



Board of Directors Policy

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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.
- 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.
- 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.

1.2 Board Reports

- a. Directors shall submit a written board report to the Director of Outreach & University Relations and Research & Communications Manager in advance of each regularly scheduled board meeting. Board reports are due by 11:59 pm on the Thursday that precedes a regularly scheduled board meeting.
- 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.
- 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.
- d. Directors shall report the total amount of their hours worked or volunteered in their written board reports.
- 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.
- f. Directors are expected to notify the Director of Outreach & University Relations and Research & Communications Manager six-hours prior to a board meeting if they will be absent from a board meeting.
 - i. The minutes shall include a list of all directors who have sent their regrets six-hours prior to a board meeting.
 - ii. The agenda shall include a list of all directors who have sent their regrets three calendar days prior to a board meeting.

1.3 Director Benefits

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

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.

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

b. Directors At Large, Director of International Student Relations, Constituency Group Representatives & Native Students Union Representative (Non-Lead Directors)

Non-Lead Directors who have provided a board report, have fulfilled their committee responsibilities, have worked two volunteer hours for either the UVSS Board of Directors or their respective constituency groups or the NSU, and have fulfilled the duties of their positions as outlined in Bylaw 8: Duties and Responsibilities of Directors are entitled to the following benefits:

- i. Three [3] food discount chits per week to be distributed by a Lead Director
- ii. Twenty [20] free beverages (coffee or pop) per month provided that the director uses their own cup
- iii. Four [4] free Cinecenta movie passes per month to be distributed by a Lead Director
- 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 U-Pass, so that they can fulfil their fiduciary duty to attend board meetings and committee meetings.

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. 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.
- ii. During the first four [4] months of the board term, directors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during board orientation. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators. 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.

- iii. 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.

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. The Administration and Services Manager shall maintain a Google Drive that contains one folder per Lead Director.
 - The folders will contain all training manuals submitted by past Directors for each board term.
 - Upon 24-hours of the ratification of the election results, the Administration and Services Manager shall share the folder with each respective incoming Lead Director.
 - The contents of the Google Drive shall be kept as “view only.”
 - Lead Directors may edit folder contents by submitting revised versions to the Administration and Services Manager.
 1. A first draft shall be submitted by March 15th.
- iii. Before assuming office on May 1, an incoming Leads Director shall be paid for a maximum of 35 hours of training with the outgoing Lead 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
 - Budgeting and Financial Management
 - Advanced Workshop in Post-secondary Issues
 - Marketing & Communications
 - Media Training
 - Legal Competency

All directors are able to attend these training sessions, although the training is only mandatory for Lead Directors.

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.
- 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.

b. Leave of Absence & Vacation

- i. Lead Directors are entitled to five (5) paid vacation days per semester to be used to their discretion across the board term.
- 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.
- iii. Lead Directors may take unpaid personal leave of up to thirty [30] days that is approved by the Board of Directors.
- 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).
- v. No more than one [1] Lead 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.
- 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.
- vii. Sick leave for Lead Directors shall be the same as afforded to permanent employees under the USW 2009 Collective Agreement.

c. Performance of Duties

- iii. If a Lead Director is not meeting their duties and responsibilities under the bylaws and policy, the matter shall: (a) be discussed with the Leads Director in a meeting with the Executive Committee facilitated by a neutral third party, and/or (b) the Lead Directors 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.
- iv. 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 two-thirds [2/3] vote of the Board. 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.

- v. 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 Societies Act of British Columbia. This motion must be passed by a 2/3 vote of the Board, as per Society Bylaws.

d. Lead Director Vacancy

- i. As per the UVSS Bylaws, when a vacancy has been established in a Lead Director position either by resignation or impeachment, the Board of Directors may decide to either:
 - i. Hold a by-election
 - ii. Elect a director to fill the Lead Director position as an interim Lead Director
- ii. If the Board of Directors decides to elect a director as an interim lead director, the Board of Directors must pass a resolution to initiate proceedings to elect an interim lead director. The following process shall then apply:
 - i. An excluded manager shall preside over the election and ensure the proper process is followed. They shall rule on disputes and oversee the counting of ballots. The presiding excluded manager shall announce at the beginning of the electoral process that they are overseeing the process.
 - ii. Any ruling or interpretation of the presiding excluded manager may be challenged by a director. A two-thirds [2/3] majority vote is required to overturn a ruling or interpretation of the presiding excluded manager.
 - iii. Any director may choose to put their name forward as a candidate for interim lead director. The presiding excluded manager shall ensure that all directors are given an equal chance to announce their candidacy.
 - iv. Each candidate shall be invited to deliver an address to the Board of Directors not exceeding five [5] minutes. Order of speaking shall be determined by a drawing of lots.
 - v. After all candidates have spoken, each director will have the opportunity to ask a question not longer than 30 seconds. All candidates will have up to 1.5 minutes to respond to the question
 - vi. The Board of Directors may choose to extend the candidate question period by a 50% majority vote of directors present and voting.
 - vii. The Board of Directors will then vote by secret ballot for the candidate of their choosing. Each Director may vote for one candidate. Ballots with multiple names, illegible ballots, and ballots which do not contain the first or last name of any candidate will be discarded.
 - viii. Up to three [3] directors who are not candidates may scrutinize the counting of ballots.
 - ix. The presiding excluded manager will secure all ballots for 7 days after which they will be destroyed. Any member of the Board of Directors may ask for verification of the ballots by a third party.
 - x. The successful candidate must receive more than 50% of valid ballots cast. If no member receives more than 50% of valid ballots cast, then there will be continued rounds of voting subject to the rules above until a candidate receives more than 50% of valid ballots cast. Election results will be revealed after each round of voting.

- Attend the open committees and working groups chaired by the Lead Director to which they are assigned. Finance and Operations Portfolio DALs will also sit on SUB Business Marketing Committee.
 - At least one Portfolio DAL of the two DALs 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.
 - In the event that a Lead Director or a Director of International Student Relations position is vacant, the portfolio DAL(s) shall make an effort to carry on the duties of the position.
 - 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.

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.

1.8 Information Technology Use

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, Lead Directors, or authorised users on UVSS social media channels.
- iv. When sharing information on behalf of external organizations on the UVSS social media channels, Executive Committee shall:
 - Approve no more than two [2] external posts per month; and
 - Ensure that the organization's values align with those of the UVSS.

b. Directors' 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.

c. Emails & File Storage

- i. At the beginning of each board term, the following positions shall be assigned emails and computers:
 - Lead Directors
 - International Student Relations Representative
 - The Director at Large elected to Personnel
 - Electoral Committee Chair

All role-assigned emails and electronic files are the property of the UVSS and must be transferred to their successors at the beginning of the following board term.

- ii. Role-assigned e-mail accounts are only to be used for work related to the Society.

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 Radio Society (CFUV-FM), the Martlet and the Gender Empowerment 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 AGM 2005/02/10

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

2.4 Separately Incorporated Fee-Levied Group Conflict of Interest

- a. If Lead Directors are given signing authority in any advocacy group, affiliated organization, subsidiary organization, or separately incorporated fee-levied group, 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 position.

2.5 Board of Directors Electoral Conflict of Interest

- a. The UVSS Board of Directors is not permitted to endorse any candidates running for a position on the UVSS Board of Directors in an election. The Board is permitted to endorse referendum proponents or opponents.

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.
- b. Individuals are limited to two speaking rights for the following:
 - i. Main motions
 - ii. Supplemental motions
 - iii. Procedural motionsThe extension of speaking rights may be passed by a majority vote of the Board.

- c. The Society shall seek to schedule Board of Directors and General Meetings on dates other than religious holidays.
- d. As per Robert's Rules of Order, the chair of a board meeting shall not do the following:
 - i. Vote on a resolution or motion, except when the chair is a voting member of the board and there is a tie, or there are seven or fewer board members present.
 - ii. Move a resolution or motion, other than to give congratulations or condolences.
 - iii. Motivate, debate, or speak to a motion, other than to facilitate debate or ensure that procedure is followed.
- e. If the chair of a board meeting wishes to do anything in section d. above, they must do one of the following:
 - i. Step down for an external chair at the beginning of the meeting.
 - ii. Step down for a vice-chair, chosen among Lead Directors, prior to a motion being moved. If a vice-chair cannot be found from among the Lead Directors, then a chair shall be chosen from among the At-Large Directors and Advocacy Representatives. Advocacy Representatives, however, are encouraged to debate because they represent unique perspectives. If no director wishes to chair, then one of the excluded managers is invited to chair.

3.2 Board of Directors Meetings

- a. All agenda items shall be submitted to the Research & Communications Manager and the Director of Outreach and University Relations no later than 11:59 pm on the Thursday preceding the Board of Directors meeting.
 - b. 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. 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**
- III. 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.
 - 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.
 - d. In camera items are strictly confidential and members present are not to disclose the proceedings of in camera sessions, and, as per directors' fiduciary obligations, are to act in good faith and in the best interests of the Society.
 - 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.
 - f. Only members of the Board of Directors, and invited third parties as may be required are allowed to remain in the meeting.
 - 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.

- 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.
- i. Audio or video recordings shall not be made of in camera sessions.
- 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.
- k. The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, Administration and Services Manager, 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.
- l. An excluded manager shall give a brief verbal report on the status of strategic plan implementation and society finances and operations at each board meeting.
- 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'.
- 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.
- 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".
- p. Minutes shall be posted on the UVSS website in a timely manner.
- q. Speeches shall be limited to five (5) minutes.
- 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.
- s. Directors must be given a minimum of 48 hours' notice of a meeting of the Board of Directors.
- t. Board of Directors meetings may be broadcast with prior unanimous approval. Recordings may be kept online until the minutes from the broadcasted meeting have been ratified.

3.3 General Meetings

- a. The Board of Directors shall present at the Semi-Annual General Meeting on the progress being made on the strategic plan.
- b. The Board of Directors shall advertise for general meetings using a wide array of communications methods and as otherwise required by provincial legislation.
- c. Yearly budgets shall be posted on the UVSS website no later than two business days after their adoption at a general meeting.
- d. Yearly financial audits shall be posted on the UVSS website no later than two business days after they have been received at a general meeting.

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.
- 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.
- 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.

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. An email to all relevant clubs and course unions;
- b. A notice on the UVSS website;
- c. A notice at relevant locations on campus; and
- d. A notice on UVSS social media accounts.

4.2 Appointments

Director of Outreach and University Relations shall appoint a nominee to the university committee. An election shall be held at a Board meeting if more there is more than one nominee.

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.
- 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.
- 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.

5.2 Delegations

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

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

PART 6: EXTERNAL ORGANISATIONS

- 6.1** The mechanism by which the UVSS shall become a member of a student federation or alliance shall be by an ordinary resolution at a general meeting requiring a majority vote. In the case that a student federation or alliance requires a referendum to apply for membership, the requirement of that organization shall apply.
- 6.2** The mechanism by which the UVSS shall become a member of an external organization that is not a student federation or alliance and whose membership fee is greater than five thousand [5,000] dollars shall be by a vote at a General Meeting. In the case that an external organization requires a referendum to apply for membership, the requirement of that organization shall apply.
- 6.3** The mechanism by which the UVSS shall become a member of an external organization that is not a student federation or alliance and whose membership fee is less than five thousand [5,000] dollars shall be by a majority vote of the Board of Directors. In the case that an external organization requires a general meeting or referendum to apply for membership, the requirement of that organization shall apply.
- 6.4** Before initiating the process to become a member 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 provided to the Board of Directors no less than two weeks in advance of a board meeting where there is a vote to become a member or to schedule a vote via general meeting or referendum.
- 6.5** Before initiating the process to become a member of an external organization whose membership fee is greater than five thousand [5,000] dollars, the Board of Directors must obtain a legal opinion on any potential legal liabilities in becoming a member.
- 6.6** The UVSS may begin the necessary processes of leaving an external organization through an in-camera motion requiring a two-thirds majority vote at a BoD meeting, as per Bylaw 5.3.e.
 - a. Notice must be provided to board members two weeks prior to the vote.

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. Gender Empowerment Centre - It is recognised that the Gender Empowerment 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.

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 Relations Committee 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 Relations Committee 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 Relations Committee 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 Relations Committee 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.

e. Signing Authorities

The number of signing authorities permitted per Advocacy Group shall not exceed five [5].

