

Board of Directors Policy

Effective Date: November 2, 2026
Supersedes: August 10, 2026

Table of Contents

Contents

SECTION 1 - BOARD OF DIRECTORS 6
PART 1: DIRECTOR CONDUCT AND DUTIES 6
1.1 Board of Directors Values 6
1.2 Conduct 6
1.3 Director Reports 7
1.4 Director Benefits and Pay 7
1.5 Training and Professional Development 8
1.6 Progressive Resolution and Performance Management Policy 10
1.7 Lead Directors Work Expectations 15
1.8 Directors At Large & Director of International Student Relations 18
1.9 Child Care 19
1.10 Information Technology Use 19
PART 2: CONFLICT OF INTEREST 20
2.1 Declaration of Interests 20
2.2 Employment Conflict of Interest 20
2.3 Club and Course Union Conflict of Interest 21
2.4 Separately Incorporated Fee-Levied Group Conflict of Interest 21
2.5 Board of Directors Electoral Conflict of Interest 21
PART 3: SOCIETY MEETINGS 22
3.1 Board Meetings 22
3.2 General Meetings 24
3.3 Committee Meetings 25
PART 4: UNIVERSITY COMMITTEES 25
4.1 Committee Vacancies 25
4.2 Appointments 25
PART 5: EXTERNAL MEETINGS 25
5.1 Travel 25
5.2 Delegations 25
PART 6: EXTERNAL ORGANISATIONS 26
PART 7: ADVOCACY GROUPS 26
7.1 Space Usage 26
7.2 Advocacy Group Funding and Accounts 27
7.3 Legal Policy: SSD 28
PART 8: AFFILIATED ORGANIZATIONS 29
8.1 Names of Affiliated Organizations 29

8.2 Signing Authorities 29
PART 9: SEPARATELY INCORPORATED FEE-LEVIED GROUPS 29
9.1 Names of Separately Incorporated Fee-Levied Groups 29
PART 10: FACULTY STUDENT SOCIETIES 29
PART 11: CLUBS & COURSE UNIONS 29
PART 12: ANTI-HARASSMENT 30
12.1 Policy Statement 30
12.2 Application 30
12.3 Definitions 30
12.4 Responsibilities and Expectations 30
12.5 Procedures for Addressing a Harassment Complaint 31
12.6 Privacy and Confidentiality 32
12.7 Review 32
12.8 Enquiries 32
SECTION 2 - FINANCE 32
PART 1: ADOPTING THE BUDGETS 33
1.1 Approval 33
1.2 Division of Responsibility 33
1.3 Process & Timeline 33
PART 2: COMMITTEE SPENDING 33
PART 3: DEDICATED FUNDS 34
3.1 Terms 34
3.2 Events Fund 34
3.3 Government Relations & Outreach Fund 34
3.4 Elections Fund 34
3.5 Food Bank Fund 35
3.6 Peer Support Centre Fund 35
3.7 Building Fund 35
3.8 Health & Dental Fees 36
PART 4: CO-OP REBATES 38
PART 5: DISTANCE STUDENT REBATES 38
PART 6: DONATIONS AND GRANTS 38
PART 7: SPENDING APPROVAL FOR REQUESTS OUTSIDE BUDGETARY ALLOCATIONS 39
PART 8: GIFTS & HONORARIUMS 39
8.1 Gifts 39
8.2 Honorariums 40
PART 9: REPORTING 40
PART 10: FINANCIAL MANAGEMENT 40

