



**university of victoria**  
**students' society**

# **Finance and Operations Policy**

**Amended August 18, 2015**

# **FINANCE AND OPERATIONS POLICY**

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## **PART 1: CHILDCARE**

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

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

**Adopted BOD 2006/02/07**

## **PART 2: COMMITTEE SPENDING**

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

- a. Campaigns Committee
- b. Events Committee
- c. Electoral Committee
- d. Member Outreach & Engagement Committee
- e. Executive Committee (for donations & grants)

**ADOPTED BOD 2011/06/27  
AMENDED BOD 2012/06/25  
AMENDED BOD 2015/03/23**

2.
  - a. Spending by the aforementioned committees will be limited to their yearly budgeted amounts, and funds required beyond those amounts will require approval of the Board of Directors, except as provided by this policy.
  - b. During the election period, the Electoral Committee may allocate up to \$5000 in excess of the amount within the Elections budget as per Part 6.1 to the Elections Office without approval of the Board of Directors, if:
    - i) the Elections Office requests the allocation as necessary to conduct a fair and democratic election, and
    - ii) there is no opportunity for the Board of Directors to approve the allocation in a timely manner

**Adopted BOD 2011/06/27**

## **PART 3: DEDICATED FUNDS**

### **1. Terms**

Dedicated Funds must be:

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

**Adopted BOD 2011/06/27**

### **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 Finance Committee at the end of each academic term.
- e. If net revenue is generated on an event, Events Committee shall have the prerogative to allocate that revenue into the Events Fund or into the general operations fund or donate it to the Food Bank.

**Adopted BOD      2011/06/27**

**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 External 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 Finance Committee at the end of each academic term.

**Adopted BOD      2013/04/22**

**4. Elections Fund**

- a. The Elections Fund shall consist of all student fees dedicated and collected for the sole purpose of funding UVSS elections.
- b. All monies collected in the Elections Fund shall be represented as a revenue line in the Elections budget.
- c. Any monies remaining in the fund at the end of the fiscal year shall be placed in a roll-over account and applied to the following year's Elections Fund.
- d. Chief Electoral Officer shall present a summary of all expenditures from the Elections Fund incurred by both the Electoral Committee and the Elections Office in their Electoral Report to the Board of Directors at the of each election

**Adopted BOD      2011/06/27**

**5. Food Bank Fund**

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

- b. The UVSS Board of Directors shall appoint an Executive Director as Food Bank Director upon the recommendation of the Executive Committee.
- c. The Food Bank Director shall be responsible for administering and allocating grants from the Food Bank Fund.
- d. In a given fiscal year the sum of grants issued from the Food Bank Fund shall not exceed the amount in the fund.
- e. The Food Bank Director shall present a report of all expenditures from the Food Bank Fund and the state of the fund to the Finance Committee at the end of each academic term.

**Adopted BOD      2011/06/27**

## **6. Building Fund**

### **a. Terms**

- 1. The Building Fund shall consist of all student fees collected for the sole purpose of funding renovations and improvements to the Student Union Building.
- 2. The Building Fund is further divided into two separate funds:
  - a. The Capital Fund, which shall consist of 50% of the Building Fund.
  - b. The Dr. Ewing Memorial Fund, which shall consist of 50% of the Building Fund.
- 3. The Board of Directors shall approve all expenditures from the Capital Fund. The minimum amount to be approved is \$2000.
- 4. The Board of Directors shall approve all expenditures from the Dr. Ewing Memorial Fund. Approval must also be obtained from the UVic Operational Relations Committee. The minimum amount to be approved is \$5000.
- 5. The Director of Finance and Operations shall present a report on the status of the Building Fund at the end of each academic term.
- 6. 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**

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

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

1. The Board of Directors shall approve all expenditures from the Renovation Fund. The minimum amount to be approved is \$2000.
2. The Director of Finance and Operations shall present a report on the status of the Renovation Fund at the end of each academic term.
3. The Renovation Fund is a restricted fund held by the UVSS and shall be used for any improvements to the SUB not covered by the Dr. Ewing Memorial Fund.

