenses incurred in the significant (over $5000) or major renovation or expansion of the Student Union Building.

d. Renovation Fund (Collected May 2013 to April 2018)

i. The Renovation Fund may only be used for expenditures of $2000 or greater. The Board of Directors must approve all expenditures from the Renovation Fund.

ii. The Director of Finance and Operations shall present a report to the Board of Directors on the status of the Renovation Fund at the end of each academic term.

iii. The Renovation Fund is a restricted fund held by the UVSS and shall be used for any improvements to the SUB not covered by the Dr. Ewing Memorial Fund.

Adopted BOD 2011/06/27
Amended BOD 2013/02/04
Amended BOD 2016/04/18

e. Health Plan Reserve Fund

i. The Health Plan Reserve consists of internally restricted funds used to cover future health care plan funding deficiencies.

ii. Funds are designated by the board of directors and allocated as a transfer to the reserve.

iii. Cash in the reserve is held by the Operating Fund as internally restricted cash.

iv. The Director of Finance and Operations shall present a report on the status of the Health Plan Reserve Fund at the end of each academic term.

Learning Disability Assessment Fund Allocation

1. Purpose

A Learning Disability Assessment (LDA) may be required for a student when registering with the Resource Centre for Students with a Disability (RCSD) to request academic accommodations due to significant barriers. To better support students who encounter barriers to reaching academic goals, the learning disability assessment fund is an extra-contractual arrangement between the UVSS and Studentcare that utilizes the Health Plan Reserve Fund to allow students to access Learning Disability Assessments (also called Psycho-Educational Assessments).

2. Qualification Criteria

Students who are approved for student loans may qualify for public funding that covers the full cost of the Assessment.

Where public funding is not available, such as for international students or students who do not qualify for student loans, the UVSS Extended Health and Dental Plan will reimburse up to 80% of the cost, to a maximum of $3,000 annually.

This benefit will only cover testing for students in the Plan and is not available to dependants covered under the Plan.

3. Process

Students must contact the RCSD to determine if a Learning Disability Assessment is needed.

Once students have discussed their situation with the RCSD and determined that a Learning Disability Assessment is required, students can choose to see an external regular psychologist in a private practice or have the testing conducted by RCSD.

If testing is conducted by RCSD, RCSD will perform the first level screening for any student that has not been previously tested for a learning disability. If there is reasonable evidence from the first level screening that a student needs further testing, they may proceed through further testing at the discretion of RCSD. Any student that has previously been tested may immediately proceed to full screening at the discretion of RCSD.

4. Funding Allocation

a. Covering the Costs

Students must submit their Learning Disability Assessment claim under their psychology benefit first, even if they have already exhausted the covered psychology maximum for the policy year.

Once they have received reimbursement (or been denied reimbursement) through their psychology coverage, they shall submit their claim to RCSD under the Learning Disability Assessment benefit, which will reimburse up to 80% of the remaining cost, to a maximum of $3,000 annually.

b. External Screening

In the case where a student pays upfront for testing by an external psychologist:

i. The first portion of the cost up to $700 shall be reimbursed to the student as part of their regular plan psychology benefit, unless the student has already claimed the maximum psychology benefit, in which case 80% of the cost of the first level screening will be covered by the LDA Fund.

ii. The remaining balance of the 80% cost shall be reimbursed by the UVSS LDA Fund.

c. RCSD First Screening

In the case where a student only undergoes the first level screening:

i. The cost of the first level screening shall be covered under the student's regular Plan psychology benefits either directly to the student (if upfront payment) or directly to RCSD (if covered under their own Learning Assessment Fund) unless the student has already claimed the maximum psychology benefit, in which case 80% of the cost of the first level screening will be covered by the LDA Fund.

d. RCSD Full Screening

In the case where RCSD covers the upfront cost of a student's testing:

i. The first portion up to $700 shall be reimbursed directly to RCSD as part of the student's regular Plan psychology benefit

ii. The remaining balance of the 80% cost shall be reimbursed by the UVSS LDA Fund

5. Dispersing Funds from the LDA Fund

a. RCSD will put forward the request for funding, indicating the cost without the student's identifying information.

b. The Director of Finance and Operations and the Executive Director will sign off on the form and submit a check request to Accounting for processing

c. All cheques are to be written directly to Pacific Blue Cross

d. Accounting will process the check and send it via campus mail with the attached documentation back to RCSD

e. RCSD will complete the file and send it along with the check to Pacific Blue Cross

f. Pacific Blue Cross will reimburse the paying party, be it the student or RCSD directly

g. RCSD will notify the UVSS once the claim has been settled

6. Approval, Processing & Confidentiality:

Claims for this benefit will be reviewed and approved on a case-by-case basis by the UVSS, maintaining the strictest privacy and confidentiality.

7. Reporting

RCSD must submit an annual report to the UVSS regarding how many tests were conducted under the plan and the nature of the testing, being sure to withhold students' identifying information.

Adopted BOD 2016/04/18

PART 4: DONATIONS AND GRANTS

4.1 Donations and Grants are defined as monies disbursed from the UVSS General Operating Fund to an organization that does not receive monies from other UVSS Funds.

Adopted BOD 2011/06/27

4.2 The allocation of funds available for Donation and Grants shall be considered set after the Board of Directors has approved the annual budget.

Adopted BOD 2011/06/27
Amended BOD 2016/04/18

4.3 The Executive Committee shall be responsible to make recommendations to the Board on the disbursement of grants not exceeding the annual budgeted amount.

Adopted BOD 2011/06/27
Amended BOD 2015/03/23

4.4 The Society shall only fund recognised on-campus student organisations, except when directed by two/thirds majority vote of the Board.

Adopted SAGM 1989/02/2

4.5 A motion to donate or grant funds to an individual, an unrecognised student group or an off-campus organisation shall require a 2/3 majority vote of the Board of Directors.

Adopted AGM 1989/10/2

4.6 A Donation or Grant may only be disbursed for an invoice or cheque request with full documentation attached, including a record of minutes for the Board or Committee meeting where the funds were approved, and in line with the UVSS accounting standards.

Adopted BOD 2011/06/27
Amended BOD 2016/04/18

PART 5: SPENDING APPROVAL FOR REQUESTS OUTSIDE BUDGETARY ALLOCATIONS

5.1 Any party in need of extra funding outside of pre-approved committee funding or donations and grants allocations must make a request in writing to the Finance and Operations Committee. If funding is available, Finance and Operations Committee will recommend that the requesting party present their proposal to the board.

Adopted BOD 2016/04/18

5.2 In order for an additional expenditure outside the budget to be granted, it must be approved by a ⅔ majority vote of the Board of Directors at a quorate meeting.

Adopted BOD 2016/04/18

PART 6: GIFTS & HONORARIUMS

6.1 Gifts

a. Gifts consist of all non-monetary compensation to a party.

b. Gifts may be provided to speakers or guests. Gifts shall be left up to the discretion of the organizing committees, but must not include alcohol or gift cards.

c. Committees shall include a line item for gifts in their yearly budgets.

Adopted BOD 2016/04/18

6.2 Honorariums

a. Honorariums consist of all extra-contractual monetary compensation to a party.

b. Honorariums should be limited to one time events including but not limited to chairing an annual general meeting, performing at an event, or conducting a workshop. Payments for chairing a meeting should range from $25 to $100 depending on the length and complexity of the meeting. Payments for performances and workshops should range from $50 to $500 depending on the length of the event, preparation time, and education or professional designation of the presenter or performer.

c. Committees may request to have honorariums from the Donations and Grants funding allocation or account for it in their Committee budgets. Cheque requisitions for Honorariums must be accompanied by the Honorarium Request Form.

Adopted BOD 2016/04/18

PART 7: REPORTING

7.1 The Director of Finance and Operations shall provide the Board with a brief update on the Society's finances at every Board Meeting.

Adopted BOD 2016/04/18

7.2 The General Manager is responsible for ensuring monthly actuals are reported to the Finance Committee.

Adopted BOD 2004/04/20

7.3 Financial reports for the Business Operations Division, the Support and Administration Division and the Board of Directors Division shall be presented to the Finance Committee monthly.

Adopted BOD 2000/08/28

PART 8: FINANCIAL MANAGEMENT

8.1 Preamble

The Board of Directors is committed to ensuring the financial integrity of the UVSS. This section outlines the acceptable practices surrounding the management of finances, with specific attention to the approval and allocation of funds by the Board of Directors on behalf of the Student Society and in accordance with Bylaw 12.

Adopted BOD 2016/04/18

8.2 Responsible Banking

a. The Society shall bank exclusively with socially responsible financial organizations that best suit its service financial needs, including meeting minimum standards of good service, financial viability, organizational stability, and competitive pricing. The Society shall preference financial organizations that best reflect the Society's values. Criteria for consideration shall include but not be limited to the following:

i. Have socially and environmentally responsible policy and/or practices.
ii. Subscribe to independent social and/or environmental standards.
iii. Contribute to the social, environmental and economic well-being of communities.
iv. Support small businesses and a healthy local economy.
v. Provide fair and just services, which promote financial inclusion.
vi. Are democratically controlled.
vii. Support a living wage for their employees as well as in the community at large.
viii. Support the rights of people and communities of all genders, sexualities, abilities, sexes, and races.
ix. Support indigenous communities and rights.
x. Have a low carbon footprint per dollar held in savings.
xi. Strive to reduce their internal environmental impact.
xii. Provide environmentally and socially responsible finance products.
xiii. Commit to a large percentage of impact investing, especially in renewable energy and poverty reduction.
xiv. Provide fair interest rates on student line of credit products.
xv. Provide non-commercial support, such as donations and scholarships, to post-secondary institutions and students.

Adopted BOD 2014/01/20
Amended BOD 2016/04/18

8.3 Signing Authority

a. Signing authorities are all persons with the ability to disburse funds or enter contracts on behalf of the Student Society as outlined in Bylaw 12.3

Adopted BOD 2016/04/18

8.4 Transactional Procedures

a. Cash

Safeguards on Cash from Event Ticket Sales

i. In order to maintain financial accountability when the Board handles cash, the following procedures must take place when out-of-office sales of event tickets occur.

ii. It is the responsibility of a Lead Director to get any cash floats for ticket sales from the General Office.

iii. Cash boxes will be kept in the locked filing cabinet in the Director of Finance and Operations' Office. The cash box can be signed out by any Director on the Board with the approval of a Lead Director.

iv. When a Director signs out the cash box they must count and record the amount in their possession and have a Lead Director sign off as a witness. When a

Director signs the cash box back in they must record the new amount in the cash box in the presence of a Lead Director. Any discrepancies above $20 should be reported to Finance committee.

v. While the cash box is in the possession of a Director, they must record all transactions made and be able to reconcile their new amount upon returning the cash box to a lead director. A Director must be present with it at all times from the moment it is signed out until it is returned. When a Director has the cash box in their possession, it is their responsibility to ensure that it is secure at all times.

vi. Except in special circumstances, cash from ticket sales must be returned to the General Office by the end of business day on Friday.

b. Credit Card

The UVSS has credit cards if needed for purchases in advance or online. In order to sign out the credit card, permission must be obtained from an excluded manager. Only Lead Directors, the Research and Communications Manager or Graphic Design Department Staff may make a purchase with the credit card.

i. Lead Directors and Staff Use

If a purchase is made a purchase with the credit card, receipts must be provided within 7 days to an excluded manager. Failure to do so may result in suspension of credit card privileges for an amount of time deemed appropriate by Executive committee.

ii. Clubs and Course Union Use

Should Clubs or Course Unions wish to make a purchase with the UVSS credit card, they must complete a Credit Card Request Form. The Director of Student Affairs will consult with either the Executive Director or General Manager and the pair will approve or deny the request based on documentation received. An invoice or paragraph explaining why use of the credit card is necessary must be submitted with the Credit Card Request Form. There must be adequate funding in the Club/Course Union account to cover the purchase before it is made.

If the purchase needs to be made off site, the Director of Student Affairs shall accompany the Club and remain in possession of the credit card at all times. Otherwise, the transaction will be made by the Executive Director or General Manager and immediately coded to the Club or Course Union that requested the purchase.

c. Electronic Mobile Point of Sale Devices

The UVSS has electronic mobile point of sale devices available for use to receive electronic payments.

i. Only Lead Directors, department managers, or advocacy/affiliated group paid coordinators can sign out an electronic mobile point of sale device.

ii. Electronic mobile point of sale devices must be signed out from either the Director of Finance and Operations, the Director of Events, or the General Office. A usage agreement must be signed whenever a device is signed out.

iii. In order to transfer the funds to a particular account, the individual who signed out the point of sale device must submit the required paperwork to accounting within 5 business days of the electronic mobile point of sale device being returned or else the funds will be forfeited.

iv. There will be a 5% convenience fee on all transactions that will be withheld by the accounting department to cover administrative and transactional costs.

v. No funds will be disbursed for cancelled, expired, or otherwise declined transactions.

vi. Damage or loss of the electronic mobile point of sale device will result in funds being withheld and a suspension of use for the individual(s) responsible.

vii. Any issues or discrepancies must be reported to the General Manager and the Director of Finance and Operations within one business day.

viii. The UVSS is not liable for any damages that may occur due to misuse of the electronic mobile point of sale devices.

d. Cheques & Direct Deposits

i. Cheque Requisitions

- All funds disbursed to Clubs and Course Unions shall be conducted through a cheque requisition process subject to Part C and D of Clubs Policy and Part C and D of Course Union Policy

- All cheque requests approved by the Director of Student Affairs in excess of $2000 from Course Union/Clubs special funding accounts must be accompanied by minutes from the Board of Directors meeting from which they were approved before considered for cheque processing.

- All cheque requisition forms put forward by the Board requesting for per diems must be accompanied by minutes from the committee meeting where the participants were voted on and a copy of the policy justifying the amount given. The cheque requisition form must be signed off by the Lead Director that chairs the associated committee and one other Lead Director or excluded manager.

- All cheque requisitions put forward for funds to be remitted to an Excluded Manager require the signature of either the other Excluded Manager and one Lead Director or two Lead Directors.

- All cheque requisitions put forward must not be written to the person who signed off on it

- Any cheque requisition forms put forward by advocacy groups or the NSU require the signature of two of the group's signing authorities.

- Employees of the UVSS with direct deposit set up will have the option to request direct deposit in lieu of receiving a paper cheque and will be encouraged to do so.

ii. Cheque/Direct Deposit Signing

As signing authorities of the UVSS, Lead Directors owe a duty of care to the organisation. As a result, during the cheque signing process, Lead Directors are expected to:

Ensure that the necessary documentation is accompanying each cheque which includes but is not limited to:

- A cheque requisition with the necessary signing authorities approval
- An invoice
- Associated other supporting documentation as outlined in policy.

Ensure the name the cheque/direct deposit slip is payable to is the same as the approved invoice/cheque requisition form.

Ensure the amount the cheque/direct deposit is payable for is equivalent to the amount outlined in the approved documentation.

In the event a cheque is approved and signed breaking this policy:

- A stop payment must immediately be placed on the cheque and the recipient parties notified

- The Board of Directors must be notified at the following Board Meeting and a statement of explanation issued to the membership

- The issuance of other disciplinary action as deemed relevant by the Board of Directors

Adopted BOD 2016/04/18

8.5 Per Diems & Travel

a. Per diems may be provided to Directors/Members who are required to travel to meetings, conferences, seminars or other activities approved by UVSS.

b. In order for a per diem to be awarded, the director or member delegate must have been elected by the respective committee or the Board of Directors in a quorate meeting.

c. Per Diem rates for meal and incidentals will be provided at the rate of and under the conditions indicated in the United Steelworkers 2009 Collective Agreement.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children or relatives
- In-room movies or video games
- Sporting activities, shows, etc.

d. Travel Guidelines

i. Directors/Volunteer Members are required to fly coach class with the lowest available airfare for non-stop travel.

ii. When transportation is required it is preferred that the Director/Volunteer Member uses a rental car.

iii. Directors shall be reimbursed for standard hotel accommodations.

