

Affiliate Groups Policy

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Preamble

Affiliate Groups bring together student members to work collaboratively toward a shared interest. These groups are similar to clubs but have obtained recognition from the UVic student population by receiving a designated fee levy. Affiliated Groups have designated staff support and function similarly to Advocacy Groups, though Affiliate Groups do not have reserved seats on the UVSS Board of Directors. This policy is designed to act as a governance and financial guide for operating Affiliate Groups for UVSS Directors, Coordinators, The Constituency Groups Director and other UVSS staff, and the Director of Student Affairs.

This policy was drafted by the Policy Development Committee. Future amendments will be drafted by the Policy Development Committee, and after receiving approval from that committee, the policy changes will be recommended to the Board of Directors for final approval and implementation.

Part 1: Definitions

1.1 Affiliate Groups – all Affiliate Groups as detailed in UVSS Bylaws:

Campus Community Garden (CCG)
University of Victoria Sustainability Project (UVSP)

1.2 Constituency Groups Director (CGD) – The excluded manager responsible for direct supervision of the Advocacy Groups' staff. Full job description available in the Board of Directors' Policy.

1.3 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, Constituency Groups Director, General Manager, and Human Resources and Administrative Services Manager.

1.4 Executive – the student member(s) of an Affiliate Group elected by that group's voting membership to oversee and manage the affairs and activities of that group as further defined in their respective Terms of Reference. Some groups may refer to their Executive as a Council, Board, or other title. This policy outlines further limitations and requirements of the Executive in a later section.

1.5 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 the Constituency Groups Director. The General Manager may act in place of this role should it be vacant.

1.6 Fiscal year – the UVSS accounting fiscal year is May 1 - April 30;

1.7 General Manager – the General Manager oversees the UVSS and may act in place of the Executive Director should the role be vacant.

1.8 Members – eligible members of an Affiliate Group, with associated rights, as

defined by their own bylaws.

1.9 Terms of Reference (ToR) – Refers to all guiding policies created by an Affiliate Group for use by themselves. Alternatively called bylaws or constitution.

1.10 The Society (UVSS) – the University of Victoria Students' Society.

1.11 Voting Membership – all voting members of an Affiliate Group's governance structure as defined in their TOR; must include the executive and optionally includes other elected positions and general Affiliate Group members. Voting membership is limited to active University of Victoria students who pay into the respective fee levy for that Affiliate Group, which can include members of the GSS; Affiliate Groups may choose to serve members beyond this definition, but those members may not vote or run for election with their Affiliate Group. Also known as the "Collective".

Part 2: Governance

2.1 General

These guidelines outline the mandatory minimum requirements for Affiliate Groups to operate within the UVSS. Affiliate Groups may choose to opt into higher requirements, as per their ToR, but their ToR may not lower or overrule any requirements contained in this policy. Any instances where an Affiliate Group's ToR may deviate from this policy is clearly indicated in the relevant section of this policy.

2.2 Membership Qualification

An Affiliate Group must allow any interested student in good-standing or who meets a group's additional membership criteria to join the Affiliate Group, unless prohibited by section 2.2.1.

2.2.1 Removal and Barring of Members

- **a.** Removal of membership to an Affiliate Group is subject to approval by the Executive.
- **b.** Barring or rejoining an Affiliate Group is subject to approval by the Executive.
- **c.** Members may be removed in cases such as misconduct, harassment, bullying, or other offences.
- **d.** Should a member be removed, they may apply the following year to rejoin the Affiliate Group. However, this decision must be reviewed and approved by the Executive prior to the member rejoining.

2.3 General Meetings

- **a.** Each Affiliate Group must hold an Annual General Meeting (AGM) once per year and which occurs during the same semester annually, as determined by that Group's ToR, and is not held during the Summer semester.
- **b.** Each Affiliate Group may optionally hold a Semi-Annual General Meeting (SAGM). If a Group holds this meeting, it may not be held during the Summer semester or during the same semester as the AGM.

c. These meetings must be advertised a minimum of two [2] weeks in advance and use a variety of tactics to make these meetings known to members, including, but not limited to: social media, website, and posters.
d. These meetings must be open to all members of the Affiliate Group.
e. Elections for all Affiliate Group elected roles must be conducted at a General Meeting. See below for more details.
f. Specifics regarding quorum, calling Extraordinary General Meetings (EGMs), or additional stipulations regarding General Meetings are decided by the Affiliate Groups and can be found in their respective ToR.

