



## **AGENDA**

**University of Victoria Students' Society  
Monday, April 12 – 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 2021/04/12: 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 April 12 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. 2021-04-12

#### **b. Adoption of Minutes**

i. 2021-03-22

### **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

**CONSTITUENCY ORGANIZATIONS & NSU**

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 2021/04/12: 01 - BURD/**

**WHEREAS** the UVSS and Studentcare established an extra-contractual Psycho-Educational Assessment (formerly the “Learning Disability Assessment”) to reimburse students for the costs required to receive a psychological assessment, funded by the Health Plan Reserve Fund; and, **WHEREAS** the UVSS receives about two PEA requests per calendar year according to data collected by the UVic Centre for Accessible Learning (CAL); and, **WHEREAS** the Director of Finance and Operations, Services Coordinator, and Executive Director met with Studentcare and CAL to streamline this process, reduce the number of staff people who see a student’s private medical information, establish a clearer division of responsibility among the organizations, and make the process easier for student to understand; therefore, **BIRT** Section 2, part 3.8, e., “Learning Disability Assessment Fund Allocation” from the Board of Director Policy is struck and replaced with the following “Psycho-Educational Assessment Fund” policy; and, **BIFRT** the full process will be outlined through a public facing document produced by Studentcare with guidance from the Director of Finance and Operations.

**3.8.e. Psycho-Educational Assessment Fund**

I. Background

In 2016, the Board of Directors created an extra-contractual fund with Studentcare, using the Health Plan Reserve Fund, to provide reimbursement to students for a psycho-educational assessment (PEA). PEAs can determine issues including learning and intellectual disabilities, mood disorders, ADHD, and others.

An official diagnosis may assist students in receiving special academic accommodations through UVic CAL, though CAL reserves the right to grant accommodations on a case-by-case basis.

A healthcare professional may refer a student to a PEA, but any member of the UVSS Health Plan is eligible for and may independently choose to seek the assessment based on their own observations.

## II. Process

A student may contact CAL to determine their eligibility and complete forms for any relevant government funding.

The student then independently gets a PEA through a registered psychologist.

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

Once they have received reimbursement (or been denied reimbursement) through their psychology coverage (80% up to \$700 annually), they shall submit their claim under the Learning Disability Assessment benefit, which will reimburse up to 80% of the remaining cost, to a maximum of \$3,000 annually.

Once Studentcare has processed the PEA, and the student has been approved for reimbursement, the Director of Finance and Operations and the Executive Director will sign off on the form and submit a cheque request to Accounting, to be sent to Pacific Blue Cross directly, who will then reimburse the student.

~~3-8~~

~~I~~

### ~~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).~~

### ~~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.

### **Process**

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

Once students have discussed their situation with the GAL 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 GAL.

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

### **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 GAL under the Learning Disability Assessment benefit, which will reimburse up to 80% of the remaining cost, to a maximum of \$3,000 annually.

### **External Screening**

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

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.

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

#### **e. RGSD 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 GAL (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~~**

- ~~● GAL will put forward the request for funding, indicating the cost without the student's identifying information.~~
- ~~● 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~~
- ~~● All cheques are to be written directly to the health plan broker~~
- ~~● Accounting will process the check and send it via campus mail with the attached documentation back to CAL.~~
- ~~● GAL will complete the file and send it along with the check to the health plan broker.~~
- ~~● The health plan broker will reimburse the paying party, be it the student or CAL directly~~
- ~~● GAL 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.~~

### **RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

#### **MOTION 2021/04/12: 02 - BURD/**

**WHEREAS** Due to the outward facing components of an annual report, the Director of Finance and Operations and Director of Outreach and University Relations should have the opportunity to assess capacity and determine who will lead the annual report; and,

**WHEREAS** earlier planning and submission of work orders will ease the annual report process; therefore,

**BIRT** section 3 part 1.2 of Board of Directors policy is amended as follows:

#### **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 **goals reports** in the last department managers meeting of the calendar year.

#### **February 1**

**The Director of Finance and Operations and Director of Outreach and University Relations shall appoint a point person between the two of them to lead the process, draft the timeline to complete the Annual Report, and start the Graphics work order.**

#### **March 1**

The Director of Finance and Operations **and the Director of Outreach and University relations shall consult with** ~~will consult with Finance and Operations Committee and other relevant stakeholders to determine that year's Annual Report format and categories and invite these stakeholders to Member Outreach or Finance and Operations Committee meetings at which the annual report format and content are being discussed. Stakeholders include but aren't limited to: Graphics and Communications staff, other Board members, advocacy and affiliated group members and staff, and students.~~

**The Director of Student Affairs shall invite advocacy and affiliated groups to contribute to the Annual Report and associated meetings.**

#### **April 1**

~~The Board of Directors shall publish the annual report on the Students' Society website that~~ **The Annual Report shall** outlines the outcome of the strategic plan, the progress of business unit plans, and additional accomplishments of the Board of Directors. ~~It that~~ shall be widely distributed to members **through social media channels and made available on the UVSS website** ~~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.~~

**The Lead Director planning the Annual Report shall present it at a Board of Directors meeting. At this meeting, each Lead Director and their portfolio DaLs shall report on the status of their strategic plan implementation. Advocacy group representatives will also be invited to give a report.**

### **RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

#### **MOTION 2021/04/12: 03 - BURD/**

**WHEREAS** Clarification for the Health and Dental survey, plan adjustments, and fee changes will be helpful for future boards; therefore,

**BIRT** BoD Section 2, part 3.8 Health & Dental Fees is amended as followed:

#### **A. Management Health and Dental Plan Fees**

It is the 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.

1. Work with Studentcare to distribute a student survey to evaluate their experiences with the provider and their website, coverage gaps, desired products, and potential changes to coverage for the next policy year(s) by November 15th.
2. Request Health and Dental Plan usage report on the previous policy year from Studentcare by January 15th.
3. Determine plan benefits for the next policy year and provide that to Studentcare so they can cost out potential impacts to premiums by February 28th.
4. Recommend motion to the Board to adjust fees, if necessary, by March 1st.
5. Provide final approval of the next policy year's benefits and fees to Studentcare by March 15th.
6. Submit total fees letter to the UVic Board of Governors for their March meeting, and follow up with notice of any fees changed by referendum, if applicable.