10.1 Preamble 40
10.2 Responsible Banking 40
10.3 Signing Authority 41
10.4 Transactional Procedures 41
10.5 Per Diems & Travel 43
10.6 Student Fees – Collection, Allocation & Audits 44
SECTION 3 - OPERATIONS 45
PART 1: STRATEGIC PLANNING 45
1.1 Objective 45
1.2 Format 46
1.3 Timeline 46
PART 2: ENVIRONMENTAL SUSTAINABILITY 47
2.1 Mandate 47
2.2 Process 47
2.3 Waste Management 47
2.4 Energy Use and Emissions 47
2.5 Education 48
2.6 Resources 48
2.7 Environmental Health 48
2.8 Socially Responsible Investing 48
2.9 Purchasing and Product Choice 48
PART 3: PRODUCT REVIEW AND DEVELOPMENT 49
3.1 Preamble 49
3.2 Process 49
3.3 Meetings 49
3.4 Training 49
PART 4: POSTERING AND ADVERTISING 50
4.1 Postering & Notice Boards 50
4.2 Advertising 50
PART 5: SUB SPACE USAGE & RENTAL 51
5.1 Purpose 51
5.2 Authorized Users to Rent SUB Space 51
5.3 Terms of Rental 51
5.4 Table Rentals 52
5.5 Discounts 52
5.6 Space Requests 52
5.7 Space Usage – Advocacy Groups 53
5.8 Space Usage – External Organisations 53

5.9 Space Usage – Internal Organisations 53
5.10 Space Usage – Multi-purpose Rooms 53
5.11 Space Usage – SUB Grounds 54
5.12 Food Bank Garden 54
PART 6: EXTERNAL COMMERCIAL INTERESTS 54
PART 7: LICENSED VENUES & SPECIAL EVENTS 54
7.1 Preamble 54
7.2 Special Events 55
7.3 AVP Presence at Licensed Venues 55
7.4 AVP Presence at Licensed Special Events & Special Events 55
7.5 AVP Staff and Volunteer Responsibilities 55
7.6 Employee Education 55
PART 8: GRAPHIC DESIGN DEPARTMENT 55
8.1 Work Orders 55
8.2 Timelines 56
8.3 Proofing Process 56
8.4 UVSS Sponsored Projects 56
8.5 Advocacy Groups & Affiliated Groups 57
SECTION 4: DISABILITY POLICY 57
PART 1: PURPOSE AND APPLICATION 57
1.1 Statement of Commitment 57
1.2 Principles 57
1.3 Scope 58
1.4 Training 58
1.5 Hiring 58
1.6 Harassment 58
1.7 Feedback Process 58
1.8 Policy Review and Renewal 59
PART 2: SERVICE 59
2.1 Purpose 59
2.2 Communication 59
2.3 Assistive Devices 59
2.4 Accessible Food Services 60
2.5 Service Animals 60
2.6 Support Persons 60

SECTION 1 - BOARD OF DIRECTORS

PART 1: DIRECTOR CONDUCT AND DUTIES

1.1 Board of Directors Values

a. **Good Governance:** We take our responsibility to ensure the long-term stability and health of your students' society very seriously. To us this means ensuring participatory democracy and transparent decision-making, being prudent and judicious with your student fees, and being accountable for our actions.
b. **Environmental Sustainability:** We recognize the urgency of the climate crisis and are committed to doing our part. We work to reduce the environmental impact of UVSS operations and support sustainable initiatives that are relevant to students. We strive to be climate justice leaders that set an example for our members, UVic, and the greater community. We recognize that the climate crisis intersects with existing structures of oppression and acknowledge anti-racism and decolonial work as essential components of climate justice.
c. **Service:** Service to students is why we exist. Our student-centered approach drives us to provide services that are high-quality, relevant, and meaningful to students. We provide essential services to all members of the UVSS: The extended health and dental plan, the U-PASS, Peer Support Centre, and the Food Bank.
d. **FUN:** We value fun in everything that we do. To us that means creativity, passion, spirit, lightheartedness, and not being overly bureaucratic. Campus should be a fun place to be and students should feel excited and engaged about the work their students' society does.
e. **Decolonization:** Our campus resides on the unceded and unsurrendered land of the Lekwungen people, including the Esquimalt, Songhees, and W̱SÁNEĆ Nations. We are committed to holding our institutions accountable to reconciliation and decolonization by challenging systems and practices that oppress Indigenous peoples. We aim to elevate Indigenous voices and perspectives by confronting colonial norms and frameworks. We will continually educate our members, create open dialogue, and take action to dismantle colonial systems. We aim to elevate all First Nation, Inuit and Metis peoples - including but not limited to women, girls and queer/Two-Spirit folks - that continue to experience ongoing systems of oppression that inter-lock with and originate from colonialism, such as racism, sexism, homoantagonism, transantagonism, ableism, and others.
f. **Excellence:** We aim to be a leader not just among student societies, but among non-profits – and we pursue this goal through excellence. To us that means driving innovation, promoting a learning culture, investing in our people, and by taking a compassionate approach to everything that we do.
g. **Social Justice:** Whether we are advocating for student issues or putting the profits from our businesses back into services for students, the UVSS works every day to ensure no person is left behind. Promoting social justice means supporting, uplifting and providing services to students and student-led organizations on campus that center issues of equity; this includes, but is not limited to, confronting racism, sexism, transphobia, homophobia, ableism, colonialism, and all other discriminations and/or systems of oppression. We work with campus and community partners to raise awareness and empower students to create change.