2.4 Elections

a. An Affiliate Group shall hold annual elections for all elected roles during a General Meeting.
    i. The minimum number of elected roles an Affiliate Group may have is three [3].
    ii. Beyond this minimum, each Affiliate Group may determine the number of elected roles, and the responsibilities associated with those roles in their ToR.
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 to any available positions, either by themselves or another member.
e. In the case of a vacancy of a position, the Affiliate Group may hold a by-election at a meeting of the voting membership. By-elections will be conducted by the relevant Coordinator.
    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 by each Affiliate Group's ToR, the executive roles for an Affiliate Group shall at a minimum include three [3] members.
b. The following stipulations apply to all roles of the Executive:
    i. Individuals must be elected by their collective's general membership during a General Meeting and according to the Affiliate Group's ToR.
    ii. Executive roles are typically limited to undergraduate students-in-good standing.
    iii. If an Affiliate Group serves both UVSS and GSS members, then an active graduate student may be elected to an executive role.
        1. If an Affiliate Group fulfills the requirements of the above clause, then that Affiliate Group may have a maximum of one [1] Executive role filled by a graduate student.
c. The duties of the Executive include:
    i. Fulfilling the mandate laid out in their Affiliate Group's ToR;
    ii. Following the UVSS's constitution, bylaws, and policies;
    iii. Holding regular meetings (at least once per month) to discuss the activities of the

group;

iv. Directing the Coordinator(s); and

v. Other duties outlined in the Affiliate Group's ToR, particularly the items assigned to specific roles of the Executive.

d. All members of the executive are elected for a term of no longer than one [1] year and may run for re-election upon the completion of their term, provided they continue to meet all eligibility requirements.

e. Non-staff Signing authorities for an Affiliate Group must be chosen from that Group's Executive.

f. Executive members with concerns about their Affiliate Group's ToR, application of policies, and/or their Coordinator are directed to approach the Director of Student Affairs and/or the CGD.

Part 3: Operations

3.1 General

The operations of Affiliate Groups have some variation between groups, due to financial limitations and priorities of the voting membership. This section details the operational requirements for all Affiliate Groups and indicates where flexibility is allowed. This section details the staff requirements for each Affiliate Group. The following work terms for UVSS staff (excluding Work Study staff) are subject to the terms and conditions outlined in the USW Collective Agreement, and should any section within this policy contradict, come into conflict with, and/ or be found in disagreement with the USW Collective Agreement, the offending clause(s) of this policy shall be unenforceable, and the USW Collective Agreement shall take priority.

3.2 Staff

There are three types of staff that may be paid for work in an Affiliate Group. The Coordinators and student staff are UVSS employees, while Work Study positions are UVic employees.

a. Coordinators: Each Affiliate Group shall have a minimum of one supervisory Coordinator hired for a term that aligns with the stipulations of the USW Collective Agreement.

i. No Affiliate Group shall have more than one [1] supervisory Coordinator. ii. Affiliate Groups may have additional lower classifications of Coordinators or assistant Coordinators. See below for details on creating new Coordinator roles.

b. Student Staff: If an Affiliate Group has a single Coordinator, then that Group shall have a minimum of one student staff position.

i. If an Affiliate Group has more than one [1] Coordinator, they may or may not have any student staff position(s).

c. Work Study: Each Affiliate Group shall apply for work study positions with UVic annually.

i. Work Study staff are the employees of UVic, not UVSS, and the allocation of Work Study hours is entirely decided by UVic and not guaranteed to Affiliate Groups.

ii. The UVSS General Office Manager will inform Affiliate Group Coordinators about requirements and timelines for all stages of the Work Study program.

iii. Work Study staff of an Affiliate Group are allowed to hold elected positions with

that same Group but must abide by limitations as per Board of Directors Policy section 2.2 Employment Conflict of Interest.