## **RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

### **MOTION 2021/04/12: 04 - BURD/**

**WHEREAS** SUB occupants committee rarely meets and its function can be easily fulfilled through a Finance and operations Committee meeting; therefore,

**BIRT** the SUB Occupants Committee terms of reference is struck and relevant portions are included in the Finance and Operations Committee terms of reference; and,

**BIFRT** all references to the SUB Occupants Committee are struck from BoD.

### **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 Finance and Operations — ex officio and chair of the committee~~
- b. ~~Director of Outreach & University Relations — ex officio~~
- c. ~~One [1] director elected by the BoD — ex officio and second chair of the committee~~
- 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.~~

**RECOMMENDED BY POLICY DEVELOPMENT COMMITTEE**

**MOTION 2021/04/12: 05 - BURD/**

**WHEREAS** It is important to integrate student values into the procurement of SUB food and Finance and Operations Committee is an appropriate place to have those discussions; and,

**WHEREAS** referencing the Health and Dental fees section will help clarify the role of Finance and Operations Committee; and,

**WHEREAS** outlining the voting rights and referencing relevant policy for SUB space allocations will help streamline the space allocation process; therefore,

**BIRT** Part 4 section 2.3 Finance and Operations Committee terms of reference is amended as follows.

**2.3 FINANCE AND OPERATIONS COMMITTEE**

**1. Type**

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

**2. Purpose**

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



### 3. Duties

#### Planning

- Oversee the maintenance, implementation and renewal of the UVSS strategic plan.
- 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.
- Review the implementation of strategic initiatives, and propose new initiatives as required.
- Carry out regular consultations with staff, directors and students as required by the strategic plan.
- **Lead consultation with students on but not limited to SUB food and other SUB products and take meaningful action on issues raised.**
- Oversee the maintenance, implementation and renewal of business plans for the business units.

#### Finance

- Develop an annual budget for all UVSS operations that will be recommended to the BoD.
- Review all capital proposals and make recommendations to the BoD.
- Review the annual audit and the month-to-month financial performance of UVSS operations.
- Make recommendations to the BoD on all significant matters of financial administration.
- Ensure the UVSS regularly publishes quarterly reports on the UVSS website.
- **Recommend motion to the Board to adjust fees, if necessary, by March 1st, as per Section 2, part 3.8 “Health & Dental Fees.”**

#### Operations

- Review proposals and make recommendations to the BoD on any changes to operations in the Business Operations and Support and Administration Divisions.
- Create, implement and maintain non-revenue generating services for members.
- Make recommendations to the BoD on Health **and Dental** Plans and U-PASS administration and contract renewal.
- **Review food sold at SUB businesses and make recommendations to help improve access to local, sustainable, culturally appropriate, and socially just food, to the greatest extent possible.**
- Review all proposals and make recommendations to the BoD on all matters of sustainability, waste reduction and energy efficiency.
- Review and prioritize possible renovations for the Student Union Building with member input and feedback.
- Consider environmental and accessibility factors for possible renovations.
- **Consider proposals for and make recommendations to the Board about allocating space to groups.**
  - **For the purposes of deciding space allocation, one representative per Advocacy and Affiliated Group may vote.**
  - **Section 2, part 5.6 “Space Requests” should be used to guide the allocation recommendation process.**

#### Risk Management

- Review and **provide** ~~formulate~~ management's **Excluded Managers' and Executive Committee's** recommendations to the Board on **business development, financial management, and risk management, and facilitate effective Board decision-making in these areas.** ~~on risk and risk management relating to finance and operations.~~
- Make recommendations to the Board of Directors concerning the structure of the Society's insurance coverage, types and amount of insurance.
- 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.
- ~~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.~~
- ~~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.~~
- ~~Review adequacy of security of information, information systems and recovery plans, and the adequacy of accounting and finance resources.~~

#### Other

- 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.
- Carry out all other duties as directed by the BoD.

#### 4. Membership

##### Voting Members

- Director of Finance and Operations - ex officio and chair of the committee
- One [1] director elected by the BoD – ex officio and second chair of the committee
- Director of Outreach & University Relations – ex officio
- Director of Campaigns & Community Relations – ex officio
- Director of Student Affairs – ex officio
- Director of Events – ex officio
- Four [4] directors elected by the BoD
- Two [2] members at large elected by the BoD

##### Non-voting Members

- Research & Communications Manager - ex officio
- Executive Director - ex officio
- General Manager – ex officio
- Manager of Accounting & Payroll – ex officio
- 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.

\*\*The Chair of the Finance and Operations Committee must invite all Professional Development Unions, or any other applicable student groups, within a month of the first scheduled meeting.

## 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

- Shall meet at least twice a month at date set by the chair of the committee or upon the call of the BoD.
- The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.
- The chair shall publicly distribute minutes within 72 hours of the end 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.

### **MOTION 2021/4/12: 06 - TUBEISHAT/**

**WHEREAS** advocacy groups would benefit from increased institutional support and resources; and, **WHEREAS** the Advocacy Groups Policy is designed to act as a governance and financial guide for operating advocacy groups for Directors, coordinators, and the Director of Student Affairs; therefore, **BIRT** the Advocacy Groups Policy, attached as Appendix A, is adopted; and, **BIFRT** the UVSS Board of Directors shall not impose sanctions on advocacy groups for failing to meet the requirements set out in Part 2.5 before the beginning of the 2023 calendar year; and, **BIFFRT** sections 3.1, 7.2, 10.4.d.i, and 10.6.iii of Board of Directors Policy are stricken.

## b. OLD BUSINESS

### 10. IN-CAMERA

- a. Legal
- b. Personnel Committee Report

### 11. MEETING TIMES

**The next meeting scheduled by the Board of Directors is:**  
Monday, April 19, 2021 via Google Meet (online).

### 12. ADJOURNMENT

### 13. BOARD DIRECTORS' REPORTS

#### **Caleb Burd (105 hours)**

- Chaired Finance and Operations Committee meeting 1 hour

- Chaired Personnel committee meetings 5 hours
- Developed policy 8 hours
- Exec 3 hours
- Leads 3 hours
- Campaigns Committee 1 hour
- Outreach Committee 1 hour
- Meetings with excluded management 8 hours
- Meeting with Student Affairs 1 hour
- Work on sustainability plan 4 hours
- Policy development committee 1 hour
- Work on annual report 4 hours
- Canvassing and Classroom talks 2 hours
- Candidate orientation 1 hour
- Planned laptop charger program 2 hours
- Reviewing financial statements 3.5 hour
- Divest meeting 1 hour
- Meeting with consultant .5 hour
- Operational Relations committee 1 hour
- Various other meetings 11 hours
- Email and other correspondence 30 hours

#### **Dalal Tubeishat (104 hours)**

- Answered emails (15 hours)
- Held in-person and online office hours (6 hours)
- Had meetings with other directors (10 hours)
- Supported and helped other directors with their projects (5 hours)
- Worked on annual report (2 hours)
- Planned for April fools social media post (.5 hours)
- Planned for Clubs Council and Course Union Council (1 hour)
- Had calls and meetings with coordinators regarding budgets and policy (1 hour)
- Signed cheques (1 hour)
- Submitted and processed cheque reqs (9 hours)
- Updated and reviewed policy (2 hours)
- Prepared board material (1 hour)
- Attended Member Outreach Committee, Finance Committee, Divest, Events Committee, Operational Relations Committee, and Executive Committee (9 hours)
- Attended UVic committee (1 hour)
- Had meeting with OSL (1 hour)
- Responded to members' questions on social media (.5 hours)
- Did website edits (1 hour)
- Created website accounts for clubs and course unions (.5 hours)
- Updated online balances (1 hours)
- Updated signing authorities list (.5 hours)
- Planned for and chaired Advocacy Relations Committee (4 hours)
- Conducted EDI/Anti-Discrimination Campaign related work and attended meetings (10 hours)
- Met with club and course union executives (5 hour)
- Attended GEM SAGM (1 hour)
- Conducted classroom talks (.5 hours)
- Conducted outreach for elections and referenda questions (3 hours)
- Met with accounting (1 hour)