Adopted AGM 2020/10/29

1.2 Conduct

a. Directors may not use their title if violating Society policy.
b. Members of the Board of Directors who are also candidates during an electoral process shall abstain from voting or speaking on electoral issues. Further, when the Board of Directors has taken an official stance on a referendum issue, the Board of Directors shall distance themselves from any issues arising from the Electoral process and shall use extreme discretion and caution

when making decisions related to referendum questions, or electoral issues that may affect the referendum and any amendments to the electoral policy.

c. Starting at the call of nominations for elections to the Board of Directors and ending at the close of the campaign period, candidates to the Board of Directors, Senate and Board of Governors, and referendum proponents and opponents are not permitted to use the Students' Society Centre lobby or Director At Large office for any election organising purposes or for campaigning. This policy does not apply to proponents where the Board has voted to support a referendum question.

1.3 Director Reports

a. Directors shall submit a written director report to the Policy, Research, & Communications Manager preceding a regularly scheduled board meeting. Director reports are due by 11:59 pm on the Thursday preceding a regularly scheduled board meeting.

i. Director reports for irregularly scheduled board meetings are optional and shall not be used to calculate Non-lead Director honoraria.

b. Director reports shall be included in the board meeting agenda and minutes and shall detail all of the board-related work that the director has done since the previous board meeting.

i. Director reports shall include in detail the total amount of hours worked, categories of work and/or tasks completed, and any time off. Reports must accurately reflect work performed and may be reviewed for performance and accountability purposes.

ii. Advocacy group representatives may include hours volunteered for their advocacy groups in their director report.

c. If a director does not submit a board report by the time the meeting minutes are ratified they shall not be eligible for director benefits.

d. Directors who are absent due to illness, or on an approved leave (such as vacation, personal leave, or leave due to other extenuating circumstances) are not required to submit a written report for the period of time that they are absent.

e. Directors are expected to notify the Director of Outreach & University Relations and Policy, Research, & Communications Manager by 11:59 pm on the Thursday preceding a board meeting if they will be absent.

f. Repeated failure to submit director reports, or submission of incomplete or inaccurate reports, may constitute a performance concern and may trigger review under the Performance Management Policy.

g. Misrepresentation of hours worked or duties performed, whether through omission or falsification, shall be considered a serious breach of fiduciary duty and may result in immediate disciplinary action, including bypassing earlier steps of the progressive resolution process.

1.4 Director Benefits and Pay

a. All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

b. Lead Directors

Lead Directors shall be paid for services rendered during their term of office, in accordance with Section 2.6 – Salary and Honoraria of Lead Directors in the UVSS Constitution and Bylaws.

Lead Directors are leadership positions responsible for UVSS oversight, coordination of initiatives, and governance responsibilities within the organization. They are considered managerial positions and, as such, are excluded from provisions under Parts 4 of the Employment Standards Act.

Lead Directors are required to submit a Director's Report, documenting daily working hours and activities performed. Lead Directors are expected to manage their schedules and workload as necessary to fulfill the minimum weekly commitment of their office.