3.3 Role of Coordinators

The role of the Coordinator(s) in Affiliate Groups is to ensure the functioning and longevity of their respective Affiliate Group. All efforts made and endeavours undertaken by Coordinators must be in service of their student members.

a. Coordinators' responsibilities, regardless of Affiliate Group, include but are not limited to:
- **i.** Preparation of the Annual Workplan;
- **ii.** Preparation of the Annual Report, to be presented at a General Meeting of the Affiliate Group's membership;
- **iii.** Ensuring that all expenditures reflect the priorities of members and approved programming;
- **iv.** Pursuit of programming that aligns with the goals of their collective;
- **v.** Completion of administrative tasks necessary for the functioning of the Affiliate Group;
- **vi.** Maintain regular weekly office hours for a minimum of four [4] hours per week;
- **vii.** Keeping members apprised of the Affiliate Group's ongoing financial status at regular collective meetings and with a presentation at General Meetings;
- **viii.** Creation and review of budgets;
- **ix.** Ensuring staff and collective members are aware of any applicable UVSS policies, and notifying the CGD of any breaches to policy;
- **x.** Endeavouring to fill any vacant council positions.

b. Regardless of the individual who completes the tasks outlined above, the supervisory Coordinator is ultimately responsible for those tasks being completed.

c. All Coordinators must maintain a working relationship with their Executive and Collective.
- **i.** If the collective members of an Affiliate Group have concerns about their Coordinator's job performance, or complaints about discrimination or harassment, the collective may discuss these concerns in an in-camera session of their regular council meeting. In-camera sessions are outlined by each Affiliate Group's ToR.
- **ii.** Collective members may bring forward their complaints and/or concerns to the Director of Student Affairs and/or the CGD. If an in-camera session has occurred, notes from that discussion are encouraged to be provided when bringing the concerns forward.
- **iii.** If the relationship between Coordinator and collective is strained, the Coordinator is directed to bring these concerns to the CGD to discuss potential solutions.

d. Each Affiliate Group may implement additional requirements in their respective ToR regarding specific duties for their Coordinator(s).
- **i.** These additional duties may not require a Coordinator to perform duties outside of their job description.
- **ii.** Subject to limitations in all staff job descriptions, Coordinators may complete or delegate the above tasks to other staff members or elected council members, as per their group's ToR.

3.4 Role of Student Staff

The role of student staff positions is to provide undergraduate students at UVic work experience while completing their studies. These positions are designed to give students the opportunity to learn new skills in a professional environment. For full details about student staff positions, please view the relevant job description. In general, student staff are either responsible for or assist the Coordinators with:

a. Overseeing the social media communications for their Affiliate Group, including:
  i. Content creation;
  ii. Responding to direct messages;
  iii. Sharing of other Affiliate Groups' content;
  iv. Liaising with the Communications and Graphics departments for collaborative social media posts with the UVSS.
b. Ensuring the Affiliate Group has a relevant brand guide and is utilizing it in digital and print outreach or promotional materials.
c. Tabling and other in-person outreach at events.
d. Ensuring all resources available in an Affiliate Group's space are up-to-date, liaising with community partners as necessary to accomplish this
e. Liaising with local organizations, community partners, and/or similar groups at other educational institutions.
f. Assisting or leading specific programs or initiatives as they relate to their job description.

3.5 Alterations to Staffing

This section applies only to UVSS staff who work in the Affiliate Groups. This does not apply to Work Study staff.

a. An Affiliate Group may desire to create a new non-supervisory coordinator position. To do this, the Affiliate Group must:
  i. Meet with the CGD to discuss rationale for a new position and financial capacity.
  ii. Draft a proposal and accompanying budget for the additional position and make this proposal available to the membership of the Affiliate Group for review and comment for a minimum of two [2] weeks.
  iii. Hold a General Meeting whereat the proposed position is voted upon.
b. If an Affiliate Group fulfills the above requirements to create a new Coordinator role, the establishment of and hiring into that new role is also subject to final approvals from:
  i. The CGD;
  ii. Other UVSS excluded managers; and
  iii. The USW union.
c. An Affiliate Group shall not lay off a student staff member to allow for the hiring of a newly established Coordinator position.
  i. If a student staff position becomes vacant, an Affiliate Group may choose not to re-hire into that role in favour of establishing a new Coordinator position.
d. If an Affiliate Group desires to update existing Coordinator or student staff job descriptions, that Affiliate Group must present the updates to the CGD who will then advise on next steps for approval with the USW union.

i. All job description updates are subject to approval by the USW union and must abide by any restrictions outlined in the USW Collective Agreement.

Part 4: Financial Management

4.1 General

Affiliate Group Coordinators shall work with their Executive to compile a single budget for the next fiscal year. This annual budget must be approved by the CGD or other UVSS Excluded Management and the relevant group's voting membership, in that order.

