AGENDA
University of Victoria Students’ Society
Monday, February 1, 2021 – Google Meet, 6pm

Google Meet meeting link:
meet.google.com/ozz-idhj-tgr
(CA)+1 647-734-6740; PIN: 467 252 978#

Google Meet specific instructions:
1. Please mute your mic if you are not speaking.
2. Please type "x" into the chat if you’d like to be placed on the speakers’ list.
3. You will be asked to vote yes or no in the chat during motions - you can always abstain if you'd like.

1. CALL TO ORDER

2. LIVESTREAM

MOTION 2021/02/01: 01 - ADACHI/
WHEREAS the UVSS Board of Directors values the comfort and privacy of all Board members, and will only proceed with live streaming Board meetings if they pass unanimously; therefore,
BIRT the Board approves the livestreaming of the February 1, 2021 Board meeting on the UVSS Facebook page; and,
BIFRT this video be kept on the UVSS Facebook page until the minutes from this meeting are ratified.

3. LAND ACKNOWLEDGEMENT

4. ADOPTION OF AGENDA
   a. Adoption of Agenda
      i. 2021/02/01
   b. Adoption of Minutes
      i. 2021/01/25

5. PRESENTATIONS & ANNOUNCEMENTS
   a. PRESENTATIONS
   b. ANNOUNCEMENTS
6. REPORTS

a. EXCLUDED MANAGERS

b. PORTFOLIOS
   1. Campaigns and Community Relations
   2. Finance and Operations
   3. Outreach and University Relations
   4. Student Affairs
   5. Events
   6. International Student Relations

COMMITTEES AND COUNCILS
   1. Electoral
   2. Executive Committee
   3. Food Bank & Free Store
   4. Peer Support Centre

ADVOCACY GROUPS
   1. GEM
   2. NSU
   3. Pride
   4. SOCC
   5. SSD

WORKING GROUPS
   1. PIRG

7. QUESTION PERIOD (15 mins)

8. MAIN MOTIONS

a. PRIORITY BUSINESS

MOTION 2021/02/01: 02 - LOWAN/
    BIRT the Board of Directors accepts the resignation of Sebastian Franco-Monroy as Director of Events, effective Friday, February 5th, 2021.

MOTION 2021/02/01: 03 - LOWAN/
    BIRT the Board elects, by resolution of the Board of Directors, a director to fill the Lead Director position of Director of Events as per UVSS Bylaw 9.5 b(ii.) effective February 5th, 2021; and
BIFRT the rules and regulations laid out in Board of Directors Policy Section 1, Part 1.d: Lead Director Vacancy are used to govern the election of a director to the role of Director of Events.

RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE
MOTION 2021/02/01: 04 - BURD/
WHEREAS many Annual Survey respondents indicated their interest in having more study space; and,
WHEREAS COVID-19 presents challenges to an extensive project like a used clothing store; therefore,
BIRT the Board approves temporarily designating A104 as a student study space.

RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE
MOTION 2021/02/01: 05 - BURD/
WHEREAS the Munchie Bar would like to replace its old sound system with a higher quality, more robust system that will help create an even more welcoming and comfortable space; therefore,
BIRT The UVSS allocates up to $4500 from the Major Capital Fund for this initiative that has been on the Munchie Bar Business Plan.

RECOMMENDED BY FINANCE AND OPERATIONS COMMITTEE
MOTION 2021/02/01: 06 - BURD/
WHEREAS SUBtext is one of the only operations that currently does not have a Onecard terminal but testing one over the last couple months has proved beneficial; therefore,
BIRT The UVSS allocates up to $2600 from the Major Capital Fund to purchase an additional terminal for SUBtext.

MOTION 2021/02/01: 07 – ADACHI/
BIRT the following Special Resolution is added to the February 25th, 2021 UVSS Semi-Annual General Meeting agenda:

MOTION TO AMEND BYLAWS - GENERAL MEETING BY-ELECTIONS

BIRT Bylaw 9 is amended as follows:
9.5 Vacancies Established on the Board of Directors
 a. When a vacancy on the Board of Directors has been definitely established for a Director at Large position or the Director of International Student Relations, the Directors Board may decide to:
   i. hold a by-election at the discretion of the Board of Directors, or
   ii. hold nominations and elections at a Special or General Meeting subject to Bylaw 6.
 b. When a vacancy on the Board of Directors has been definitely established for an executive a Lead Director position, the Directors may decide to either:
   i. hold a by-election at the discretion of the Board of Directors, or
ii. elect, by resolution of the Board of Directors, a director to fill the Lead Director position, thus creating a vacancy on the Board of Directors.