- Planned for board orientation and worked on training videos (3 hours)
- Updated training manual (1 hour)
- Worked on BIPOC Resource Hub (1 hour)
- Chaired hiring committee (5 hours)

### **Marran Dodds (60.74 hours)**

- Committees/Meetings: (12.75 hours)
  - MO Committee - 0.75 hours
  - Leads Meeting - 0.75 hours
  - Executive committee - 1.25 hours
  - Campaigns committee - 0.75 hours
  - Events Committee - 0.25 hours
  - Events portfolio - 0.5 hours
  - Personnel meeting - 0.25 hours
  - Board orientation planning - 0.75 hours
  - Board Meeting - 3 hours
  - Personnel committee - 1.5 hour
  - AVP Hiring Committee - 1 hour
  - OFAR Meeting/Check-in - 1 hour
  - UVSS/UVic Operational Relations Committee - 1 hour
- UVSS Game Show Night: (0.5 hours)
  - Buy last prize for Game Show Night - 0.5 hours
- Recycling Day: (4.75 hours)
  - Planning for Recycling Day - 4.25 hours
  - Outreach Plan - 0.5 hours
- Queer Open Mic Night: (12.25 hours)
  - Liaising with Queer Open Mic night performers/host - 3.5 hours
  - Prepping for meeting - 1 hour
  - Meeting with performers - 0.75 hours
  - Event Planning - 5 hours
  - Open Mic Night - 1.5 hours
  - Honorarium for Open Mic - 0.5 hours
- Book Club: (2.5 hours)
  - Book Club meeting prep - 1 hour
  - Book Club - 1.5 hour
- Misc. Work: (26 hours)
  - Emails and administration - 14.5 hours
  - Outreach for referenda - 1.25 hours
  - Prep for events committee - 0.25 hours
  - Meeting with Vikes E-Sports - 0.25 hours
  - SOCC Workshop - 1 hour
  - Annual Report - 1.5 hour
  - Training Manual - 2.25 hour
  - Cheque reqs - 0.5 hour
  - Signing Cheques - 1 hour
  - Review Personnel committee materials - 1.5 hour
  - AVP Hiring Committee Work - 2 hour

### **Sarina de Havelyn (88 hours)**

- Chaired Member Outreach Committee, Operational Relations Committee, and Executive Committee
- Attended Finance Committee, Divest, Events Committee
- AVP Hiring Committees
- Conducted classroom talks
- Conducted outreach for elections and referenda questions
- Worked with Dalal, Mariel, and Emily on EDI
  - Meetings with SOFAR, OFAR, internal
- Attended GEM SAGM
- Coordinated, wrote, and edited Annual Report
- Updated Training Manual
- Corresponded with and lobbied UVic on a CSEC Texting Emergency Line, on Pass/Fail Grading motion currently in senate, on the streamlining of self-advocacy resources, on the incentivization of OER uptake from professors

## **Emily Lowan Board Report (120 hours)**

### *General*

- Personnel report editing and meetings (3 hour)
- Campaigns committee meeting (1 hour)
- Policy development meeting (1 hour)
- Swag order coordination (1 hours)
- Cage cleaning (2 hours)
- Peer Support Centre meetings (2 hours)
- New board orientation meeting (1 hour)
- AMS advocacy meeting (1 hour)
- Exec meetings (1.5 hours)
- Meeting with UVic Gov Relations (1 hour)
- Events committee (1 hour)

### *Divest UVic*

- Liaise with U of California CIO for Foundation board presentation (1 hour)
- UVic's climate plan survey planning and outreach (1 hour)
- UVic Climate and Sustainability Planning Committee (2 hours)
- Fairy creek organizing (2 hours)

### *Let's Get Consensual*

- Mandatory consent training roll-out plan with EQHR (1 hour)
- Billboard poster coordination (1 hour)
- Graphics coordination for next phase of rebranding (1 hour)
- LGC partner communication (1 hour)

### *Rent with Rights*

- Student outreach for residence associations' (0.5 hour)
- Student outreach for Saanich housing survey (0.5 hour)
- Meeting prep for Mayor Murdoch - occupancy limits (1 hours)

### *Rethink Mental Health*

- Coordinate Wellness Wednesday resource posts (0.5 hour)
- Propose changes to psychology coverage and other aspects of H&D plan (1 hour)

*Not on our campus*

- SOFAR and OFAR meetings (2 hours)
- Meeting with UVic Sci EDI (1 hour)

*Make Transit Work*

- Meeting with BC Transit Staff (1 hour)

*Safer use*

- Naloxone training coordination (2 hours)
- Coordinate naloxone kits and safer sex supplies in BoD swag area (0.5 hour)

**Izzy Adachi (2 hours)**

- Policy Development
- Communicating with Leads
- Communication with Heart Pharmacy

**Jana Barkowsky (7 hours)**

- BoD meeting (3.25 hours)
- Voting promotion (1 hour)
- Personnel committee meeting x 3 (2 hours)
- Events committee meeting (.25 hours)
- Work on personnel report (.5 hours)

**Marina Kit Muir (5.75 hours)**

- GEM SAGM 2 hours
- ARC 2 hours
- Meetings with coordinator 1 hour
- Campaigns Committee .75 hours

**Gina Tran, SOCC (2 hours)**

- ARC this weds: 1 hr
- Meeting with ruth (tomorrow): approximately 1 hr

**Maríel Hernández (11 hours 45 mins)**

- Notes for BIPOC resource list 30 mins
- Board Meeting 3 hours
- Member Outreach 30 mins
- Outreach for quorum 1 hour
- UVSS meeting with SOFAR 30 mins
- GHRA board meeting and prep work 5 hours
- Meeting with Nate to discuss BIPOC collected data 30 mins
- Grad Class and SOFAR meeting for donation 30 mins
- Member Outreach 15 mins
- Policy Meeting 30 mins

**Jocelynn Parent (8 hours 35 min)**

- Board report: 5h
- Portfolio meeting 20 min
- Board meeting 3h

- Meeting with sustainability office 15 min
- Events committee meeting 15 min
- Event planning 1h
- Social media meeting 10min

**Jenna Lancaster (7 hours)**

- NSU Council Meeting
- Email communications
- Hiring Committee
- Hiring Committee
- NSU AGM
- ARC

**Evan Guildford (4.5 hours)**

- Board meeting- 3.5
- Finance and Operations-0.9
- Minutes for FINOPS-0.1

## **APPENDIX A**





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

# Advocacy Groups Policy

Effective date:

# Table of Contents

- Preamble** **3**
- Part 1: Definitions** **3**
- Part 2: Governance** **4**
  - Membership.....4
  - General.....4
  - Meetings.....4
  - Elections.....4
  - Executive.....4
  - Board Representative.....5
- Part 3: Financial Management** **6**
  - General.....6
  - Definitions.....6
  - Budgeting Schedule.....7
  - Budget Submissions.....8
  - Role of Coordinators.....8
  - Funding.....8
  - Allocation of Fees.....10
  - Signing Authorities.....10
  - Auditing .....11
  - Cheque Requisitions.....11
  - Gifts.....12
- Part 4: Advocacy Relations Committee** **12**
  - Type.....12
  - Purpose.....12
  - Duties.....13
  - Membership.....13
  - Voting.....14
  - Quorum.....14
  - Meetings.....14
  - Term of Office.....14
- Part 5: Safer Spaces** **14**
  - Purpose.....15
  - Expectations of UVSS Advocacy Groups Users.....15
  - Reporting Harassment, Oppressive, and/or Harmful Behaviour.....17
  - Conflict Resolution.....18
  - Definitions.....20
  - Background to the Policy.....21
  - Questions, Concerns, Feedback.....21

## **Preamble**

Advocacy groups empower, support, and provide resources to their constituents. These groups are intended to foster a welcoming space for members of minority groups to express themselves and join in activities together. This policy is designed to act as a governance and financial guide for operating advocacy groups for Directors, coordinators, and the Director of Student Affairs.

This policy was passed by the Advocacy Relations Committee. It can be amended at a quorate meeting of the Advocacy Relations Committee and all amendments must be approved at a Board of Directors meeting. All efforts will be made to ensure that board representatives are present at Board of Directors meetings at which amendments will be discussed. Recommendations can also be referred to the Advocacy Relations Committee.

## **Part 1: Definitions**

**1.1 Advocacy Groups** - all constituency groups with the addition of the Native Students' Union, as detailed in UVSS Bylaws 17 and 22:

Gender Empowerment Centre (GEM)  
Native Students' Union (NSU)  
UVic Pride  
Students of Colour Collective (SOCC)  
Society for Students with a Disability (SSD)

**1.2 Board Representative** - the official elected to represent their advocacy group at UVSS Board of Directors meetings and Advocacy Relations Committee;

**1.1 Excluded Manager** - the non-unionized staff who report directly to the UVSS Board of Directors, and who oversee all unionized UVSS staff. Includes the Executive Director, General Manager, and Administration and Services Manager.

**1.3 Executive** - governing members of an advocacy group elected by the voting membership to oversee and manage the affairs and activities of the group, as defined by their own constitution and/or bylaws and may operate using a consensus based decision making process. Often called a Collective, Council, or other titles;

**1.4 Executive Director** - the Executive Director is responsible for: legal, privacy, and financial compliance of the Students' Society; strategic planning; risk management; human resource management; and other duties established by the Board of Directors in policy. The Executive Director directly oversees Advocacy Group staff.

**1.5 Fiscal year** - the UVSS accounting fiscal year is May 1 - April 30;

**1.6 Members** - eligible members of an advocacy group, with associated rights, as defined by their own bylaws;

**1.7 The Society** - the University of Victoria Students' Society;

**1.8 Voting Membership** - all voting members of an advocacy group's governance structure as defined in their constitution; must include the executive, and optionally includes other elected positions and general advocacy group members.

## **Part 2: Governance**

### **2.1 General**

The following guidelines are considered best practices, not mandatory.

### **2.2 Membership**

Each advocacy group must allow any interested student who meets the group's membership requirements to join the advocacy group.

### **2.3 General Meetings**

An advocacy group shall hold at least one meeting per year that is advertised using a diverse variety of tactics and is open to all of their members, known as a General Meeting.

### **2.4 Elections**

- a. An advocacy group shall hold annual elections for the positions of:
  - i. All executive members, including the board representative;
  - ii. Elections for non-executive positions may be held at the discretion of the advocacy group.
- b. The elections at the General Meeting shall be conducted by the coordinator(s). The elections shall be advertised with the General Meeting.
- c. Each member shall be entitled to one vote.
- d. Each member shall have the ability to be nominated, either by themselves or another member.
- e. The candidate with the relative majority shall be elected pending ratification from the general membership or current Executive, as specified in the group's bylaws or according to past practice.
- f. In the case of a failed ratification or the vacancy of a position, the advocacy group may hold a by-election at a meeting of the voting membership to fill the position until elections can be held at the following General Meeting.

- i. By-elections must be advertised to the group's members at least two weeks before the election using a diverse variety of tactics, and
- ii. Nominations must be open to all members.

## **2.5 Executive**

- a. As expanded and defined in each advocacy group's bylaws, an advocacy group's executive shall be:
  - i. The board representative and at least two other executive members that are:
    - a. Current undergraduate students or, in the case of advocacy groups that serve both undergraduate and graduate students, graduate students; and
    - b. Elected by the membership.
  - ii. Any additional members elected by the advocacy group's membership.
- b. The duties of the Executive include:
  - i. Fulfilling the mandate laid out in the advocacy group's constitution,
  - ii. Following the bylaws and policy of the UVSS,
  - iii. Holding regular meetings (at least once a month) to discuss the activities of the group,
  - iv. Being signing authorities,
  - v. Directing the coordinator(s), and
  - vi. Other duties outlined in the advocacy group's constitution and bylaws.
- c. All members of the executive are elected for a term of no longer than one year and may run for re-election upon the completion of their term.

## **2.6 Board Representative**

- a. Responsibilities of board representatives include, but are not limited to, the following:
  - i. Attending UVSS Board Orientation, generally scheduled the last week of April or first week of May;
    - A. If they are not elected before orientation, the Director of Student Affairs shall organize alternative training.
  - ii. Attending the UVSS Advocacy Relations Committee;
  - iii. Attending their advocacy group's meetings of the voting membership;
  - iv. Liaising with their respective advocacy group;
  - v. Attending UVSS Board of Directors meetings;
  - vi. Scrutinizing the activities of the UVSS Board of Directors; and,
  - vii. The duties of the Executive.

## **2.7 Coordinators**

Complaints or concerns about coordinators including issues of harassment and discrimination may be taken to in-camera sessions of meetings of the membership and may be filed to the UVSS Executive Director.

Subject to the limitations of their own job descriptions, coordinators may support or complete the following tasks or they may be completed by delegate to their respective voting membership as per each group's Constitution and Bylaws:

- a. In collaboration with the Executive, prepare annual budgets and present them to the UVSS Advocacy Relations Committee, with the applicable board representative.
- b. Maintain office hours and ensure the advocacy group's space is inclusive and accessible.
- c. In collaboration with the Executive, plan and advertise general meetings and ensure vacant positions are filled.
- d. Maintain active communication with board representative on the UVSS Board of Directors, including supporting their participation on the Advocacy Relations Committee.
- e. Manage Work Study positions, including developing job descriptions and work plans, hiring, training, supervising, submitting payroll and providing feedback.
- f. Develop and maintain physical, digital, and in-person outreach materials.
- g. Maintain website and social media accounts.
- h. Establish and maintain active coalitions with UVSS Advocacy Groups and relevant social justice organizations.
- i. In collaboration with members, coordinate social justice outreach, projects, and events.
- j. Update newsletter email list and respond to telephone, email, and in-person inquiries.