4.2 Budgeting Schedule

The following dates may vary depending on where they fall on the calendar week but are generally indicative of the timing and schedule for key budget-related dates.

February 1
The CGD notifies the Coordinators of the budgeting timeline for the year.

The CGD shall request that UVSS Accounting create a budget template and complete the labour section for all Affiliate Groups. The CGD is responsible for providing this template and relevant financial reports to the Coordinators.

Coordinators collaborate with their Executive, and other relevant collective members, to draft the budget.

March 15
Draft budget presented to CGD. Draft budget revised to reflect CGD's suggestions, if applicable.

April 15
Final draft budget presented and passed by voting membership. An Affiliate Group's voting membership may pass their budget before this date if the draft budget has been approved by the CGD. Coordinators gather and finalize the list of signing authorities.

April 30
List of signing authorities with emails and final budget sent to the CGD and the Director of Student Affairs with minutes of the meeting at which the budget was passed by voting membership.

May 1*
The CGD emails approved budgets to the Accounting Manager and gives them a directive to release funds from the Affiliate Groups Base Fund as it is received. If an Affiliate 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 CGD may conditionally approve the Affiliate Group's budget upon meeting with both the relevant Coordinator and at least one Executive member to release the fees.

4.3 Budget Submissions

a. The CGD or the Director of Student Affairs will provide Coordinators with a budget template. This template will be prepared by UVSS Accounting and will be an Excel document. Affiliate Groups are not to convert this template to any other format (ie: Google Sheets).

b. Before fees are released, each Affiliate Group's budget must be approved, in the following order, by:

- **i.** The CGD; and,
- **ii.** The relevant Affiliate Group's members.

c. All finalised budgets must be sent to the CGD and the Director of Student Affairs along with minutes of the meeting at which the voting membership passed the budget.

- **i.** The CGD is responsible for submitting finalised budgets to UVSS Accounting.

4.4 Funding

a. Affiliate Group Accounts – The UVSS shall maintain the following trust accounts for the purposes specified below:

- **i.** One trust account for each Affiliate Group for its operations.
    1. Collected fees are held in internal accounts for all levied groups. Affiliate Groups must not have external bank accounts.

b. Collection of Funding and Initial Disbursement – The UVSS shall collect all Affiliate Group respective fee levies and directly deposit those funds in the respective group's account.

c. Funding Eligibility – In order to be eligible for funding, an Affiliate Group must:

- **i.** Be included as an Affiliated Group as per the definitions in UVSS BoD Policy in Part 1.1
- **ii.** Have at least three [3] active signing authorities, of which the majority must be students;
- **iii.** Hold an annual election for all Executive-level roles; and
- **iv.** Present a budget for the upcoming fiscal year alongside financial actuals of spending in the current fiscal year to their general membership

4.5 Financial Responsibility

a. Affiliate Groups may not budget for a yearly accumulated deficit, unless they have sufficient funds in their trust account to cover that deficit.

b. If an Affiliate 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.

- **i.** For Interpretation, "regular semesterly fees" include only the amounts designated to each Affiliate Group by their respective fee levies.
- **ii.** A recovery budget may be imposed on an Affiliate Group by the CGD, Director of Student Affairs, or other UVSS Excluded Management if an Affiliate Group is unwilling to participate in the creation of a recovery budget.

c. When a recovery budget is in place, the UVSS will not sign off on any cheque requisitions for spending outside of the parameters set by the recovery budget.

d. When a recovery budget is in place, other financial sanctions such as holding back funding, temporarily halting spending, and removing signing authorities, may be imposed by the Society if the Affiliate Group is not compliant with the recovery budget.
    i. Signing authorities may only be removed as a sanction if there is a pattern of non-compliant spending submitted with their signature.

e. A recovery budget is subject to the following stipulations:
    i. It may not reduce a Coordinator's contractually guaranteed hours. ii. It may not reduce any staff member's benefits.
    ii. It may prevent the hiring of new positions or the filling of vacant roles, except in the case of the supervisory Coordinator.
    iii. It may, if any Coordinator's contract ends, reduce the hours offered in a new contract to the minimum allowable under BC Labour laws and the USW Collective Agreement.
    iv. It may, according to stipulations in the USW Collective Agreement, lower the number of student staff hours, or lay-off the student staff.
    v. It may not reduce non-staff expenditures by more than 75%.
        1. For interpretation, "non-staff expenditures" here refers to all non-labour expense lines combined, to allow an Affiliate Group's recovery budget flexibility to their needs (ie: a recovery budget does not simply reduce each expense line by up to 75%).

f. An Affiliate Group may apply for and successfully achieve grant monies from external sources at any time.
    i. A recovery budget may be recalled if the scope and amount of an achieved grant is deemed by the Director of Student Affairs and the CGD or other UVSS Excluded Management to sufficiently offset the Affiliate Group's projected or accumulated deficit.