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.

PART 8: AFFILIATED ORGANIZATIONS

8.1 Names of Affiliated Organizations

- a. The following shall be considered Affiliated Organizations
 - i. Anti-Violence Project (AVP)
 - ii. Campus Community Gardens
 - iii. UVic Sustainability Project (UVSP)

8.2 Signing Authorities

The number of signing authorities permitted per Affiliated Organization shall not exceed five [5].

PART 9: SEPARATELY INCORPORATED FEE-LEVIED GROUPS

9.1 Names of Separately Incorporated Fee-Levied Groups

- a. The following shall be considered Separately Incorporated Fee-Levied Groups:
 - i. CFUV 101.9FM
 - ii. The Martlet

PART 10: PROFESSIONAL DEVELOPMENT UNIONS

- 10.1** Faculties that have PDUs as recognized within the UVSS Bylaws are prohibited from forming Course Unions.
- 10.2** Each PDU is entitled to a non-voting representative to Course Union Council, as outlined in the Course Union Council Terms of Reference.
- 10.3** In the interest of fairness to all PDUs, the Board shall not show preferential treatment to individual PDUs, and shall strive to offer support to all PDUs on an equal basis. However, committees of the Board may collaborate with a PDU(s) in order to include them in board initiatives.

PART 11: CLUBS & COURSE UNIONS

- 11.1** In the interest of fairness to all clubs and course unions, the Board shall not show preferential treatment to individual clubs and course unions, and shall strive to offer support to all clubs and course unions on an equal basis. However, committees of the Board may collaborate with clubs or course unions in order to include them in board initiatives.

PART 12: ANTI-HARASSMENT

12.1 Policy Statement

The University of Victoria Students' Society (UVSS) is committed to fostering a harassment-free workplace where all directors and excluded employees are treated with respect and dignity.

The Canadian Human Rights Act protects individuals from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Harassment at the UVSS is not tolerated. Individuals who are found to have harassed another individual may be subject to disciplinary action. This includes any individual who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

12.2 Application

This policy applies to all directors and excluded employees of the UVSS.

This policy applies to all behaviour that is in some way connected to work, including during off-site meetings, training and on business trips.

12.3 Definitions

Harassment is:

- offending or humiliating someone physically or verbally;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

Sexual harassment is:

- offensive or humiliating behaviour that is related to a person's sex;
- behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
- behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

12.4 Responsibilities and Expectations

The University of Victoria Students' Society is responsible for:

- providing all directors and excluded employees a harassment-free workplace.

The Board of Directors is responsible for:

- ensuring that this policy is applied in a timely, consistent and confidential manner;
- determining whether or not allegations of harassment are substantiated; and
- determining what corrective action is appropriate where a harassment complaint has been substantiated.

The Board of Directors is responsible for:

- the administration of this policy;
- reviewing this policy annually, or as required; and
- making necessary adjustments to ensure that this policy meets the needs of the organization.

The Board of Directors is responsible for:

- fostering a harassment-free work environment and setting an example about appropriate workplace behaviour;
- communicating the process for investigating and resolving harassment complaints made by directors and excluded employees;
- dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
- taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
- ensuring harassment situations are dealt with in a sensitive and confidential manner.

Directors and excluded employees are responsible for:

- treating others with respect in the workplace;
- reporting harassment to Campus Security
- cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

Directors and excluded employees can expect:

- to be treated with respect in the workplace;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

12.5 Procedures for Addressing a Harassment Complaint

a. Filing a Complaint

A director or excluded employee may file a harassment complaint by contacting Campus Security. The complaint may be verbal or in writing. If the complaint is made verbally, Campus Security will record the details provided by the director or excluded employee.

The director or excluded employee should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).

Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the director or excluded employee from doing so.

Campus Security may choose to tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.

Every effort will be made to resolve harassment complaints within 30 days. Campus Security will advise both parties of the reasons why, if this is not possible.

If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the UVSS Personnel Committee.

b. Mediation

Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.

Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.

The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.

Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

c. Investigation

If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience and who is a neutral third party with no perceived connection to the UVSS.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to the Board of Directors. Both parties to the complaint will be given a copy.

d. Substantiated Complaint

If a harassment complaint is substantiated, the Board of Directors will decide what action is appropriate.

Remedies for the director or excluded employee who was harassed may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits such as sick leave; and compensation for hurt feelings.

Corrective action for the individual found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal.

Both parties to the complaint will be advised, in writing, of the decision.

e. Other Redress

A director or excluded employee who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

12.6 Privacy and Confidentiality

All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.

The Board of Directors, and all individuals involved in the harassment complaint process, will comply with all requirements of applicable privacy laws to protect personal information.

12.7 Review

The Board of Directors will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

12.8 Enquiries

Enquiries about this policy and related procedures can be made to the UVSS Research and Communications Manager.

PART 13: EXCLUDED PERSONNEL

13.1 Administration & Management Philosophy

a. Preamble

The UVSS is a values-based, mission driven non-profit social enterprise that is founded on the principle of equity and exists for the purpose of advancing the interests of students. The Society's core principles, values, vision, and mission are outlined in the current UVSS Strategic Plan. Excluded personnel shall ensure that that the core principles and progressive values of the UVSS outlined in the current strategic plan are observed and enacted in all aspects of the Society's operations – including its policies and procedures, program development, community relations, human resource management, and strategic planning.

Excluded personnel shall facilitate cooperation among students by overseeing the operation of services and businesses which supplement the learning experience, provide for human needs, and which develop a sense of community between students and with other members of society.

The financial independence, self-sustainability and social mission of the Society's business units is dependent on excluded personnel fostering a culture of innovation, creativity and teamwork among department managers and all unionized staff in order to increase the value of these business units to students.

The performance of excluded personnel is critical to the Society fulfilling its current mission. Because the individuals in these roles directly influence the Society's success and financial health, the Board shall set standards and objectively and fairly evaluate the performance of its excluded personnel against these standards.

The Society shall seek to recruit, hire, and retain excluded personnel who possess strong skill sets in leadership, community and team building, business management, strategic thinking, and vision. Utilizing this skill set, excluded personnel shall support the Board of Directors in pushing the Society towards being a recognized leader in the non-profit sector.

b. Excluded Personnel

The following personnel are considered excluded personnel:

- i. General Manager
- ii. Executive Director
- iii. Administration and Services Manager

13.2 Compensation

a. Preamble

The Society is committed to establishing and maintaining competitive salaries for excluded managers, reflective of current market conditions. Salary ranges shall be determined by comparing to similar positions in the non-profit sector and the marketplace, as determined by survey data provided by an independent compensation analyst at least every three years.

As a values-based organization founded on the principle of equity, the Society is committed to an equitable compensation system that is inclusive of its excluded *and* unionized employees. The Society supports pay fairness from the lowest student classification to the General Manager, Administration and Services Manager, and Executive Director. The Society does not support a system of compensation where there is clear inequity between the lowest paid employee and the highest paid employee.

b. Salary Increases

In keeping with the values of equitable compensation and workplace fairness, the Society may provide salary increases to excluded managers within a fiscal year which are reflective of the increase in the current cost of living allowance (COLA).

Corrective adjustments in addition to COLA can be made if it is justified by the job market and is supported by survey data provided by an independent compensation analyst conducted within the last three years. The magnitude of the percentage increase shall be reflective of the manager's performance review. For example, in the case of an exceptional review, the Personnel Committee may consider an increase that brings the individual to a salary leading the market. In the case of a performance review indicating underperformance, additional funding should be allotted to professional development instead of being allocated to a salary increase.

All changes to excluded management salaries shall follow the following process:

- a. Personnel Committee shall recommend changes to compensation which will be presented to the Board of Directors while in camera.
- b. While in camera, the Board of Directors shall review the most recent market analysis conducted by a third party and performance review.
- c. After the recommended changes to compensation are presented in camera, the chair of Personnel Committee shall motion that the Board of Directors approves the changes to compensation.
- d. The motion to approve the changes to compensation shall require the support of a majority of the Board of Directors present and voting.
- e. The changes to compensation shall be entered into the minutes as an appendix if the motion of the Board of Directors passes.
- f. If the changes to compensation are not approved, any record of the proposed changes shall remain confidential and shall not be entered into the minutes.
- g. Except for in exceptional circumstances as detailed below, changes to excluded management salary shall only occur in March or April and will take effect in the fiscal year following the changes.

In exceptional circumstances, Personnel Committee may recommend a change in compensation to the Board of Directors when an excluded manager's existing job duties are altered or the volume of work increased. This request must be accompanied with a change to the excluded manager's job description or the minutes of a motion which requested that an

excluded manager take on additional duties. Motions for exceptional additional compensation shall require a two-thirds [2/3] majority vote of the Board of Directors.

c. Bonuses

The Society does not support the practice of incentivizing staff through regular/annual performance or retention bonuses. In the non-profit sector, bonuses can be counter-productive – the best practice of reward is through fair compensation. Retention of excluded personnel will be achieved through competitive compensation and benefits; flexibility; and a progressive workplace environment.

The Society does not support bonuses for the following reasons:

- The Society is a non-profit social enterprise. Under the social enterprise model, the purpose of profits from business units is to be funnelled back into services and resources for students.
- Revenue development to achieve financial success is a team effort, involving *all* staff and board members. If excluded personnel are rewarded for dollars raised or dollars made, staff and directors are likely to react negatively when excluded personnel get what is essentially “a piece of the action.”
- The drive to attain short-term and possibly less substantive outcomes can undermine more meaningful purposes if that’s where the reward lies.
- Excluded personnel who lead non-profits are driven by a great extent by the mission and values of the Society – not the money. Bonuses have the potential to degrade the drive that is fuelled by passion.

13.3 Benefits

a. Preamble

The Society is committed to establishing and maintaining a competitive benefits package for excluded personnel, reflective of current market conditions. Benefits shall be determined by comparing to similar positions in the non-profit sector and the marketplace, as determined by survey data provided by an independent compensation analyst.

In keeping with the Society’s stated intent to support fairness in compensation for all of its employees, the benefits package for excluded employees shall be comparable to benefits provided to permanent unionized employees.

b. Excluded Personnel Benefits

Excluded personnel shall receive the following benefits:

- i. Extended health benefits
- ii. Dental plan
- iii. Group life insurance plan
- iv. Long-term disability plan
- v. UVic Pension Plan
- vi. Medical Services Plan of BC for employees and dependents.
- vii. Identical benefits outlined in 28.3 General Benefits of CA with USW.

All benefits provided to excluded employees shall be recorded in this policy. The Society shall not provide benefits that are not recorded in this policy and are not explicitly recorded in the Society's budget or audited financial statements.

13.4 Vacation Entitlement & Office Holidays

- a. Excluded personnel shall be entitled to 20 working days of vacation upon being hired. This shall increase by 1 working day per year of continuous service to a maximum of 31 working days. The entitlement shall be prorated when service is less than full-time.
- b. Excluded personnel may carry over a maximum of 10 unused vacation days at the end of the calendar year. Excluded personnel cannot be paid out for unused vacation days.
- c. When an excluded employee is on vacation and a paid general holiday occurs during that period, the holiday shall not count as a day of vacation.
- d. It is the responsibility of the Personnel Committee to ensure that excluded employees have the opportunity to take their basic vacation entitlement annually. The Personnel Committee shall ensure that vacation is scheduled consistent with work requirements, and whenever possible in response to an excluded employee's preferences for vacation periods.
- e. In the event of termination, vacation entitlement shall be calculated up to the final date of employment. The Personnel Committee shall determine whether any unused entitlement is granted as vacation days prior to the termination date or granted as pay in lieu. Where vacation used exceeds vacation entitlement on the date of termination, the employee shall pay back the value of the excess days.
- f. The Personnel Committee shall keep records of actual vacation days used by excluded employees, along with the dates of commencement and completion.
- g. Excluded employees shall be entitled to office holidays as observed in the Collective Agreement.
- h. Excluded managers shall ensure that vacation does not overlap in a way that would substantially interfere with the normal functions of the University of Victoria Students' Society.

13.5 Leave

a. Preamble

All leave benefits shall be prorated if the excluded manager is less than full-time.

b. Parental Leave

For excluded personnel who are pregnant, or whose partner is pregnant, or who legally adopt a child, the society shall grant parental leave. A minimum of four (4) weeks' notice is required by the society for parental leave to be granted. The length of leave shall be consistent with government legislation.