**Adopted BOD 2011/06/27**  
**Amended BOD 2013/02/04**

#### **PART 4: DIVISIONAL SPENDING**

1. Financial reports for the Business Operations Division, the Support and Administration Division and the Board of Directors Division shall be presented to the Finance Committee monthly.  
**Adopted BOD 2000/08/28**
2. The General Manager is responsible for ensuring monthly actuals are reported to the Finance Committee.  
**Adopted BOD 2004/04/20**
3. The Board of Directors shall annually approve an operating budget for all society operations.  
**Adopted BOD 2004/04/20**

#### **PART 5: DONATIONS AND GRANTS**

1. Donations and Grants are defined as monies disbursed from the UVSS General Operating Fund to an organization that does not receive monies from other UVSS Funds.  
**Adopted BOD 2011/06/27**
2. The allocation for Donation and Grants shall be considered set after the Board of Directors has approved the annual budget.  
**Adopted BOD 2011/06/27**
3. The Executive Committee shall be responsible to make recommendations to the Board on the disbursement of grants not exceeding the annual budgeted amount.  
**Adopted BOD 2011/06/27**  
**Amended BOD 2015/03/23**
4. 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**
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. \$800 shall be allocated to S.P.O.K.E.S. bicycle bursary at the beginning of each year, provided they have made a report of their past year's activity to the Board of Directors. The Executive

Committee can allocate additional funds to S.P.O.K.E.S. only if all other funding requests have been satisfied.

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

7. A Donation or Grant may only be disbursed for an invoice or cheque request with full documentation, and in line with the UVSS accounting standards.

**Adopted BOD 2011/06/2**

## **PART 6: ENVIRONMENTAL SUSTAINABILITY**

### **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.

### **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**

### **1. Waste Management**

- a. The Society will strive to reduce waste from all aspects of its operations.  
**Adopted BOD 2007/04/23**
- b. Whenever possible, the Society will ensure access to, and encourage the use of, infrastructure that serves to divert waste from landfills. This infrastructure shall include, but not be limited to:
  - i. Indoor, visible, accessible recycling receptacles.
  - ii. Indoor, visible, accessible compost receptacles.  
**Adopted BOD 2007/04/23**
- c. Whenever possible, composting and recycling shall be mandatory in all SUB operations.  
**Adopted BOD 2007/04/23**
- d. The Society supports the reduction, re-use, and recycling of all materials that are considered to be non-biodegradable and/or harmful to the global environment.  
**Adopted BOD 1992/04/16**

### **2. Energy Use and Emissions**

- a. The Society shall work to reduce energy consumption in its operations.  
**Adopted BOD 2007/04/23**
- b. When financially feasible, the Society shall perform retrofits to upgrade the efficiency of any technologies or appliances used in its operations.  
**Adopted BOD 2007/04/23**
- c. Where appropriate, the Society shall invest in renewable energy sources to power its operations.  
**Adopted BOD 2007/04/23**
- d. Employing energy efficient technologies throughout the SUB.  
**Adopted SAGM 2001/02/15**

3. **Education**  
**The Society's educational efforts shall include:**
  - a. Ensuring that its employees are aware of, and able to make use of waste management infrastructure in the SUB and are able to educate users of SUB services about this infrastructure.  

**Adopted BOD 2007/04/23**
  - b. Educating members about the importance and relevance of sustainability issues.  

**Adopted SAGM 2001/02/15**
  - c. Ensuring that the issues of sustainability are considered in decision making for our campaigns and operations.  

**Adopted SAGM 2001/02/15**
  
4. **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**
  
5. **Environmental Health**  
The Society shall maintain and ultimately improve the environmental health within the SUB.  

**Adopted SAGM 2001/02/15**
  
6. **Socially Responsible Investing**  
The Society shall develop and adhere to a sustainable investment policy.  