Where applicable, Lead Directors shall clock in and clock out using the UVSS time and attendance software (as per UVSS time management policy).

Failure to submit reports or properly log hours and any discrepancies or concerns regarding reported hours may be reviewed by the Executive Committee, in accordance with UVSS bylaws and applicable policies.

i. Lead Directors who demonstrate fulfillment of their duties, including submission of director reports and meeting the bylaw requirement of 35 hours per week, are entitled to the following benefits:
    1. Five [5] food discount chits per week; and
    2. Free beverages (coffee or pop) provided that the director uses their own cup; and
    3. Four [4] Cinecenta movie passes per month; and
    4. Free admittance to all UVSS events.
    5. The UVSS shall provide a taxable benefit up to $200 per semester for health and wellness benefits. This amount shall be rebated back when proof of purchase is provided. Eligible expenses include gym or fitness class or memberships; exercise equipment; and mental health services. Clothes and shoes are ineligible.

ii. All benefits are for personal use only and are only to be used in the timeframe for which they are intended.

c. Directors At Large, Director of International Student Relations, Constituency Group Representatives & Native Students Union Representative (Non-Lead Directors)

i. Non-Lead Directors who have provided a board report, have fulfilled their committee responsibilities, have worked two volunteer hours for either the UVSS Board of Directors or their respective constituency groups or the NSU, and have fulfilled the duties of their positions as outlined in Bylaw 8: Duties and Responsibilities of Directors are entitled to the following benefits:
    1. Three [3] food discount chits per week to be distributed by a Lead Director
    2. Twenty [20] free beverages (coffee or pop) per month provided that the director uses their own cup
    3. Four [4] free Cinecenta movie passes per month to be distributed by a Lead Director
    4. Free admittance to all UVSS events organised by Events Committee; and
    5. Bus tickets (return) provided to all directors who don't currently have a U-Pass, so that they can fulfil their fiduciary duty to attend board meetings and committee meetings.

1.5 Training and Professional Development

a. Board of Directors

i. At the beginning of each annual elected board term, an orientation to the Board of Directors shall be organised for all new and re-elected directors. The orientation shall cover all aspects of the Society, including but not limited to: finance and operations, society governance, legal responsibilities of directors, constituency organisations, advocacy on student issues, clubs, course unions, events, and marketing. Upon assuming office, a resource manual shall be issued to all directors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

ii. During the first four [4] months of the board term, directors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during board orientation. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators. Throughout the board term, the Board of Directors shall schedule a minimum of two [2] workshops in areas such as but

not limited to: non-violent communication, decolonization and unlearning racism, ally ship, collaborating across difference, challenging sexism, inclusive workplace practices and accessibility. These workshops shall be open to both directors and staff. Advocacy groups including AVP shall be consulted for suggestions of appropriate facilitators.

iii. Throughout the board term, the Board of Directors shall schedule workshops and training sessions in subjects such as: marketing, business development,finance/accounting, non-profit management, social enterprise management, strategic planning, and any other relevant topics that will build the capacity of directors and contribute to the overall well-being of the Society. These workshops shall be open to both directors and staff

b. Lead Directors

i. At the beginning of each annual elected board term, an orientation to Executive Committee shall be provided to Lead Directors. The orientation shall cover all operational and administrative aspects of the Society; establish team frameworks and dynamics; and create approachability statements. This orientation is mandatory.

ii. The Human Resources and Administrative Services Manager, with the support of the PRCM, shall maintain a secure folder that contains one Portfolio training file.

1. The folder shall contain all training manuals submitted by past Directors for each Board term.
2. One week before the Onboarding training start date, the Human Resources and Administrative Services Manager shall grant access to the folder to each incoming Lead Director.
3. The contents of the folder shall be kept as view only.
4. Lead Directors may propose edits to the folder contents by submitting revised versions to the PRCM and Human Resources and Administrative Services Manager.
5. Lead Directors should provide feedback and updates to training manuals (first draft) before March 15th.

iii. Before assuming office on May 1, an incoming Leads Director shall be paid for a maximum of 70 hours of training with the outgoing Lead Director in their position.