The Society shall grant excluded personnel fifty percent (50%) of their pay for up to twenty-six (26) weeks during parental leave.

b. Bereavement Leave

An employee shall be granted up to 5 days paid bereavement leave when deemed necessary.

c. Sick Leave

- Excluded personnel shall be granted paid leave when unable to work due to illness to a maximum of 24 days per year.
- If an employee's inability to perform her or his duties due to illness extends beyond one week the matter shall be referred to the Personnel Committee and upon that committee's approval, shall grant leave of absence with pay for up to one month.
- If the illness continues beyond the initial leave of one month then the leave of absence with pay shall be extended as required, by the Personnel Committee, for an additional period or periods not exceeding three months.
- If at the end of four months' absence because of illness, the employee's physician considers recovery from illness not likely within a further two months, application shall be made for the disability insurance benefit to commence in the normal manner after six months' sick leave.
- If the employee is still absent because of illness after six months, and the disability benefits have been approved, the Personnel Committee shall post the position in question as a temporary employment position.
- Probationary excluded personnel shall be entitled to sick leave at the rate of 2 days per month for full-time service.

d. Excluded Management Personal Leave

Excluded management shall be entitled to personal leave with pay for the following reasons and corresponding lengths of time:

- i. Employees marriage or formal partnership ceremony three (3) working days.
- ii. Legal separation, divorce, or formal partnership separation one (1) working day.
- iii. Serious household or domestic emergencies and household moves two (2) working days (with only one (1) day per calendar year used for a household move).
- iv. Child care of other child related responsibilities including and immediate family member or immediate family related responsibilities eight (8) working days.
- v. Canadian citizenship leave one (1) working day.
- vi. Under severe weather conditions, where unsafe to drive or no transit – one (1) day, or longer if transit is not running.

This policy should be updated from time to time to align it with the personal leave provided to permanent unionized staff. The Personnel Committee shall keep records of personal leave used by excluded employees.

e. Leave of Absence Without Pay

- i. Excluded personnel may apply for and may, in certain circumstances, be granted leave of absence without pay. Such leave of absence is not granted automatically.
- ii. Applications for leave of absence greater than one month must be made in writing to the Personnel Committee stating both the reason for the requested leave and its duration.
- iii. Leave of absence without pay will be granted only if, in the opinion of the Personnel Committee, such absence would not substantially interfere with the normal functions of the University of Victoria Students' Society.
- iv. Requests for leave without pay will not normally be granted when the employee has unused vacation entitlement.
- v. During a period of approved leave of absence without pay, an employee may continue any or all of his/her Society benefits by assuming the total cost thereof. Contributions may be paid in advance or on the normal monthly basis.

13.6 Professional Development

- i. The University of Victoria Students' Society recognizes its responsibility for providing excluded employees with regular opportunities to upgrade relevant skills through professional development.
- ii. All professional development activities which involve either time taken from regular work hours or an expense to the Society, must be approved by the Personnel Committee in advance.
- iii. For each excluded employee, \$2,000 per year shall be allocated for professional development, which would include but not be limited to seminars, workshops, conferences, retreats, and courses. Personnel Committee agrees to review and evaluate all requests for professional development when the cost would exceed the budgeted amount.
- iv. Travel expenses, accommodation and per diems may be charged against an excluded employee's annual professional development allocation, at the discretion of Personnel Committee.
- v. Excluded employees are expected to spend at least 35 hours on professional development per year.

13.7 Travel Expenses

- a. The Society will compensate employees other than those paid by commission for reasonable travel expenses incurred in the conduct of approved Society business.
- b. The Society shall pay excluded employees per diems when working outside the Capital Region and shall include travel days. The amount paid shall be \$30.00 per day when meals are provided and \$60.00 per day when meals are not provided.
- c. Employees may request a travel advance. If actual expenses are less than the advance, the employee must promptly pay the difference to the Society.
- d. The use of a private automobile on Society business is to be reimbursed at a rate consistent with the collective agreement for unionized staff. Transportation costs claimed should represent no more expense than that required travelling by the most direct route and the cheapest public transport practical.

13.8 Evaluation

a. Purpose of the Performance Review Process

The performance review process gives both the Board and the excluded managers the opportunity to review the excluded managers' agreed-upon goals and outcomes for the past year and to set goals and objectives for the coming year. It provides a mechanism for discussing opportunities for improving performance and achieving the Society's goals and objectives.

Excluded managers play a significant leadership role as the Board's agents and the Society's success is linked directly to how excluded managers are performing their jobs. Evaluating excluded managers is an integral component of the Board's responsibilities.

b. Responsibility & Training

- i. The Personnel Committee, under the leadership of the Director of Finance and Operations, shall conduct an ongoing annual performance review for the General Manager, Administration and Services Manager, and the Executive Director.
- ii. All directors and SUB staff may submit information to the individual or group responsible for a position's evaluation at any time.
- iii. Members of the Personnel Committee shall be given training from an external professional within six weeks of being elected to the committee at the commencement of the board term. This training shall be in performance evaluation and the effective management of non-profit excluded personnel.

c. Process & Timeline

- i. Every year Personnel Committee shall execute a complete review of the excluded managers. The annual performance review process shall commence no later than July 1. The results of this review shall be communicated to excluded managers and presented to the Board in April.
- ii. The internal review process shall follow the processes outlined in the UVSS Performance Program for Excluded Management.
- iii. The Personnel Committee shall meet regularly with excluded managers to ensure that their performance is aligned with their job descriptions, the strategic plan, and the priorities of the current Board.
- iv. The Personnel Committee shall give a report and solicit input on excluded managers' performance to the Board of Directors on a semesterly basis. Ideally these reports shall be given at the first board meetings in September and December, with a final summary review to be presented to the Board no later than the first board meeting in April.
- v. The General Manager, Administration and Services Manager, and Executive Director shall give a detailed verbal report on the finances and operations of the Society to the Board of Directors on a semesterly basis. Ideally these reports shall coincide with the Personnel Committee's semesterly performance reports to the Board.
- vi. Every three years, an external performance and compensation review of excluded personnel shall be conducted. This shall be a full 360 review which shall collect feedback and input from all directors, staff, and stakeholders. External reviews must begin no later than January 15.

d. Relationship to the Strategic Plan

The performance review process shall be linked directly to the Society's strategic plan and, in particular, the goals and measurable objectives for the planning period. Specific goals or key result areas shall be identified at the Society's annual board orientation. These goals/result areas should be based on those set out in the strategic plan. The performance review will focus on achievement in these areas, rather than just day-to-day operational matters and the job description.

e. Appraisal

Since the success of the organization is often largely related to the successful performance of the excluded managers in implementing the Society's goals and objectives, it is important to obtain input from a variety of key stakeholders. Therefore, a 360° performance review approach shall be used, whereby input is sought and received from the Board, the excluded managers' direct reports (department managers, board staff, etc.), and a self-assessment prepared by the excluded managers. All input shall be treated with the utmost confidentiality. Although it can be time-consuming, the 360° performance review approach is invaluable as a way of identifying both areas for improvement and strong performance.

f. Overcoming Bias/Personality Conflict

The criteria for evaluating excluded managers shall be agreed upon in advance, and shall be based on achieving the Society's goals and objectives. Criteria shall be objective and measurable. By doing this, it removes much of the danger of blatant subjectivity, personal bias or personality conflicts from entering into the process, as the focus is on organizational goals and measurable outcomes, rather than individual characteristics.

g. Mutual Goal Setting

The excluded managers' performance reviews shall be linked to the Society's strategic plan, and in particular, its objectives and strategic priorities in the annual business plan(s). Specific performance goals for an excluded manager shall be negotiated at the beginning of each evaluation period between the excluded manager and the Personnel Committee. This shall be put in writing and signed by both parties. Goals can either be very specific with numerical targets, or more general, depending on the type of goals being discussed and the organization itself. Performance goals for an excluded manager shall not be determined by the Personnel Committee without the excluded manager's agreement.

h. Addressing Performance Issues in a Positive Fashion

If any performance issues arise in the course of the performance review process, care shall be taken by both the excluded manager and the Personnel Committee to discuss these in a constructive, positive, solution-focused manner. Receiving negative feedback is difficult for all employees, regardless of their level within an organization; the person or persons giving feedback on performance problems should always try to keep the

balance in being helpful and ego-enhancing. The language used is important, and care must be taken to ensure that what is said is constructive and helpful.

13.9 Corrective Action

Both the Board and the excluded managers invest a great deal of effort, energy and emotion into the employment relationship. All human beings fall short at some point, and rather than terminating the relationship, there is considerable wisdom and fairness in trying to better the situation through corrective action.

The Board shall also be mindful of its legal responsibilities. In most situations, employees must be informed of how their performance is deficient, the expectations of the employer, and given reasonable time to remedy the situation. The only exceptions are where the conduct of an excluded manager is so egregious that immediate termination is legally justified (e.g., proven theft of property or sexual harassment of staff). Additionally, managers have a right to a congenial work environment where their privacy is respected. As such, the board should respect their obligation to maintain the privacy of personnel by only discussing these matters in camera. When in doubt, the Director of Finance and Operations shall consult qualified legal counsel with knowledge of current employment law.

a. Concerns with performances or conduct

Except for in the instance of organizational restructuring, the decision to terminate will generally be based on concerns with performance or conduct. Personnel committee is responsible for looking into these concerns and initiating the performance improvement process, in addition to the progressive discipline process.

All persons shall submit all complaints in writing to be investigated by Personnel Committee before corrective action is taken. The complaint shall include specific instances of underperformance and/or unacceptable action taken by the manager, dates and times where possible, and the contact information of the complainant.

b. Performance Improvement Process

Once individuals' concerns with an excluded manager are validated, a Performance Improvement Plan shall be created by Personnel Committee and the excluded manager to help the manager improve work performance, and formalize the process for doing so.

Performance Improvement Plans shall focus on short-term goals for improvement. The plan will identify specific steps, such as additional training; expected outcomes; the improvement in performance is defined in measurable terms; and the timeframe to achieve the improvement (e.g., the result must be reached within six months, at which time another review will occur in the specific area).

Throughout the agreed-upon time frame, Personnel Committee shall monitor and provide feedback to the excluded manager.

If performance does not improve in the time-frame agreed to, it may be extended (by mutual consent in writing); the progressive discipline process may be initiated (if inappropriate conduct warrants it); and/or (depending upon the seriousness of the performance circumstances), the

manager may be dismissed.

c. Progressive Discipline Process

The Progressive Discipline Process is initiated when an excluded manager conducts themselves in a manner that goes against one or more of the UVSS policies or values (i.e., misconduct).

- i. Personnel Committee must first determine the magnitude of the issue (e.g., minor, moderate, or severe). In doing so, Personnel Committee must consider the seriousness and/or frequency of the issue, the manager's work and conduct history, and the impact of the manager's actions on the society. This will determine what step of the Progressive Discipline Process is initiated.
- ii. The first step in the Progressive Discipline Process is a verbal warning. Personnel Committee shall make it explicitly clear to the excluded manager that it is a verbal warning. The date, time, and nature of the incident will be recorded and placed in the excluded manager's personnel file. Focus should be placed on preventing the incident from occurring again.
- iii. The second step in the Progressive Discipline Process is a written warning. This will occur if the manager's performance and/or conduct has failed to improve within a reasonable time period. In a meeting with the manager and the chair of personnel committee, the manager should be given a letter with an explanation of both the reasons for the warning and the consequences of not improving in the area or correcting the problem within a specified period of time.
- iv. Suspension shall only be used when an investigation of a severe misconduct is underway and the details of the issue are not fully known or clear. In this instance, time off should be with pay.
- v. Upon investigation, termination may be determined.

d. Non-Voluntary Termination

Non-voluntary termination with cause shall be recommended to the Board of Directors by Personnel Committee. Non-voluntary termination shall be determined through the Performance Improvement or the Progressive Discipline Process and be consistent with the terms and conditions of the excluded management contract (if applicable). With cause means either the manager engaged in egregious behavior (e.g. theft, sexual harassment, etc.) or that the manager did not meet expectations during the last step of the progressive discipline process. Without cause means that there are no performance related or substantiated concerns with the conduct of the manager and therefore proper notice needs to be provided consistent with the terms and conditions of the excluded manager's contract (if applicable).