Adopted BOD 2016/04/18

8.6 Student Fees – Collection, Allocation & Audits

A "levied group" refers to any group that has a fee levy as determined by referendum and in accordance with the UVSS Bylaws.

a. Collection

i. Student Fees undergo the following collection process:

- Fees are collected by the University of Victoria on behalf of the Society
- Fees are transferred to the Society
- The Society disburses the funding to the levied groups

b. Allocation

i. Collected fees are held in internal accounts for all levied groups. Groups that receive fees from the UVSS must not have external banks accounts. CFUV, The Martlet, VIPIRG, and PDU's are exempt.

ii. All allocated fees are subject to use and oversight in accordance with the levied group's governing documents.

iii. In order to receive their funding, Advocacy groups must report a semesterly budget and actuals to Advocacy council.

iv. The Society must undertake an annual audit and appoint an auditor as per UVSS Bylaw 12.4 and the Societies Act of British Columbia.

v. Levied groups that are not included in the Society's annual audit include:

- CFUV
- The Martlet
- Vancouver Island Public Interest Research Group (VIPIRG)
- Professional Development Unions

vi. In order to receive their funding, CFUV, The Martlet and VIPIRG must provide UVSS with completed year-end (April 30) financial statements and tax returns on an annual basis. Their financial statements will be audited every five years at their expense and the results shall be provided to the Society. The Society may require an audit of these groups at any time outside of this schedule. In the case of an unanticipated audit requested by the Society, the Society shall pay the professional costs to perform the same.

vii. In order for Professional Development Unions (as classified in Bylaw 15.4) to receive their funding they must submit updated signing authorities, current budgets and actuals, current opening and closing bank statements, and updated Constitutions and Bylaws to the Director of Student Affairs and Executive Director.

Adopted BOD 2016/04/18

SECTION 3 - OPERATIONS

PART 1: STRATEGIC & ORGANIZATIONAL PLANNING

1.1 Preamble

The Society shall develop a strategic plan on an annual basis. Annual renewal of the strategic plan shall ensure that:

a. Resources are mobilized to meet the objectives and priorities of the current board; and
b. Business plans (for the business units), work plans (for cost centres) and the marketing and communications plan align with the evolving perspectives of the Board of Directors; and
c. The current board, stakeholders, and members are engaged and actively involved in the strategic plan, business unit plans, and cost centre work plans, at all phases; and
d. The Society is able to proactively and strategically adapt to external and internal environment changes.

Adopted BOD 2015/08/18
Amended BOD 2016/04/18

1.2 Business Plans, Cost Centre Work Plans, and Marketing & Communications Plan

In order to support the strategic plan and to ensure that all of the Society's resources are being effectively mobilized to support its goals, annual business plans for the business units, work plans for cost centres, and an annual marketing and communications plan (component of strategic plan) shall be developed.

Adopted BOD 2015/08/18
Amended BOD 2016/04/18

1.3 Process

The annual renewal process for the Strategic Plan shall be a shared project between the outgoing board and the incoming board. The outgoing board shall conduct an environmental scan (with staff) including a SWOT analysis and develop a draft plan for the incoming board. The incoming board shall complete the draft, develop strategic initiatives and success indicators, and consider a review of the Society's mission, vision, and values.

The board shall solicit input from all UVSS stakeholders, including members and staff, to ensure the strategic plan is adequately representative of the perspectives and values all stakeholders. This includes:

a. Semesterly meetings with staff to report on the state of the Board's strategic initiatives and solicit feedback
b. A Strategic Planning open house for members and staff to contribute to the initial planning process, to be conducted within 6 weeks of the Board taking office.
c. Joint workshops with staff to help operationalize the strategic plan through business unit collaboration and goal setting.

Adopted BOD 2015/08/18
Amended BOD 2016/04/18

1.4 Timeline

The following shall be completed no later than the dates listed below, within reason:

May 1	Strategic planning training and initial goal-setting – Incoming Board of Directors
May 31	1-2 Day strategic planning session
June 15	Committee goals submitted to Finance & Operations Committee
June 15	Strategic Plan Open House (staff, directors, members)
June 30	Strategic Plan adopted
July 31	Annual business unit plans completed
July 31	Annual work plans for cost centre department managers completed
August 31	Report on strategic plan implementation to all staff, including feedback solicitation.
August 31	The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, and General Manager, provide a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations.
December 15	Report on strategic plan implementation to all staff, including feedback solicitation.
December 15	The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, and General Manager, provide a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations.
April 30	Report on strategic plan implementation to all staff, including feedback solicitation.
April 30	The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, and General Manager, provide a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations.
April 30	Environmental Scan (SWOT) - Outgoing Board of Directors

Adopted BOD 2015/08/18
Amended BOD 2016/04/18

PART 2: ENVIRONMENTAL SUSTAINABILITY

2.1 Mandate

a. The Society recognizes that it must strive to minimize environmental impacts in all of its operations; and
b. The Society must reduce barriers to, and provide incentives for, environmentally conscious choices on the part of individuals.

2.2 Process

The Society's operational practices shall include:

a. Annually evaluating and reviewing the progress that we have made towards achieving the goals set out in this policy.
b. Collecting and storing information in a way that facilitates future evaluation and review of sustainability trends in Society and SUB practices.

Adopted SAGM 2001/02/15

2.3 Waste Management

a. The Society will strive to reduce waste from all aspects of its operations.

Adopted BOD 2007/04/23

b. Whenever possible, the Society will ensure access to, and encourage the use of, infrastructure that serves to divert waste from landfills. This infrastructure shall include, but not be limited to:
   i. Indoor, visible, accessible recycling receptacles.
   ii. Indoor, visible, accessible compost receptacles.

Adopted BOD 2007/04/23

c. Whenever possible, composting and recycling shall be mandatory in all SUB operations.

Adopted BOD 2007/04/23

d. The Society supports the reduction, re-use, and recycling of all materials that are considered to be non-biodegradable and/or harmful to the global environment.

Adopted BOD 1992/04/16

2.4 Energy Use and Emissions

e. The Society shall work to reduce energy consumption in its operations.

Adopted BOD 2007/04/23

f. When financially feasible, the Society shall perform retrofits to upgrade the efficiency of any technologies or appliances used in its operations.

Adopted BOD 2007/04/23

g. Where appropriate, the Society shall invest in renewable energy sources to power its operations.

Adopted BOD 2007/04/23

h. Employing energy efficient technologies throughout the SUB.

Adopted SAGM 2001/02/15

2.5 Education

The Society's educational efforts shall include:

a. Ensuring that its employees are aware of, and able to make use of waste management infrastructure in the SUB and are able to educate users of SUB services about this infrastructure.

Adopted BOD 2007/04/23

b. Educating members about the importance and relevance of sustainability issues.

Adopted SAGM 2001/02/15

c. Ensuring that the issues of sustainability are considered in decision making for our campaigns and operations.

Adopted SAGM 2001/02/15

2.6 Resources

a. The Society shall use recycled paper and envelopes (including photocopy and computer paper) for its office supplies.

Adopted AGM 1990/02/25

b. Society practices shall include:

i. Developing waste management practices that function according to the 4 R's in the appropriate order: Rethink, Reduce, Reuse and Recycle.

Adopted SAGM 2001/02/15

ii. Developing sustainable purchasing guidelines.

Adopted SAGM 2001/02/15

iii. Efficient and conservation-focused resource use in SUB operations and Society activities, including water, energy, material goods, and chemical/hazardous materials.

Adopted SAGM 2001/02/15

iv. Installing water efficient technologies throughout the SUB when feasible.

Adopted SAGM 2001/02/15

2.7 Environmental Health

The Society shall maintain and ultimately improve the environmental health within the SUB.

Adopted SAGM 2001/02/15

2.8 Socially Responsible Investing

The Society shall develop and adhere to a sustainable investment policy.

Adopted SAGM 2001/02/15

2.9 Purchasing and Product Choice

Preamble

As the representative body of the many students at the University of Victoria, the UVSS has an obligation to manage its operations carefully and responsibly. This responsibility extends to products purchased, or otherwise acquired, for use in Society operations, for use in SUB operations, and for resale.

This policy is designed to promote safe and fair working conditions and responsible management of environmental and social resources.

a. Purchasing

Wherever possible, the Society will purchase products, for resale or use in its operations, that:

i. Are purchased and produced in a socially responsible way.

ii. Minimize the product's lifetime ecological footprint (as defined in Issues Policy, Part 19: Sustainability). This shall take into account greenhouse gas emissions due to production and transportation.

b. Paper

i. Wherever possible, the Society will purchase 100% post-consumer waste paper for use in its operations.

ii. All internal correspondence shall be double-sided, and paper that has printing on one side shall be re-used.

Adopted BOD 2007/04/23
Amended BOD 2011/06/13

PART 3: PRODUCT REVIEW AND DEVELOPMENT

3.1 Preamble

Each business unit shall have a product review and development process. Product review and development shall be the responsibility of business unit managers with oversight by the General Manager and input from the Board of Directors through the Director of Finance and Operations.

Integral to the proper functioning of product review and development at the UVSS is a healthy balance between empowering business unit managers to perform their duties without unnecessary micro-management, while also providing a direct conduit for the Board of Directors to provide direction and suggestions on behalf of the membership.

In order to align the goods and services produced by the UVSS with the needs of the membership, business unit managers shall prioritize market research (surveys, focus groups, data collection) and develop measurement systems in order to track progress, successes, and challenges.

Adopted BOD 2015/02/02
Amended BOD 2016/04/18

3.2 Process

The process for reviewing a business unit's current product mix, or for introducing new products, shall be modelled on current business standards for product review and development.

The following product review and development process shall serve as a guideline or template which business unit managers can use or adapt to their area of operation.

a. Idea Generation
b. Idea Screening
c. Concept Development & Testing
d. Business Analysis
e. Product Development
f. Test Marketing
g. Commercialisation
h. Launch

Adopted BOD 2015/02/02

3.3 Meetings

a. Board of Directors

There shall be a minimum of one meeting per semester for each business unit manager to meet with the General Manager, the Director of Finance and Operations, and the Graphic Design Department Manager. At this meeting, all aspects of product review and development will be discussed. Topics to be discussed shall include but not be limited to: idea generation & screening, concept development & testing, business analysis, and marketing.

b. Staff

Business unit managers shall meet regularly with their supervisor to discuss the ongoing challenges and successes of product review and development in their department.

Adopted BOD 2015/02/02
Amended BOD 2016/04/18

3.4 Training

a. Board of Directors

Upon assuming office, the Director of Finance and Operations shall be given an orientation in the basic concepts of product review and development, including a mix of workshops, on-the-job training, and written materials.

b. Staff

If new or existing business unit managers need additional training in product review and development in order to fulfill the requirements of this policy and the strategic plan, they shall be given an orientation in the basic concepts of product review and development, including a mix of workshops, on-the-job training, and written materials.

Adopted BOD 2015/02/02

PART 4: POSTERING AND ADVERTISING

POSTERING

4.1 All postering in the SUB and on UVSS poster boards located in the University must be in compliance with University Policy BP3105 Building Usage and University Policy BP3140 University Signage.

Adopted BOD 2012/02/20
Amended BOD 2016/08/22

4.2 Posters which have the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment will not be approved for posting. In the instance that UVSS Info Booth staff are uncertain whether a poster meets this criteria, they shall consult with the Executive Committee for clarification.

Adopted BOD 2012/02/20

4.3 Posters where the content discriminates against a person or group of persons on the basis of race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, pregnancy, age, sex, sexuality, gender, gender identity, appearance or conviction for a criminal charge will not be approved for posting. In the instance that UVSS Info Booth staff are uncertain whether a poster meets this criteria, they shall consult with the Executive Committee for clarification.

Adopted BOD 2012/02/20

4.4 For the interior and exterior of the Student Union Building, any posters, signs, banners, notices, displays ect. shall not be attached to any other surface than notice boards except where installed by University of Victoria Facilities Management. If this policy is not followed, any damage to the Student's Union Building will be repaired at the direction of the General Manager and at the expense of responsible groups or individuals where applicable.

Adopted BOD 2016/08/22

4.5 In instances where posters that violate the terms of this policy are stamped for approval, they may be removed at the discretion of the Executive Committee. If a poster is removed, the Executive Committee must inform the Board of Directors and the group or individual who put the poster up. Any removed materials will be destroyed after thirty (30) days. The decision of the Executive Committee may be appealed in writing to the Board of Directors.

Adopted BOD 2012/02/20
Amended BOD 2016/08/22

ADVERTISING

4.6 Advertisements and publications shall be consistent with the values and policies of the UVSS.

Adopted BOD 2016/09/12

4.7 All promotional materials for the Society's campaigns, services and events shall display the Society name or logo, and, where appropriate, a mark indicating that unionised workers produced the materials.

Adopted BOD 1992/09/21
Amended BOD 2010/06/14
Amended BOD 2011/07/25

4.8 Digital, print, and event advertising by third parties in the Student Union Building requires the approval of Executive Committee, unless otherwise stipulated in a contract or under the operational purview of a UVSS business or cost centre.

Adopted BOD 2016/09/12

PART 5: SUB SPACE USAGE & RENTAL

5.1 Purpose

a. Establish consistent practices for the booking and rental of SUB space by UVSS users and non-UVSS users
b. Maintain the safety of our members and protect SUB property;
c. Help ensure that events are conducted in a safe and responsible manner.

Adopted BOD 2012/04/16

5.2 Authorized Users to Rent SUB Space

a. The following shall be considered UVSS users:
i. UVSS and University Clubs
ii. University of Victoria Athletic and Recreation Clubs
iii. Course Unions
iv. Professional Development Unions (PDU)
v. Constituency Groups
vi. Native Students' Unions (NSU)
vii. CFUV Community Radio
viii. Vancouver Island Public Interest Research Group (VIPIRG)
ix. Martlet
x. USW Local 2009

b. The following shall be considered non-UVSS users:
i. The University of Victoria
ii. Non-University users

c. Persons authorised to rent space: In the case of UVSS users the renter must be a signing officer or staff as registered with UVSS. In the case of all others, the renter must be a signing officer of the organisation.

Adopted BOD 1991/11/25
Amended BOD 2010/07/19
Amended BOD 2012/04/16

5.3 Terms of Rental

a. **Hours of Operation:** Rentals must fall within the posted hours of operation. Exceptions to the normal available hours may be made only in unusual circumstances at the discretion of the General Manager, Executive Director or Board of Directors.

b. **Booking Limitations of UVSS Users:** With the exception of bookings made by UVSS divisions and the Board of Directors, the following regulations apply to UVSS users:

i. Space bookings may be made no earlier than one month before term.

ii. A single group may book no more than five dates falling in a month for tables in the SUB foyer or in the SUB courtyard. These five dates do not include those assigned during Week of Welcome or clubs or course union days.

iii. Clubs, Course Unions and Professional Development Unions shall be able to book a multi-purpose room (Michele Pujol Room, Vertigo, SUB Upper lounge) free of charge to a maximum of two times per room per month subject to this policy.

iv. The following are the time periods at which UVSS users can make regularly occurring space bookings:

- Space booking for the Fall semester shall commence on August 1 and end on September 30. After this two-month period, UVSS users may book the remaining spaces subject to availability.
- Space booking for the Winter semester shall commence on December 1 and end on January 31 of the next calendar year. After this two-month period, UVSS users may book the remaining spaces subject to availability.

v. If a UVSS user wishes to book a multi-purpose room for five [5] or more days, the request shall be referred to the Executive Committee for a decision made at the advice of Catering and Conference Services.

c. **Rental Rates:** Basic rental charges for the use of UVSS space shall be established from time to time by the General Manager. UVSS users shall be exempt from rental charges.

d. **Set up and Clean up of Spaces:** Unless otherwise arranged in advance, set up and clean up of rented space is the responsibility of the renter.