**Adopted SAGM 2001/02/15**

## **PART 7: EXTERNAL COMMERCIAL INTERESTS**

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

**Adopted BOD 1993/07/05**

## **PART 8: FINANCIAL ADMINISTRATION**

1. All memberships paid by the Society shall be approved by the Board of Directors annually.  

**Adopted BOD 2000/08/28**

## **PART 9: GIFTS**

1. **Staff Gifts**



These guidelines are intended to guide management staff in the purchase of a gift when a permanent staff member leaves the employ of the Society.

At the discretion of the management employee responsible for the departing employee, a gift may be purchased from the relevant division's budget up to the following maximum costs:

When the employee is employed on less than a full time basis, up to fifty dollars (\$50) for each year of service as a permanent employee with the Society up to a maximum of two hundred dollars (\$200).

When the employee is employed on a full-time basis, up to eighty dollars (\$80) for each year of full-time service up to a maximum of three hundred and twenty dollars (\$320).

**Adopted BOD 2004/04/20**

## **PART 10: PAID WORK OUT OF CONSTITUENCY GROUP AND NATIVE STUDENT UNION BUDGETS**

### **1. Preamble**

This policy is an attempt to balance the unique nature of constituency groups and the Native Student Union (NSU) as semi-autonomous organizations, with the responsibility of the UVSS Board of Directors to ensure accountability and compliance with the bylaws, the law and our collective agreements.

Constituency organizations and the NSU do not have the legal, independent ability to enter into contracts, including employment contracts, but are able to use the Society's ability provided the guidelines below. Because the Society has a collective agreement with the United Steelworkers of America, there are contractual limitations to how constituencies can pay individuals to work. Work of constituencies and the NSU is work of the Society in terms of the collective agreement.

### **2. Honorarium**

This type of payment 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.

### **3. Waged Work**

Constituency groups and the NSU must follow all terms and conditions of the collective agreement and process payments through the Society's payroll system for all waged work. Exceptions may be made for collective agreement hiring requirements for short term, urgent needs to have work done for wages.

### **4. Contracted Work**

The Society's collective agreement has very strong no contracting out language, and so any contract work must abide by the collective agreement. Further, contracts must meet the Revenue Canada tests (the Society's legal obligation) for the definition of a contractor as opposed to that of an employee. Constituency groups and the NSU must get the prior written approval from the Chair of Advocacy Council before entering into a work contract.

All paid work and honourariums must be approved according to the bylaws of the constituency group or NSU, and cheque requisitions must be accompanied by a letter including the motion authorizing payment and signed by the group's signing officers.

All guidelines may be waived by written approval of the Chair of Advocacy Council in urgent or unique situations, and may be appealed to Advocacy Council for a recommendation to the Board.

**Adopted BOD 2005/05/24**

## **PART 11: POSTERING AND ADVERTISING**

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.

**Adopted BOD 2012/02/20**

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

**Adopted BOD 2012/02/20**

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

**Adopted BOD 2012/02/20**

4. 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. The decision of the Executive Committee may be appealed to the Board of Directors.

**Adopted BOD 2012/02/20**

5. If an individual or group is found violating the Society's poster regulations, that individual or group shall receive a six-month suspension of postering privileges. Suspension of privileges can be appealed to the Board of Directors.

**Adopted BOD 1989/10/17**

**Amended BOD 2000/08/28**

6. The Society shall allocate an 11" by 17" space on all poster boards throughout the campus for the use of the Campus Security Committee and the Women's Centre to advertise warnings and to post educational notices.

**Adopted BOD 1990/09/17**

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

**Adopted BOD 1992/09/21**

**Amended BOD 2010/06/14**

**Amended BOD 2011/07/25**

8. There shall be no free distribution of off-campus publications produced by for-profit organisations in the Student Union Building.

**Adopted BOD 2000/08/28**

9. Any advertisements presented for display in SUB washrooms or in Felicita's shall be consistent with the values and policies of the UVSS and require the approval of the Business Operations Division Manager and two Executive Directors.

**Adopted BOD 2003/04/14**

10. Any new partnerships between the UVSS and external businesses or organizations resulting in, but not limited to, partnerships involving the use of UVSS space for a special event for advertising purposes must be approved by the Board of Directors.

