



## **MINUTES**

### **Annual General Meeting**

Thursday, February 25, 2021 at 2:30pm PST

Zoom link:

<https://uvic.zoom.us/j/89676232518?pwd=ZnJHYnFWMWZCUUJsN2F5QkJ2b0M2Zz09>

#### **1. CALL TO ORDER**

James Coccola called the meeting to order at 2:40pm.

#### **2. ACKNOWLEDGEMENT OF TERRITORIES**

Skip Dick acknowledged the territories by video.

#### **3. MOTION TO APPROVE CHAIR - DE HAVELYN/TUBEISHAT**

James Coccola will chair the meeting.

**MOTION CARRIED**

#### **4. ADOPTION OF AGENDA**

a. Agenda of 2021/02/25 SAGM

**MOTION TO ADOPT - DAILLY/HALL**

**MOTION TO AMEND - TUBEISHAT/BRUNSCH-RENDEK**

To remove MOTION 02.

**MOTION CARRIED**

**MOTION CARRIED**

#### **5. ADOPTION OF MINUTES**

a. Minutes of 2020/10/29 AGM

**MOTION TO ADOPT - DODDS/SCHACK**

**MOTION CARRIED**

**6. MOTIONS FOR CONSIDERATION**

**a. Special Resolutions**

**MOTION 2021/02/25: 01 - HERNANDEZ/RADKE  
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.~~

**MOTION CARRIED**

**MOTION 2021/02/25: 02 - TUBEISHAT/  
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 G**eneral 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
- li. report of the activities of the Board of Directors
- ii. members' questions on the activities of the Board of Directors
- iii. adoption of the budget and the approval of the audited financial statements

iv. adoption of the previous general meeting's minutes.

#### **MOTION STRUCK FROM AGENDA BY MOVER**

#### **MOTION 2021/02/25: 03 - LOWAN/BANVILLE**

#### **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.

#### **MOTION CARRIED**

#### **MOTION 2021/02/25: 04 - DE HAVELYN/TUBEISHAT**

#### **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,
- Be the Students' Society's spokesperson,
- 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 campaigns ~~of the Society,~~
- **Regularly review and propose updates to 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.

## 8.2 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,
- ~~Function as the chief liaison between staff and the Board of Directors, through the General Manager,~~ **Function as the primary liaison between staff and the Board of Directors, in collaboration with Excluded Managers, as appropriate,**
- 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,**
- **Coordinate the UVSS Health and Dental plan and U-Pass program, including related appeals committees,**
- 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 propose updates to 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 propose updates to 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 propose updates to 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 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,
- 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 propose updates to 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.

## **MOTION CARRIED**

### **7. BOARD OF DIRECTORS' REPORTS**

### **8. QUESTION PERIOD (30 minutes)**

### **9. ANNOUNCEMENTS**

### **10. ADJOURNMENT**

The meeting adjourned at 4:30pm.