The renter will be charged a clean up fee at the sole discretion of the General Manager (minimum of $10.00) if the rented space is not vacated in the same condition as when occupied. This includes proper storage of tables and chairs.

A limited number of tables and chairs is available at no additional charge from UVSS in the Student Union Building.

e. **Insurance and Security:** The General Manager and Executive Director shall be responsible for the administration of security and insurance with assistance from the General Office Manager.

Adopted BOD 2004/04/20
Amended BOD 2010/07/19
Amended BOD 2011/10/24
Amended BOD 2016/04/18

5.4 Table Rentals

a. **Spaces:** Six spaces shall be available for displays, sales, and other uses in SUB foyers. One of the available spaces shall be permanently reserved for the activities of UVSS

Users. A group or individual may book no more than one space for each day. A maximum of five spaces may be booked for one day by non-university users.

At the conclusion of the rental period, the renter must return any furniture used and restore the rented space to a clean and orderly condition.

Limitations on the number of available spaces may be temporarily waived by the UVSS for special events such as clubs and course union days.

The above provisions of also apply to outdoor rentals in the courtyard between the SUB and Ring Road. In the event of inclement weather, the renter is solely responsible for damages to items being displayed or sold. Alternative space may not be available inside the SUB.

b. **Food sales rentals in SUB Foyers:** Only UVSS users may book food sales events. A maximum of one (1) table selling food or beverages will be permitted for a maximum of one day per week. This limit may be waived by UVSS for special events.

Adopted BOD 2004/04/20

5.5 Discounts

a. The only non-UVSS users that shall be eligible for discounts on space rental in the SUB shall be the University of Victoria and non-profit organizations.

b. Requests for discounts shall be directed to Catering and Conference Services only. Catering and Conference Services shall have the discretion to apply discounts if it is in their business interest to do so and if it is done in a manner that does not negatively impact the sustainability of their operations.

c. If Catering and Conference Services requires clarification on whether or not to provide a discount, they shall consult the Director of Finance and Operations and the Director of Outreach & University Relations.

Adopted BOD 2010/07/19
Amended BOD 2010/08/30

5.6 Space Requests

To request new or changed space in the SUB, a group shall submit a written proposal to the Finance and Operations Committee, which will make a recommendation to the Board of Directors. The proposal should include:

a. A description of the group's organisation and accountability,
b. How the organisation offers services or activities that benefit students,
c. The typical activities the space would be used for,
d. Demonstrated resources to cover costs for occupying the space,
e. Demonstrated resources to ensure a consistent level of activity, and
f. The group's needs for space in the SUB.

Adopted BOD 2003/04/14
Amended BOD 2012/06/25

5.7 Space Usage - Advocacy Groups

Advocacy Groups shall be all Constituency Organisations and the Native Students' Union.

a. **Protection of Space**

Space currently used by Advocacy Groups is recognised and protected. Space shall not be reduced without the mutual agreement of the Advocacy Group and the UVSS, except if a group has been inactive, as per bylaw 18.1, for at least 365 days.

b. **JUM Rates**
The rate of JUM for Advocacy Groups will be set at a level of 1/2 of the rate of JUM at any time. For adjustments to the rate of JUM, the UVSS is required to provide notification by March 1st of each year, and the UVSS may only implement JUM adjustments on May 1st of each year.

c. **Schedule of Remittance**
The society recognises the need for flexibility in the remittance of JUM. Therefore, Advocacy Groups are able to remit annualised JUM costs from September 1st to April 30th, rather than from May 1st to April 30th.

d. **Constituency Groups**
The collective cost of JUM is assessed directly from the Constituency Control Account prior to allocation of term allotments.

e. **Native Students' Union**
The NSU will be directly assessed JUM from the NSU Control Account.

f. **Amendment Procedure**
This policy shall not be amended or altered in any manner without 90 days notice to all affected organisations, except with mutual consent.

Adopted BOD 2003/04/14
Amended BOD 2012/04/16
Amended BOD 2012/06/25

5.8 Space Usage - External Organisations

An External Organisation is an entity legally independent from the UVSS.

An External Organisation may use space in the SUB subject to a lease contract between it and the UVSS. Two months prior to the expiry of its lease, an External Organisation should provide the Director of Finance and Operations with a summary of their activities, following the guidelines for space request proposals above.

Adopted BOD 2003/04/14

5.9 Space Usage - Internal Organisations

An Internal Organisation is legally part of the UVSS but recognised as outside of regular UVSS operations. It excludes Advocacy Groups because their space is addressed separately above.

Internal Organisations will be allocated space from time to time by the Board of Directors. To assist the Board in periodic space usage reviews, each Internal Organisation shall provide the Director of Outreach & University Relations with a summary of their activities, following the guidelines for space request proposals above by April 30th of each year.

The Board of Directors shall provide at least 60 days notice of any changes to space allocations for Internal Organisations, except by mutual agreement.

Adopted BOD 2003/04/14

5.10 Space Usage – Multi-purpose Rooms

a. The primary purpose of Vertigo, the Michele Pujol Room, and SUB Upper Lounge shall be for events hosted by UVSS users and non-UVSS users. Priority shall be given to paid bookings by non-UVSS users, except in cases where UVSS users have already booked the space and made financial expenditures for that space.

b. From time to time, use of the SUB Upper Lounge may be set aside for quiet study space at the discretion of Catering and Conference Services. Catering and Conference

Services shall endeavour to accommodate the need for quiet study space during exam periods, provided this does not negatively impact the financial sustainability of this department.

Adopted BOD 2011/10/24

5.11 Space Usage – SUB Grounds

a. Bookings of the SUB grounds by UVSS users and non-UVSS users, shall be submitted, reviewed and approved in accordance with the UVSS's SUB Space Usage and Rental Policy

b. University Policy does not apply in the case of bookings for the SUB grounds.

c. The booking and use of SUB grounds shall be in accordance with applicable legislation and municipal bylaws.

d. Booking of the SUB grounds by a UVSS user should be related to that user's purpose and/or constitution.

e. Organizers of approved outdoor bookings must leave the space booked in a clean manner with no damage to the area that the event took place in. Organizers of approved bookings are responsible for the removal of all recycling, garbage and equipment upon completion of the booking.

Adopted BOD 2012/04/16

5.12 Food Bank & Free Store Garden

a. Preamble

There are three garden beds outside the Students' Society Centre, located at the exterior entrance to the office of the Director of Outreach & University Relations. The purpose of the beds is to grow food for the UVSS Food Bank & Free Store. Campus Community Garden, with their expertise and experience in community gardening and supplying the Food Bank & Free Store, shall maintain the beds as part of their operations. In this way, the beds shall receive the attention they require to flourish. Opportunities may be provided to students, especially those affiliated with the Food Bank & Free Store, to garden and harvest food.

b. Campus Community Garden Responsibilities

The Campus Community Garden (CCG) shall be responsible for the following:

- garden maintenance, including weeding, planting, and harvesting
- create a to-do list for volunteers to assist in ongoing maintenance

c. Food Bank & Free Store Responsibilities

The Food Bank & Free Store shall be responsible for the following:

- direct volunteers to the CCG to assist with the beds as well as the off-site location
- play an active role in harvesting, in collaboration with the CCG

d. UVSS Board Responsibilities

The UVSS Board shall be responsible for the following:

- water regularly
- funding

Adopted BOD 2016/04/18

PART 6: EXTERNAL COMMERCIAL INTERESTS

6.1 No commercial interest not operated by the Society shall be permitted in the Student Union Building if it replaces or competes with Society businesses or services.

Adopted BOD 1993/07/05

PART 7: LICENSED VENUES & SPECIAL EVENTS

7.1 Preamble

The Society recognises there is a correlation between alcohol consumption and sexualized violence. As the Society recognizes its responsibility to create a safe and respectful environment for its operations, and to minimize the occurrence and impact of sexualized violence in all of its operations, the Society will consult the Anti-Violence Project (AVP) regarding safety and prevention strategies.

7.2 Special Events

The General Manager shall ensure that a designated driver programme is in effect in all licensed areas and during all licensed special events in the Student Union Building.

Adopted BOD 1990/09/17
Amended BOD 2000/08/28
Amended BOD 2016/04/18

7.3 AVP Presence at Licensed Venues

a. The Society will extend a standing invitation to the Anti-Violence Project to have a presence at licensed venues within the Student Union Building. This invitation will include but is not limited to:
   i. The provision of a table in the venue where two AVP volunteers may distribute information and/or promotional materials in an unobtrusive and respectful manner.
   ii. The provision of assistance by the Director of Events to an Anti-Violence Project volunteer or staff member in contacting the appropriate facility's manager in advance of the date(s) requested.

Amended BOD 2016/04/18

7.4 AVP Presence at Licensed Special Events & Special Events

a. The Society will extend event-specific invitations to the Anti-Violence Project to attend licensed special events organized by the Society.
   ~~i.~~ This invitation will be the responsibility of Director of Events.
   ii. This invitation will include the provision of a table within the facility, where AVP volunteers may distribute information and/or promotional materials in an unobtrusive and respectful manner.
   iii. The General Manager will ensure that the AVP volunteers and/or staff have contact information for appropriate security personnel at the event.

Amended BOD 2016/04/18

7.5 AVP Staff and Volunteer Responsibilities

a. AVP will provide training for its representatives. Concerns regarding volunteer training, behaviour or information provided should be directed to the AVP Coordinator.

b. Staff and/or volunteers representing AVP at licensed events shall not be under the influence of alcohol while on shift.
c. AVP volunteers and/or staff will be advised to discourage intoxicated individuals from disclosing information about specific experiences of sexualized violence. Individuals expressing a desire to disclose will be respectfully encouraged to contact a 24-hour crisis line, or to contact an appropriate resource the following day. Where appropriate, AVP and event staff and/or volunteers will work together to provide a safe space for individuals who feel threatened or triggered.

7.6 Employee Education

a. The Society shall provide education opportunities for its employees, so that:
   i. They are aware of the relationship between alcohol consumption and sexualized violence;
   ii. They are aware of, and able to make use of, programming provided by the Anti-Violence Project;
   iii. They are able to educate users of SUB services related to said programming.

Adopted BOD 1990/09/17
Amended BOD 2000/08/28
Amended BOD 2007/04/23

PART 8: GRAPHIC DESIGN DEPARTMENT

8.1 Work Orders

a. General

i. Work orders are project managed on a first come first serve basis.
ii. Last-minute work orders should be avoided.
iii. Last-minute work-orders will be considered according to capacity of the Graphic Design Department (GDD). GDD staff will do their best to accommodate reasonable requests.
iv. Work orders are managed by the GDD once the order is submitted.
v. Work orders are to be filled out completely. The GDD will not start a work order until it is complete.
vi. If any of the concept or copy changes, it must be updated & highlighted in the work order as soon as possible. If the changes are major, expect to add an additional 1 – 2 weeks to the timeline.

b. Project Specific

Video

i. Work orders for video are to be filled out in a separate spreadsheet.
ii. A minimum of four [4] weeks shall be given for video projects once a work order has been submitted.
iii. A script and storyboard is required to be submitted with video work orders. Work on a video project will not commence until a script and storyboard has been submitted.

Adopted BOD 2016/04/18

8.2 Timelines

a. Project timelines are managed by the GDD according to department capacity.

b. A minimum of two [2] weeks shall be given for small and medium projects once a work order has been submitted.
c. A minimum of three [3] weeks shall be given for large projects once a work order has been submitted.
d. GDD staff reserve the right to adjust timelines according to department capacity.
e. The GDD will not guarantee completion of work orders on last-minutes work orders or on work orders that have deadlines shorter than the two and three week minimums.

Adopted BOD 2016/04/18

8.3 Proofing Process

a. Zap works on first come first serve basis.
b. GDD staff will send proofs to Zap to print.
c. Proofs will be under the name of the person who submitted the work order.
d. Zap will notify the contact person once the proof is ready.
e. Proofs shall be checked in a timely manner.
f. Zap will not guarantee that a job will be completed in a timely manner if it has been waiting in the proof bin for an extended period of time.
g. Zap establishes printing timelines under Zap's internal printing policy.
h. If edits are required, update the work order and bring the proof to the GDD with the edits noted on it.
i. The GDD will do a maximum of two [2] revisions and then submit the final version to Zap for print.
j. Once the print order is approved and signed off, the person who requested the order will send an email to Graphics.
k. Zap will provide a time estimate for completion of the order.
l. It is the responsibility of the person who submitted the order to pick up the materials.

Adopted BOD 2016/04/18

8.4 Handbook

a. The handbook is an annual project managed by Board communications staff and the GDD.
b. Board communications staff will collect updated information for advocacy groups and affiliated groups to compile for the GDD.
c. The GDD will contact advocacy groups and affiliated groups about updating their ads if needed.

Adopted BOD 2016/04/18

8.5 UVSS Sponsored Projects

a. Work orders for events and campaigns (sponsored projects) by the UVSS must be approved by Marketing Planning & Advisory Group (MPAG). The approval of some projects will be pending cost-sharing agreements.
b. Work orders for sponsored projects must be submitted by a member of Executive Committee.
c. GDD support for sponsored projects includes print, web, digital and social media.
d. UVSS sponsored projects shall follow the GDD timelines outlined under Part 10.2.

Adopted BOD 2016/04/18

8.6 Advocacy Groups & Affiliated Groups

a. Production of signage and wayfinding is a service provided to advocacy groups and affiliated groups with approval from the Executive Director and General Manager.
b. Work orders for the events and campaigns of advocacy and affiliated groups must adhere to the policy set out for "UVSS Sponsored Projects".

Adopted BOD 2016/04/18

SECTION 4 - ISSUES POLICY

The Society shall limit its Issues Policy stances to issues directly pertaining to student life and post-secondary education.

Adopted BoD 2016/07/25

PART 1: STUDENT RIGHTS

1.1 **Declaration of Student Rights –** the Society recognizes the rights of all post-secondary students, subject to the limitations established by the Canadian Charter of Rights and Freedoms and the Society's policies and bylaws.

The following rights shall be recognized:

a. **Freedom from Harassment -** Every student has the right to a university experience free from assault, harassment, intimidation, threats, bullying, hazing and coercion.

b. **Freedom from Discrimination** – Every student has the right to freedom from discrimination and oppression on the basis of identity or any perception thereof. Prohibited grounds of discrimination include but are not limited to race, ancestry, place of origin, colour, ethnicity, citizenship, aboriginal identity, language, creed, clerical or lay status, sex, pregnancy, sexual orientation, gender identity, age, marital status, family status, number of dependents, ability, socioeconomic status, political or religious affiliation or belief, membership in legal association, place of residence, or conviction for which a pardon has been granted.

c. **Fundamental Freedoms** – Every student has the right to the fundamental freedoms established by the Canadian Charter of Rights and Freedoms, Part I Section 2.

- **i.** **Freedom of Expression** - Every student has the right to freedom of opinion, expression, belief and political association.
- **ii.** **Freedom of Association** - Every student has the right to belong to any association of their choice and shall not be subjected to any prejudicial action by any member of the university community for so belonging.
- **iii.** **Freedom of Peaceful Assembly** - Every student has the right to engage in non-violent assembly.
- **iv.** **Freedom of the Press** – The Society supports the freedom and independence of student media outlets. The Society opposes any attempt to censor or control content of student media outlets.

d. **Right to Organize** – Every student has the right to form independent and democratic student associations.

e. **Legal Rights** - Every student has the right to due process and fairness.

f. **Privacy Rights** - Every student has the right to protection of their privacy and to have access to their personal information.

g. **Academic Freedom** – Every student has the right to academic freedom.

h. **Intellectual Property** – Every student has the right to the protection of their intellectual property subject to fair use.

i. **Accessibility** - Every student has the right to accommodations that allow for their equal participation in academic and non-academic aspects of their campus community.