- i. The first step in the termination process is the decision to terminate. This shall be determined by Board of Directors upon the recommendation of Personnel Committee through the performance improvement or progressive discipline process. Once the decision has been made, a letter shall be created to notify the manager of their termination with the input of an outside HR company or legal counsel.

- ii. The second step in the termination process is a termination meeting between the excluded manager and Personnel Committee. This shall be a private meeting to review the reasons for termination as outlined in the letter.
- iii. The final step in the termination process is communication of the excluded manager's departure from the organization. The termination of the excluded manager must not be communicated to anyone outside of the Board of Directors and Personnel Committee until the termination meeting has been completed. When communicating the manager's departure from the society, it is imperative that no specific details why the manager has been terminated are communicated.

13.10 Executive Director - Summary of Duties & Job Description

EXECUTIVE DIRECTOR SUMMARY OF DUTIES

1. Collaboration with the General Manager and the Administration & Services Manager to ensure that the social enterprise (business units) supports and promotes the social mission of the UVSS
2. Strategic planning
3. Proactive avoidance of legal issues; communication of progress and recommendations regarding on-going legal actions
4. Insurance and risk analysis
5. Human Resources (HR) management and oversight
6. Oversight of cost centres and services including: General Office, Information Booth, Accounting, Zap Copy, SUBtext, advocacy groups, and affiliated organizations
7. Board-Staff relations, in collaboration with the General Manager
8. Legal, privacy, and financial compliance of the UVSS
9. Development of operational and financial policies, in collaboration with the General Manager and Administration & Services Manager
10. University Relations, in collaboration with the General Manager

EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB PURPOSE:

In accordance with the Society's mission, vision and values, in addition to the strategic direction set by the Board of Directors, the Executive Director is responsible for the successful and engaged leadership and management of the Society, in cooperation with the General Manager and the Administration & Services Manager.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Board of Directors through the Personnel Committee.
2. Provides leadership and management of staff in the General Office, Information Booth, Zap Copy, SUBtext, Accounting, advocacy groups, and affiliated organizations.
3. Assumes administrative responsibility for the Society's cost centres and services, collaborating with the Administration & Services Manager as applicable

DUTIES:

Leadership & Governance

1. Participate annually with the Board of Directors in developing a vision and strategic plan to guide the Society.
2. Ensure that the goals of the strategic plan are continually being executed and reviewed.
3. Increase and develop the effectiveness of UVSS services.
4. Provide organizational leadership on behalf of the Board of Directors.
5. Identify, assess, and inform the Board of Directors of internal and external issues that affect the Society.
6. Act as a professional advisor to the Board of Director on all aspects of the Society's activities.
7. With the structure and budget constraints in mind, and in line with the strategic plan, empower and enable the Board of Directors to operationally govern, administrate and enact on the Society's vision.
8. Attend Board meetings, and serve as ex-officio member of Executive, Finance and Operations, Personnel, Policy Development, Campaigns, Membership Outreach and Engagement, Advocacy Relations, SUB Occupants, and SUB Business Marketing Committees. Co-chair the Occupational Health and Safety Committee.
9. Share role of Board point-of-contact with the Administration & Services Manager and General Manager, triaging as applicable.

Human Resource Planning & Management

1. Lead and provide expertise, advice and direction on all human resource matters, notably collective agreements, policies, occupational health & safety, employment standards legislation, WCB requirements, staff benefits and grievance processes, etc.
2. Establish and maintain an HR infrastructure that ensures a positive, respectful, healthy and safe environment for all staff and stakeholders; work with the Administration & Services Manager and the General Manager as applicable regarding benefits, hiring and the development/tracking of staff performance evaluations.
3. Oversee all human resources matters for cost-centres and services as per the Collective Agreement.
4. In collaboration with the General Manager, participate in union relations and Collective Agreement negotiations as needed.
5. Supervise the delivery and negotiate any changes to the Student Health Plan, serving as the primary resource to the Appeals Committee and applicable UVic officials. Troubleshoot problems regarding plan administration with the Director of Finance and Operations and the plan providers.
6. Foster engaged collaboration and communication between Excluded Managers, directors, and staff, particularly in reference to the strategic plan.
7. In collaboration with the Administration & Services Manager, ensure all cost centre, service, advocacy group, and affiliated organization staff are given an orientation and receive adequate direction, training, supervision, and evaluation.
8. Coach and mentor staff, manage their performance, foster professional development and manage conflict resolution efforts when necessary.
9. Collaborate as necessary with the Administration & Services Manager and General Manager related to hiring.

Financial Planning & Management

1. Ensure proper financial controls, processes and reporting in UVSS cost centres, services, advocacy groups, and affiliated organizations.
2. Participate in the development of operational and financial policies with Policy Development Committee.
3. Collaborate with the Manager of Accounting and Payroll to develop annual financial statements for audit and ensure the successful conclusion of an unqualified annual audit.
4. Collaborate with the General Manager and the Manager of Accounting and Payroll to provide regular financial analyses, projections and reporting to the Board of Directors, Executive Committee, and Finance and Operations Committee.
5. Collaborate with the General Manager and the Manager of Accounting and Payroll to oversee cash, inventory, and reporting controls in services.
6. Supervise the delivery and negotiate any changes to the Student Health Plan, serving as the primary resource to the Appeals Committee and applicable UVic officials. Troubleshoot problems regarding plan administration with the Director of Finance and Operations and the plan providers.
7. Collaborate with the General Manager to support the development of the Society's annual budget. Ensure costs or surpluses are within budget, except where prior approval of Finance and Operations Committee or the Board is obtained.
8. Ensure staff consult fully with Finance and Operations Committee for Board capital expenditures for UVSS services including producing business cases for new initiatives.
9. Serve as a signing authority for the Society.

Community Relations & Advocacy

1. Collaborate with advocacy groups and affiliated organizations to further their values and objectives.
2. Provide strategic advice to the Board of Directors on advocacy initiatives and campaigns.
3. Actively participate in the planning and execution of campaigns.
4. Ensure that the Society has high-quality media relations and lobbying strategies.
5. Communicate with stakeholders to keep them informed of the work of the Society and to identify changes in the community served by the Society.
6. Establish good working relationships and collaborative arrangements with community groups, politicians, and other organizations to help achieve the goals of the organization.
7. Establish and maintain a positive, productive relationship for the Society with the UVic executive and with key UVic departments (including Student Affairs), Equity and Human Rights, Counselling and Health Services, Development Office, Housing and Conference Services).
8. Maintain and foster joint or 'partnership' initiatives with UVic that support UVSS objectives.

Legal Affairs & Risk Management

1. Ensure that the legal obligations of the Society are fulfilled and any litigation involving the Society is handled responsibly, in collaboration with the Executive Committee.
2. Oversee insurance and risk management aspects of the UVSS.
3. Hold responsibility for the security and integrity of facilities and other assets.
4. Ensure that personnel, client, and volunteer files are securely stored and privacy/confidentiality is maintained, working with the Administration & Services Manager as applicable.

Other

1. Collaborate with the General Manager in pursuit of revenue-generating opportunities for SUB facilities and services.
2. Handle inquiries and advise the Director of Student Affairs related to UVSS clubs, Course Unions and PDU's.
3. Set personal performance objectives and priorities with the Personnel Committee that support the strategic plan.
4. Develop and implement hardware and software systems relating to the position, ensuring consistency and integration. Ensure there are adequate information technology resources available to meet operational needs of the Society.
5. Other duties as assigned by the Board of Directors or the Executive Committee.

PERSONAL CHARACTERISTICS:

The Executive Director should demonstrate all of the following:

1. Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
2. Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
3. Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
4. Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
5. Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
6. Focus on Member Needs: Anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the organizational parameters.
7. Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
8. Lead: Positively influence others to achieve results that are in the best interest of the organization.
9. Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
10. Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
11. Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
12. Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
13. Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

QUALIFICATIONS:

1. Minimum five years of progressive management experience in a senior management role in a non-profit organization leading a large staff.
2. Must have relevant bachelor's degree or equivalent combination of education and experience. Master's degree is preferred.

3. Demonstrated knowledge of leadership and management principles as they relate to non-profit organizations.
4. Demonstrated experience leading strategic planning.
5. Demonstrated experience in human resource management, including experience managing in a unionized environment and comprehensive understanding of labour management, collective bargaining and collective agreements.
6. Demonstrated knowledge of federal and provincial legislation applicable to non-profit organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
7. Minimum 3 years' experience with financial reporting and budget management across multiple departments or operations within an organization.
8. Demonstrated knowledge of the statutory and regulatory framework governing universities and student associations.
9. Demonstrated knowledge of current challenges and opportunities relating to the mission of the Society.
10. Demonstrated understanding of disability, gender, sexuality, race, and class, and a commitment to creating safer spaces.
11. Demonstrated experience with collaborative group decision-making frameworks.
12. Demonstrated understanding of anti-oppressive and inclusive organizing practices.

13.11 General Manager – Summary of Duties & Job Description

GENERAL MANAGER SUMMARY OF DUTIES

1. Chief of Staff
2. Collaboration with the Executive Director and the Administration & Services Manager to ensure that the social mission of the UVSS supports and promotes the social enterprise
3. Strategic and related business planning
4. Oversee all business units: Cinecenta, Munchie Bar, Food Services (Main Kitchen, Bean There, International Grill, Health Food Bar), Catering & Conference Services, Felicia's Campus Pub
5. Lead union relations and Collective Agreement negotiations
6. Lead contract negotiations relating to business operations
7. Product review and development
8. Board-staff relations, in collaboration with the Executive Director
9. Oversight/coordination of SUB maintenance, facilities and renovations
10. Develop operational and financial policies that relate to business operations
11. Sustainability, waste reduction, energy efficiency
12. University Relations, in collaboration with the Executive Director

GENERAL MANAGER JOB DESCRIPTION

JOB PURPOSE:

In accordance with the Society's mission, vision and values, in addition to the strategic direction set by the Board of Directors, the General Manager is responsible for the successful engaged

leadership and management of the Society's social enterprise function, including business units, services, and the Student Union Building.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Board of Directors through Personnel Committee.
2. Provides leadership and management to staff in Food Services (Main Kitchen, Bean There, International Grill, Health Food Bar), Purchasing, Catering and Conference Services, Cinecenta, Munchie Bar and Felicita's Campus Pub
3. Assumes overall administrative responsibility for the Society's business units, collaborating with the Administration & Services Manager as applicable regarding marketing.
4. Primary contact for union and associated relations.

DUTIES:

Leadership & Governance

1. Chief of staff.
2. Participate with the Board of Directors in developing a vision and strategic plan to guide the Society.
3. Provide business management leadership on behalf of the Board of Directors.
4. Identify, assess, and inform the Board of Directors of internal and external issues that affect the Society's operations.
5. Act as a professional advisor to the Board of Directors on all aspects of the Society's activities
6. Increase revenues of the social enterprise (business units) by managing staff; establishing and accomplishing business objectives.
7. Attend board meetings as needed and serve as ex-officio member of Executive Committee, Personnel Committee, Finance & Operations Committee, Events Committee, Campaigns Committee, Membership Outreach and Engagement Committee, Marketing Planning and Advisory Group and Policy Development, and SUB Occupants.
8. Participate in development of policies and procedures related to business management.
9. Provide support to the Director of Events and UVic Grad Class in the areas of contract negotiation, logistics, security, budgeting, and risk management in collaboration with the Executive Director.
10. Share role of Board Point-of-Contact with the Executive Director and Administration & Services Manager, triaging as applicable.

Business Planning & Financial Management

1. Develop and implement business plans (working with the Administration & Services Manager as applicable regarding Marketing) to establish and maintain the financial viability of the business units.
2. Accomplish objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress; making mid-course corrections.
3. Ensure proper financial controls, processes and reporting in business units.
4. Collaborate with the Executive Director and the Manager of Accounting and Payroll to develop annual financial statements for audit and ensure the successful conclusion of an unqualified annual audit.

5. Collaborate with the Executive Director to provide regular financial analyses, projections and reporting to the Board of Directors, Executive Committee, and Finance and Operations Committee.
6. Ensure proper recording of inventory, sales, personnel and other matters by business unit managers.
7. Oversee all aspects of business unit finances, including managing annual budgetary and capital planning for direct reports.
8. Ensure department managers consult fully with the Finance & Operations Committee regarding financial matters, particularly capital expenditures, including producing business cases for new initiatives.
9. Serve as a signing authority for the Society.