Each advocacy group may prescribe some of these responsibilities to roles in their voting membership according to their respective Bylaws.

## **Part 3: Financial Management**

### **3.1 General**

Advocacy group coordinators shall work with their Executive, and finance committee, if applicable, to compile a single budget document for the next fiscal year. This annual budget must pass through the advocacy group's members and the Advocacy Relations Committee (ARC). In order for Constituency Control fees to be released, advocacy groups shall meet the requirements set out in this policy and shall meet the requirements to be a recognised Constituency Organisation as outlined in UVSS Bylaw 17.1: Recognition of Constituency Organisations.

### 3.2 Definitions

- a. **Advocacy Groups Base Fund** - Shall consist of all student fees dedicated and collected for the sole purpose of funding advocacy groups other than respective fee levies.
- b. **ARC Joint Fund** - Used for collecting and distributing membership fee revenue other than respective fee levies for advocacy group capital acquisitions and joint projects.
- c. **Triple Net** - the rate charged per square foot to recover building operation costs, including janitorial, utilities, and maintenance costs of general and individual spaces.

### 3.3 Budgeting Schedule

The following dates may vary but are generally indicative of the timing and schedule for key budget-related dates.

**February 1** Director of Student Affairs notifies board representatives and coordinators of the budgeting timeline for that year.

Director of Student Affairs shall requests each group's actuals from last year from the UVSS Accounting department, and emails them to the coordinator(s) and the Board Representative.

Coordinators shall request UVSS Accounting complete the Labour section of the budget template.

Coordinators collaborate with the Executive, and their finance committee if applicable, to draft the budget.

**March 1** Draft budget presented to voting membership and the finance committee, if applicable.

**April 1** Draft budget revised to reflect advocacy group suggestions, if applicable.

Final draft budget presented and passed by voting membership.

Coordinators gather and finalize list of signing authorities.

**April 15** List of signing authorities with emails and final budget sent to the Director of Student Affairs with minutes of the meeting at which it was passed by voting membership.

**April 30** Budget presented and the actual spending from the previous fiscal year presented by board representative or a temporary alternative representative at ARC.

Budget approved at ARC by a majority vote.

**May 1\*** The Director of Student Affairs emails approved budgets to the Accounting Manager and gives them a directive to release funds from the Advocacy Groups Base Fund as it is received.

If an advocacy group's budget is not passed at ARC by May 1st because quorum is not met, fees will not be released until quorum is met at ARC.

\*The Director of Student Affairs and Executive Director may conditionally approve the advocacy group's budget upon meeting with both the coordinator and board representative, and then release the fees.

### **3.4 Budget Submissions**

- a. The Director of Student Affairs will provide coordinators with a budget template.
- b. Before fees are released, each advocacy group's budget must be approved, in the following order, by:
  - i. the relevant advocacy group's members and/or finance committee, if relevant; and,
  - ii. the Advocacy Relations Committee\*
- c. All budget submissions to the Advocacy Relations Committee must be sent to the Director of Student Affairs along with minutes of the meeting at which the voting membership passed the budget.
- d. Coordinators and board representatives may be asked further questions by other board representatives following a budget presentation and/or submission.

\*Please note that a board representative must abstain from voting to approve the budget for the advocacy group they represent.

### **3.5 Role of Coordinators**

Subject to the limitations of their own job descriptions, coordinators may complete the following tasks or delegate to their respective voting membership as per each group's Constitution and Bylaws:



- a. Ensuring that all expenditures reflect the priorities of members and approved programming;
- b. Keeping members apprised of the advocacy group's ongoing financial status;
- c. Providing regular updates at Executive meetings;
- d. Aiding the Executive in creating budgets;
- e. Reviewing budgets;
- f. Ensuring their board representative or a temporary alternative representative attends the Advocacy Relations Committee at which budgets are due.
- g. Following approval of the budget at Advocacy Relations Committee, publishing the budget online on the advocacy group's website.

Each advocacy group may prescribe some of these responsibilities to roles in their voting membership according to their respective Bylaws.

### **3.6 Funding**

#### **a. Advocacy Group Accounts**

The UVSS shall maintain the following trust accounts for the purposes specified below.

- i. One trust account for each advocacy group for its operations.
  - 1. Collected fees are held in internal accounts for all levied groups. Advocacy groups must not have external bank accounts.
- ii. Advocacy Groups Base Fund: Used for collecting and distributing membership fee revenue other than respective fee levies for advocacy groups' operating budget.
- iii. ARC Joint Fund: Used for collecting and distributing membership fee revenue other than respective fee levies for advocacy group capital acquisitions and joint projects.

#### **b. Disbursement of Funding through Advocacy Relations Committee**

The UVSS shall disburse all revenue collected for the Constituency Control Account in the following ways:

- i. 90% of total revenue shall be divided evenly between the five advocacy groups; and,
  - 1. Each group's triple net fees shall be deducted directly from the respective amount to be given to each advocacy group before it is transferred.
- ii. 10% of total revenue shall be withheld, to be allocated by ARC for any of the following purposes:
  - 1. Collaborations among advocacy groups;
  - 2. Events organised by an advocacy group;
  - 3. Donations agreed upon by at least two thirds [ $\frac{2}{3}$ ] of ARC; and

4. Joint capital projects by advocacy groups including but not limited to construction, expansion, renovation, or replacement projects for an existing facility.

c. Funding Eligibility

In order to be eligible for funding in a given term, an advocacy group must:

- i. Be recognised as a Constituency Organisation under UVSS Bylaw 17;
- ii. Hold advertised meetings open to all of its members;
- iii. Have at least three active executive members;
- iv. Maintain and provide a current list of signing authority names and signatures to the UVSS Director of Student Affairs; and,
- v. Present to the Advocacy Relations Committee a summary of their work and actual spending in the previous fiscal year as provided by UVSS accounting in February, and a budget for the coming fiscal year.

### 3.7 Allocation of Fees

- a. At the beginning of each semester, the Director of Student Affairs will organize and schedule a meeting with each coordinator, a UVSS Excluded Manager, and the relevant executive members. At this meeting, the coordinator and the executive members will provide the Director of Student Affairs and the Excluded Manager with an update on the advocacy group's financial standing as provided by UVSS accounting.
- b. In order to receive their funding from the Advocacy Groups Base Fund, advocacy groups must report a yearly budget and actuals as provided by UVSS accounting in February to the Advocacy Relations Committee according to the timeline in Section 3.3.
- c. Advocacy Groups may not budget for a yearly accumulated deficit.
- d. If an advocacy group's accumulated deficit is larger than the projected regular semesterly fees for the same semester, then the UVSS will work with the Coordinator and relevant Executive members to draft a recovery budget that will be in place until the accumulated deficit is recompensed. This recovery budget must be approved by the voting membership of the advocacy group and by ARC.
- e. The UVSS will not sign off on any cheque requisitions during the Fall or Winter semester that do not follow this recovery budget. Other financial sanctions such as holding back funding, temporarily halting spending, and removing signing authorities, may be imposed by the Society if the advocacy group is not compliant with the recovery budget.
  - i. A recovery budget may not reduce previously negotiated staff hours or benefits. It may prevent the hiring of new positions but not the replacement of a current position if a contract is due to expire. The

- remaining non-staff expenditures within the projected regular semesterly fees may be reduced by no more than 75%.
- ii. Signing authorities may only be removed as a sanction if there is a pattern of non-compliant cheque requisitions submitted with their signature.
- f. Regular semesterly fees include operating grant funding from the Constituency Control Account, but does not include joint constituency trust account funds allocated by the Advocacy Relations Committee.
  - g. In the case where a group has a net accumulated deficit at the end of the fiscal year, any requests for emergency funds may be approved by the UVSS Board of Directors.