1.2 University Recognition of Student Rights – the Society supports a comprehensive declaration of student rights in University of Victoria policy.

Adopted BoD 2013/07/22

PART 2: ALLIANCES

2.1 Where appropriate, the Society will partner with other student associations to advocate for affordable high-quality education and related student interests.

Adopted BoD 2012/03/26

2.2 Where appropriate, the Society will partner with on-campus and community groups, non-profit organisations and organised labour on issues related to public education, gender-based and sexualized violence**,** public transportation, affordable housing, poverty, human rights, anti-violence, ecological sustainability, and electoral reform.

Adopted BoD 1995/01/09
Amended BoD 2000/08/09
Amended BoD 2012/03/26
Amended BoD 2016/04/18

2.3 The Society adopts a non-partisan position that does not endorse any political party.

Adopted BoD 1996/04/29
Adopted SAGM 2010/02/11

PART 3: ANTI-OPPRESSION & EQUITY

3.1 Anti-Racism

Preamble

The Society recognizes racism is not simply a form of discrimination that robs members of full participation in the society. Racism is contingent on the establishment and assertion of a centre based on the implicit code of whiteness, which is embedded with patriarchal, heterosexist and capitalist constructions of gender, sexual orientation and ability. The university is reflective of these constructions. Therefore, the Society must be committed to a genuine and critical anti-racism strategy that shifts the focus and onus away from people of colour and Aboriginal people and moves towards focus on the centre.

The Society supports an environment that protects and promotes the dignity, worth, and human rights of every person and supports mutual respect and cooperation between individuals.

The Society is committed to supporting an environment free from intentional or unintentional racism for all society members and employees.

Furthermore, the Society acknowledges the need to be anti-racist and;

1. Recognizes that as an educational institution, the Society has a special responsibility to develop positive values, attitudes, knowledge and practices by developing a framework which will promote and support equity, justice and access to all.

2. Encourages mutually respectful relations that promote anti-racist understanding.

3. Acknowledges that people encounter barriers to full participation in education and employment opportunities due to racialization, cultural/linguistic domination, gender, sexual orientation, disabilities and religion. The Society is committed to eliminate these barriers.

Mandate
This policy sets the Society's position on the issue of racism. The Society is committed to:

1. Promoting the integration of issues of racism into the fabric of the Society and their inclusion as part of the agenda of all committees and activities. Racism issues are not to be trivialized or marginalized.

2. Cultivating understanding and mutual acceptance of cultural diversity among Board of Directors, Members at Large, Staff and all persons or groups utilizing Society resources and/or facilities. Further, to increase awareness of its membership on issues of racism through campaigns and literature the University of Victoria Equity & Human Rights Office should implement more effective polices to ensure that people of colour and Aboriginal people are given a fair equitable opportunity for employment.

3. Eliminating discrimination based on racialization, cultural/linguistic domination, gender, sexual orientation, disabilities and religion among students and staff

4. Taking into account the anticipated impact on the diverse community when designing new programs, policies, and services.

5. Cultivating enhanced understanding and mutual acceptance of cultural diversity among employees and the people we serve. Further, to increase awareness of its membership on issues of racism through campaigns and literature.

6 Providing Privilege Workshops annually for the Board of Directors and interested Students At Large. The workshops shall be facilitated by Women's Centre, Pride Collective, Society for Students with a Disability, Students of Colour Collective, Native Students Union or outside facilitators.

7. Working with the staff of the Society to ensure that future collective agreements and employment practices reflect the Society's commitment to a proactive anti-racism policy. The Society recognizes the systemic underrepresentation of people of colour and First Nations people within the workforce and will work towards correcting this inequity within the Student Union Building.

8. Lobbying the University Administration, Senate, and Board of Governors to develop policy and procedures to effectively deal with racism that incorporates the following:

- **a.** Ongoing review and evaluation of university curriculum, programs, policies, legislation, services, and methods of service delivery with a view to removing inequities and biases.
- **b.** Ensure that fairness and equity in operations and systems for everyone including appropriate class assignments, non-selective registration, equitable and respectful treatment of students, and equitable employment practices. Lobby the University of Victoria Equity & Human Rights Office to implement more effective policies to ensure that people of colour and First Nations people are given a fair and equitable opportunity for employment.
- **c.** With emphasis on the areas of curriculum, staff development, personnel practices, conduct, and climate, that the University Administration promotes the integration of race relations issues into the fabric of the system and their inclusion as part of the agenda of all committees and activities. Race relation issues are not to be trivialized or marginalized.

d. With respect to curriculum:

- **i.** Recognize that the curriculum must present a global view of society which includes the experiences and achievements of all cultural groups. Varied perspectives must be included to enable all students to develop pride in their own heritage and appreciation of the cultural heritages of others.
- **ii.** Review and monitor new and existing curricula, curricular materials and learning resources for racism, negative cultural bias and eurocentric bias.
- **iii.** Develop and implement new inclusive curricula designed to eliminate racism and increase cross-cultural understanding.
- **iv.** Select learning resources that reflect the experiences and contributions of our diverse society.
- **v.** Provide staff and students with training, guidance and support to enhance cross-cultural understanding, respect and acceptance of all people.
- **vi.** Provide continued support of ESL/core English, transition and other language programs, where there is a need.

e. Provide faculty, administration, staff, and students with training, guidance, and support to enhance cross-cultural understanding, mutual respect, addressing privilege, and acceptance of others cultural diversity.

f. Recognize and value the importance of first language(s) and prior educational experiences of students. Support the development and implementation of additional language programs.

g. Establishment of an anti-racism office with an anti-racism officer and appropriate counseling services for people of colour and first nations people.

h. Incorporate anti-racism workshops within all orientation programs for students, faculty, and staff.

Definitions

Aboriginal: The original inhabitants, or Indigenous peoples, of Canada and their descendants. Aboriginal includes status, non-status, Metis and Inuit.

Bias: A personally held belief or view of the world, a given situation, or individuals or groups. A bias against or towards members of a particular ethno-cultural, religious, or linguistic group can be expressed through speech, nonverbal behavior, and written and other materials.

Centre: Refers specifically to society's structural location of power, which is asserted through social, economic, cultural, political and/or religious means. The centre is the site from which oppression and domination emanate, and therefore the space in which they must be contested.

Curriculum: The term is used here inclusively to mean both the formal curriculum, i.e. the stipulated practices and procedures governing the delivery of education, as well as the informal curriculum, i.e. the unwritten practices and procedures that influence student activities, behaviours, perceptions and outcomes.

Discrimination: The practice or act of making distinctions between people based on such characteristics as ethnicity, nationality, language, faith, gender, disability, or sexual orientation, which leads to the inequitable treatment of individuals or groups. There are two types of discrimination - direct and systemic

Direct discrimination: An overt action, taken on the basis of an individual's or group's response to characteristics of culture, ethnicity, nationality, language, faith, gender, disability, or sexual orientation is meant to bring about the inequitable treatment of individuals or groups that have one ore several of these characteristics.

Systemic discrimination: Differential treatment through seemingly neutral policies or practices that are reinforced by institutional structures and power and that result in the inequitable treatment of members of particular groups. Systemic discrimination practices are those

that have an adverse on one group and are not clearly related to job performance or job requirements.

Dominant/Majority Group: The group of people in a given society that is largest in number or that successfully shapes or controls other groups through social, economic, cultural, political, or religious power. In Canada, the dominant group is composed of White, English-speaking, middle-to-upper income, Christian Canadians.

Ethnic Group: A community maintained by a shared heritage, culture, language, or religion; a group bound together by ties of cultural homogeneity, with a prevailing loyalty and adherence to certain beliefs, attitudes, and customs.

Ethnocentrism: A condition characterized by pre-occupation with one's own cultural or national group and belief in the superiority one's own race and culture.

Eurocentrism: Exclusive or almost exclusive attention to events and peoples originating in Europe, as well as consideration of information from the perspective of White people who came to North America from Europe.

Harassment: A persistent and continuing communication of negative attitudes, beliefs, or actions toward an individual or group, with the intention of disparaging that person or group. Forms of harassment include name-calling, jokes and slurs, graffiti, insults, threats, discourteous treatment, and written and physical abuse.

Institutional Racism: Exercise of notions of racial superiority by social institutions through their policies, practices, procedures, and organizational culture and values, either consciously or unconsciously. Institutional racism results in the unequal treatment of, or discrimination against, individuals ore groups with non-dominate identities.

People of Colour: A term which applies to all people(s) who are not seen as White by the dominant culture. This would include Aboriginal, Black, Chinese, South Asian, South East Asian, Filipino, and Latin American Canadians. The term originates in the United States, and is one attempt by Black and brown people to name themselves, not as "non-whites," "minorities," "visible minorities," or "ethnics," but as people with a positive identity.

Prejudice: Prejudging individuals or groups of people based on negative and incorrect information. Prejudiced attitudes are used to rationalize unequal treatment of people, which reinforces stereotypes and prejudices.

Racialization: A process through which people of colour and Aboriginal people are marginalized. This concept recognizes that “race” is not a real biological category, but is used as a social category that reproduces oppressive relations. Racism operates through racialization.

Racism: A set of mistaken assumptions, opinions, and actions resulting from the belief that one group is inherently superior to another. Racism refers not only to social attitudes toward ethno-cultural minority groups, but also to social structures and actions that limit, exclude, discriminate against, and oppress such individuals and groups. Racism may be present in organizational and institutional structures and programs, as well as in the attitudes and behaviour of individuals.

Stereotype: A false or generalized conception of a group of people that results in the unconscious or conscious categorization each member of that group, without regard for individual differences. Stereotypes are sustained by the tendency to perceive selectively only those pieces of new information that correspond to the conception.

Whiteness: An implicit code of norms that is based on and reflective of power relations within society. Whiteness does not simply refer to the colour of a person’s skin, as such individuals may carry varying levels of whiteness depending on their relative positions within the structures of the society in which they find themselves.

Adopted AGM 1996/10/17
Amended SAGM 2005/02/10

3.2 Homoantagonism and Transantagonism

a. The Society supports the designation of a constituency group office in the Student Union Building for students of marginalized gender identities, and romantic and sexual

orientations. The Society supports that this room be large enough to reasonably support the day to day operations of the constituency, and that the space have a gender neutral, accessible washroom.

Adopted SAGM 1994/02/16
Amended SGM 2016/03/31

b. The Society condemns all discrimination based on sexual orientation and romantic orientation.

Adopted AGM 1995/10/25
Amended SGM 2016/03/31

c. The Society condemns all discrimination based on gender identity.

Adopted BoD 2012/03/26

d. The Society supports that all couples and individuals regardless of gender identity, gender expression, romantic orientation, or sexual orientation be given equal priority in rental units.

Adopted AGM 1995/10/25
Amended SGM 2016/03/31

e. The Society supports legal marriage rights for same sex couples

Adopted BoD 2000/08/28

f. The Society supports gender inclusive washrooms and will lobby the University to increase the accessibility and the number of gender inclusive washrooms on campus. The Society will ensure that gender inclusive washrooms are available and accessible in the Student Union Building. The Society recognizes that not providing equal access to washrooms is a form of discrimination, and will ensure that all UVSS events provide equal access to washrooms for everyone.

Adopted BoD 2012/03/26
Amended BoD 2016/02/01

g. The Society supports the right of all students to use their chosen name and self-identified gender and for this to be recognized on class lists, in classes and on university identification.

Adopted BoD 2012/03/26

h. The Society supports the Trans* Day of Remembrance and condemns homophobic, transphobic and gender-based violence.

Adopted BoD 2012/03/26

3.3 Sexism

a. The Society supports the University of Victoria's Equity policy for Female Faculty.

Adopted AGM 1989/10/26

b. The Society opposes the implementation of any new abortion law.

Adopted AGM 1989/10/26

c. The Society supports:

i. The fundamental right of all women to control their bodies
ii. Access to safe, reliable birth control and family planning information and the right of choice in method
iii. Freedom of choice in the matter of abortion
iv. Access to quality health services and counselling which meet the needs of women students and respect a woman's control of sexual orientation

v. Freedom of expression of sexual orientation
vi. Freedom from sexual assault and other forms of violence
vii. The right to an education environment free of sexual harassment
viii. The right to effective, legal and academic grievance procedures recognized by students, faculty and support staff, and
ix. The right to celebrate International Women's Day on campus

Adopted AGM 1989/10/26

d. The Society supports the right of women to have a statutory national holiday on International Women's Day.

Adopted AGM 1989/10/26

e. The Society supports the annual memorial march for missing and murdered Indigenous women and supports recognition of annual Sisters in Spirit vigils in solidarity with local Indigenous communities.

Adopted BoD 2012/03/26

f. The Society supports the recognition of the National Day of Remembrance and Action on Violence Against Women and that students be granted academic amnesty to participate in memoriam.

Adopted BoD 2012/03/26

PART 4: ANTI-VIOLENCE

4.1 Harm Reduction

a. UVSS believes part of creating a more inclusive community, that is committed to anti-violence initiatives, is recognizing the importance of centering Harm Reduction. Harm Reduction refers to an anti-stigma approach that works towards decreasing harm in all ways; particularly in safer sex and safer use of substances, by providing services, tools, and skills to individuals.

Adopted BoD 2016/03/14

4.2 Sexualized Violence

a. Preamble

The Society recognizes that sexualized violence is anything that disrespects your sexual being. This can look like comments, leering, intimidation, coercion, expectations, discrimination, non-consensual touching, sexual assault, sexual harassment etc. We also recognize that we currently live in a "rape culture" that normalizes and glorifies sexualized violence, creating a sense of entitlement to other people's physical, emotional, and sexual well beings without consent. As a Society we have a role in ensuring that post-secondary education is accessible for all students, but education is not accessible if students on this campus do not feel safe. Therefore the Society must be committed to developing structures that centre the lived experiences of survivors while simultaneously creating educational and preventative programming and supports for those who have caused harm.

b. Framework

Furthermore the Society recognizes that;

i. Rape culture and sexualized/gender-based violence are deeply rooted in the ongoing colonial legacies of these unsurrendered and unceded territories that we

occupy. The Society recognizes that we must approach our advocacy with an anti-colonial framework and engage with communities who are disproportionately affected by this violence.

- Furthermore we recognize that sexualized and gender based violence disproportionately targets indigenous folks, and therefore we must involve the voices and communities of those who are most affected by this violence. We therefore also support a National Inquiry into Missing and Murdered Indigenous Women.

ii. Sexualized and Gender-Based Violence affects folks who hold vulnerable identities such as queer, trans or gender-variant folks, people of colour, people with disabilities, and people from a low socioeconomic background. We recognize that our advocacy must be intersectional and involve the voices and communities of those who are most affected by these violent structures.

iii. As an organization the society has a role in pressuring governing bodies such as the university administration and the provincial government to dismantle harmful power structures which often recreate harm.

iv. The Society supports that the university have a stand-alone policy that outlines how the administration handle sexual-assault cases, which supports and centres the experiences of survivors and which includes education, prevention and supports for those who have cause harm.

c. Legislation

The Society supports binding provincial legislation that ensures that all institutions in the province engage in a process of collaborative stand-alone sexual assault policy development.