Marketing & Communications

1. Collaborates with and provides input as applicable to the Administration & Services Manager regarding the provision of leadership and strategic advice to business unit managers in the development of marketing strategies for annual business plans.
2. Ensures quality initiatives for marketing, customer service, and product development that align with members' needs; collaborates with the Administration & Services Manager regarding marketing.

Building Operations

1. Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Society.
2. Proactively work to improve sustainability, waste reduction, and energy efficiency of the SUB and its operations.
3. As primary liaison with UVic Facilities Management, manage Student Union Building (SUB) renovations, maintenance, security, utilities, building adaptations, and signage.
4. Actively pursue revenue-generating opportunities for SUB facilities and services.

Human Resource Management

1. Collaborate with the Executive Director and the Administration & Services Manager in human resource management and in developing and improving HR policy and procedures.
2. In collaboration with the Executive Director, provide expertise, advice and direction on all human resource matters, notably collective agreements, policies, occupational health & safety, employment standards legislation, WCB requirements, staff benefits and insurance, grievance processes, etc.
3. Lead Collective Agreement negotiations and assume role of primary contact/liaison for union relations.
4. Foster collaboration and communication between management, directors, and staff, particularly in reference to the strategic plan.
5. Oversee all aspects of the business units' human resources as per the collective agreements.
6. In collaboration with the Administration & Services Manager, ensure all staff for business operations undergo an orientation and are given adequate direction, training, supervision and evaluation.

7. In collaboration with the Executive Director, coach and mentor staff, manage their performance, foster professional development and manage conflict resolution efforts when necessary.
8. Collaborate as necessary with the Administration & Services Manager and Executive Director related to hiring.

Community Relations

1. Establish and maintain a positive, productive relationship for the Society with the UVic Executive and with key UVic departments (including Student Affairs, Food Services, Purchasing, Athletics and Facilities Management, Development Office, Housing and Conference Services).
2. Maintain and foster joint or 'partnership' initiatives with UVic that support UVSS objectives.

Other

1. Set personal performance objectives and priorities with the Personnel Committee that support the strategic plan.
2. Develop and implement hardware and software systems relating to the position, ensuring consistency and integration. Ensure there are adequate information technology resources available to meet operational needs of the Society.
3. Other duties as assigned by the Board of Directors or Executive Committee.

PERSONAL CHARACTERISTICS:

The General Manager should demonstrate all of the following: Adaptability: A willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

1. Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
2. Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
3. Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
4. Creativity/Innovation: Develop new and unique ways to improve the social enterprise and to create new opportunities.
5. Focus on Members' Needs: Anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the organizational parameters.
6. Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the effectiveness of the social enterprise.
7. Lead: Positively influence others to achieve results that are in the best interest of the organization.
8. Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
9. Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
10. Plan: Determine strategies to move the social enterprise forward, set goals, create and implement actions plans, and evaluate the process and results.

11. Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
12. Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

QUALIFICATIONS:

1. Must have relevant bachelor's degree or equivalent combination of education and experience. Master's degree is preferred.
2. Minimum five years management experience serving mid to large sized businesses, non-profits, social enterprises, or cooperatives.
3. Demonstrated understanding of social enterprise business models.
4. Demonstrated experience in project management.
5. Demonstrated experience in building maintenance and operations.
6. Demonstrated experience in marketing management, strategy, and planning.
7. Demonstrated experience in human resources and labour management.
8. Demonstrated commitment and initiative in providing a high standard of customer service.
9. Demonstrated strong initiative and entrepreneurial mindset in improving services, efficiencies and revenue generation.
10. Demonstrated business management expertise.
11. Demonstrated communications, and dispute resolution skills.
12. Demonstrated management experience in the food/beverage/entertainment/retail sector.
13. Demonstrated experience in managing projects involving creative design, information technology, and multi-stakeholder initiatives.
14. Demonstrated knowledge of current challenges and opportunities relating to the mission of the Society is preferred.
15. Demonstrated understanding of disability, gender, sexuality, race, and class, and a commitment to creating safer spaces.
16. Demonstrated experience with collaborative group decision-making frameworks.
17. Demonstrated understanding of anti-oppressive and inclusive organizing practices.

13.12 Administration & Services Manager – Summary of Duties & Job Description

ADMINISTRATION & SERVICES MANAGER SUMMARY OF DUTIES

1. Collaboration with the Executive Director and the General Manager to ensure that the social mission of the UVSS supports and promotes the social enterprise
2. Development, oversight and tracking of long-term strategic plan for businesses in collaboration with the General Manager, Executive Director and Department Managers.
3. SUB management plans
4. Contract negotiations relating to cost centres and tenants
5. Oversight of cost centres and services including: Board of Directors and Communications, Peer Support Centre, Food Bank, Graphic Design, and tenants.
6. Human resources administration including staff hiring, orientation, training, performance evaluations, training, administration of employee benefits, employee leave summary tracking, policy maintenance/update, and maintenance of personnel files
7. Oversight and support of business and Board marketing, communication and graphics

8. Board liaison, support, orientation and policy maintenance
9. Board-staff relations, in collaboration with the Executive Director and General Manager

ADMINISTRATION & SERVICES MANAGER JOB DESCRIPTION

JOB PURPOSE:

In accordance with the Society's mission, vision and values, in addition to the strategic direction set by the Board of Directors, the Administration & Services Manager is responsible for Administrative, HR, Board Liaison, Business Management and Marketing support across the Society, in cooperation with the Executive Director and the General Manager.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Board of Directors through the Personnel Committee.
2. Provides leadership and management of staff in the Ombudsperson, Board of Directors and Communications, and Graphic Design Departments.
3. Assumes administrative responsibility for the Society's cost centres with respect to contract negotiations, renovations, etc.; liaises with the Executive Director as necessary
4. Manages the Society's tenants, overseeing contract negotiation and organizational issues.

DUTIES:

Leadership & Governance

1. Participate annually with the Excluded Management and Board of Directors in developing a vision and strategic plan to guide the Society.
2. Ensure that the relevant goals of the strategic plan are continually being executed and reviewed.
3. Attend Board meetings when needed, and serve as ex-officio member of Executive, Electoral, Personnel, SUB Occupants, Ombudsperson, SUB Business Marketing, Campaigns, Outreach, and Events Committees.
4. Liaise with Board and share role of Board Point-of-Contact with the Executive Director and General Manager, triaging as applicable.
5. In collaboration with the Policy Development Committee, review and update Board policy as needed.
6. Organize and coordinate annual Board orientations.
7. Administer the logistics and hiring of relevant UVSS Electoral Office staff.
8. Participate in the development of policies and procedures related to business management and marketing.

Human Resource Administration

1. In collaboration with the Executive Director, develop, update and maintain HR infrastructure with respect to HR policy, orientation and training plans, and staff performance evaluations.
2. Administer and track staff benefits plan.
3. Track use of employee leave entitlements and maintain confidential personnel files.
4. Oversee and handle staff hiring and permanent staff orientations, in collaboration with the Executive Director and General Manager as applicable.

5. Coach and mentor staff, manage their performance, foster professional development and manage conflict resolution efforts when necessary.

Business/Cost-Centre Administration

1. Lead and participate in the long-term year strategic plan for businesses.
2. Develop and maintain SUB management plans.
3. Negotiate and administer contracts relating to cost centres and tenants; be the main liaison with tenants and occupants.
4. Advise on organization of work orders for various departments.

Marketing, Communications & Graphics

1. Collaborating with the General Manager and Executive Director as applicable, provides leadership and strategic advice to business unit managers in the development of marketing strategies for annual business plans.
2. Collaborating with the General Manager, ensures quality initiatives for marketing with members' needs.
3. Oversees marketing planning and communication strategies related to the Board.
4. Works with the Art Director to ensure that marketing, communications, branding, and digital services of the Board of Directors and businesses are creative, innovative, relevant, and high quality.
5. Support Board for time management of work-orders and related administration.

Other

1. Develop and implement hardware and software systems relating to the position, ensuring consistency and integration. Ensure there are adequate information technology resources available to meet operational needs of the Society.
2. Set personal performance objectives and priorities with the Personnel Committee that support the strategic plan.
3. Other duties as assigned by the Board of Directors or the Executive Committee.
4. Serve as a signing authority for the Society.
5. Main point of contact for Ombudsperson inquiries.

PERSONAL CHARACTERISTICS:

The Administrative Manager should demonstrate all of the following:

1. **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
2. **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
3. **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
4. **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
5. **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.

6. Focus on Member Needs: Anticipate, understand, and respond to the needs of members to meet or exceed their expectations within the organizational parameters.
7. Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
8. Lead: Positively influence others to achieve results that are in the best interest of the organization.
9. Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
10. Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
11. Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
12. Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
13. Think Strategically: Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

QUALIFICATIONS:

1. Minimum five years of progressive management experience in a management role in a non-profit organization.
2. Relevant bachelor's degree (e.g. Business Administration/Commerce) or equivalent combination of education and experience.
3. Experience facilitating and supporting strategic and business planning efforts.
4. Board and governance support and liaison experience.
5. Hands on experience in human resource administration (particularly with respect to performance management and benefits), including experience within a unionized environment.
6. Full-cycle recruitment experience and knowledge, ideally within a unionized environment.
7. Demonstrated knowledge of federal and provincial legislation applicable to non-profit organizations including: employment standards, human rights, health coverage etc.
8. Experience providing and overseeing operational and administrative requirements.
9. Contract negotiation and administration experience.
10. Knowledge of computer hardware and software issues (PC and Mac) is preferred.
11. Demonstrated experience with collaborative group decision-making frameworks.
12. Demonstrated knowledge of current challenges and opportunities relating to the mission of the Society.
13. Demonstrated understanding of disability, gender, sexuality, race, and class, and a commitment to creating safer spaces.
14. Demonstrated understanding of anti-oppressive and inclusive organizing practices.

13.13 Policy Review

- a. In order to ensure a comprehensive understanding of this policy by all parties and in the spirit of ensuring this policy is up to date and relevant, Personnel Committee and all excluded personal must read the excluded personnel policy and sign an attached policy acknowledgment form (Appendix A).

- b. This policy review must occur:
 - i. Once annually within the first 8 weeks of election of the personnel committee, and
 - ii. At any time the policy is amended.

Appendix A: Excluded Personnel Acknowledgement Form

We, the undersigned, have read and understand the attached UVSS Excluded Personnel Policy.

Director of Finance and Operations (name)

(Signature)

(date)

Lead Director – Personnel (name)

(Signature)

(date)

Director at Large - Personnel (name)

(Signature)

(date)

General Manager (name)

(Signature)

(date)

Executive Director (name)

(Signature)

(date)

Administration and Services Manager (name)

(Signature)

(date)

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 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.

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 and Administration and Services Manager
- iii. Board of Directors Operations: Lead Director of Finance and Operations

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 last Board meeting in August. At this meeting, the Board may refer the budget back to Finance and Operations Committee for further review or adjustments. Once the budget has been approved, finalized committee budgets shall be emailed to the members of each committee. If the budget has been sent back to finance and Operations committee for further adjustments, it must be adopted by the Board of Directors by the last Board meeting in September.

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)
- 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

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.

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.

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.

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.

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 elect a minimum of one Director as a Food Bank Director in the first month of the Board term.
- c. Food Bank Directors 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. Food Bank Directors and the 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.

3.6 Peer Support Centre Fund

- a. The Peer Support Centre Fund shall consist of all student fees dedicated and collected for the sole purpose of funding the UVSS Peer Support Centre, supplemented by donations, fundraising and grants when available.
- b. The UVSS Board of Directors shall elect a minimum of one Director as a Peer Support Centre Director in the first month of the term.

- c. In a given fiscal year the sum of grants issued from the Peer Support Centre Fund shall not exceed the amount in the fund.
- d. In a given fiscal year the sum of grants issued from the Peer Support Centre Fund shall not exceed the amount in the fund.
- e. Peer Support Centre Director(s) and Executive Director shall present a report of all expenditures from the Peer Support Centre Fund and the state of the fund to the Board of Directors at the end of each academic term.

3.7 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.