### **3.8 Signing Authorities**

- a. The number of signing authorities permitted per advocacy group shall not exceed five [5].
- b. At least three [3] signing authorities must be students. Non-student signing authorities must be advocacy group coordinator(s).
  - i. In the case of advocacy groups that serve both undergraduate and graduate students, there shall be no more than one [1] signing authority who is a graduate student.
  - ii. Signing authorities who are students must be members of the advocacy group.
- c. The coordinator shall provide the list of signing authorities and their emails to the Director of Student Affairs when submitting budgets and they shall share them with the UVSS General Office Manager and Executive Director.
  - i. The coordinator shall provide an updated list of signing authorities and their emails to the Director of Student Affairs, UVSS General Office Manager, and Executive Director with every change to the list.
- d. Cheque requisition forms put forward by advocacy groups require the signature of two of the groups' signing authorities.
  - i. In the case that a signature is not attainable, cheque requisitions can be approved by signing authorities over email and attached to the cheque requisition form.
- e. All signing authorities of an advocacy group are accountable to both the advocacy group's membership and the UVSS, including financial mismanagement.

### **3.9 Auditing**

- a. Advocacy groups are included in the UVSS' annual audit.
- b. Should an audit indicate financial irregularities that cannot be accounted for or should spending fail to comply with internal regulations outlined in 3.9 Cheque Requisitions, the advocacy group shall be subject to financial sanctions by the

Society, including but not limited to holding back funding and temporarily halting spending.

- i. Before financial sanctions can be put in place, the Director of Student Affairs and the Executive Director shall meet with the relevant advocacy group's coordinator and board representative to clarify the nature of indicated financial irregularities.
- ii. Upon meeting with the relevant advocacy group's coordinator and board representative, the Director of Student Affairs shall bring proposed financial sanctions to a UVSS Board of Directors meeting, which must be approved by a two-thirds majority vote.
- iii. Financial irregularities include, but are not be limited to, the following:
  1. Significant expenses not budgeted and not approved by members,
  2. Significant expenses not approved by members, and
  3. Expenses made for personal use rather than organisation's use.

### **3.10 Cheque Requisitions**

- a. When making purchases on behalf of students, cheque requisitions shall clearly indicate who is receiving the items purchased, the amount, and for what purpose.
  - i. All honorarium requests must include an honorarium form.
  - ii. All cheque requisitions must include both an itemized receipt and supporting documentation that includes the recipient's name, the amount, and what the payment is for, either stated in meeting minutes or by cc'ing at least two other signing authorities.
  - iii. All purchases above \$500 must be approved by the voting membership and documented in meeting minutes.
  - iv. Cheque requisitions for purchases approved by the voting membership must have the minutes of the relevant meeting attached, clearly denoting the recipient and amount, and relevant policy attached.
- b. All cheque requisitions above \$1500 must be signed by an excluded manager as the second or third signer.
- c. In the case that an advocacy group's budget is not passed by April 30th, the advocacy group will not be able to make purchases and submit cheque requisitions until their budget is passed either at ARC or conditionally approved by the Director of Student Affairs and the Executive Director.
  - i. Spending below accumulated surplus is exempt.
- d. Any Directors with questions about cheque requisitions submitted by advocacy groups shall contact the applicable advocacy group board representative and the Director of Student Affairs.

### **3.11 Gifts**

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

- b. Gifts ~~shall be left up to the discretion of the voting membership,~~ but must not include alcohol or gift cards.
- c. Advocacy groups shall budget for gifts in their yearly budgets.
- d. Executive members are not eligible for gifts solely on the basis of fulfilling the duties of their executive roles.
- e. Coordinators and advocacy group members are prohibited from buying gifts for themselves or each other with student fees.
  - i. If an advocacy group member is the recipient of a gift, that member must not be present during voting to approve the allocation.
  - ii. Advocacy group members may receive a gift as recognition of volunteer work done for the advocacy group. In this case, such gifts shall not exceed \$50 in value.

### **3.12 Honorariums**

- a. Honorariums consist of all extra-contractual monetary compensation to a party.
- b. Honorariums should be limited to 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. Cheque requisitions for honorariums must be accompanied by the Honorarium Request Form.
- d. Advocacy group members may receive honoraria for services rendered for the advocacy group, including workshop facilitation and chairing meetings, but must not be present during voting regarding their payment.

## **Part 4: 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 the Policy Development Committee.

- c. Approve all draft policies 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. See part 3.4 for details.
- 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
- j. All Executive members of each Constituency Group
- k. All Executive members of the NSU
- l. All Coordinators of each Constituency Group and the NSU

\*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.
- c. All guests invited to attend a meeting must be unanimously approved by voting members.
- a. All voting decisions must be made by a 3/4th majority.

#### **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 te

## **Part 5: Safer Spaces**

### **Safer Spaces Policy**

Last updated: 10 March 2021

#### **Table of Contents:**

- 1. Purpose
  - 2. Expectations of UVSS Advocacy Group Users
  - 3. Reporting Harassment, Oppressive, and/or Harmful Behaviour
  - 4. Conflict Resolution
  - 5. Definitions
  - 6. Background to the Policy
  - 7. Feedback
-

## 1. Purpose

UVSS advocacy groups are committed to creating safer spaces in our centres, meetings, and events, regardless of gender, sexual orientation, disability, physical appearance, body size, age, race, or religion. We do not tolerate harassment in any form.

**This policy applies to all users of all UVSS advocacy group spaces, events, meetings, as well as our online spaces.** Anyone who violates this policy may be sanctioned or removed from these spaces, temporarily or permanently, at the discretion of the relevant advocacy group executive and the UVSS advocacy group coordinators at a confidential meeting (in consultation with the UVSS Executive Director).

Some UVSS advocacy groups may have additional guidelines in place, which will be made clearly available to all users. Users of advocacy groups are responsible for knowing and abiding by the 12 guidelines outlined in Section 2 and any other advocacy group specific guidelines, which will be publicly posted in advocacy groups' spaces and made available on the UVSS website and the websites of advocacy groups.

A safer space is created when participants work towards safety for all people and actively challenge all forms of oppression. We define safety as freedom from oppression and harassment, as outlined in the University of Victoria's *Discrimination and Harassment Policy*.