Furthermore, we recognize that these issues do not happen in isolation. Therefore we support the development of a robust and holistic approach to addressing sexualized violence in this province through the development of a sexualized-violence task force, and an Action Plan on Sexualized Violence in British Columbia.

d. Education and Prevention Programs

The UVSS supports the continuation of education and prevention programs, specifically in collaboration with the Anti.Violence.Project and the University through the Let's Get Consensual Campaign:

The UVSS will run a Let's Get Consensual campaign that will:

i. Involve a collaborative and coordinated, university-wide approach in order to reach the greatest number of people with the most effective use of available resources and knowledge
ii. Collaborative decision-making that is reflective of each partner's mandate
iii. Apply a strengths and resource-based approach in which members will utilize their identified strengths and resources to leverage their expertise and engage in collaborative work
iv. This work will be based on current research and practices, and sex positive (open, communicative, and accepting of individuals' differences related to sexuality and sexual interests) approaches, inclusive of all genders and sexualities
v. Messaging, activities, and events developed for campus communities as part of the Let's Get Consensual campaign will be positive, respectful and non-shaming

vi. This work will reflect an understanding that some communities are disproportionately affected by sexualized violence. Initiatives will be engaged in to reach populations that current research demonstrates are disproportionately affected by sexualized violence and gender-based and those that are disproportionately responsible for perpetuating sexualized and gender-based violence.

vii. The goal of this work is to engage the university community in proactive and preventative conversations and actions about sexualized and gender-based violence focusing on education and awareness building. Initiatives will be engaged in with the goal that awareness and education about consent and sexualized violence be integrated within the campus culture.

viii. This campaign will strive to:

- Promote positive messaging around consent that encourages and informs students on how to engage in consensual conversations in all aspects of their campus lives, particularly in interpersonal relationships, and addresses behaviours within the greater context of societal rape culture.
- Create awareness around issues of masculinity (e.g., privilege, patriarchy, entitlement) on campus and provide representations of positive expressions of masculinity. Encouraging men to be leaders, and to speak out and take an active role in addressing these issues with other men.
- Recognize and address the different ways in which violence manifests itself within all communities in pursuit of supporting and promoting respect and accountability across campus, where 'seeking help' is normalized.

Adopted BoD 2016/04/18

PART 5: CANNABIS HEMP

5.1 The Society supports the decriminalisation of cannabis hemp.

Adopted Referendum 1993/10/14

PART 6: ELECTIONS

6.1 **Civic Engagement** – the Society will actively encourage students to vote in all elections. The Society will seek to educate students in a non-partisan fashion on any and all post-secondary education and related student issues relevant to a given election.

Adopted BoD 2012/07/23

PART 7: ENVIRONMENTAL SUSTAINABILITY

7.1 Preamble

The Society recognises that the earth is not being cared for in a sustainable manner, and that we play a role in environmental degradation. We recognise that we must conduct our affairs in an environmentally, socially, and ethically responsible fashion. We are committed to the implementation of sustainable operating practices, and will instil an understanding of the values of sustainability practices to our members through research, education and our own operations.

Adopted SAGM 2001/02/15

7.2 Definitions

There are many ways to define the concepts of sustainability and sustainable development. There is no single, perfect definition of sustainability, rather it should be defined in its use. Sustainability takes into account three interdependent elements: the environment, the economy and the social system. It involves recognising and taking responsibility for our current and future impacts on human activity and the environment, on local and global scales. It means meeting the needs of the present generation without compromising the ability of future generations to meet their needs.

The definitions below are all incorporated into the concept of sustainability.

Alternative/sustainable transportation: Considers all of the competing demands of using any common form of transportation in the context of lessening the impacts of transportation habits on the local and global environments. Some examples are the interrelationships between: parking lot fees, contribution of exhaust to degradation of biosphere and decreased public health, public transit access and use, number of enclosed bike racks, pedestrian safety, etc.
Beyond Climate Neutral: A state in which the positive impact a person or institution has on the global climate system outweighs its negative impact.
Ecological footprint: The ecological footprint measures human impact on nature. It shows how much productive land and water we occupy to produce all the resources we consume and to take in all the waste we make.
Environmental Health: Refers to the optimal state of well-being of the animate and inanimate elements that exist around us. It recognises the fact that humans, like all matter of life, are connected directly to the environment in which they exist. To harm our environment is to harm ourselves and it is therefore in our best interest to protect the environment in which we live, ranging from a small office space we occupy to the whole earth we live on. Environmental health emphasises the common ground between achieving health and sustainable development. It focuses on the economic and environmental determinants of health, and on the means by which economic investment should be guided towards producing the best population health outcomes, greater equity in health, and sustainable use of resources.
Interdisciplinary: Involving two or more academic disciplines. An example of this would be a political science class dealing with environmental issues.
Lifecycle cost: An economic, environmental and social evaluation technique that accounts for the cradle-to-grave environmental consequences/impacts of a product, process, or service.

Adopted SAGM 2001/02/15

7.3 Policy

a. The Society shall lobby municipal and provincial governments to improve conditions on the road for cyclists through cyclist/driver education, and designated cycling lanes on roadways.

Adopted AGM 1990/02/25

b. The Society supports and encourages the use of alternative forms of transportation. This includes, but is not limited to:

i. User-friendly and accessible public transit.
ii. Halting the creation of further parking spaces
iii. Ridesharing
iv. Universal access to public transportation

Adopted BoD 1992/06/24
Amended BoD 2000/08/28
Amended BoD 2016/07/25

c. The Society supports the phase-out of old growth logging and the complete preservation of Clayoquot Sound and the Carmanah, Walbran, and Stein Valleys.

Adopted BoD 1993/03/29
Amended BoD 2007/04/23

d. Climate Change

i. The Society supports the stabilization of atmospheric concentrations of anthropogenic greenhouse gases at levels that would prevent dangerous interference with the global climate system, and it supports environmentally sound initiatives that serve to reduce greenhouse gas emissions.
ii. The Society supports the transition of the University of Victoria beyond climate neutral.

Adopted BoD 2007/04/23

e. Society Efforts

The Society's efforts toward environmental sustainability shall include:

i. Transportation

Encouraging and facilitating students' use of sustainable modes of transportation.

Adopted SAGM 2001/02/15

ii. University Relations

- Working with the University of Victoria to develop and deliver interdisciplinary courses to teach students in all faculties about sustainability issues in their study area of choice.
- Encouraging the University to employ resource conservation and efficiency measures in their activities.
- Working with the University to develop and implement a model waste management system.
- Encouraging the University to adopt an environmental health policy.
- Working with the university to develop a sustainable investment policy.
- Encouraging the University to encourage and facilitate the use of sustainable transportation methods by students, staff, faculty and campus visitors.
- Encouraging the university to manage the campus lands in such a way to ensure healthy, diverse, and spacious natural and green spaces for enjoyment and use by future UVic students.
- Working with the entire university community to ensure that the floral and faunal biodiversity of the campus is protected through the appropriate management of the natural areas of the UVic campus.

Adopted SAGM 2001/02/15

PART 8: HOUSING

8.1 On-campus housing

The Society supports:

I. High quality, affordable on-campus student housing for all that need it.
II. Residence buildings that are fully accessible for students with disabilities.
III. The development of legislation that outlines the rights of on campus residents to prevent unnecessary fee increases and early eviction.
IV. Publically owned and operated student residences.
V. Pegging maximum annual rent increases to CPI regardless of individual student tenant turnover.

VI. Residences that cater to the needs of student parents.

The Society opposes:

I. Increases to residence rental fees that go beyond the standard allowable rent increase in BC.
II. Privatization of student housing, including administration and management, and public-private partnerships.
III. Profit-generation from campus student housing of any kind, including international students' residences.

Amended BoD 2015/03/23
Amended BoD 2016/07/25

8.2 Off-campus housing

The Society supports:

I. High quality, affordable housing for all that need it.
II. Campaigns to inform students of their rights as tenants.
III. Pegging the standard allowable rent increase in BC to CPI.
IV. Municipal by-laws that allow secondary suite rental units.
V. Government support for public and not-for profit affordable housing.
VI. Student participation in neighborhood, community, and tenants groups.
VII. The creation of a national housing act.

The Society opposes:

I. Increases to the standard allowable rent increase that are above CPI.
II. Landlords using students' (and international students in particular) lower knowledge of, or confidence with, tenants' rights to sidestep the Residential Tenancy Act or otherwise intimidate student tenants.

Amended BoD 2015/03/23

PART 9: POST-SECONDARY EDUCATION

9.1 Preamble

The Society is committed to universal access to post-secondary education. The Society supports the International Covenant on Economic, Social and Cultural Rights - signed and ratified by the Canadian Government in 1976 - which recognizes education at all levels as a basic human right and that "higher education shall be made equally accessible to all, on the basis of capacity, by every appropriate means, and in particular by the progressive introduction of free education."

Adopted BoD 1990/09/17
Amended BoD 2016/04/18

9.2 Indigenous Right to Education

All levels of government have a role to play in reconciliation and we call on the Province of British Columbia to play an active role in this process. It is Indigenous Peoples' Treaty and Aboriginal right to attend all educational institutions built on unceded and unsurrendered Indigenous territories. However, Indigenous students currently pay increasingly high tuition costs in BC and the funding available from the federal government through the Post-Secondary Student Support Program (PSSSP) has lagged behind tuition fee increases and growing numbers of Indigenous youth for years.

Therefore, the Society calls on the Provincial Government and Universities to recognize the Aboriginal Right of First Nations (status and non-status), Metis, and Inuit to Education guaranteed by the Treaties and the Royal Proclamation. The Society calls on the Provincial Government to

take a leadership role in reconciliation by immediately waiving tuition fees for all Indigenous Peoples attending post-secondary institutions in the province of British Columbia.

The Society asks that the Provincial government:

1. Recognize the role of provincial governments in reconciliation with Indigenous Peoples.

2. Issue a mandate to Post-secondary institutions to honour First Nations Treaty and Aboriginal right to education by immediately waiving tuition and fees for Indigenous students.

Adopted BOD 2016/04/18

9.3 Academic Materials

Preamble
The true cost of post-secondary education is composed of many factors besides tuition, including academic materials. Over the past decade the cost of academic materials has continued to rise beyond the rate of inflation. Book publishers have engaged in practices which increase textbook costs such as issuing a new addition of a book with only cosmetic changes.

Many instructors provide course packs of required readings, but the creation of affordable course packs depends successful navigation of Canadian copyright legislation, which protects copying for individual use but nor for teaching purposes. Many universities have facilitated production of course packs in paper and digital form through agreements with Access Copyright, a licensing agency which offers advance permission to copy a variety of works for academic purposes for a one-time fee.

An increasing amount of materials used by teachers are not covered under Access Copyright, and the organization's fees have also risen substantially over the years. As a result, a number of Canadian universities, including the University of Victoria, have decided to discontinue use of Access Copyright. Under current copyright legislation, this may result in delays in producing course packs, increased costs and unavailability of some materials.

Access to alternate format materials is also a concern. Unless students with disabilities request their texts in alternate format several weeks in advance this results in a delay in receiving the texts which disadvantages these students compared to the general student population.
Policy

a. Course Packs – the Society encourages instructors to utilize affordable course packs and to make course packs available to students online. Instructors are responsible for ensuring that materials in their course packs are not already freely available to students.

b. Textbook Editions – the Society encourages instructors to allow students to use an older version of a textbook where the information it contains does not differ significantly from the latest edition, and to notify students that such an option is available. The Society opposes the issuing of new editions of textbooks with only cosmetic changes.

c. Online Components – the Society opposes the use of mandatory online components in textbooks where the online component uses a one-time subscription forcing students to purchase a new textbook for the course.

d. Copyright Reform – the Society supports the expansion of fair dealing rights in Canadian copyright law to include teaching and research as well as personal use.

e. Textbook Taxation – the Society supports elimination of sales tax on textbooks.

f. Book Importation Regulations – the Society supports amendment of the Canadian Book Importation Regulations to eliminate price premiums on imported textbooks.

g. Textbook Rentals – the Society supports expansion of the university's textbook rental program with rental prices of no more than 50% of the cost of the new book.

h. Alternate Format Texts – the Society supports provision by the University of alternate format texts and course materials in a timely manner to students who require them. The Society believes that publishers should offer their complete line of textbooks in alternate as well as conventional formats to promote accessibility.

i. Selection of Course Material – the Society believes that it is the responsibility of instructors and the university to consider the best interests of students in the selection of course material, balancing concerns of quality, affordability of materials and appropriateness.

j. University and Instructor Accountability – the Society supports University policies which hold professors accountable for the affordability and quality of the materials in their classes. The Society believes that, except in cases where research is limited to professors' work, the assignment of course materials through which the professor can directly financially gain is a conflict of interest and should be sanctioned. The Society strongly opposes either the University or individual professors receiving personal benefits from textbook publishers against the interests of students, and supports sanctions against professors who are found to collude with textbook publishers.

k. Intellectual Property – the Society opposes attempts at monopolization and price gouging for use of protected work in the academic environment, and will lobby the university and both levels of government for more regulation of the textbook and academic journals industry.

Adopted BoD 2012/02/06

9.4 Curricula

a. The Society supports the development and implementation of a mandatory course or part of the curriculum focusing on issues around racism, sexism, homophobia and classism.

Adopted BoD 1993/03/29

9.5 Funding

a. **Federal**

i. Transfer Payments – the Society supports the negotiation of a dedicated transfer payment for post-secondary education between the provincial and federal governments, particularly if the terms of that transfer payment include standards and evaluation practices to ensure fair access, affordability and quality nationwide.

ii. Research and Capital Funding – the Society believes the federal government has the primary responsibility for providing research and capital funding. The Society supports programs to fund undergraduate and graduate research opportunities.

iii. Grants – the Society believes that the best tool to promote accessibility to post-secondary education is a needs-based grants program. The Society supports the needs-based grants program of the federal government and will lobby for further shifting of funding from tax credits, loan reduction and other sources towards a larger up-front grants program federally.

iv. Indigenous Students – the Society opposes any cap on student support for Indigenous students (First Nations, Inuit, Metis and non-status students) that fails to meet the needs of all students who would not otherwise be able to attend. The Society will lobby for the elimination of 2% cap on the Post-Secondary Student Support Program.

b. Provincial

i. Operating Funding – the Society supports the funding of post-secondary education above the national average for total Full Time Equivalent (FTE) grants. The Society strongly opposes any attempt to reduce per-student FTE. The Society believes that funding levels must, at a bare minimum, keep pace with the Consumer Price Index (CPI).

ii. Capital Funding – the Society believes the provincial government is responsible for ensuring that any demands put on the university system for physical growth are supported, in partnership with the federal government. The Society supports reinstating the maintenance capital funding formerly provided by the provincial government.

Adopted BoD 2012/02/06

9.6 Governance

a. The Society supports significant student representation on all levels of university governance.

Adopted BoD 1992/04/16

b. The Society supports the democratization of all positions on the Board of Governors, with at least one-third of the voting members being student representatives and a majority of voting members being student, staff and faculty combined.

Adopted AGM 1995/10/25

c. In recognition of students' rights to organise a representative student union and to have dues, duly authorised by the student union, collected and remitted to the student union, the Society supports amending Section 27 (1) of the Universities Act to clarify that educational institutions will collect and remit to student organisations all student fees duly authorised in accordance with their organisations' constitution.

Adopted SAGM 1998/02/12

d. The Society supports the Canadian University Faculty Association's boycott of the Technical University of British Columbia until such time as an elected senate of academic representatives, students and peers is put in place.

Adopted SAGM 1998/02/12

9.7 International Students

a. The Society supports the elimination of differential fees for visa students.

Adopted BoD 1991/10/28

9.8 Quality

Preamble

Instructional quality is one of the most decisive factors in the quality of undergraduate education. Outstanding undergraduate instruction reflects positively on every aspect of the university, and

requires effective communication and interaction between and among students and instructors as well as funding, attention and innovation on the university's part.

In Canada, educational quality standards are set at the provincial level. BC is the only province in with a provincial seal of quality for post-secondary education, with standards set by the Ministry of Advanced Education. Greater collaboration between provincial governments would encourage national data gathering and consistency in educational quality across Canada while respecting regional differences. To be effective, quality assessment must serve the diverse needs of students, institutions and the public, must foster a process of continual improvement and must reflect the perspectives of all stakeholders. This includes meaningful participation of students in the setting of standards and inclusion of a broad range of indicators that measure all dimensions of a student's educational experience.