1. This includes: reviewing relevant bylaws and policy; shadowing the outgoing Lead; office tours and introductions; attending relevant committees; and, practical skills transfers.
2. If Board Orientation is scheduled before May 1, those hours shall not be paid or count towards the 70 Lead Director training hours

iv. At the start of the board term, outgoing Lead Directors shall be paid for a maximum of 70 hours to provide on-the-job training to incoming Lead Directors. These training hours should be completed within the first three weeks of May.

v. Within the first eight weeks of assuming office, Lead Directors shall be given additional mandatory training in:

1. UVic Administrative Organization
2. Non-profit Management
3. Human Resource Management
4. Budgeting and Financial Management
5. Advanced Workshop in Post-secondary Issue
6. Marketing & Communications
7. Media Training
8. Legal Competency

vi. All directors are able to attend these training sessions, although the training is only mandatory for Lead Directors.

1.6 Progressive Resolution and Performance Management Policy

a. Objective

i. Sometimes there are questions about a Director's quality and/or quantity of work and their ability to meet their duties and responsibilities set out in UVSS Bylaws and policies.

ii. All Directors have the right to safely address and resolve conflict and respond to any questions about their performance. The purpose of this policy is to provide an accessible, effective and consistent method for Board members to present and resolve their concerns.

iii. Directors may bring a support person to any meeting with other Directors.

iv. Directors dissatisfied with this process or facing worsening conflict are encouraged to consult with UVic EQHR. Concerns with UVSS staff must be raised with an excluded manager.

v. This policy distinguishes between interpersonal conflict resolution and performance management of Lead Directors, recognizing that Lead Directors are paid roles with defined operational responsibilities. Under the Societies Act, a director must act honestly and in good faith with a view to the best interests of the society, and exercise the care, diligence, and skill that a reasonably prudent individual would exercise in comparable circumstances.

b. Principles of respectful and professional conduct

i. All Board members acknowledge that the UVSS Board must discuss difficult issues and work through differences of opinion, including topics related to oppression and the responsibilities of a students' society

ii. We understand that Directors are students and have many demands on their time and energy.

iii. We understand that Advocacy Groups represent marginalized and diverse groups, and face disproportionate emotional labour demands and barriers to participation.

iv. We also understand that every Director has a fiduciary duty to responsibly represent the UVSS, as per the Constitution and Bylaws and the Societies Act.

v. Lead Directors are paid and have an obligation to complete their associated job duties in exchange for that salary.

vi. All Directors have unique lived experiences and as a result, some conversations and topics may be more difficult for some folks than others.

vii. Directors have the right to receive communications and concerns via email, and have at least five business days to respond, before conversations are initiated. We will resolve issues with confidentiality and respect, and in a timely manner.

viii. We are open to being wrong, and are not afraid of facing and resolving conflict.

ix. When appropriate, we will resume our professional relationships with respect and direct communication.

x. We acknowledge that everyone has different abilities to respond to conflict and concerns and deserves the time to process, seek out resources, and respond appropriately.

xi. We all play a role in our collective self-improvement, and the positive progression of the organization as a whole.

c. Conflict Resolution Process

i. This process applies to interpersonal conflict, communication challenges, and behavioural concerns between Directors.

ii. ii. This process is collaborative in nature and is intended to support mutual understanding, relationship repair, and respectful working environments.

iii. iii. Concerns related primarily to job performance of Lead Directors may be addressed under the Performance Management Process.

iv. iv. Where, at any stage, it becomes clear that the concern relates primarily to job performance rather than interpersonal conflict, the matter may be referred to the Performance Management Process.