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.

4.7 Signing Authorities

a. The maximum number of signing authorities per Affiliate Group shall not exceed seven [7].

b. The majority of signing authorities for an Affiliate Group must be student members of that group.
    i. In the case of Affiliate Groups that serve both undergraduate and graduate students, there shall be no more than one [1] signing authority who is a graduate student.

c. All Coordinators for a group are signing authorities for their group.
    i. Coordinators may not sign on behalf of any other group.
    ii. Coordinators and Excluded UVSS Management are the only non student signing authorities permitted for Affiliate Groups.
    iii. If a Coordinator is also a UVic student, they shall not be considered a student for the purposes of this policy.

iv. UVSS Excluded Management shall not count toward an Affiliate Group's maximum number of signing authorities, as they are granted signing authority for all groups due to the nature of their positions.

d. Student staff employed by an Affiliate Group may or may not be a signing authority for that Group.

i. If a student staff member is a signing authority, they shall count as a student member, and not as a staff member, for purposes of interpreting "signing authorities" in this policy.

ii. Student staff are the only non-Executive and non-elected student member signing authorities allowed for an Affiliate Group.

e. Affiliate Groups shall have a minimum of three [3] signing authorities, unless that minimum does not allow for the majority of signing authorities to be students, in which case the minimum number of signing authorities is increased to the lowest number needed to satisfy the requirement that the majority of signing authorities are student members.

f. Student Signing Authorities must be chosen from an Affiliate Group's Executive membership, except for student staff signing authorities.

g. The Coordinator of an Affiliate Group shall provide updated signing authority lists to the UVSS General Office Manager any time there is a change to the list, and at a minimum of once per year.

h. Signing authorities shall abide the requirements for spending on behalf of an Affiliate Group as outlined below and shall provide all required documentation for any purchases or expenses.

i. All signing authorities are accountable to the membership of their respective Affiliate Group and UVSS leadership, particularly the Director of Student Affairs and the CGD, especially regarding financial mismanagement.

4.8 Auditing

a. Affiliate 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 this or any UVSS policy, the Affiliate Group shall be subject to financial sanctions by the UVSS, 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 CGD shall meet with the relevant Affiliate Group's Coordinator and at least one Executive member to clarify the nature of indicated financial irregularities.

ii. Upon meeting with the relevant Affiliate Group's Coordinator and Executive member, 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 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 the Affiliate Group's use.

4.9 Spending

Affiliate Groups must spend monies allocated to them in a responsible manner that adheres to UVSS policies and bylaws, applicable federal and/or provincial legislation, and any requirements or restrictions placed upon specific funds obtained through grants or other external funding.

a. The preferred method of spending funds on for the purposes of an Affiliate Group is to do so using an Excluded Manager's UVSS credit card and submitting a Visa Requisition form. This is to reduce the amount of money the UVSS owes to students or staff.

b. Alternative spending options include: cheque requisitions, as in the case of honorariums or reimbursements; Electronic Funds Transfers (EFTs) for established vendors; and FAST charges through UVic.

- **i.** When in doubt as to which spending option is most appropriate, the relevant Affiliate Group's Coordinator should reach out to the CGD.

c. Regardless of method of spending, all Affiliate Groups require documentation to justify their expenses. This documentation includes:

- **i.** A receipt that clearly shows the items purchased (ie: itemized) and the date of purchase.
- **ii.** Any additional documentation that can verify the purpose for the expense. This can include, but is not limited to: advertisement, such as a social media post, for specific events, programming, and/ or initiatives; a screenshot of text communications discussing the expense; and / or alternative quotes for similar expenses.
- **iii.** If the purchase is below $500, it must be accompanied by written approval from two signing authorities of the group making the purchase, one of which must be a student.
    1. For interpretation, "written approval" is understood to be: one signing authority signing the cheque or visa requisition form and the other acting as the requestor on that same form; or
    2. as two signing authorities signing the relevant visa or cheque requisition form, one of whom is also the requestor.
- **iv.** If the expense is above $500, the Affiliate Group's voting membership must approve the expense before it is incurred.
    1. This approval must be recorded in collective meeting minutes or in the form of electronic votes submitted by screenshotting the original messages and must be attached to the receipt and relevant paperwork when submitted for payment.
- **v.** If the expense is above $1500, the Affiliate Group must obtain the approval of the CGD or, in exceptional cases, another Excluded Manager, prior to making the purchase and after the collective has voted in favour of the expense.
    1. That same Excluded Manager must sign the paperwork before it is submitted to Accounting.
- **vi.** The only type of spending that does not require the signature of a student is when staff are accessing benefits or professional development monies as granted by the UVSS and / or the USW Collective Agreement.

1. This spending requires the signature of an Excluded Manager, regardless of amount.

d. It is considered best practice for the CGD to sign or initial all expenditures made by Affiliate Groups, and UVSS Accounting may use their discretion to hold payments that do not have this signature or initial until the CGD or another Excluded Manager reviews the expense and accompanying paperwork.

e. If an Affiliate Group fails to provide appropriate documentation or fails to follow internal guidelines for spending practices, see the following courses of action:
   - **i.** For a first-time issue, the CGD will review relevant spending policies, guidelines, and / or practices with the relevant Coordinator.
   - **ii.** If continued infractions occur, the Affiliate Group may be temporarily restricted from using any Excluded Manager's UVSS credit card, and / or may face other restrictions as appropriate to the type and level of infractions.

f. Visa Requisitions require completion of the Visa Requisition Form (provided by the UVSS) and the Visa Tracker (provided by CGD).

g. Cheque Requisitions require completion of the Cheque Requisition Form (provided by the UVSS).

h. An Affiliate Group shall not transfer funds from any source that is not that Affiliate Group to any recipient.
   - **i.** Funds received through grants shall be exempt from the above statement.

i. In the case that an Affiliate Group's budget is not passed by April 30th, that Affiliate Group will not be able to make purchases or spend money in any way other than staff wages until their budget is passed by their membership or conditionally approved by the Director of Student Affairs and the CGD.
   - **i.** Any Directors with questions about spending by Affiliate Groups shall contact: the applicable Affiliate Group Coordinator or Executive members, the Director of Student Affairs, and / or the CGD.

4.10 Gifts

a. Gifts consist of all non-monetary compensation to an individual or group that is not a donation.

b. Items presented as gifts shall be left up to the discretion of the voting membership but must not include alcohol or gift cards.

c. Executive members are not eligible for gifts solely because they have fulfilled the duties of their executive roles.

d. Coordinators and Affiliate Group members are prohibited from buying gifts for themselves or each other with student fees.
   - **i.** If an Affiliate Group member is the recipient of a gift, that member must not be present during either the motion or voting to approve the allocation.
   - **ii.** Affiliate Group members may receive a gift as recognition of volunteer work done for the Affiliate Group. In this case, such gifts shall not exceed $50 in value.

4.11 Honorariums

a. Honorariums consist of all extra-contractual monetary compensation to an individual or group and which are not donated monies.
   - **i.** Honorariums are money given as a token of appreciation for services and / or

labour and are not intended as payments which reflect adequate or above average compensation.

b. Honorariums should be limited to participation in events organized by the Affiliate Group issuing the honorarium, such as chairing an annual general meeting, performance as an entertainer, conducting or facilitating a workshop, or other similar activities.

  i. 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.

  ii. When issuing payments for the above types of services, Affiliate Groups should assess whether the individual(s) receiving payment should invoice the Affiliate Group for their time or skills instead of filing payment(s) as an honorarium(s).

c. Affiliate Groups shall not receive funds from any source which are designated for use toward any honorarium payment(s) for purposes organised or originating outside of that Affiliate Group.

d. Cheque requisitions for honorariums must be accompanied by the Honorarium Request Form.

e. Affiliate Group members may receive honoraria for services rendered for the Affiliate Group, including workshop facilitation and chairing meetings, but must not be present during either the motion or voting regarding their payment.

f. UVSS staff are not eligible for honorariums, regardless of whether they fulfill any of the above services for an Affiliate Group.

  i. If a UVSS staff member should receive payment for services to an Affiliate Group that they do not normally work for, that Affiliate Group is responsible for paying that staff member’s normal wage and any applicable overtime.