Policy

a. University Responsibilities

i. Teaching Quality – the Society will actively support and facilitate programs that seek to improve pedagogical technique for professors and instructional quality for undergraduates. The Society supports a mandatory course on teaching for all first-time instructors of undergraduate courses.

ii. Evaluation of Teaching – the Society encourages the development of effective student teaching evaluation mechanisms.

iii. Lab and Tutorial Quality – the Society believes that labs and tutorials should be of optimal size for students' interaction and learning. The Society believes that lab equipment should be up to date and sufficient for students' needs.

iv. Data Collection – the Society believes that universities should work with the provincial government to ensure that data collection on post-secondary education yields high quality results while remaining efficient and cost-effective.

b. Government Responsibilities

i. Pan-Canadian Accord – the Society believes that the federal and provincial governments should be coordinating their efforts to ensure high-quality, accessible, and affordable education in Canada. The Society supports the negotiation of an agreement between the provincial and federal governments to create a dedicated transfer payment, and a system of standards, goals and a federal evaluation body.

ii. Accreditation – the Society supports the establishment of outcome measurements for all post-secondary programs to allow for a baseline measurement of quality nationwide, including in non-professional programs.

iii. Evaluation BoDy – the Society believes that spending on post-secondary education should be carefully accounted for, and clear benchmarks should be put in place by which the quality of universities can be audited. The Society supports the creation of an inter-governmental BoDy to coordinate educational policy, benchmarks and collection of data.

iv. Benchmarks – the Society supports the adoption of international benchmarks for the evaluation of post-secondary education such as those in use by the OECD.

v. Recognition of Teaching Excellence – the Society believes the federal and provincial governments should facilitate the improvement of educational quality at universities.

The Society supports the creation of a Canada Teaching Chair program focused on excellence in teaching and paralleling the Canada Research Chairs.

Adopted BoD 2012/02/06

9.9 Student Awards and Financial Aid

a. Needs Based Awards – the Society supports increasing the number and value of needs based awards offered by the University of Victoria. The Society supports inclusion of a financial need component in all awards funded directly by the University (as opposed to endowed awards contributed by donors.)

b. Equity – the Society supports increasing the number of awards targeted to populations who have traditionally faced barriers to university education, including but not limited to indigenous students, visible minorities, students with disabilities and students who are single parents.

c. Funding – the Society supports the University increasing total and per student funding of student financial aid. The Society opposes any decrease of funding for student financial aid as a result of operating budget cuts.

Adopted BoD 2012/02/06

9.10 Student Loans

a. Governance – the Society supports the consolidation of federal and provincial efforts to deliver student loan programs in all provinces. The Society supports student participation in the formal governance and evaluation of the student loan program.

b. Eligibility – the Society believes that all students with financial need should be able to access student loans. The Society supports the reform of income requirements including the elimination of parental and spousal contributions, non-liquid and necessary assets and institutional needs-based awards from student loan eligibility calculations.

c. Loan Disbursement – the Society believes that maximum disbursements for loans should be based on accurate, regularly updated data on educational expenses and the cost of living. When maximum disbursements fall below these expenses, the Society will lobby for increases to disbursements.

d. Internships and Part Time Students – the Society supports expansion of the student loan program to accommodate the diversifying needs of students and allow for internships and part-time status without considering the student to have left school.

e. Repayment Structure – the Society supports extending the grace period in which students do not have to commence repaying their loans until twelve [12] months after graduation. The Society supports restructuring of payment with interest forgiveness for students who are unable to find gainful employment after that time.

f. Interest Rates – the Society believes that the poorest students, the ones who take on student loans, should not be made by the government to pay additional costs for their education above and beyond those students who had access to personal or parental savings. The Society supports the complete elimination of interest rates on student loans as a measure to increase affordability. The Society supports extending the interest free grace period on student loans to twelve [12] months after graduation.

g. Loan Reduction – the Society supports measures to forgive student loan debts for students who lack the means to pay for them. The Society also supports reducing the statute of limitations on student loan debt.

h. Income Contingent Loans – the Society opposes the creation of Income Contingent Loan Repayment programs.

Adopted BoD 2012/02/06

9.11 Trade

Preamble

Beginning with the 1988 Canada-US Free Trade Agreement, which was expanded as the North American Free Trade Agreement in 1994, Canada has pursued, and continues to negotiate, trade liberalization deals with a variety of countries. Unfortunately, international trade liberalization agreements have the potential to threaten the integrity of our public post-secondary education system. Universal obligations such as most-favored nation treatment and specific obligations such as market access and national treatment may lead to restriction of government funding and regulation and ultimately privatization of the education sector. Exemptions should be made within trade agreements to protect Canada's public post-secondary education system.

Policy

a. Trade Agreements – the Society believes post-secondary education should be excluded from any proposed international trade agreements. The Society advocates that the federal government negotiate strenuously to strengthen and clarify the exemption clause in proposed trade agreements relating to services supplied in the exercise of governmental authority to protect post-secondary education.

Adopted BoD 2012/02/06

9.12 Tuition

Preamble

Tuition rates in British Columbia have risen significantly over time. During the 1990s tuition levels were frozen by the provincial government. When the government deregulated tuition in 2002, post-secondary institutions across BC saw massive tuition increases, including a 25% hike in one year at the University of Victoria. By the time tuition regulation was re-imposed in 2005, rates had doubled at many institutions. Under the BC Tuition Limit Policy established in September 2005, increases to tuition levels are now capped at the rate of inflation. This cap also applies to mandatory non-instructional fees such as building fees and technology fees. In 2010 the University of Victoria attempted to exempt an increase to athletic fees from this policy for the purpose of constructing a new athletic facility, but the BC Ministry of Advanced Education denied approval.

Clearly, history has demonstrated that tuition fees must be regulated in order to prevent drastic increases with short-term notice which may seriously impact prospective and current students. Universities must balance their desire to offer new programs and facilities with their mandate to provide accessible public education. The provincial government for its part must prioritize and adequately fund post-secondary education
Policy.

a. **Fair Tuition Policy** – the Society supports a provincial fair tuition policy which:

i. Provides long-term, sustained base operating funding for our universities that will be protected from negative changes in the government's financial situation;

ii. Protects tuition from increasing due to fluctuations in funding grants to the university from the government;

iii. Ensures tuition levels are predictable;

iv. Has as its primary indicator of affordability the ability of students to pay without having to resort to loans;

v. Recognizes that tuition is only one of the costs of pursuing a post-secondary education; and

vi. Ensures that no student will ever be denied the opportunity to pursue post-secondary education because of their inability to pay.

b. **Deregulation** – the Society opposes any attempt to deregulate tuition in BC, including mandatory non-instructional fees.

c. **Tuition Limit Exemptions** – the Society opposes the granting of exemptions from the Tuition Limit Policy to universities, including exemptions of mandatory non-instructional fees.

d. **Tuition Tax Credits** – the Society advocates that the provincial and federal governments eliminate undergraduate tuition tax credits and direct the funding toward up-front, needs-based grants for post-secondary students or to student loan forgiveness.

e. **Tuition Fee Elimination** - The Society supports a freeze of tuition fees and supports the total elimination of tuition fees.

Adopted BoD 1992/04/16
Amended BoD 2012/02/06

PART 10: SOCIO-ECONOMIC BARRIERS

10.1 Preamble

Post-secondary education is increasingly a necessity for participation in the labour market. The defining difference between those who have a post-secondary education and those who are forced into low-paying, low-skilled work is financial resources. Upfront financial barriers, namely tuition fees, reinforce a profound participation disparity among Canadian families. Statistics Canada calculates that students from families with incomes in the lowest quartile are half as likely to participate in university as students from families with top quartile earnings, thereby creating an accessibility gap among individuals from different socio-economic background particularly women, Indigenous folks, queer folks, trans folks, people with disabilities and people of colour who are disproportionately affected by this barrier.

Adopted BoD 2016/04/18

10.2 Policy

a. The Society acknowledges the accessibility gap in Canada's universities and colleges as being driven by the high cost of a post-secondary education, particularly for low-income families.

b. The Society supports an accessible system of post-secondary education where any interested individual, regardless of socio-economic status, is able to participate in the post-secondary education of their choice without incurring debt.

c. The Society is opposed to the reduction of funding to social programs in Canada.

Adopted BoD 2016/04/18

PART 11: PUBLIC TRANSPORTATION

11.1 Preamble

The Society recognizes the inextricable relationship between the planning of transportation systems and issues of sustainability, public safety and affordability. The Society is committed to working closely with transportation stakeholders and decision-makers to ensure that students have full access to affordable and sustainable modes of transportation that serve their needs. This view encompasses not only the campus itself, but students' access to affordable housing.

The Society recognizes that public transportation is funded on different levels, including but not limited to a public cost basis (such as a transit authority, which is funded through a mix of user fees and taxes), a cooperative basis (such as a car share or car pool), and a private basis (such as a taxicab service). The Society's primary concern is for public funding of the regional Victoria mass transit system through a variety of measures, including the U-Pass program operated in concert between the Society, the University of Victoria and BC Transit. However, the Society also supports a wide range of other transportation measures laid out in this policy on the basis that a good transportation system, both in the region and between regions, provides flexibility and choice for
students.

Adopted BoD 2011/11/14

11.2 Definitions

Inter-regional Transportation: Transportation systems which convey people between regions that encompass long distance buses, trains, airlines and ferries.
Mass Transit: A public transportation system that aims to move large numbers of people, encompassing bus transit, bus rapid transit and light rail transit.
Public Transportation: A shared transportation system, which conveys people as an open service.
Regional Transportation: Transportation systems that convey people within a defined region (in this case, Greater Victoria) that encompass mass transit, car pooling, car sharing, taxicabs, bicycle infrastructure and bike sharing systems.
Smart growth: An urban planning and transportation theory that concentrates growth in compact walkable urban centers to avoid sprawl and advocates compact, transit-oriented, walkable, bicycle-friendly land use, including neighborhood schools, complete streets, and mixed-use development with a range of housing choices.
UPASS (or Universal Bus Pass): A semesterly bus pass issued to all UVic students based on an agreement between BC Transit, the University of Victoria Students' Society and the University of Victoria. Through this contract, the Society recognizes its responsibility as a major funder of regional mass transit to work closely with its partners for the maintenance of the system.

Adopted BoD 2011/11/14

11.3 Mandate

This policy sets the Society's position on the issue of public transportation. The Society is committed to:

a. **Affordability** – the Society believes students should have no financial barriers to public transportation, and will take steps that increase the affordability of transportation options regionally and inter-regionally.

Adopted BoD 2011/11/14

b. **Accessibility** – the Society believes that public transportation systems should be accessible to all students, and will regularly consult with students with disabilities on campus to incorporate their concerns into the Society's efforts to influence the regional and inter-regional transportations systems.

Adopted BoD 2011/11/14

c. Funding of Public Transportation

i. **Federal Responsibility –** the Society will lobby the Federal government to assist the regional and inter-regional transportation system used by students by helping fund capital-intensive programs that are necessary for affordability and sustainability, but would otherwise be difficult to fund.
ii. **Provincial Responsibility** – the Society will lobby the Provincial government to provide public transportation capital and operating funding to regional transit in Victoria. The Society will encourage the Provincial Government to fund the operating costs of public transportation from government revenues derived from existing and future levies on carbon emissions, fossil fuels, and private vehicle ownership.
iii. **Regional Responsibility** – the Society will lobby local and regional governments to fund public mass transit at a sustainable level, including appropriate funding amounts from gas taxes and property taxes. The Society recognizes the impact of property taxes on residents with fixed incomes, but also notes that such residents tend to have the greatest access to the transit system through the BC Bus Pass Program. For this reason, the Society's position is that transit systems should not be funded only by property taxes.
iv. **University of Victoria Responsibility** – the Society believes that the University has a responsibility to ensure that transportation infrastructure on campus is maintained in cooperation with local government and transportation authority. The Society will also continue to work closely with the University to facilitate alternative modes of transportation, particularly
v. **U-PASS –** the Society supports the continuation of the U-PASS program under the existing funding formula.
vi. **User fees** – the Society recognizes the importance of balancing taxpayer money and user fees in the funding of public transportation systems. However, the Society will lobby governments to recognize the limited financial ability of students, and ensure that funding formulas rely more heavily on public funding.

Adopted BoD 2011/11/14

d. Positions on Modes of Public Transportation

i. Mass Transit
- **Bus Rapid Transit –** the Society will lobby transit authorities and regional governments for the implementation of bus rapid transit systems that directly serve the university, including but not limited to, articulated or double-decker buses, dedicated bus lanes or high-occupancy vehicle lanes, bus priority intersections, express bus routes, and off-bus fare collection to decrease loading times.
- **Light Rail Transit –** the Society will lobby transit authorities and various levels of government for the implementation of light rail transit in the region, including both on-road and off-road systems, with a primary goal of integration with the campus.

ii. Bicycling – the Society will lobby the regional governments to better integrate the UVic campus into regional bicycle infrastructure planning, and dedicate more resources to providing bike lanes and bike trails on routes to the University.
iii. Bicycle Sharing – the Society supports both government and private-sector efforts to establish bike sharing programs, and integrate them with other campus services.

iv. **Car pool and car share** – the Society will work with the University and regional governments to provide incentives for car-pooling to and from the university and integrate them with other campus programs.

v. **Inter-regional transportation**

- **Discounts** – the Society will lobby public and private corporations that provide inter-regional transportation to extend discounted prices to post-secondary students.
- **Under-serviced areas** – the Society will lobby the Provincial government to promote more sustainable and affordable inter-regional transportation options, particularly to under-serviced communities on Vancouver Island and the Interior.

Adopted BoD 2011/11/14

e. Safety

i. **Campus and Community –** the Society will continue to push for more and later late night bus service in order to increase the safety of students studying late on campus and working downtown.

ii. **Violence and Crime** – the Society will work with BC Transit and anti-violence organizations to ensure that buses are safe spaces for all riders. The Society will consult with Campus Security to keep abreast of any emerging safety and property security issues on the University campus.

Adopted BoD 2011/11/14

f. **Sustainability and Smart Growth**

i. **Reducing Emissions** – the Society supports integration of climate change goals into the design of transportation systems. The Society supports the purchase of low emissions and emissions-free vehicles in the regional transportation systems.

ii. **Walking and Biking Communities** – the Society supports planning multiple town centres in each regional municipality with essential public and commercial services within walking or biking distance.

iii. **Density** –The Society will lobby local governments to use instruments such as regional growth policies and selective zoning in order to ensure high density areas with student housing can grow and will be properly integrated with adequate transportation to the University.

iv. **Developer responsibility** – the Society will lobby local governments to develop programs with residential and commercial developers to incorporate public transit and student housing into their projects. The Society supports development levies that take public transportation into account.

Adopted BoD 2011/11/14

SECTION 5 - TERMS OF REFERENCE

PART 1: DEFINITIONS

BoD	Board of Directors
Closed Committee	Meetings of the committee are only open to members of the committee
Closed Membership	Voting rights may only be attained through the defined membership of the committee
Ex officio	Membership derived from elected or assigned responsibility
GSS	University of Victoria Graduate Students' Society
Joint Committee	Committee of the Society and other organisation
Open Committee	Meetings of the committee are open to all members of the society
Open Membership	Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term
Second Chair	A second member of the committee who is empowered to serve as chair in the absence of the chair or upon the request of the BoD
Standing Committee	Committee of the Board of Directors
Terms of Reference	The operating policies of UVSS Committees
UVSS	University of Victoria Students' Society

PART 2: OPEN TO MEMBERS TO ATTEND – OPEN MEMBERSHIP

2.1 CAMPAIGNS COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with open membership.
b. Open to members to attend.

2. Purpose

a. Organize and co-sponsor campaigns and speaker events on post-secondary education, public transit, affordable housing, sexualized violence, campus sustainability, mental health, and other social justice issues as decided by Campaigns Committee.