v. STEP ONE

1. Attempt to resolve issues with the other Director(s) involved, in private. Directors may skip this step if they choose.
2. Respondents shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance and they shall be offered assistance to help build their capacity. This shall constitute the first step of a four-step progressive resolution process.
    a. Discussion guidelines:
        i. Issues should be approached with humility and the intent to learn.
        ii. The conversation should focus on problem-solving and improving the overall process.
        iii. Understand intent – if it is not to find a respectful solution, take a step back before having a conversation.
        iv. Have a direct and honest conversation with the other person, starting by clarifying your purpose.
        v. Describe the behavior specifically, without referring to your assumptions about their intention. Describe how their behavior affected you.
        vi. Give them the opportunity to respond and ask for their point of view.
        vii. Indicate what you'd like them to do differently or what steps you would like them to take and ask them to do so in return – respect reasonable requests.
        viii. Agree on guidelines for future behavior that will address concerns raised by both of you, and record the content and/or agreements in a follow-up email to the Directors involved.
        ix. Ask direct questions and encourage direct answers; seek clarification where needed.

vi. STEP TWO:

1. The Director may contact:
    a. The Director of Outreach and University Relations.
    b. Advocacy representatives are welcome to contact the Director of Student Affairs.
    c. If the issues concern the Director of Outreach and University Relations or Director of Student Affairs, they can contact the Director of Finance and Operations.
    d. Executive Director
    e. Or move to step three.
        i. The contacted Director will organize and facilitate a meeting to produce a resolution and increase understanding among Directors, and may invite a neutral third party (e.g. the ombudsperson) to lead the meeting. Minutes must be taken and stored confidentially by the Director of Outreach and University Relations, another Lead, or Executive Director.
        ii. An objective of this meeting is for the parties to set clear expectations for behaviour and performance improvement, and

describe milestones to measure success at meeting those expectations.

vii. STEP THREE:

1. If the discussion with other Directors does not resolve the problem to the mutual satisfaction of the Directors involved, the matter may be referred to the Executive Committee through a lead director or Executive Director either by submitting a written account or attending an Executive Committee meeting.
2. An excluded manager may organize a meeting to produce a resolution and increase understanding among Directors facilitated either by them, or by a neutral third party (e.g. the ombudsperson). Minutes must be taken and stored confidentially by the Director of Outreach and University Relations, another Lead, or Executive Director.
3. An objective of this meeting is for the Executive Committee to set clear expectations for behaviour and performance improvement, and describe milestones to measure success at meeting those expectations. Minutes must be taken and stored confidentially by the Director of Outreach and University Relations, another Lead, or Executive Director.
4. The Director under review shall be given at least three business days to acknowledge that they have received the communication, and a further five business days to respond to the concerns and expectations in writing. This response time may be extended by mutual agreement. They shall also be given a reasonable time frame in which to correct their behaviour or improve their job performance.

viii. STEP FOUR:

1. If, after a suitable period of time has gone by without improvement, the matter may be brought to an in camera session of a Board meeting. At least five business days' notice must be provided to the respondent(s), and they must be present at the meeting in order to respond and answer questions. After, they may be asked to leave so that the Board may determine a course of action.
2. Disciplinary action may include, but is not limited to, a formal statement of disapproval, documented in the publicly available minutes, and/or removal of benefits.
3. Depending on the seriousness of their actions, the Board may pass a motion to initiate proceedings to have the director removed from the Board of Directors, as per the Societies Act of British Columbia.
4. Disciplinary motions must be passed by a 2/3 vote of the Board.

d. Responsibilities and expectations

i. The University of Victoria Students' Society is responsible for:

1. Providing all employees and Directors with a harassment-free workplace.

ii. Directors are responsible for:

2. Fostering a safer, harassment-free work environment and setting an example about appropriate workplace behaviour.
3. Proactively and directly speaking up or to trusted internal parties about any issues.
4. Reporting problematic behaviour in the context of performance concerns that they witness other Directors initiating or facing.
5. Avoiding spreading rumours with malicious intent.

iii. Directors can expect:

1. To be treated with respect in the workplace and in all meetings.
2. To have their rights to a fair process and confidentiality respected.