3.8 Health & Dental Fees

a. Management

It is Finance and Operations Committee's responsibility to recommend changes to the Health and Dental Plan fees to the Board of Directors upon consultation with the health plan broker. The Board is empowered to increase or decrease health and dental plan

fees up to 5% in any given year. In order to change the fees of the Health and Dental Plan, there must have been a change in premiums for that year.

c. Health & Dental Plan Appeals Criteria

In order to be granted an appeal, members must have not yet accessed the UVSS Health and Dental Plan, provide proof of alternate coverage for both/either extended health and extended dental insurance, and have fulfilled at least one of the following criteria:

- i. Members who are in their first year at UVic;
- ii. Members who have not appealed previously;
- iii. Members whose registration falls outside of the Change-of-Coverage Period;
- iv. Members who mistakenly opted out from the Graduate Students' Society (GSS) site within the Change-of-Coverage Period; or,
- v. Other extenuating circumstances as agreed upon by the Health & Dental Plan Appeals Committee.

d. Health & Dental Plan Reserve Fund

- i. The Health Plan Reserve consists of internally restricted funds used to cover the following:
 - Future health care plan funding deficiencies.
 - Health care support initiatives for students, approved by a $\frac{2}{3}$ majority vote of the Board of Directors.
- ii. Funds are designated by the board of directors and allocated as a transfer from 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.

e. Learning Disability Assessment Fund Allocation

i. Purpose

A Learning Disability Assessment (LDA) may be required for a student when registering with the Centre for Accessible Learning (CAL) 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 the health plan broker that utilizes the Health Plan Reserve Fund to allow students to access Learning Disability Assessments (also called Psycho-Educational Assessments).

ii. 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 dependents covered under the Plan.

iii. Process

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

Once students have discussed their situation with the CAL 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 CAL.

If testing is conducted by CAL, CAL 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 CAL. Any student that has previously been tested may immediately proceed to full screening at the discretion of CAL.

iv. 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 CAL 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 CAL (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. CAL Full Screening

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

- i. The first portion up to \$700 shall be reimbursed directly to CAL 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

v. Dispersing Funds from the LDA Fund

- a. CAL 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 the health plan broker
- d. Accounting will process the check and send it via campus mail with the attached documentation back to CAL.
- e. CAL will complete the file and send it along with the check to the health plan broker.
- f. The health plan broker will reimburse the paying party, be it the student or CAL directly
- g. CAL will notify the UVSS once the claim has been settled.

- i. 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.

- ii. Reporting

CAL 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.

PART 4: CO-OP REBATES

- 4.1 Co-op Rebates are returned to students from the UVSS General Operating Fund who are on a Co-op term outside of municipalities within the Capital Region District.
- 4.2 In order to receive a Co-op Rebate, students shall submit a cheque request, along with proof of address, and proof that they are on a Co-op term to the Director of Finance and Operations.
- 4.3 The Director of Finance and Operations shall issue only one rebate per student per semester.

PART 5: DISTANCE STUDENT REBATES

- 5.1 Distance Student Rebates are returned to students from the UVSS General Operating Fund who are distance students outside of municipalities within the Capital Region District.
- 5.2 In order to receive a Distance Student Rebate, students shall submit a cheque request, along with proof of address, and proof that they are a Distance Student to the Director of Finance and Operations.
- 5.3 The Director of Finance and Operations shall issue only one rebate per student per semester.

PART 6: DONATIONS AND GRANTS

- 6.1 Donations and Grants are defined as monies disbursed from the UVSS General Operating Fund to an organization as well as non-monetary donations such as but not limited to non-perishable food items, or use of UVSS equipment.

- 6.2** The allocation of funds available for Donation and Grants shall be considered set after the Board of Directors has approved the annual budget.
- 6.3** The Executive Committee shall be responsible to make recommendations to the Board on the disbursement of grants not exceeding the annual budgeted amount.
- 6.4** 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

- 6.5** 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

- 6.6** 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.

PART 7: SPENDING APPROVAL FOR REQUESTS OUTSIDE BUDGETARY ALLOCATIONS

- 7.1** 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.
- 7.2** In order for an additional expenditure outside the budget to be granted, it must be approved by a 2/3 majority vote of the Board of Directors at a quorate meeting.

PART 8: GIFTS & HONORARIUMS

8.1 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.

8.2 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.

PART 9: REPORTING

- 9.1** The Director of Finance and Operations shall provide the Board with a brief update on the Society's finances at every Board Meeting as part of the report from Finance and Operations Committee.
- 9.2** The General Manager is responsible for ensuring monthly actuals are reported to the Finance Committee.
- 9.3** 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.

PART 10: FINANCIAL MANAGEMENT

10.1 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.

10.2 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.

10.3 Signing Authority

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

10.4 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, Administration and Services Manager, 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 either the Executive Director, Administration and Services Manager, 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, club or course union signing authorities or advocacy/affiliated group paid coordinators or signing authorities can sign out an electronic mobile point of sale device unless previous arrangements have been made with Executive Committee.
- ii. Electronic mobile point of sale devices must be signed out from the General Office.
- 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 approved at a Board of Directors meeting. When submitted to accounting, the cheque request shall be accompanied by minutes from the Board of Directors meeting at which it was approved before being 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 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

10.5 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:

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

10.6 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. The following are “levied groups”:

1. **Affiliated Organizations**
 - Anti-Violence Project (AVP)
 - Campus Community Gardens
 - UVic Sustainability Project (UVSP)
2. **Constituency Organizations**
 - UVic Pride
 - Students of Colour Collective (SOCC)
 - Gender Empowerment Centre (GEM)
 - Society for Students with a Disability (SSD)
3. **Native Students Union (NSU)**
4. **Office of the Ombudsperson**
5. **Separately Incorporated Fee-Levied Organizations**
 - CFUV 101.9FM
 - The Martlet
6. **Subsidiary Organizations**

- Professional Development Unions
- The Graduating Class

7. University 101

8. World University Service Canada (WUSC)

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 bank accounts. CFUV, The Martlet, and PDUs 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 Relations Committee. Advocacy Groups may not budget for three consecutive semesterly accumulated deficits. The UVSS will not sign off on any cheque requisitions during the Fall or Winter semester when an advocacy group's financial accumulated deficit at the time is larger than the projected regular semesterly fees for the same semester. Regular semesterly fees include operating grant funding from the Constituency Control Account, but does not include joint constituency trust account funds allocated by Advocacy Relations Committee. In the case where a group has a net accumulated deficit, any requests for emergency funds can come to the Board for approval in advance of a cheque requisition.
- 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
 - Professional Development Unions
- vi. In order to receive their funding, Separately Incorporated Fee-Levied Groups must provide UVSS with completed year-end 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. Separately Incorporated Fee-Levied Groups may not budget for consecutive annual accumulated deficits.
- 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. Professional Development Unions may not budget for consecutive semesterly accumulated deficits.
- viii. In order to receive their funding, Affiliated Groups must report a semesterly budget and actuals to Finance and Operations Committee. Affiliated Groups may not budget for consecutive semesterly accumulated deficits. The UVSS will not sign off on any cheque requisitions during the Fall or Winter semester when an Affiliated Group's financial accumulated deficit at the time is larger than the projected regular semesterly fees for the same semester. In the case where an Affiliated Group has a net accumulated deficit, any requests for emergency funds can come to the Board for approval in advance of a cheque requisition.
 - ix. Unless otherwise noted, in order to receive their funding, the remainder of the fee levied groups must submit their annual budget and previous year's actuals before each October.

SECTION 3 - OPERATIONS

PART 1: STRATEGIC & ORGANIZATIONAL PLANNING

1.1 Preamble

The Society shall develop a strategic plan on an annual basis. The strategic plan shall contain business unit plans, a marketing and communications plan, as well as plans for each Lead Director's portfolio.

The strategic planning process shall ensure that:

- a. Resources are mobilized to meet the objectives and priorities of the current board.
- b. The current board, stakeholders, and members are actively involved in the strategic plan and its supporting plans at all phases.
- c. The Society is able to proactively respond to changes in the external and internal environment.
- d. 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 of stakeholders.
- e. Joint workshops are held with directors and staff to help operationalize the strategic plan through inter-department collaboration and goal setting.

1.2 Process & Timeline

The annual development process for the Strategic Plan shall be a project for the incoming board. The incoming board shall draft the plan, develop or update strategic initiatives and success indicators, and work with department managers to ensure the Society's mission, vision, and values are reflected in the Strategic, business, and cost centre work plans.

In addition, the UVSS Excluded Managers will work collectively with department managers to coordinate 3-5 year business unit and cost centre work plans. These plans shall be reviewed by department managers and respective Excluded Managers at least once per semester.

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

May 1 Strategic planning training at Board Orientation.

May 31 1-2 day strategic planning session.

June 1 The Board of Directors shall organize a workshop to gain input from staff on the Strategic Plan. Additionally, the Board of Directors shall disseminate a survey to all UVSS staff who are unable to participate in the workshop.

June 30 Portfolio goals submitted to Finance & Operations Committee. The Lead Director and portfolio Directors-at-Large are responsible for contributing to the portfolio goals presented to Finance and Operations Committee, as well as submitting a copy of the goals to the Director of Finance and Operations.

July 15 The Administration and Services Manager shall organize a meeting with Lead Directors, Excluded Managers, and the Communications team to review the business unit goals and ensure they align with the Strategic Plan, where applicable.

July 31 Strategic Plan adopted by the last Board meeting of July. Annual business unit plans and cost centre work plans completed or updated.

November 1 The Administration and Services Manager shall work alongside other Excluded and department managers to develop progress reports on SUB business unit plans, then send out an email update to all department managers two weeks before the last department managers meeting of the calendar year.

The Executive Director shall work alongside the Director of Finance and Operations and other Excluded Managers to develop progress reports for Lead Directors and cost centers.

December 1 Each Lead Director, in consultation with their portfolio DaLs, reports on the status of strategic plan implementation to the Board of Directors.

December 20 All Lead Directors and department managers shall be given the opportunity to present on the implementation of their reports in the last department managers meeting of the calendar year.

March 1 The Director of Finance and Operations will consult with Finance and Operations Committee and other relevant stakeholders to determine that year's Annual Report format and categories.

April 1 The Board of Directors shall publish the annual report on the Students' Society website that outlines the outcome of the strategic plan, the progress of business unit plans, and additional accomplishments of the Board of Directors that shall be widely distributed to members in electronic format.

Each Lead Director, in consultation with their portfolio DaLs, reports on the status of strategic plan implementation to the Board of Directors.

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

2.4 Energy Use and Emissions

- a. The Society shall work to reduce energy consumption in its operations.
- b. When financially feasible, the Society shall perform retrofits to upgrade the efficiency of any technologies or appliances used in its operations.
- c. Where appropriate, the Society shall invest in renewable energy sources to power its operations.
- d. 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.
- 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.

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.

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 Finance and Operations Committee.

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.

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

3.3 Meetings

a. Board of Directors

There shall be a minimum of one Finance and Operations committee meeting per year dedicated to product review and development for each business unit. At this meeting, the business unit manager and Graphic Design Department Manager will be present and 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.

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. All directors will be given the opportunity to participate in this training.

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.

PART 4: POSTERING AND ADVERTISING

POSTERING & NOTICE BOARDS

- 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.
- 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 these criteria, they shall consult with the Executive Committee for clarification.
- 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 these criteria, they shall consult with the Executive Committee for clarification.
- 4.4** For the interior and exterior of the Student Union Building, any posters, signs, banners, notices, displays etc. 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.
- 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.
- 4.6** Executive Committee shall oversee all content posted on chalkboards or notice boards in the Student Union Building that are dedicated solely to disseminate UVSS Board communications. Executive Committee shall consider all reasonable requests from advocacy groups and affiliated groups to post content on UVSS Board chalkboards or notice boards. Seven [7] days' notice is required for all requests. Any content that is posted without permission shall be removed.

ADVERTISING

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

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.

5.2 Authorized Users to Rent SUB Space

- a. **The following shall be considered UVSS users:**
 - i. UVSS Clubs
 - ii. Course Unions
 - iii. Professional Development Unions (PDU)
 - iv. Constituency Organizations
 - v. Native Students Union (NSU)
 - vi. Separately Incorporated Fee-Levied Groups
 - vii. Affiliated Groups
 - viii. USW Local 2009
- b. **The following shall be considered non-UVSS users:**
 - i. The University of Victoria
 - i. University of Victoria Athletic and Recreation Clubs
 - 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.