3. Duties

a. Organize and implement UVSS campaigns.
b. Build and maintain coalitions between the UVSS and constituency groups, community groups, and on-campus environmental sustainability groups.
c. Work with the Director of International Student Relations to respond to political issues that affect international students.
d. Establish working groups for each campaign and appoint leads to each group.

e. Working group leads shall be responsible for:
    i. scheduling meetings;
    ii. liaising with the Director of Campaigns & Community Relations and communications staff; and
    iii. reporting the activities of their working group to Campaigns Committee.
f. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
g. Carry out all other duties as directed by the BoD.

4. **Membership**

Voting Members

a. Director of Campaigns & Community Relations- ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Director of Outreach & University Relations – ex officio
d. Director of Events – ex officio
e. Director of Student Affairs – ex officio
f. Director of Finance and Operations – ex officio
g. Director of International Student Relations – ex officio
h. Four [4] directors elected by the BoD
i. Three [3] members at large elected by the BoD

Non-voting Members*

j. Research & Communications Manager - ex officio
k. Member Outreach & Communications Officer - ex officio
l. Executive Director - ex officio
m. General Manager – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.
b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

6. Quorum

a. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
b. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

7. Meetings

a. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.2 EVENTS COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with open membership.
b. Open to members to attend.

2. Purpose

a. Organize events that are of interest to the membership and highlight the Society and the SUB.
b. Be responsible for administering and allocating grants from the Events Fund.

3. Duties

a. Plan, organize and promote Weeks of Welcome.
b. Make recommendations to the BoD on all matters pertaining to speakers and events of the UVSS.
c. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
d. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

a. Director of Events - ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Five [5] directors elected by the BoD
d. Two [2] members at large elected by the BoD

Non-voting Members*

a. Research & Communications Manager - ex officio
b. Member Outreach & Communications Officer - ex officio
c. Executive Director - ex officio
d. General Manager – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.
b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

6. Quorum

a. Shall be the chair and at least two [2] other voting members of the committee.

7. Meetings

a. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.3 FINANCE AND OPERATIONS COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with open membership.
b. Open to members to attend.

2. Purpose

a. Oversee the financial administration and operations of the UVSS.

3. Duties

Finance

a. Develop an annual budget for all UVSS operations that will be recommended to the BoD.
b. Review all capital proposals and make recommendations to the BoD.
c. Review the annual audit and the month-to-month financial performance of UVSS operations.
d. Make recommendations to the BoD on all significant matters of financial administration.

Operations

e. Review proposals and make recommendations to the BoD on any changes to operations in the Business Operations and Support and Administration Divisions.
f. Create, implement and maintain non-revenue generating services for members.
g. Make recommendations to the BoD on Health Plan and U-PASS administration and contract renewal.
h. Review all proposals and make recommendations to the BoD on all matters of sustainability, waste reduction and energy efficiency.
i. Review and prioritize possible renovations for the Student Union Building with member input and feedback.
j. Consider environmental and accessibility factors for possible renovations.

Planning

i. Oversee the maintenance, implementation and renewal of the UVSS strategic plan
j. Collect and review data on indicators for the strategic plan, and any other indicators the committee finds critical for appraising the success of any strategic initiatives.
k. Review the implementation of strategic initiatives, and propose new initiatives as required.
l. Carry out regular consultations with staff, directors and students as required by the strategic plan.
m. Oversee the maintenance, implementation and renewal of business plans for the business units.

Other

o. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
p. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

a. Director of Finance and Operations - ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Director of Outreach & University Relations – ex officio
d. Director of Campaigns & Community Relations – ex officio
e. Director of Student Affairs – ex officio
f. Director of Events – ex officio
g. Four [4] directors elected by the BoD

h. Two [2] members at large elected by the BoD

Non-voting Members

a. Research & Communications Manager - ex officio
b. Executive Director - ex officio
c. General Manager – ex officio
d. Manager of Accounting & Payroll – ex officio
e. A USW 2009 representative selected by the Union - ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

f. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.
b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

g. Quorum

a. Shall be the chair and at least two (2) other voting members of the committee.

h. Meetings

a. Shall meet at least twice a month at date set by the chair of the committee or upon the call of the BoD.

i. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.4 MEMBER OUTREACH & ENGAGEMENT COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with open membership.
b. Open to members to attend.

2. Purpose

a. Organise member outreach and engagement projects and programs such as the annual student handbook and the UVSS volunteer program.
b. Develop new member outreach and engagement projects and programs as needed.

3. Duties

a. Oversee the production of the UVSS Handbook.
b. Oversee the production and purchasing of UVSS promotional materials.
c. Periodically review the UVSS website and recommend changes if necessary.
d. Oversee digital strategy (web and social) and make recommendations to the SUB Business Marketing Committee on the use of social media and the creation of new social media accounts.
e. Oversee the UVSS volunteer program.
f. Develop proactive internal and external communications strategies to ensure that the Society is transparent and accountable to members.
g. Work with the Director of International Student Relations to conduct targeted outreach to international students at UVic.
h. Manage the UVSS brand and liaise with the SUB Business Marketing Committee to ensure that the parent and subsidiary brands are in alignment and that they reflect the mission and values of the Society.
i. Develop and maintain a budget for the committee.

j. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
k. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

a. Director of Outreach & University Relations - ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Director of Events - ex officio
d. Director of Campaigns & Community Relations – ex officio
e. Director of Finance and Operations – ex officio
f. Director of Student Affairs – ex officio
g. Director of International Student Relations – ex officio
h. Three [3] directors elected by the BoD
i. Two [2] members at large elected by the BoD

Non-voting Members*

a. Research & Communications Manager - ex officio
b. Member Outreach & Communications Officer - ex officio
c. Executive Director - ex officio
d. General Manager – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.
b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

6. Quorum

a. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
b. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

7. Meetings

a. Shall meet at least twice a month at a date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.5 POLICY DEVELOPMENT COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with open membership.
b. Open to members to attend.

2. Purpose

a. Make recommendations to the BoD on all matters pertaining to the constitution, policies and internal structure of the society as well as the implementation of those recommendations.

3. Duties

a. Make recommendations to the BoD regarding the maintenance and development of the Society's constitution and bylaws.
b. Make recommendations to the BoD regarding the maintenance and development of the Society's policies.
c. Make recommendations to the BoD regarding the maintenance and development of the Society's committee structure and terms of reference.
d. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
e. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

a. Director of Outreach & University Relations - ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Five [5] directors elected by the BoD
d. Two [2] members at large elected by the BoD

Non-voting Members

a. Research & Communications Manager - ex officio
b. Executive Director - ex officio
c. General Manager – ex officio
e. USW 2009 representative selected by the Union - ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. **Voting**

a. Shall be assigned to the voting members designated in Section 4: Membership.
b. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

6. Quorum

a. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
b. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

7. Meetings

a. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.6 UNIVERSITY RELATIONS COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with open membership.
b. Open to members to attend.

2. Purpose

a. Develop lobbying strategies to represent and defend students' interests to the University.

3. Duties

a. Facilitate communication between the UVSS and student members of Senate, the Board of Governors, and University committees.
b. Respond to University governance issues that affect students.
c. Work with the Director of International Student Relations to respond to university governance and administrative issues that affect international students.
d. Provide resources to student members of Senate, Board of Governors and University committees that allow for them to participate fully in their respective University bodies.
e. Propose motions for consideration to the UVSS Board of Directors regarding University relations.
f. Draft motions and policy for student members of Senate, Board of Governors and University committees to bring to their respective University bodies.
g. Assist Campaigns Committee in organizing political events, campaigns, rallies, or other actions related to the policy or governance of the University.
h. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
i. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

a. Director of Outreach & University Relations – ex-officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Director of International Student Relations – ex officio
d. Student members of Senate
e. Student members of the Board of Governors
f. Board-appointed members who sit on University committees
g. One [1] member appointed by the GSS
h. Two [2] members at large elected by the BoD

Non-voting Members*

a. Research & Communications Manager - ex officio
b. Executive Director - ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. Voting

a. Shall be assigned to the voting members included in Section 4: Membership.

6. Quorum

a. Shall be the chair and at least three [3] other voting members of the committee.

7. Meetings

a. Shall meet at least twice a month at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

OPEN TO MEMBERS TO ATTEND – CLOSED MEMBERSHIP

2.8 ADVOCACY COUNCIL

1. Type

a. Standing committee of the UVSS BoD with closed membership.
b. Open to members to attend.

2. Purpose

a. Act as the primary liaison between constituency organisations, NSU and the BoD.

3. Duties

a. Serve as a forum for constituency organisations to work collectively on common issues on campus and in the community such as but not limited to homoantagonism, transanatagonism, sexism, racism, anti-Semitism, classism, colonialism, ableism and ageism.
b. Allocate funds from the constituency control account to constituency organisations and the Native Students Union.
c. Facilitate the reactivation of inactive advocacy council member organizations.
d. At the first meeting of each semester, familiarize committee members with all policy relevant to the council, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

4. Membership

Voting Members

a. One [1] representative from each Constituency Group, as per UVSS bylaws selected by their respective organization and ratified by the BoD
b. One [1] representative selected by the NSU and ratified by the BoD

Non-voting Members

a. Director of Student Affairs - ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Executive Director - ex officio
d. One GSS member elected by the GSS – ex officio

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

a. Shall be a majority of voting members and the chair.

7. Meetings

a. Shall meet at least once a month at a date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.9 CLUBS COUNCIL

1. Type
a. Standing committee of the UVSS BoD with closed membership.
b. Open to members to attend.

2. Purpose
a. Assist the Director of Student Affairs in the facilitation and administration of UVSS clubs.

3. Duties
a. Assist the Director of Student Affairs in their duties as chair of the committee.
b. Allocate and distribute funds to clubs subject to approval by the BoD.
c. Review the constitution, financial practices and membership standing of UVSS clubs.
d. Recommend the ratification of new clubs to the BoD.
e. Review and recommend changes to clubs policy.
f. At the first meeting of each semester, familiarize committee members with all policy relevant to the council, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
g. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members:
a. One [1] representative of each active UVSS club

Non-voting Members:
b. Director of Student Affairs - ex officio and chair of the committee
b. One [1] director elected by the BoD and second chair of the committee
c. One [1] representative of the GSS

5. Voting
a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum
a. Shall be the chair and at least four [4] other voting members of the committee.

7. Meetings
a. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office
a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.10 COURSE UNION COUNCIL

1. Type
a. Standing committee of the UVSS BoD with closed membership.
b. Open to members to attend.

2. Purpose
a. Act as the primary liaison between course unions and the BoD.

3. Duties

a. Assist the Director of Student Affairs in their duties as chair of the committee.
b. Allocate and distribute funds to course unions subject to approval by the BoD.
c. Review the constitution, financial practices and membership standing of UVSS course unions.
d. Recommend the ratification of new course unions to the BoD.
e. Review and recommend changes to course union policy.
f. At the first meeting of each semester, familiarize committee members with all policy relevant to the council, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
g. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members:

a. One [1] representative of each active UVSS course union

Non-voting Members:

b. Director of Student Affairs - ex officio and chair of the committee
c. One [1] director elected by the BoD and second chair of the committee
c. One [1] representative of each Professional Development Union

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

a. Shall be the chair and at least four [4] other voting members of the committee.

7. Meetings

a. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.11 PROFESSIONAL DEVELOPMENT UNION COUNCIL

1. Type

a. Standing committee of the UVSS BoD with closed membership.
b. Open to members to attend.

2. Purpose

a. Act as the primary liaison between PDUs and the BoD.

3. Duties

a. Assist the Director of Student Affairs in their duties as chair of the committee.
b. Review the constitution, financial practices and membership standing of UVSS Professional Development Union.
c. At the first meeting of each semester, familiarize committee members with all policy relevant to the council, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
d. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members

a. One [1] representative of each Professional Development Union

Non-voting Members

a. Director of Student Affairs - ex officio and chair of the committee
b. One [1] director elected by the BoD and second chair of the committee

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

a. Shall be the chair and at least two [2] other voting members of the committee.

7. Meetings

a. Shall meet at least once a semester at date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.12 SUB OCCUPANTS COMMITTEE

1. Type

a. Joint committee of the UVSS BoD and SUB occupants with closed membership.
b. Open to members to attend.

2. Purpose

a. Provide a forum for communication of matters and issues regarding the SUB operations and maintenance that pertain to SUB occupants.

3. Duties

a. Consider matters respecting the terms of allocating space to groups.
b. Establish an ongoing forum to discuss and consider matters of common interest and concern with respect to SUB space.
c. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

4. Membership

Voting Members

a. Director of Outreach & University Relations – ex officio and chair of the committee
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Director of Finance and Operations – ex officio
d. Director of Student Affairs – ex officio
e. Director of Campaigns & Community Relations – ex officio
f. Director of Events – ex officio
g. One [1] representative of each of the following groups defined in the Society's bylaws: The Women's Centre, Students of Colour Collective, Native Student's Union, UVic Pride, Society for Students with a Disability, and any club or course union that is a current SUB occupant
h. One representative of each of the following groups who share concurrent membership: Anti-Violence Project, CFUV, The Martlet, VIPIRG, UVSP, and Campus Community Gardens.

Non-voting Members*

a. Executive Director - ex officio

b. General Manager – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. Voting
a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum
a. Shall be at least two UVSS directors, at least one excluded manager, and at least three SUB occupants' representatives.

7. Meetings
a. Shall occur at least once a semester at a date set by the chair of the committee or upon the call of the BoD.

8. Term of Office
a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term**.**

PART 3: CLOSED COMMITTEES

3.1 ELECTORAL COMMITTEE

1. Type
a. Standing committee of the UVSS BoD with closed membership.
b. Not open to members to attend.

2. Purpose
a. Ensure the proper and successful conduct of all elections to fill positions on the BoD and of all referenda according to the bylaws and policy of the UVSS.

3. Duties
a. Oversee the electoral process and ensure that the Elections Office functions as an independent body.
b. Assist the Executive Director in the hiring and supervision of the Chief Electoral Officer, Elections Adjudicator, and Arbitration Panel.
c. Assist the Chief Electoral Officer in the hiring of deputy electoral officers.
d. Provide financial and administrative support and other resources to the Chief Electoral Officer as needed.
e. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
f. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members
a. Three [3] directors of the Society, one of which is elected as chair, one of which is elected as second chair, and none of which may actively participate in campaigning or seek re-election while serving as a member of the committee.

Non-voting Members
a. Research & Communications Manager - ex officio
b. Executive Director - ex officio

5. Voting
   a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum
   a. Shall be at least two [2] voting members of the committee.

7. Meetings
   a. Shall meet as determined by the committee membership or upon the direction of the BoD.

8. Term of Office
   a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.2 EXECUTIVE COMMITTEE

1. Type
   a. Standing committee of the UVSS BoD with closed membership.
   b. Not open to members to attend.

2. Purpose
   a. Make and document decisions of the Lead Directors regarding the day-to-day operations of the Students' Society.
   b. Ensure the timely implementation of all directives of the Board of Directors.
   c. Nothing in this policy shall be interpreted so as to restrict the authority of the Board of Directors or individual directors as established in the Bylaws and other policies.

3. Duties
   a. Ensure the Students' Society is compliant with all of its legal obligations.
   b. Develop and maintain a budget for grants and donations.
   c. Submit minutes of all Executive Committee meetings to the Board of Directors in a timely manner.
   d. Fairly distribute grants and donations to external (non-UVSS) organizations as per Operational Policy Part 5.
      i. Determine the maximum amount and number of grants based on the budgeted allocation.
      ii. Review and disburse funding requests.
      iii. Report any funding disbursements to the Board of Directors.
   e. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
   f. Carry out all other duties as directed by the BoD.