3. To be protected against retaliation for reporting issues or cooperating in resolutions.

iv. Excluded Managers are responsible for:

1. Sharing the role of Board point-of-contact for general issues, triaging as applicable.
2. Organizing Director mediation or conflict resolution meetings, if appropriate.
3. Providing advice and recommendations to Directors upon request.

v. Personnel Committee is responsible for:

1. Acting as the independent primary liaison between the Board and UVSS staff
2. Overseeing Excluded Managers and addressing concerns with their performance or conduct.

e. Performance Management Process

i. This process applies to concerns regarding the ability or failure of a Lead Director to fulfill the duties and responsibilities of their role, including operational, administrative, and governance responsibilities.

ii. This process applies specifically to Lead Directors in their capacity as paid representatives of the Society.

iii. A Lead Director may be referred for performance review where they:

1. Fail to report to work for three (3) consecutive working days without prior notice or subsequent communication providing reasonable justification;
2. Fail to meet required in-person working hours, as outlined in their Acceptance of Office letter or Board of Directors policy;
3. Fail to attend required meetings, including Board, Executive Committee, or assigned committee on two (2) or more occasions within a 30-day period without reasonable justification;
4. Fail to submit required director reports, or submit reports that are incomplete, materially inaccurate, or repeatedly late on three (3) or more occasions within a 60-day period;
5. Fail to respond to Board, Executive Committee, or staff communications that require a response within three (3) business days, on three (3) or more occasions within a 30-day period, without reasonable justification.
6. Fail to work required hours or complete assigned duties or responsibilities for a continuous period of one (1) week, where such duties have been clearly communicated and are reasonably expected within the Director's role
7. Cause material disruption to Society operations, including but not limited to missed mandatory meetings, failure to action time-sensitive decisions, or failure to participate in required governance processes, where such disruption can be reasonably linked to the Director's absence, inaction, or failure to fulfill assigned responsibilities;
8. Be the subject of substantiated findings, through a formal review or complaint process, of:
    a. failure to perform duties as required under UVSS bylaws and policies; or
    b. conduct that violates Board policies or significantly impairs the functioning, integrity, or reputation of the Society.

iv. A performance review may be initiated by any of the following acting separately or together:

1. The Executive Committee.
2. An excluded manager.
3. A resolution of the Board of Directors supported by at least two-thirds (2/3) of Directors present and voting.

v. In the event of disagreement between any of the above entities, the Executive Committee has final authority to determine whether a performance review will proceed.

vi. STEP 1 - WRITTEN PERFORMANCE NOTICE

1. Where concerns arise regarding a Lead Director's performance, the matter shall be addressed by the Executive Committee or an excluded manager through a documented performance discussion.
2. The Lead Director shall be informed of the concerns and provided with clear written expectations for improvement, including measurable outcomes where appropriate.
3. The Lead Director shall be provided with a defined improvement period of up to fifteen (15) business days, unless an alternative timeline is established by the Executive Committee based on the nature and complexity of the concerns.

vii. STEP 2 - FORMAL PERFORMANCE REVIEW

1. If, after the period of time determined on step 1, there has not been sufficient improvement, the matter may proceed to a formal performance review.
2. A meeting shall be held with the Lead Director and representatives of the Executive Committee and/or an excluded manager.
3. Clear expectations for performance improvement shall be established and documented, including timelines and measurable outcomes.
4. The Lead Director shall be provided with a defined improvement period of up to ten (10) business days, unless an alternative timeline is established by the Executive Committee based on the nature and complexity of the concerns.

viii. STEP 3 - ESCALATION TO BOARD

1. If, at the conclusion of the improvement period established in Step 2, the Lead Director has not met the expectations for improvement, the Executive Committee may refer the matter to the Board of Directors for further review and determination of next steps.
2. The matter shall be brought to an in-camera session of a Board meeting. The Lead Director must be present to respond and answer questions, after which they may be asked to leave so that the Board may determine a course of action.
3. The Lead Director shall be provided with at least five (5) business days' notice of the meeting and shall be given the opportunity to respond to the concerns and answer questions.
4. Failure to attend the scheduled Board meeting without reasonable justification will be understood as the Lead Director declining to provide written or oral submissions, and the Board may proceed to consider the matter in the Director's absence.
5. If the Lead Director is unable to attend for reasonable cause, the Board may reschedule the meeting once.
6. If the Lead Director fails to attend without reasonable justification, the Board may proceed in their absence.
7. Disciplinary action may include, but is not limited to:
    a. Reinstate the Lead Director with specific conditions or performance requirements;
    b. a formal statement of disapproval documented in the publicly available minutes;
    c. Request resignation of the Lead Director;
8. The Board may pass a motion to suspend a Lead Director as a temporary measure during investigation or performance concerns. Lead Directors may be suspended, with or without pay, for serious disciplinary reasons.