**BIFRT Bylaw 6 - ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS** is amended as follows:

6.0 By-Elections at a General Meeting

a) **Notice of an Election of Officers, and all available positions, must be included on the agenda.**

b) **The Election of Officers shall be conducted as the first order of business.**

c) **Nominations for these positions may be done from the floor, and the nominee must accept their nomination.**

d) **Nominees shall provide a motivation demonstrating their suitability for the role.**

e) **If there are multiple nominations, the Chair will take a vote on each nomination in the order they were made.**

f) **The Chair will announce the nominee that received the majority of the votes, or, if only one person is nominated, they are acclaimed.**

g) **Members shall use a majority vote to ratify the results of the by-election.**

**BIFRT BYLAW 4 - GENERAL MEETINGS AND REFERENDA** is amended as follows, and the sections are renumbered accordingly:

4.8 Quorum for General Meetings and Referenda

a. **Quorum for general meetings shall be six tenths of one percent [0.6 %] of the membership subject to the Societies Act.**

b. **In the event that attendance at an Annual General Meeting is more than twenty [20] but less than six tenths of one percent, the meeting will continue for the purposes of fulfilling the Societies Act of British Columbia, but shall be limited to the following items of business:**

i. **The election of officers**

ii. report of the activities of the Board of Directors

iii. members’ questions on the activities of the Board of Directors

iv. adoption of the budget and the approval of the audited financial statements

v. adoption of the previous general meeting’s minutes

**MOTION 2021/02/01: 08 – HERNANDEZ/BIRT**

The following Special Resolution is added to the February 25th, 2021 UVSS Semi-Annual General Meeting agenda:

**MOTION TO AMEND BYLAW 16 - THE GRADUATING CLASS**

WHEREAS the 2021 Graduating Class voted to terminate the Graduating Class and the Board of Directors voted to approve this decision; therefore,

**BIRT Bylaw 16** is struck as follows:
16.1 The name of the organization is the Graduating Class of the University of Victoria, which is a subsidiary organization, hereafter referred to as the "Graduating Class."
16.2 Membership in the Graduating Class Graduating Class active membership shall be comprised of all registered undergraduate students who have applied to graduate in the year of the Graduating Class.
BIFRT all references to the Graduating Class are struck from UVSS Policy and Bylaws.

MOTION 2021/02/01: 09 – TUBEISHAT/
BIRT the following Special Resolution is added to the February 25th, 2021 UVSS Semi-Annual General Meeting agenda:

MOTION TO AMEND BYLAW 4 – GENERAL MEETINGS AND REFERENDA

BIRT Bylaws 4.5 and 4.8 are amended as follows, and the sections are renumbered accordingly:

4.5 Special General Meetings
Special General Meetings may be called at any time between the months of September and April inclusive by:
a. A majority vote of a quorate meeting of the Board of Directors, or
b. A requisite of five percent [5%] of the membership, or
c. As otherwise required by the Societies Act of British Columbia.

4.8 Quorum for Special or General Meetings and Referenda
a. Quorum for Special or General meetings shall be six tenths of one percent [0.6 %] of the membership subject to the Societies Act.
b. In the event that attendance at a Special or Annual General Meeting is more than twenty [20] but less than six tenths of one percent, the meeting will continue for the purposes of fulfilling the Societies Act of British Columbia, but shall be limited to the following items of business:
   i. The election of officers
   ii. report of the activities of the Board of Directors
   iii. members’ questions on the activities of the Board of Directors
   iv. adoption of the budget and the approval of the audited financial statements
   v. adoption of the previous general meeting’s minutes

MOTION 2021/02/01: 10 – TUBEISHAT/
BIRT the following Special Resolution is added to the February 25th, 2021 UVSS Semi-Annual General Meeting agenda:

MOTION TO AMEND BYLAW 12 - FINANCES OF THE STUDENTS’ SOCIETY
BIRT Bylaw 12.7 is amended as follows, and the section is renumbered accordingly:

12.7 Salary and Honoraria of Lead Directors
a. Lead Directors shall be paid for services rendered during their term of office.
b. The salary paid to each Lead Director shall be established at a rate $18.50 per
hour and increase by 1% annually.
C. Lead Directors are required to work a minimum of 20 paid hours and may work up to 35 paid hours a week, and are entitled to paid leave and sick time as per Board of Directors policy.
D. Lead Directors are required to submit detailed directors’ reports to the Board of Directors to be included during verbal reports and in the minutes for each Board Meeting.

equivalent to the monthly rate of pay earned by student staff supervisors working a thirty-five [35]-hour week.
c. Lead Directors shall receive Health and Dental coverage during their term of office.
d. Lead Directors who are parents shall receive monthly payments equal to fifty per cent of the cost of their childcare.