4. Membership*

Voting members:
a. Director of Outreach & University Relations – Chair of the committee
b. Director of Campaigns & Community Relations
c. Director of Finance and Operations
d. Director of Events
e. Director of Student Affairs

Non-voting Members:
a. Executive Director - ex officio
b. General Manager – ex officio

*Lead directors shall reserve the right to meet without ex officio members present.

5. Voting
   a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum
   a. Shall be at least three [3] voting members of the committee.

7. Meetings
   a. Shall meet at least twice a month or upon the call of the BoD.
   b. Meetings shall be held with 24 hours advance notice or by the unanimous consent of the Lead Directors.

8. Term of Office
   a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.3 HEALTH PLAN AND DENTAL PLAN APPEALS COMMITTEE

1. Type
   a. Standing committee of the UVSS BoD with closed membership.
   b. Not open to members to attend.

2. Purpose
   a. Adjudicate UVSS members' appeals related to the mandatory UVSS Health Plan and Dental Plan.

3. Duties
   a. Review and adjudicate written appeals of UVSS Health Plan assessments within 30 days of submission.
   b. Review and adjudicate written appeals of UVSS Dental Plan assessments within 30 days of submission.
   c. Respond to applicants within a reasonable time of the committee's decision.
   d. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

4. Membership

Voting Members
   a. The Director of Finance and Operations - ex officio and chair of the committee
   b. One Director elected by the BoD
   c. One member of UVIC Records Services ratified by the committee

Non-voting Members
   d. The Health Plan Administrator - ex officio
   e. Executive Director – ex officio

5. Voting
   a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum
   a. Shall be the chair and one [1] other voting member of the committee.

7. Meetings
   a. Shall meet at the request of the chair or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.4 SUB BUSINESS MARKETING COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with closed membership.

2. Purpose

a. Ensure that the marketing of the business units is:
   i. integrated and holistic;
   ii. connected with the work of the Board of Directors (campaigns, services, events);
   iii. collaborative and inclusive; and
   iv. reflective of the values, processes and capacity of the UVSS' unique non-profit social enterprise model.

3. Duties

a. Ensure that marketing for the business units is planned, measured, consistent, and aligns with the Society's values and non-profit marketing principles.
b. Ensure that the reputation of the business unit brands are managed and protected.
c. Ensure that a consistent brand vision for the Student Union Building is incorporated into renovations.
d. Develop the marketing component of the annual strategic plan. Review targets and benchmarks to assess progress.
e. Identify strategic marketing issues or problems and map out strategies and tactics to address those issues over the course of the board term.
f. Ensure that marketing initiatives support strategic plan objectives.
g. Collaborate with department representatives to create integrated marketing communications initiatives for the UVSS as a whole.
h. Provide advice and support to the business units in the following:
   i. market research (including surveys, focus groups and data analysis);
   ii. department specific marketing and/or communication plans;
   iii. marketing and branding audits;
   iv. branding briefs;
   v. creative briefs;
   vi. visual identity guides; and
   vii. branding for renovations.
i. Provide oversight, recommendations, and final approval on the following:
   i. the development or redesign of business unit websites and logos;
   ii. the rebranding of businesses (including renaming);
   iii. the creation of any new social media accounts.
j. Develop policies and procedures related to marketing
k. Develop opportunities for cross-promotion and shared marketing between business units
l. Encourage all levels of staff to be involved in the marketing process including student staff, term staff, and permanent staff, including inviting interested parties to the committee when relevant.
m. Provide a forum for business units to communicate marketing objectives to the Board and to the Graphic Design Department.
n. At the first meeting of each semester, familiarize committee members with all policy relevant to the group, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
o. Carry out all other duties as directed by the BoD.

4. Membership*

Directors (voting members):
a. Director of Finance & Operations – ex officio and chair of the committee.
b. One [1] director elected by the BoD – ex officio and second chair of the committee
c. Director of Events – ex officio
d. Director of Campaigns & Community Relations – ex officio
e. Director of Outreach & University Relations – ex officio
f. Director of Student Affairs - ex officio
g. Two [2] directors elected by the Board

Staff (voting members):
a. Research and Communications Manager – ex officio.
b. Art Director-Graphic Design Department Manager – ex officio
c. Graphic Designer-Digital Project Coordinator – ex officio
d. Executive Director - ex officio
e. General Manager – ex officio
f. One [1] representative from each of the nine [9] business units as selected by that business unit
g. One [1] representative from the Union.

*If the chair and second chair are both unable to facilitate a meeting of this committee, the Research & Communications Manager or Art Director-Graphic Design Department Manager shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

5. Voting
a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum
a. Shall be the chair and at least three [3] directors and five [5] staff (two of which must be a business unit representatives).

7. Meetings
a. Shall meet monthly at a date set by the chair of the committee.

8. Term of office
a. Shall be from the date of appointment until the end of the current board year (i.e. April 30).
b. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.5 OMBUDSPERSON COMMITTEE

1. Type
a. Joint committee of the UVSS and the GSS Executive and an advisory committee to the office of the Ombudsperson with closed membership.
b. Not open to members to attend.

2. Purpose
a. Administer the office of the Ombudsperson and ensure the impartial and independent operation of the office.

3. Duties
a. Establish guidelines, policy and procedures for the operation of the office of the Ombudsperson.
b. Establish an annual operating budget for the office of the Ombudsperson, which will contain, but will not be limited to provisions for salary, office expenses and professional development.
c. Select, evaluate and dismiss the Ombudsperson according to the policy and procedures for the operation of the office of the Ombudsperson.

d. Solicit operating grants form the university community including, but not limited to, the University of Victoria (UVic), the UVSS and the GSS.
e. Receive and review reports from the Ombudsperson on the operation of the office including the written Annual Report, and report its findings to the UVSS BoD and the GSS Executive.
f. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

4. Membership

Voting Members
a. Director of Outreach & University Relations - ex officio and chair of the committee
b. One [1] director elected by the BoD
c. One [1] GSS member elected by the GSS
d. One [1] student senator elected by the BoD
e. One [1] member at large elected by the BoD
f. One [1] member of the UVic Faculty elected by the Faculty Association
g. Two [2] members of the UVic Administration: one selected by the Vice-President, Academic & Provost; one selected by the Vice-President, Finance & Operations
h. One [1] member of the UVic Professional Employees Association (PEA) elected by the PEA

Non-voting Members
i. Executive Director – ex officio
j. Ombudsperson - ex officio

5. Voting
a. Shall be assigned to the voting members included in section 4.

6. Quorum
a. Shall be the chair and at least three [3] other voting members of the committee.

7. Meetings
a. Shall meet at least three [3] times over the term of office at a date set by the chair of the committee, or upon the request of the Ombudsperson, or upon the call of the BoD.

8. Term of Office
a. Shall be one year from the date of appointment, subject to the Terms of Reference under "Membership".

3.6 OPERATIONAL RELATIONS COMMITTEE

1. Type
a. Joint committee of the UVSS BoD and UVic Administration with closed membership.
b. Not open to members to attend.

2. Purpose
a. Consider matters and issues regarding the operational relationship between the University and the Society.

3. Duties
a. Consider matters respecting the ownership, maintenance and operation of the Student Union Building.
b. Establish an ongoing forum to discuss and consider matters of common interest and concern with respect to UVSS members.
c. Make recommendations to the University Board of Governors and UVSS BoD regarding their operational relationship.

d. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

4. Membership

Voting Members:

a. Three [3] members of the UVIC Faculty, Administration and Professional Staff appointed by the President of the University
b. The five [5] Lead Directors of the UVSS or their designates

Non-voting Members:

a. Research & Communications Manager - ex officio
b. Executive Director - ex officio
c. General Manager – ex officio

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

a. Shall be at least two [2] UVSS Directors and at least two [2] UVIC appointees.

7. Meetings

a. Shall occur every 4-6 weeks, September to April on dates to be negotiated by the UVSS and UVIC.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.7 PERSONNEL COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with closed membership.
b. Not open to members to attend.

2. Purpose

a. Act as the independent primary liaison between the BoD and UVSS Staff, subject to the limits of this policy.
b. Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.
c. Ensure the confidentiality of personnel files and the privacy of excluded and unionized staff.

3. Duties

Management of Excluded Personnel

a. Oversee all aspects of hiring, managing, and evaluating Excluded Personnel, including:
    i. Ensure that excluded personnel shall receive an annual performance review for the period of May 1 to April 30 of the following year. This shall be a full 360 review which shall collect feedback and input from all directors, staff, and stakeholders. The annual performance review process shall commence no later than July 1.
    ii. Review the performance of the General Manager and Executive Director against established objectives on a monthly basis.
    iii. Provide semesterly reports to the Board of Directors on the performance of excluded personnel.

iv. Prepare an evaluation report for the BoD before the end of April each year and recommend any compensation adjustments.
v. Ensure that an independent/external compensation analysis is conducted for excluded positions every two years.
vi. Ensure that an independent/external 360 performance review of excluded personnel happens at least once every three years.
vii. Annually review the Excluded Personnel Policy and Excluded Personnel job descriptions and make policy proposals as needed.
viii. Ensure that all members of Personnel Committee receive external training in non-profit management and effective management of non-profit Executive Directors (re: excluded personnel) within six weeks of being elected to the Personnel Committee at the beginning of the board term. Ensure that ongoing training in these key areas happens for the duration of the board term.

Reporting and Consultation to the Board of Directors

a. Provide a report to the Board of Directors at each board meeting on personnel issues, Labour Management Committee meetings, and the activities and projects undertaken by Personnel Committee.

b. Seek direction from the Board of Directors to advise excluded managers on addressing major personnel issues such as, but not limited to:
   i. Unresolved Step 3 grievances that may proceed to arbitration
   ii. The closing or restructuring of departments and business units due to technological change, organizational change, or complete termination of operations*
   iii. The creation of new unionized staff positions (Class 10 and above)
   iv. The creation of new excluded manager positions or the elimination of current excluded manager positions

*No department or business unit shall be either closed or restructured without a two-thirds majority vote of the Board.

Duties of Voting Members

a. Advise Excluded Managers on addressing major personnel issues such as, but not limited to:
   i. Collective bargaining
   ii. Grievances (Step 1-3)
   iii. Organizational and technological change
   iv. The creation of new unionized staff positions (Class 1a to Class 12)
   v. The elimination of current unionized staff positions (Class 1a to Class 12)
   vi. Personnel management practices including hiring, evaluation and training

Duties of Both Voting and Non-voting Members

a. Represent the Employer at Labour Management Committee
b. Ensure Board participation in hiring committees for key vacancies.
c. Represent the Employer in negotiations with all bargaining units certified to represent UVSS staff during collective bargaining.
~~d.~~ Represent the Employer at the third level of the grievance process.
e. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
f. Carry out all other duties as directed by the BoD.

4. Membership

Voting Members*:

a. Director of Finance and Operations - ex officio and chair of the committee
b. One [1] Lead Director elected by the BoD - ex officio and second chair of the committee
c. One [1] director (non-lead director) elected by the BoD (must be available for the entirety of the board term)

*At least one voting member shall be a self-identified woman, transgender, or non-binary person.

Non-voting Members:

d. General Manager - ex officio
e. Executive Director – ex officio

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

a. Shall be at least two [2] voting members of the committee.

7. Meetings

a. Shall meet at least weekly at a date set by the chair of the committee or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.8 RISK MANAGEMENT ADVISORY COMMITTEE

1. Type

a. Standing committee of the UVSS BoD with closed membership.
b. Not open to members to attend.

2. Purpose

a. Support the Board of Directors in fulfilling its fiduciary responsibilities relating to financial oversight, risk management, and compliance with statutory and regulatory obligations.
b. Support the Board of Directors in fulfilling its duty of care with respect to the safety and integrity of the operations of the Society.
c. Maintain oversight of the risk management function and the Enterprise Risk Management (ERM) Framework (including the Business Risk Management Process (BRMP) in particular.

3. Duties

Function and Framework

a. Oversee the identification, measurement, monitoring and controlling of the Society's principal risks and ensure that appropriate systems to manage these risks are in place.
b. Ensure that an appropriate policy and plan for a system of risk management is developed by management and approved by the Board.
c. Review and formulate management's recommendations to the Board on risk and risk management.

Internal Reporting and Communication

a. Make recommendations to the Board of Directors in regard to actions to be taken and policies or procedures to be implemented regarding risk management for the Society.
b. Make recommendations to the Board of Directors concerning the structure of the Society's insurance coverage, types and amount of insurance.
c. Review with senior management the adequacy and effectiveness of controls and management and information systems, including accounting and budget controls, financial planning and

computer operation, information technology (IT) and security.

d. Provide expertise to enhance the quality of Board discussion on business development, financial management, and risk management, and facilitate effective Board decision-making in these areas.
e. Ensure timely and efficient delivery of risk information (including large and emerging exposures) to the Board, and formulate recommendations for action (where appropriate).
f. Provide direction to management and employees on risk matters; and interact with other committees on the subject of risk and risk management.

Evaluation

a. Review and obtain reasonable assurance that the risk management, internal control and information systems are operating effectively to produce accurate, appropriate and timely management and financial information.
b. Review the Society's risk management controls and policies, and review management's steps to implement and maintain appropriate internal control procedures including a review of significant financial and operational policies.
c. Review adequacy of security of information, information systems and recovery plans, and the adequacy of accounting and finance resources.
d. Review the annual objectives of individual Executive Committee and Personnel Committee members to ensure these are appropriately risk weighted.
e. Review the performance of individual Executive Committee and Personnel Committee members against risk objectives.
f. Evaluate the Risk Management Committee's performance in meeting its mandate through the periodic review of the terms of reference and other related policies.
g. Monitor, on a regular basis, the Society's risk management performance and obtain reasonable assurance that the Society's risk management policies for significant risks are effective and are being adhered to.
h. Review situations where the Society's risk management policies failed to prevent or mitigate an occurrence; and in such situations, make recommendations to the Board of Directors.
i. Conduct exit interviews with excluded mangers and senior financial and administrative staff.

Other

a. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
b. The Committee may at any time, with approval from the Board of Directors, engage independent consultants to assist the Committee with its duties.
c. Carry out all other duties as directed by the BoD

4. Membership*

Voting members:

a. Director of Outreach & University Relations – Chair of the committee
b. Director of Campaigns & Community Relations
c. Director of Finance and Operations
d. Director of Events
e. Director of Student Affairs
f. Non-Lead Directors who sit on Personnel Committee

Non-voting Members:

c. Executive Director - ex officio and meeting facilitator
d. Research & Communications Manager - ex officio
e. General Manager – ex officio
f. Manager, Accounting & Payroll – ex officio

5. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

6. Quorum

a. Shall be at least three [3] voting members of the committee.

7. Meetings

a. Shall meet at least once a month or upon the call of the BoD.

8. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.9 U-PASS APPEALS COMMITTEE

a. Type

a. Standing committee of the UVSS BoD with closed membership.
b. Not open to members to attend.

b. Purpose

a. Adjudicate UVSS members' appeals related to the mandatory U-PASS fee.

c. Duties

a. Review and adjudicate written appeals of UVSS U-PASS assessments within 30 days of submission.
b. Respond to applicants within a reasonable time of the committee's decision.
c. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

d. Membership

Voting Members:

a. Director of Finance and Operations - ex officio and chair of the committee
b. Two [2] directors elected by the BoD
c. One [1] member as recommended by SSD

Non-voting Members:

d. Executive Director - ex officio
e. Health Plan Administrator – ex officio

e. Voting

a. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

a. Shall be the chair and at least one [1] other voting members of the committee.

g. Meetings

a. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

h. Term of Office

a. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.