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 month until the first day of the second month of the term, and four times per month after the first day of the second month of the term.

- 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.

5.4 Table Rentals

- b. **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.

- c. **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.

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.

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.

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.

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.

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.

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.

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.

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
- Creating 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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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”.

SECTION 4 - 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

Campaigns & Community Relations

- a. Coordinate the campaigns and community relations of the Society.
- b. Communicate regularly with all levels of government in order to advocate for student issues.
- c. Build and maintain coalitions between the UVSS and constituency groups, community groups, and on-campus environmental sustainability groups.
- d. Establish working groups for campaigns, as needed.

University & International Student Relations

- a. Support the Director of Outreach & University Relations in their duties as related to campaigns of the Society, including:
 - i. Liaise with the administration of the University of Victoria; and
 - ii. Coordinate with student representatives to the Senate and Board of Governors to advance student interests.
 - iii. Propose motions for consideration to the UVSS Board of Directors regarding University relations.
 - iv. Respond to University governance issues that affect students.
- b. Work with the Director of International Student Relations to respond to political issues that affect international students.

Other Duties

- 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. 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
- e. Felicita's Pub 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

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

Planning

- a. Oversee the maintenance, implementation and renewal of the UVSS strategic plan.
- b. 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.
- c. Review the implementation of strategic initiatives, and propose new initiatives as required.
- d. Carry out regular consultations with staff, directors and students as required by the strategic plan.
- e. Oversee the maintenance, implementation and renewal of business plans for the business units.

Risk Management

- a. Review and formulate management's recommendations to the Board on risk and risk management relating to finance and operations.
- 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. 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.
- f. Review adequacy of security of information, information systems and recovery plans, and the adequacy of accounting and finance resources.

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. 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. Graphic Design Department Manager-Art Director – ex officio
- d. Digital Project Coordinator – ex officio
- e. Executive Director - ex officio
- f. General Manager – ex officio
- g. Administration and Services 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, with the exception of Electoral Policy.
- c. Make recommendations to the Electoral Committee regarding the maintenance and development of Electoral Policy.
- d. Motions recommended by Policy Development Committee shall be proposed to the Board of Directors by the second chair of Policy Development or a designate, except in the case where the chair of the Board of Directors meeting is not the same as the chair of Policy Development Committee.
- e. Motions recommended to Policy Development by another committee before going to the Board of Directors shall be proposed by the chair of that committee at the Board of Directors meeting.
- f. Make recommendations to the BoD regarding the maintenance and development of the Society's committee structure and terms of reference.
- g. Ensure that appropriate policies for a system of risk management are developed by management and approved by the Board.
- h. Review the Society's risk management controls and policies, and maintain appropriate internal control procedures including a review of significant financial, legal, and operational policies.
- i. Ensure that the Society's risk management policies for significant risks are effective and are being adhered to.
- 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. Ensure all policy directly impacting groups is reviewed by relevant committees before it is recommended to the BoD, with the exception of committee Terms of Reference.
- l. 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. Executive Director - ex officio
- c. General Manager – ex officio
- d. 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.

PART 3: OPEN TO MEMBERS TO ATTEND – CLOSED MEMBERSHIP

3.1 ADVOCACY RELATIONS COMMITTEE

1. Type

- a. Standing committee of the UVSS BoD with closed membership.

2. Purpose

- a. Act as the primary liaison among constituency groups, NSU, and the BoD.

3. Duties

- a. Ensure the successful operation and participation in UVSS affairs of all constituency organizations and NSU.
- b. Review policy directly impacting constituency groups and NSU for the purpose of providing recommendations to Policy Development Committee.
- c. Approve all draft policy directly impacting constituency groups and NSU before it proceeds to the BoD.
- d. Work collaboratively to support the goals, events, and initiatives of constituency organizations, NSU, and the BoD.

- e. Serve as a forum for constituency organisations, NSU and the BoD to work collectively on common social justice issues on campus and in the community.
- f. Approve constituency groups' and NSU's previous and current semesters' financial documents, as per BoD finance policy.
- g. Allocate funds from the constituency control account to constituency organisations and the Native Students Union.
- h. At the first meeting of each semester, familiarize committee members with all policy directly relevant to the committee, including its terms of reference.

4. Membership

Voting Members

- a. The BoD representative for each Constituency Group.
- b. The BoD representative for NSU
- c. Director of Student Affairs - ex officio and chair of the committee.
- d. An alternate representative for each Constituency Group and NSU for a semester upon ratification by their respective Constituency Group or NSU and by Advocacy Relations Committee.

Non-voting Members

- a. One [1] director elected by the BoD - ex officio and second chair of the committee
- b. Executive Director - ex officio
- c. General Manager - ex officio
- d. Administration and Services – ex officio
- e. Research and Communications Manager – ex officio
- f. Director of Finance & Operations - ex officio
- g. Director of Campaigns & Community Relations – ex officio
- h. Director of Outreach & University Relations – ex officio
- i. Director of Events – ex officio

*Voting members shall reserve the right to meet without non-voting members present.

5. Voting

- a. Shall be limited to the voting members designated in Section 4: Membership, sub-section a: Voting Members.
- b. Temporary alternative representatives may be selected by each group, for a semester upon presenting minutes from a quorate meeting from their respective constituency organisation ratifying their representative.

6. Quorum

- a. Shall be the chair and a minimum of three other voting members.

7. Meetings

- a. Shall meet bi-weekly at a day/time agreed upon by committee members at the beginning of each term or upon the call of the BoD, Executive Director, General Manager, constituency organizations, or NSU.
- b. The chair shall distribute meeting agendas and policy under consideration a minimum of 48 hours in advance of all meetings.

- c. The chair shall record minutes for each meeting containing an attendance list and important decisions and distribute these minutes within 72 hours of the meeting.

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 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
- b. Active clubs from the previous semester automatically gain temporary voting rights for the purposes of ratification at the first meeting of the current semester

Non-voting Members:

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

3.3 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
- b. Active course unions from the previous semester automatically gain temporary voting rights for the purposes of ratification at the first meeting of the current semester

Non-voting Members:

- b. Director of Student Affairs - ex officio and chair of the committee
 - o 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.

3.4 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 per year at a date set by the chair of the committee or upon request of a PDU or the Director of Student Affairs.

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.

3.5 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 Gender Empowerment Centre, Students of Colour Collective, Native Students Union, UVic Pride, Society for Students with a Disability, and any club or course union that is a current SUB occupant. The representatives are chosen by the respective groups, submitted in writing to the chair, then confirmed by the chair of the committee at the start of every meeting.
- h. One representative of each of the following groups: Anti-Violence Project, CFUV, The Martlet, UVSP, and Campus Community Gardens. The representatives are chosen by the respective groups, submitted in writing to the chair, then confirmed by the chair of the committee at the start of every meeting.

Non-voting Members*

- a. Executive Director - ex officio
- b. Administration and Services Manager - ex officio
- c. 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.

3.6 INTERNATIONAL STUDENT RELATIONS COMMITTEE

1. Type:

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

2. Purpose:

- a. Acts as a primary and neutral liaison among international students and the BoD (BoD Section 1, part 11.1).
- b. For the purpose of this committee, "international" is defined in the following way: A student born outside of Canada, who spends a majority of their lives outside of Canada, and/or otherwise reasonably identifies as an international student.

3. Duties:

- a. Liaise regularly with the UVSS BoD and the relevant UVic departments handling international student issues to advocate on behalf of international students.
- b. Discuss ongoing international student issues for the Director of International Student Relations to relay to the BoD.
- c. Serve as a forum for international students and the BoD to work collectively on supporting the success of international students on campus.
- d. Generate ideas for effective outreach with international students on campus.
- e. Build and maintain partnerships among international students, UVSS, and relevant UVic departments handling international student issues.
- f. Organize events (celebrations, holidays, fundraisers, etc.) for or in partnership with international students.
- g. Review policy directly impacting international students or the Director of International Student Relations and make recommendations to Policy Development committee before consideration by the BoD.
- h. At the first meeting of each semester, familiarize committee members with all policy directly relevant to the committee, including its terms of reference.

4. Membership

Voting Members

- a. Director of International Student Relations – ex officio and chair of the committee
- b. Any members at large who identify as international students elected by the BoD

Non-Voting Members

- a. One [1] Director at Large assigned to the International Student Relations portfolio – ex officio and second chair of the committee
- b. Director of Outreach and University Relations - ex officio
- c. Director of Student Affairs - ex officio
- d. Director of Events - ex officio
- e. Director of Campaigns and Community Relations - ex officio
- f. Director of Finance and Operations - ex officio
- g. Executive Director - ex officio
- h. General Manager - ex officio
- i. Research and Communications Manager – ex officio

5. Voting

- a. Shall be limited to the voting members designated in Section 4: Membership, sub-section a: Voting Members.

**Any director who is also an international student and has been elected to this committee by the BoD gains voting rights.*

6. Quorum

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

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.
- b. No meetings are necessary from May 1 to August 31.

8. Term of Office

- a. Shall be for the duration of the BoD term (May 1 – April 30) with an annual reset at the beginning of each Board term.

PART 4: CLOSED COMMITTEES

4.1 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. Make recommendations to the BoD regarding the maintenance and development of UVSS Electoral Policy, upon consulting with Policy Development Committee.
- c. Assist the Administrative and Services Manager in the hiring and supervision of the Chief Electoral Officer, Elections Adjudicator, and Arbitration Panel.
- d. Assist the Chief Electoral Officer in the hiring of deputy electoral officers.
- e. Provide financial and administrative support and other resources to the Chief Electoral Officer as needed.
- f. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference.
- g. 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 by the Board of Directors. The Board shall elect the chair before electing the other two positions. The other two directors can act as second chair, as needed. No members of the committee may actively participate in campaigning or seek re-election while serving as a member of the committee. Committee members who decide to actively participate in campaigning or to seek re-election must resign from the committee before the hiring process begins for the Chief Electoral Officer, Election Adjudicator, Arbitration Panel, or Deputy Electoral Officers.

Non-voting Members

- a. Research & Communications Manager - ex officio
- b. Administration and Services 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] 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.

4.2 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

General

- a. Ensure the Students' Society is compliant with all of its legal obligations.
- b. Submit minutes of all Executive Committee meetings to the Board of Directors in a timely manner.
- c. Develop and maintain a budget for grants and donations.
- d. Fairly distribute grants and donations to external (non-UVSS) organizations as per Operational Policy Part 5.
 - Determine the maximum amount and number of grants based on the budgeted allocation.
 - Review and disburse funding requests.
 - Report any funding disbursements to the Board of Directors.

Risk Management

- 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 timely and efficient delivery of risk information (including large and emerging exposures) to the Board, and formulate recommendations for action (where appropriate).
- c. Provide direction to management and employees on risk matters; and interact with other committees on the subject of risk and risk management.
- d. 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.

Other Duties

- 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. 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
- c. Administration and Services 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.

4.3 HEALTH & 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 and Dental Plan assessments within 30-days of submission during the semester in which fees are assessed, and not consider appeals made after the last day of classes for that semester.
- b. When adjudicating, the committee shall take the appellant's opt-out and appeal history into account.
- c. When adjudicating, the committee shall not consider any appeals submitted by a parent or guardian of the appellant, unless the authority to do so on behalf of the appellant has been legally granted to that parent or guardian.
- d. The committee will only consider appeals to opt out of the plan and will not consider appeals to opt down from the Enhanced Plan to the Basic Plan.
- 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.

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. Administration and Services Manager – 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.
- b. The committee may agree to conduct consensus-based confidential deliberations via electronic communications. All members must be given a reasonable opportunity to participate. Where consensus cannot be reached on an appeal via digital communications, the appeal must be discussed in person at committee.

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.

4.4 SUB BUSINESS MARKETING COMMITTEE

1. Type

- a. Standing committee of the UVSS Board of Directors with closed membership.

2. Purpose

- a. Provide a platform for collaboration on:
 - i. strategic marketing goals;
 - ii. cross-brand marketing between business units in the SUB;
 - iii. marketing initiatives connected to the activities of the Board of Directors (campaigns, services, events).
- b. Ensure that business and SUB brand marketing aligns with the mission, vision, and values of the UVSS as a non-profit social enterprise model.