We recognize that systemic oppression and power structures are pervasive in all spaces. UVSS advocacy groups, as well as the University of Victoria, are located on unceded Lekwungen and W̱SÁNEĆ territories. This land the UVSS exists on was originally a gathering place for camas bulb harvesting, as well as for trade and commerce. As organizations, we operate within a context of ongoing settler colonization and are complicit in this ongoing process. Decolonization is an integral part of creating safer spaces. Allowing dominant power structures and systems of oppression to be recreated and reaffirmed creates spaces that exclude people who experience those oppressions and we become complicit in actively harming them. For this reason, the creation of safer spaces is prioritized.

This policy provides some guidelines for creating safer spaces through mutually respectful dialogue. We must all act intentionally to create safer spaces. All people who access advocacy group spaces and events are asked to uphold these guidelines and our values of anti-oppression.

## 2. Expectations of UVSS Advocacy Groups Users

As people who access advocacy groups, we are accountable to each other. Each person shares responsibility to create safer spaces and create a welcoming environment. We collectively have the responsibility to uphold the UVSS' and advocacy groups' anti-oppression policies, if



applicable. In order to uphold these responsibilities, we require all users to adhere to the following guidelines when accessing UVSS advocacy group spaces, events, and meetings.

### **Guidelines for users of UVSS advocacy groups:**

1. **Practice consent:** We prioritize consent and are survivor-centred. Before you touch anyone or discuss sensitive topics, ask if other people in the space are comfortable with that. We cannot assume that our physical and emotional boundaries are the same as other people's.
2. **Be aware of your privileges:** Think about how your words, opinions, and feelings are influenced and who they might exclude or harm.
  - a. If you are seeking resources to help you in this process, contact an advocacy group coordinator.
3. **Calling each other in:** If you have acted or spoken harmfully (even if unintentionally), someone may bring this up with you to begin a conversation of how your actions have been harmful. If this happens, listen and reflect on what they are saying. Take this as a learning opportunity.
4. **Prioritize ongoing learning:** None of us have all the answers and knowledge. If you do not understand something, ask someone else in the space or the advocacy group coordinator. We are each responsible for our own learning, but others may be able to help point us to helpful resources.
5. **Community accountability:** When someone is harmed, we aim to hold ourselves to account and find ways to heal, learn, and move forward together.
  - a. You can speak to others in the space or advocacy group staff if you would like information or support to work through an issue you have experienced or observed.
6. **Speak from personal experiences.** This means that, when possible, avoid speaking on the personal experiences of others, and avoid speaking on behalf of others.
  - a. Use "I" statements to share reactions or experiences (ie. "I feel..." "I experience...")
7. **Don't make assumptions** about others' identity or experiences.
8. **Be mindful of how long and often we speak** so that everyone has a chance to contribute.
9. **Share beliefs, opinions, and points of view rather than judgements.**
10. **Oppressive language and clothing is unacceptable** and will not be tolerated.
11. Adhere to each individual advocacy group's community agreements and anti-oppression policies.
  - a. Please approach coordinators of respective spaces with questions about these policies, or the UVSS Executive Director with questions about the UVSS' anti-oppression policy.
12. **Be respectful of the advocacy group's space**, including the physical space the group is located and the space the group uses to put on events.

Oppressive behaviour that makes others feel unsafe will not be tolerated.

**Examples of oppressive behaviours include, but are not limited to:**

- Offensive, derogatory, threatening, aggressive, or silencing comments (related to gender, sexuality, disability, physical appearance, language, body size, age, race, ethnicity, religion, socioeconomic status, and more)
- Deliberate misgendering or use of ‘dead’ or rejected names
- Violence, intimidation, stalking
- Wearing offensive attire including (but not limited to) hate symbols or culturally appropriative pieces
- Persistent, abusive, or non-constructive criticism
- Persistent micro-aggressions in the form of comments, jokes, material, or otherwise
- Non-consensual photography or recording
- Physical contact without consent
- Inappropriate social contact or unwelcome sexual attention
- Advocating or encouraging any of the above behaviour

UVSS advocacy groups prioritize marginalized people’s safety over privileged people’s comfort.

**We reserve the right to not act on complaints regarding:**

- ‘Reverse’-isms, including ‘reverse racism’, ‘reverse sexism’, and ‘cisphobia’
  - ‘Reverse racism’ and ‘reverse sexism’ are myths that allow folks with privilege to appropriate anti-racist and anti-sexist language to claim that they are the victims, thereby avoiding accountability and responsibility for their privilege. Since racism and sexism require systems of power to function, those with the relative power in those situations (e.g. White folks and male-identified folks, respectively), are not the victims of racism or sexism.
- Reasonable communication of boundaries, such as “leave me alone”, “go away”, or “I’m not discussing this with you”
- Communicating in a ‘tone’ you don’t find congenial
- People being held accountable for being racist, sexist, cissexist, ableist, or otherwise oppressive behaviour or assumptions

**3. Reporting Harassment, Oppressive, and/or Harmful Behaviour**

We encourage people to contact advocacy group coordinators, at any time, if they feel unsafe or notice another person who is being made to feel unsafe. Being made to feel “unsafe” means that you are experiencing discomfort or harassment due to oppressive behaviours or for other reasons not necessarily listed caused by another individual or group of individuals.

If someone has done something that violates this policy and you were not comfortable bringing it up at the time or want to discuss it further, you can report issues by:

- a. Speaking to the appropriate UVSS advocacy group coordinator in person, through the appropriate advocacy group’s social media channels, or via email at:

- i. Gender Empowerment Centre: gemcentre@uvss.ca
  - ii. Native Students Union: contact@uvicnsu.ca
  - iii. Society for Students with Disabilities: uvicssd@uvic.ca
  - iv. Students of Colour Collective: socc@uvss.ca
  - v. UVic Pride: pride@uvic.ca
- b. Contacting the UVSS Executive Director by email at [execdir@uvss.ca](mailto:execdir@uvss.ca) or by mail at:
- Executive Director  
UVic Students' Society  
University of Victoria  
PO Box 3035 STN CSC  
Victoria BC V8W 3P3  
Canada*
- c. Anonymously reporting via a letter outlining the issue, mailed to the above address or placed in the mailbox of the Executive Director in the UVSS General Office (Student Union Building B128).
- d. Filing a complaint with EQHR under UVic's Discrimination and Harassment Policy (GV0205). Please note that the UVSS and EQHR are separate entities, and thus the procedures listed in this policy differ. In situations where a complaint has been both filed with EQHR and reported to a UVSS advocacy group, the UVSS will submit to all processes of UVic's policy GV0205. All students and UVic employees are advised they have the right to confidential consultation with the Director of EQHR.

If the person who is harassing you is a staff member of an advocacy group, please contact the UVSS Executive Director through a method outlined above.

Please note that anonymous reports cannot be followed up with you directly, unless you provide contact information. However, we will take all anonymous reports seriously.