**Adopted BOD 2005/04/19**

## **PART 12: PRODUCT REVIEW AND DEVELOPMENT**

### **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 their supervisor (excluded manager) and input from the Board of Directors through the Director of Finance and Operations.

Integral to the proper functioning of product review and development at the UVSS is to strike 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.

### **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.

1. Idea Generation
2. Idea Screening
3. Concept Development & Testing
4. Business Analysis
5. Product Development
6. Test Marketing
7. Commercialisation
8. Launch

### **3. Meetings**

#### **a. Board of Directors**

There shall be a minimum of one meeting per semester for each business unit manager to meet

with their supervisor, the Director of Finance and Operations, and the Graphic Design Department Manager. At this meeting, all aspects of product review and development will be discussed. Topics to be discussed shall include but not be limited to: idea generation & screening, concept development & testing, business analysis, and marketing.

**b. Staff**

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

**4. Training**

**a. Board of Directors**

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

**b. Staff**

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

**ADOPTED BOD 2015-02-02**

## **PART 13: 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.

**1. Purchasing**

- a. 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.

**2. Paper**

- a. Wherever possible, the Society will purchase 100% post-consumer waste paper for use in its operations.
- b. All internal correspondence shall be double-sided, and paper that has printing on one side shall be re-used.

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

## **PART 14: RESPONSIBLE BANKING**

1. 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:
  - a. Have a social and environmental responsibility policy.
  - b. Subscribe to independent social and/or environmental standards.
  - c. Contribute to the social, environmental and economic well-being of communities.
  - d. Support small businesses and a healthy local economy.
  - e. Provide fair and just services, which promote financial inclusion.
  - f. Are democratically controlled.
  - g. Support a living wage for their employees as well as in the community at large.
  - h. Support the rights of people and communities of all genders, sexualities, abilities, sexes, and races.
  - i. Support indigenous communities and rights.
  - j. Have a low carbon footprint per dollar held in savings.
  - k. Strive to reduce their internal environmental impact.
  - l. Provide environmentally and socially responsible finance products.
  - m. Commit to a large percentage of impact investing, especially in renewable energy and poverty reduction.
  - n. Provide fair interest rates on student line of credit products.
  - o. Provide non-commercial support, such as donations and scholarships, to post-secondary institutions and students.

Adopted BOD 2014/01/20

## **PART 15: SOCIAL RESPONSIBILITY AT ALCOHOL-LICENSED VENUES & EVENTS**

### **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.

1. **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.
    - i. This invitation will include 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. An Anti-Violence Project volunteer or staff member will contact the appropriate facility's manager in advance of the date(s) requested.
2. **AVP Presence at Licensed 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 the General Manager.

- 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.

3. **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.

4. **Employee Education**

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

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

## **PART 16: STRATEGIC & ORGANIZATIONAL PLANNING**

1. **Preamble**

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

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

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

2. **Business Plans, Cost Centre Work Plans, and Marketing & Communications Plan**

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

3. **Process**

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

4. **Timeline**

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

April 30	Environmental Scan (SWOT) - Outgoing Board of Directors
May 1	Strategic planning training and initial goal-setting – Incoming Board of Directors
May 31	Committee goals submitted to Finance & Operations Committee
May 31	1-2 Day strategic planning session
June 30	Strategic Plan adopted
July 31	Annual business unit plans completed
July 31	Annual work plans for cost centre department managers completed
July 31	Marketing & Communications Plan completed