BIFRT this bylaw takes effect May 1, 2021.

RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE
MOTION 2021/02/01: 11 - LOWAN/
BIRT the following Special Resolution is added to the February 25th, 2021 UVSS Semi-Annual General Meeting agenda:

MOTION TO AMEND BYLAW 8 - DUTIES AND RESPONSIBILITIES OF DIRECTORS

8.1 Director of Outreach & University Relations

The Director of Outreach & University Relations shall:

● Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
● Chair meetings of the Board of Directors, or delegate this duty to an external third party as approved by the Board of Directors with a 2/3 majority vote,
● Oversee member outreach projects and programs, including volunteer coordination, with communications and marketing staff,
● Liaise with and lobby the administration of the University of Victoria as outlined in the Constitution,
● Be the Students’ Society’s spokesperson and respond to media requests,
● Oversee the development and implementation of the Students’ Society’s bylaws and policies,
● Liaise with legal counsel and the Executive Director on legal matters affecting the Society,
● Coordinate with student representatives to the Senate and Board of Governors to advance student interests,
● Act as the Students’ Society’s liaison with the Ombudsperson’s office, and be chairperson of the Ombudsperson Advisory Committee,
● Assist the Director of Campaigns & Community Relations in coordinating the member outreach for campaigns of the Society,
● Assist other directors in their duties as needed,
8.2 Director of Finance and Operations

The Director of Finance and Operations shall:

- Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- Oversee the administration of all aspects of the Students’ Society’s finances, operations, services, marketing, and strategic planning,
- **Raise staff issues at Board meetings, in collaboration with Excluded Managers as appropriate,** Function as the chief liaison between staff and the Board of Directors, through the General Manager,
- Prepare the Students’ Society’s budget for **approval by** the Board of Directors, **and adoption at a General Meeting,**
- Develop all financial policies and practices necessary to effect the responsible control of the funds of the Students’ Society and to comply with all applicable legislation,
- **Proactively communicate relevant financial information to members,**
- Manage the UVSS Health and Dental plan,
- Examine all contracts to be signed by representatives of the Students’ Society,
- Work to improve the environmental sustainability of UVSS operations,
- Maintain a current inventory of all Students’ Society assets,
- Work with managers to address common issues for all SUB occupants,
- Regularly review and update policies relevant to their position,
- Assist other directors in their duties as needed,
- Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.

8.3 Director of Events

The Director of Events shall:

- Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- **Plan, deliver, advertise, and evaluate the success of UVSS events related to the Constitution, values, and purposes of the Society,** Coordinate all events of the Students’ Society,
- Collaborate with diverse on-campus partners, and relevant UVSS departments, to reach diverse audiences,
- **Proactively collaborate with UVSS communications and graphics staff on events advertising and other outreach,**
- Plan, deliver, advertise, and evaluate the success of member welcome events, consulting with relevant UVic departments as needed,
- Assist the Director of Outreach and University Relations in member outreach projects and programs, including volunteer coordination,
Be the Students’ Society's representative in all matters relating to the University of Victoria residence and athletics and recreation programs,
Assist the Director of Finance & Operations in coordinating the marketing and communications of the Students’ Society,
Regularly review and update policies relevant to their position,
Assist other directors in their duties as needed,
Perform other duties as outlined in the Bylaws, policy, or as assigned by the Board of Directors.

8.4 Director of Student Affairs

The Director of Student Affairs shall:

Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
Be chairperson of Chair Clubs and Course Union Councils and help facilitate new and established clubs and course unions,
Regularly review and update policies relevant to their position, including clubs and course union policies,
Be chairperson of Clubs’ Council and help facilitate new and established clubs,
Chair Advocacy Relations Committee and assist and support advocacy groups,
Offer support and advice to affiliated groups,
Act as the primarily liaison between advocacy and affiliated groups and the Board,
Assist other directors in their duties as needed,
Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.

8.5 Director of Campaigns & Community Relations

The Director of Campaigns & Community Relations shall:

Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
Coordinate the campaigns and related media relations of the Society,
Communicate regularly with all levels of government in order to advocate for student issues, using a variety of communication methods,
Be the Students’ Society’s spokesperson on all campaigns organized by Campaigns Committee, or as assigned by the Board of Directors,
Keep the Board of Directors informed of all government policy on post-secondary education and other issues relevant to members of the Students’ Society,
Liaise with provincial and national student organizations, with priority given to organizations that the Students’ Society is a member of,
Liaise with, and represent the Society on, external organizations, committees and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies or by the Board of Directors,
Regularly review and update policies relevant to their position,
● Assist other directors in their duties as needed,
● Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.