**Other useful numbers:**

- Emergencies: 911
- UVic Campus Security: 250-721-7599
- Vancouver Island Crisis Line: 1-888-494-3888
- Victoria Sexual Assault Centre: 250-383-3232
- Men's Trauma Centre: 250-381-6367
- KUU-US Crisis Line (Indigenous specific): 1-800-588-8717
- Anti-Violence Project (AVP): 778-400-5007

**4. Conflict Resolution**

If a person engages in oppressive or harassing behaviour, they will be asked to stop and are expected to comply. If the person continues to engage in such behaviour despite being asked to stop, advocacy group coordinators retain the right to take necessary action to keep the event,

meeting, or space a welcoming and safer space for everyone. Education rather than punishment shall be prioritized.

All incidents will be addressed on a case-by-case basis in consultation with the respective UVSS advocacy group coordinator and UVSS Executive Director. All resolutions are at the discretion of the advocacy group coordinator, in consultation with the UVSS Executive Director.

**Potential actions can include:**

- a. Speaking to those involved to resolve the issue.
- b. Providing educational resources to the person engaging in the harmful behaviour.
- c. In cases of someone wearing offensive attire, you will be asked to remove the offensive piece(s).
- d. Discussing the issue with the UVSS Executive Director and taking actions recommended by them.
- e. Contacting the Anti-Violence Project or other local organizations for assistance and/or mediation.
- f. Assisting the person experiencing harassment in submitting a complaint to EQHR, if the issue falls under UVic's Discrimination and Harassment Policy.
- g. In extreme cases, the person engaging in the harmful behaviour may be asked to leave the space, event, or meeting for an outlined period of time.

**Conflict Resolution Timeline:**

- a. The advocacy group coordinator and/or UVSS Executive Director shall have a limit of two weeks to take initial steps in working to resolve the safer spaces concern. This initial action shall include following up with the individual who made the complaint (unless it was made anonymously) and beginning to take steps to address the situation, which may or may not include an action listed above.
- b. The advocacy group coordinator and/or UVSS Executive Director shall make every effort to resolve the complaint within 30 days. Resolution can include any of the above actions listed, dependent on the consent of all parties involved.
- c. All members are responsible for creating a safer space. This is a learning process for everyone involved. People will make mistakes, and those who are self-reflective of their oppressive behaviour, who have taken actions towards understanding and implicating their own privilege and power in perpetuating systems of oppression, and who have taken actions towards working against these systems and unlearning their oppressive behaviours will be welcomed back into the space by the appropriate advocacy group coordinator.

If you have been asked to leave the space because you engaged in oppressive behaviour, intentional or unintentional, and have not been provided with a timeline for when you can re-enter the space, please contact the respective UVSS advocacy group coordinator before returning to discuss the incident and expectations of the safer spaces policy.

UVSS advocacy groups will take all reasonable and appropriate action to ensure that confidentiality of all parties to a reported conflict is respected.

This policy shall not be used as a tool for removal of collective members/constituents based on personal issues. All concerns addressed must pertain to safer spaces at UVSS advocacy group spaces and events.

## 5. Definitions

### Harassment is:

- a. Humiliating someone physically or verbally;
- b. Sexual harassment, as defined in UVic's Discrimination and Harassment Policy (GV0205);
- c. Threatening or intimidating behaviour towards someone; and/or
- d. Making abusive and demeaning comments about someone's disability, race, national or ethnic origin, religion, age, sex, sexual orientation, gender, marital status, or other marginalized identity.

### Microaggressions are:

- a. The everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership.
- b. In many cases, these hidden messages may invalidate the group identity or experiential reality of target persons, demean them on a personal or group level, communicate they are lesser human beings, suggest they do not belong with the majority group, threaten and intimidate, or relegate them to inferior status and treatment.
- c. Microaggressions are rooted in ideologies such as racism, classism, sexism, cissexism, ableism, ageism, heterosexism, colonialism, as well as other discriminatory belief systems. (Source: [Anti-Violence Project](#))

### Oppression is:

- a. Institutionalised power that is historically formed and perpetuated over time that allows certain 'groups' of people to assume a dominant position over 'other groups' and this dominance is maintained and continued at an institutional level.
- b. This means oppression is built into institutions like government and education systems. It gives power and positions of dominance to some groups of people over other groups of people. (Source: [Anti-Violence Project](#))

### Anti-Oppression is:

- a. The process of making one's views of the world large enough to include everyone—looking for ways to make connections among different people's struggles and finding ways to think about how issues affect different people in different ways.
- b. It means not just not accepting 'norms,' 'isms' and oppressive dynamics, but actively working to make the invisible visible, and challenging the systems that hold them in place.
- c. Also, an anti-oppression analysis acknowledges that all forms of oppression are linked

and that the best way to organize against oppression is to take into account that all oppressions are linked. (Source: [Anti-Violence Project](#))

The following additional definitions shall apply in this document:

- a. “UVSS” refers to the University of Victoria Students’ Society;
- b. “UVic” refers to the University of Victoria;
- c. “EQHR” refers to the Office of Equity and Human Rights at UVic;
- d. “ED” refers to the UVSS Executive Director;
- e. “Members” refers to members of the UVSS and/or UVSS Advocacy Groups including:
  - i. Gender Empowerment Centre (GEM)
  - ii. Native Students Union (NSU)
  - iii. Society for Students with a Disability (SSD)
  - iv. Students of Colour Collective (SOCC)
  - v. UVic Pride

## **6. Background to the Policy**

### **What is a safer space?**

A safer space is a supportive, non-threatening environment that encourages open-mindedness, respect, a willingness to learn from others, as well as physical and mental safety. It is a space that is critical of the power structures that affect our everyday lives, and where power dynamics, backgrounds, and the effects of our behaviour on others are prioritized. It’s a space that strives to respect and understand survivors’ specific needs. Everyone who enters a safer space has a responsibility to uphold the guidelines of the space.

We use the term ‘safer’, recognizing that not everyone experiences spaces in the same way as others. Thus, any one set of guidelines established to create safety may not meet the requirements of everyone and there may be complications or lapses in fulfilling those guidelines in practice.

Generally, safer spaces are welcoming, engaging and supportive. Proactively creating safer spaces includes establishing guidelines for conditions that are not acceptable in a space and action plan(s) for what to do if those conditions arise. Safer space policies may address issues like hurtful language and behaviour (both within the space itself, and in patterns extending beyond activities of the space), violence, offensive attire, touching people without their consent, and other behaviour or language that may perpetuate oppression, including but not limited to, racism, colourism, xenophobia, sexism, heterosexism, cissexism, transantagonism, ageism, fatphobia, ableism, or classism.

### **Why are ‘safer’ spaces valuable?**

If we profess to be concerned about issues of race, gender and sexuality, etc., we need to live our lives in a way that proactively seeks to subvert oppression, to undermine the very possibility that someone will feel discriminated against. We need to recognize that assault and abuse are

also perpetrated by people who we know and love and share similar anti-oppression ideologies with. (Source: *Coalition for Safer Spaces*, 2010, <https://saferspacesnyc.wordpress.com/>)

## **7. Questions, Concerns, Feedback**

If you have questions about this safer space policy, email the UVSS Executive Director at [execdir@uvss.ca](mailto:execdir@uvss.ca)