**ADOPTED BOD 2015/08/18**

## **PART 17: SUB SPACE USAGE & RENTAL**

1. **The purpose of this policy is to:**

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

**Adopted BOD 2012/04/16**

2. **Users and persons authorised to rent space in the SUB and on SUB grounds:**

a. **The following shall be considered UVSS users:**

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

b. **The following shall be considered non-UVSS users:**

- i. The University of Victoria
- ii. Non-University users

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

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

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 or Board of Directors.
- b. **Booking Limitations of UVSS Users:** With the exception of bookings made by UVSS divisions and the Board of Directors, the following regulations apply to UVSS users:
- i. Space bookings may be made no earlier than one month before term.
  - ii. A single group may book no more than five dates falling in a month for tables in the SUB foyer or in the SUB courtyard. These five dates do not include those assigned during Week of Welcome or clubs or course union days.
  - iii. Clubs, Course Unions and Professional Development Unions shall be able to book a multi-purpose room (Michele Pujol Room, Vertigo, SUB Upper lounge) free of charge to a maximum of two times per room per month subject to 8.5 of this policy.
  - iv. The following are the time periods at which UVSS users can make regularly occurring space bookings:
    - Space booking for the Fall semester shall commence on August 1 and end on September 30. After this two-month period, UVSS users may book the remaining spaces subject to availability.
    - Space booking for the Winter semester shall commence on December 1 and end on January 31 of the next calendar year. After this two-month period, UVSS users may book the remaining spaces subject to availability.
  - ii. 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.
- b. **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.
- c. **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.

- d. **Insurance and Security:** The General Manager and Support and Administration Manager shall be responsible for the administration of security and insurance with assistance from the General Office Manager.

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

4. **Table Rentals**

- a. **Spaces:** Six spaces shall be available for displays, sales, and other uses in SUB foyers. One of the available spaces shall be permanently reserved for the activities of UVSS Users. A group or individual may book no more than one space for each day. A maximum of five spaces may be booked for one day by non-university users.



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

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

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

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

**Adopted BOD 2004/04/20**

## 5. **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 Chairperson.

**Adopted BOD 2010/07/19**

**Amended BOD 2010/08/30**

## 6. **Space Requests**

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

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

**Adopted BOD 2003/04/14**

**Amended BOD 2012/06/25**

## 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.

- e. **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 1<sup>st</sup> to April 30<sup>th</sup>, rather than from May 1<sup>st</sup> to April 30th.
- f. **Constituency Groups**  
The collective cost of JUM is assessed directly from the Constituency Control Account prior to allocation of term allotments.
- g. **Native Students' Union**  
The NSU will be directly assessed JUM from the NSU Control Account.
- h. **Amendment Procedure**  
This policy shall not be amended or altered in any manner without 90 days notice to all affected organisations, except with mutual consent.

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

8. **Space Usage - External Organisations**

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

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

**Adopted BOD 2003/04/14**

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 Chairperson with a summary of their activities, following the guidelines for space request proposals above by April 30th of each year.

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

**Adopted BOD 2003/04/14**

10. **Space Usage – Multi-purpose Rooms**

- a. The primary purpose of Vertigo, the Michele Pujol Room, and SUB Upper Lounge shall be for events hosted by UVSS users and non-UVSS users. Priority shall be given to paid bookings by non-UVSS users, except in cases where UVSS users have already booked the space and made financial expenditures for that space.
- b. From time to time, use of the SUB Upper Lounge may be set aside for quiet study space at the discretion of Catering and Conference Services. Catering and Conference Services shall endeavour to accommodate the need for quiet study space during exam periods, provided this does not negatively impact the financial sustainability of this department.

**Adopted BOD 2011/10/24**

11. **Space Usage – SUB Grounds**

- a. Bookings of the SUB grounds by UVSS users and non-UVSS users, shall be submitted, reviewed and approved in accordance with the UVSS's SUB Space Usage and Rental Policy
- b. University Policy does not apply in the case of bookings for the SUB grounds.
- c. The booking and use of SUB grounds shall be in accordance with applicable legislation and municipal bylaws.
- d. Booking of the SUB grounds by a UVSS user should be related to that user's purpose and/or constitution.
- e. Organizers of approved outdoor bookings must leave the space booked in a clean manner with no damage to the area that the event took place in. Organizers of approved bookings are responsible for the removal of all recycling, garbage and equipment upon completion of the booking.

**Adopted BOD 2012/04/16**

12. **Special Events**

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

**Adopted BOD 1990/09/17  
Amended BOD 2000/08/28**