10. IN-CAMERA
   a. Legal
   b. Personnel Committee Report

11. MEETING TIMES

   The next meeting scheduled by the Board of Directors is:
   Monday, February 22, 2021 via Google Meet (online).

12. ADJOURNMENT

13. BOARD DIRECTORS’ REPORTS

Caleb Burd (35 hours)
● Worked on Sustainability Plan 3 hours
● Reviewed sustainability reports 1 hour
● Policy development committee 1 hour
● Correspondence with UVic library .5 hours
● Leads meetings 2 hours
● Exec 2 hours
● Finance and Operations committee 1.5 hour
● Plant based seminar 1 hour
● Operational relations 1 hour
● Member outreach 1 hour
● Classroom talks .5 hours
● Board meeting 3 hours
● Meeting with graphics 1 hour
● Meeting with MLA 1 hour
● Met with excluded management 1 hour
● Health and Dental 4 hours
● U-Pass 3 hours
● Check reqs .5 hours
● Sub Survey outreach .5 hours
● Various other emails and meetings 6.5 hours

Dalal Tubeishat (39 hours)
● Answered emails
● Held in-person and online office hours
● Had internal meetings with other directors, advocacy group coordinators, excluded managers, accounting, and graphics
● Had external meetings with UVic administrators, faculty, and staff
● Planned for ratification and funding for clubs and course unions
• Signed cheques
• Updated and reviewed policy
• Attended Member Outreach Committee, Finance and Operations Committee, Policy Development Committee, and Executive Committee
• Responded to members’ questions on social media
• Did website edits
• Planned for and attended Game Night
• Created website accounts for clubs and course unions
• Updated online balances
• Updated signing authorities list
• Conducted outreach to encourage and support candidates to the UVSS
• Did classroom talks

**Sarina de Havelyn (41.5 hours)**
• Chaired Executive Committee, Board meeting, Leads meeting, Electoral Committee, Policy Development Committee, Operational Relations Committee
• Worked on internal governance
• Worked with Dalal and Mariel on Equity Survey to students
• Created work orders and planned for the UVSS Game Night, Electoral Event, and the SAGM
• Prepared SAGM motions
• Responded to student questions and concerns
• Met with UVic regarding increased bursaries for international students
• Completed several zoom classroom talks
• Met with graphics on outreach strategies
• Completed actions items relating to lobbying UVic on accessibility, affordability, and equity

**Dipayan Nag (32 hours)**
• Meeting with UVic regarding international tuition
• Letter and testimonial for UVic BOG
• Meeting ARYZ Developers
• Meeting with other organisations
• Admin and other tasks

**Marran Dodds (6.5 hours)**
• Board Meeting (3.5 hrs)
• Portfolio Meeting (0.25 hrs)
• Book Club Prep (0.5 hrs)
• Meeting w/ Sarina (0.25 hrs)
• UVSS Games Night (1.5 hrs)
• UVSS Games Night Prep & Promotion (0.5 hrs)

**Jana Barkowsky (8.25 hours)**
• Assembled mental health baskets (5 hours)
• Attended Board of Directors meeting (3 hours)
• Attended finance meeting (.25)
Mariel Hernandez (7h 15 mins total)
● Board Meeting (3h 30mins)
● Meeting with Aryze developers (1h)
● Meeting with EQHR on EDI survey (30 mins)
● PD Meeting (1 h)
● Finance Meeting (15 mins)
● Elections: wrote outreach strategies for referendum questions (1 h)

Jocelynne Parent (3.3 hours)
● Attended board meeting

Evan Guildford (3.3 hours)
● Board Meeting

Kit Muir (4.25 hours)
● GEM AGM - 2 Hours
● Meetings for Advocacy Group Policy Review and Discussion - 2 Hours
● Weekly meetings with coordinator - .25 hours

Jenna Lancaster (8hrs)
● Wellness Booklet Prep (2hrs)
● Planning Meeting with NSU’s Office Coordinator (1hr)
● MLA Renkin Meeting Prep with UVSS & NSU (1hr)
● Meeting Prep for MLA MR with Boston (1hr).
● UVSS Board Meeting (3hrs)

Natalie Blecha (12.5 hours)
● Advo Group Policy review, editing, meetings (8 hours)
● SSD AGM prep (1 hour)
● UVSS UPASS Appeals (30 mins)
● SSD staff meetings (2 hours)
● SSD/UVSS emails and communication (1 hour)

Gina Tran, SOCC (2 hours)
● Host UVSS Game Night (1hr)
● Interview work study (1hr)