3. Duties

Planning

- a. Participate in marketing-related professional development opportunities.
- b. Develop the marketing component of the strategic plan.
- c. Identify marketing challenges and devise strategies and tactics to address these issues.
- d. Review targets and benchmarks to assess the progress of marketing initiatives.

- e. Organize marketing initiatives with clear project leads, lines of responsibility and communication, and assessments of outcomes and goals.
- f. Ensure that marketing initiatives support strategic plan objectives.

Collaborative Marketing

- a. Facilitate cross-brand marketing for UVSS businesses and the SUB brand.
- b. Encourage all levels of staff to be involved in the marketing process including inviting interested parties to the committee when relevant.
- c. Provide a forum for business units to collaborate on marketing objectives with the Board of Directors.

SUB Brand

- a. Through the Graphic Design Department, oversee the brand identity and reputation of the SUB brand.
- b. Ensure that a consistent brand vision for the Student Union Building is incorporated into renovations.
- c. Communicate the SUB non-profit social enterprise model to members.

Other Duties

- a. 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.
- b. Carry out all other duties as directed by the Board of Directors.

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. Art Director-Graphic Design Department Manager – ex officio
- b. Research and Communications Manager – ex officio
- c. Graphic Designer-Digital Project Coordinator – ex officio
- d. Marketing and Events Coordinator** – ex officio
- e. General Manager – ex officio
- f. Administration and Services Manager- ex officio
- g. One [1] representative from each of the nine [9] business units as selected by that business unit
- h. Two [2] representatives from the Union.

*If the chair and second chair are all unable to facilitate a meeting of this committee, Administration and Services Manager shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

****The Marketing and Events Coordinator shall act as a liaison between UVSS Board members and staff, develop mutual buy-in for the committee's initiatives, and act as the single point of contact for inquiries about this committee's initiatives for staff or Board members.**

Non-voting members

- a. UVSS Board members
- b. UVSS staff

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] directors and five [5] staff (two of which must be business unit representatives).

7. Meetings

- a. Shall meet at least monthly at a date set by the chair of the committee, except for the summer semester where meetings will be twice monthly.

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.

4.5 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 from 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. Administration and Services Manager – 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”.

4.6 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
- d. Administration and Services 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.

4.7 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:
 - Ensure that excluded personnel shall receive an annual performance review for the period of May 1 to April 30 of the following year. The annual performance review process shall commence no later than July 1.
 - Review the performance of the General Manager, Administration and Services Manager, and Executive Director against established objectives on a regular basis.
 - Provide semesterly reports to the Board of Directors on the performance of excluded personnel.
 - Prepare an evaluation report for the BoD before the end of April each year and recommend any compensation adjustments.
 - Ensure that an independent/external compensation analysis is conducted for excluded positions every three years.
 - Ensure that an independent/external 360 performance review of excluded personnel happens at least once every three years.
 - Annually review the Excluded Personnel Policy and Excluded Personnel job descriptions and make policy proposals as needed.
 - 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 four 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:
 - Unresolved Step 3 grievances that may proceed to arbitration
 - The closing or restructuring of departments and business units due to technological change, organizational change, or complete termination of operations*
 - The creation of new unionized staff positions (Class 10 and above)
 - 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

- v. The elimination of current unionized staff positions
 - vi. Personnel management practices including hiring, evaluation and training
- b. Maintain a publicly available list of the total annual salaries of all employees meeting the annual income established by the Societies Act.

Duties of Both Voting and Non-voting Members

- a. Represent the Employer at Labour Management Committee
- b. Represent the Employer at Employment Equity Committee.
- c. Ensure that the Employer is represented at Employment Equity Committee by at least one director who identifies as a person of colour, and indigenous person, a person with a disability, or LGBTQ+ as elected by the Board of Directors. It is not required that this director be a member of Personnel Committee to participate.
- d. Ensure Board participation in hiring committees for key vacancies.
- e. Represent the Employer in negotiations with all bargaining units certified to represent UVSS staff during collective bargaining.
- f. Represent the Employer at the third level of the grievance process.
- g. 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.
- h. 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)
- d. One [1] director elected by the BoD (must be available for the entirety of the board term)

*At least two voting member shall be a self-identified woman, transgender, or non-binary person.

*In the event of a tie, the motion shall not be approved.

Non-voting Members:

- e. General Manager - ex officio
- f. Executive Director – ex officio
- g. Administration and Services 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] voting members of the committee.

7. Meetings

- a. Shall meet at least bi-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.

4.8 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. Administration and Services Manager - 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 semester at a date set by the chair of the committee or upon the call of the BoD.
- b. The committee may agree to conduct consensus-based confidential deliberations via electronic communications. All members must be given a reasonable opportunity to participate. Where consensus cannot be reached on an appeal via digital communications, the appeal must be discussed in person at committee.

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.
- b.

SECTION 5: DISABILITY POLICY

PART 1: PURPOSE AND APPLICATION

1.1 Statement of Commitment

The University of Victoria Students' Society (The Society) is committed to the principles of the UN Convention on the Rights of Persons with Disabilities, including the principle of accessibility. In accordance with the Convention, the Society recognizes that persons with disabilities have rights to:

- * full and equal participation in cultural life;
- * full and equal participation in recreation and leisure;
- * full and equal access to education;
- * full and equal access to work and employment;
- * full and equal participation in public and political life;
- * be included in the community with the same choices as others;
- * seek, receive, and impart information on an equal basis with others; and
- * privacy.

Therefore, the Society accepts that it has a responsibility to ensure that all of its programs and services are fully accessible to all persons, regardless of impairment. The Society's responsibility includes the responsibility to ensure that all goods, services, buildings, structures, premises, programs, projects, events, meetings, and communications are accessible. To meet this obligation, the Society will develop an accessibility plan that will establish goals towards improving accessibility.

1.2 Principles

The Society's policies on accessibility are guided by the principles of dignity, independence, accessibility, and equal opportunity.

Dignity - Dignity means providing services so that persons with disabilities maintain their self-respect and the respect of other people. Communication with persons with disabilities shall be done in a respectful manner which takes into account their disability and maintains their dignity. Respect for dignity includes minimizing the stigmatization of persons due to their disabilities and refraining from using communications that deploy ableist terms (terms that discriminate in favour of able-bodied people) to describe persons with a disability and their ability to contribute and participate in the Society's activities.

Independence – Independence means ensuring that people are able to do things on their own without unnecessary help, or interference from others.

Accessibility - Accessibility means providing service in a way that allows the person with a disability to benefit from the same services, in the same place and in the same or similar way as others.

Equal Opportunity - Equal opportunity means having the same chances, options, benefits and results as others. In the case of services, it means that persons with disabilities shall have the same opportunity as others to benefit from the way you provide goods or services.

1.3 Scope

This policy shall apply, in its entirety, to the Society's staff, volunteers, contractors, visitors, and guests.

The full definition of disability, as stated by the provincial government, is:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental health condition; or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

1.4 Training

The Society shall provide mandatory anti-oppression training on the topic of ableism to staff and directors, as required by Board of Directors Policy.

Training shall include the following:

- An understanding of ableism and stigmatization of persons with a disability; and
- How to interact and communicate with people with various types of disabilities with an understanding of ableism and stigma; and
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

1.5 Hiring

The UVSS and the Union hereby recognize and support employment equity programs. The

parties agree to cooperate in the identification and removal of systemic barriers in the selection, hiring, training and promotion of persons with disabilities. In addition, the parties agree to cooperate in the identification and implementation of steps to improve the opportunities, employment status and participation rates of this group. It is understood that none of these actions will be at variance with the Collective Agreement unless mutually agreed upon between the parties.

1.6 Harassment

The Society shall identify the following as harassment within its anti-harassment policies:

- The stigmatization of persons with disabilities; and
- Ableism (discrimination in favour of able-bodied people).

1.7 Feedback Process

The Society is committed to providing high quality goods and services to all members of the public it serves. Feedback is welcomed as it may identify areas that require change and encourage continuous service improvements. Therefore, the Society shall regularly solicit feedback concerning disability-related issues as they relate to goods and services provided by the Society.

1.8 Policy Review and Renewal

The Society is committed to developing service policies that respect and promote the dignity and participation of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities, including consultation with the Society's current official constituency organization for students with a disability.

Any policy of the Society that does not respect and promote the dignity and participation of people with disabilities shall be modified or removed.

PART 2: SERVICE

2.1 Purpose

The intent of this policy is to enable persons with disabilities to access the range of goods and services offered by the Society within the Student Union Building and wherever else these goods and services are provided.

Persons with disabilities are permitted to use their own personal supports to access goods and services offered by the Society. Personal supports include personal assistive devices, service animals, and support persons.

2.2 Communication

The Society shall strive to communicate with persons with disabilities in ways that consider their disability. This means that the Society will communicate in ways that enable persons with disabilities to communicate effectively for the purposes of using, receiving, and requesting the Society's goods, services, and facilities.

The Society shall fund 100% of the cost for the provision of accessible formats and communication supports for persons with disabilities for all Society meetings, such as but not limited to General Meetings, Board of Directors meetings, Clubs Council and Course Union Council meetings, and speaking events. The Society requires a minimum of two [2] weeks' notice to provide this support. If shorter notice is given, all reasonable efforts will be made to provide necessary supports. A line item in the UVSS annual budget shall be created for this purpose.

2.3 Assistive Devices

Persons with disabilities are permitted to use personal assistive devices to access goods and services offered by The Society.

An assistive device is any device that is used, designed, made, or adapted to assist a person in performing a particular task. Assistive devices enable persons with disabilities to do everyday tasks such as moving, communicating, reading, or lifting.

Examples of assistive devices include, but are not limited to the following:

- Wheelchairs
- Canes
- Walkers
- Assistive listening devices (FM systems)
- Laptops with screen-reading software or communicating capabilities
- Smart phones (i.e. wireless handheld devices)
- Hearing aids
- Global positioning system (GPS) devices
- Digital audio players
- Teletypewriters (TTY)
- Portable oxygen tanks
- Personal digital assistants
- Communication devices, such as voice-output systems or pictures/symbols

The Society allows assistive devices to be permitted in all areas of the Student Union Building to which students, staff, faculty, and the public normally have access.

2.4 Accessible Food Services

The Society is committed to providing safe and accessible food options for persons who have specific food-related health conditions and disabilities.

2.5 Service Animals

Persons with disabilities are permitted to use licensed service animals to access goods and services offered by the Society.

A licensed service animal is any guide dog or animal individually trained by a professional service animal training organization to assist a person with a disability. An animal is a service animal if it is readily apparent that it is being used by a person for reasons relating to her or his disability - or if the person has a letter from a physician verifying that the animal is required for reasons relating to her or his disability. Licensed service animals include licensed emotional support service animals.

Licensed service animals are permitted in all areas of the Student Union Building premises to which students, staff, faculty, and the public normally have access.

There are a few exceptions where a service animal would be excluded by law:

The Health Protection and Promotion Act (1990) does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. Therefore, a sign should be placed in food handling areas notifying persons that service animals are not permitted.

However, the Health Protection and Promotion Act does contain specific exemptions for licensed service dogs only, allowing them to accompany their owners into areas where food is normally served, sold or offered for sale.

Should municipal by-laws restrict certain breeds of animals or dogs from the municipality and these by-laws apply even if the animal is acting as a service animal. In unique situations where the presence of the animal presents a significant risk for another person (e.g. severe allergies), the Society is required to meet the needs of both persons in these situations and must devise an accommodation plan that enables both persons to access services and goods accordingly.

2.6 Support Persons

Persons with disabilities are permitted to use support persons to access goods and services offered by the Society. When a support person accompanies a person with a disability to an event hosted by the Society for which there is an admission fee, the support person will not be charged admission.

A support person is someone either hired or chosen to help a person with a disability. A support person can be a personal support worker, volunteer, family member, spouse, or friend of the person with the disability. The Society believes that a support person, in some cases, does not necessarily need to have special training or qualifications.

Support persons may provide one or more types of assistance.

- Transportation
- Job coaching
- Guiding a person with a vision loss

- Adaptive communication (e.g., Intervener for someone who is deaf/blind)
- Interpretation (e.g., ASL/English interpreter, LSQ/French interpreter)
- Note-taking, scribe or reading services (usually coordinated by disability or library services offices)
- Personal care assistance including emotional support
- Support persons in the event of a seizure (e.g., protect from falls)
- Interpret and speak on behalf of someone with a speech disability