a. Paid suspension means the Lead Director continues to receive regular wages during the suspension period. Unpaid suspension may only be applied for serious misconduct, requires the Lead Director to be completely relieved of all duties for the duration of the suspension, must be documented in writing, and consistent with procedural fairness.
b. The Lead Director shall receive written notice of the suspension, including the reason for the suspension, the duration, whether it is paid or unpaid, and any conditions for reinstatement. All suspensions must be documented in Board minutes and handled consistently with other disciplinary measures to ensure fairness and legal compliance.

9. The Board may pass a motion to initiate proceedings for the removal of a director.
10. Any removal of a Director shall be carried out in accordance with the Societies Act of British Columbia and the Society's bylaws, including:
    a. by special resolution of the members, unless the bylaws expressly permit removal by ordinary resolution; or
    b. by any alternative method expressly set out in the Society's bylaws.
11. Disciplinary motions must be passed by a two-thirds (2/3) vote of the Board.

ix. <u>EXCEPTIONAL CIRCUMSTANCES</u>

1. Notwithstanding the progressive resolution process, where a Lead Director demonstrates serious or ongoing failure to perform their duties, an expedited process may apply. In such cases, the matter may be referred directly to Step 3 – Escalation to Board, bypassing earlier steps.
2. Serious concerns and demonstrate conduct include:
    a. Fail to report to work for ten (10) consecutive working days without prior notice or subsequent communication providing reasonable justification;
    b. Fail to complete assigned duties or responsibilities for a continuous period of two (2) weeks, where such duties have been clearly communicated and are reasonably expected within the Director's role
    c. Engage in actions or omissions that create material risk to the Society's operations or governance, including but not limited to:
        1. deletion, alteration, or failure to maintain official records, communications, or reports without authorization;
        2. misrepresenting attendance, working hours, or completion of duties;
        3. failure to maintain or manage required schedules, meetings, or appointments necessary for Society operations;
        4. interference with access to information, records, or systems required for the Board or staff to carry out their duties;
        5. inaction on time-sensitive matters that results in operational, financial, or governance risk to the Society; or
        6. unauthorized use, misappropriation, embezzlement, or theft of Society funds, assets, or property.

1.7 Lead Directors Work Expectations

a. Specific details regarding Lead Directors' employment rights and conditions are outlined in the Lead Director Employment Contract, and are also subject to the Society's Constitution, Bylaws, and Board of Directors Policy.

i. Lead Directors, as paid members of the Board, are expected to fulfill all operational and administrative responsibilities associated with their role.

ii. This includes, but is not limited to:

1. Maintaining an average of 35 hours of work per week, unless approved otherwise by the Executive Committee or Board of Directors

2. Maintaining a regular in-person presence in UVSS offices, unless approved by executive committee or the Board of Directors.
3. Attending all required meetings and fulfilling assigned responsibilities
4. Remaining responsive to communications within a reasonable timeframe
5. Completing assigned projects and operational duties

iii. Lead Directors shall ensure their work is visible and accountable through director reports and participation in meetings and Society operations.

iv. Directors are required to meet these obligations except in extenuating circumstances which must be disclosed to the Board. Examples of extenuating circumstances include:
1. Illness or medical appointments;
2. Family emergencies or approved personal leave;
3. Other obligations approved by the Executive Committee or the Board.

v. The following are not considered extenuating circumstances for the purpose of this policy:
1. Interpersonal conflict between members of the Board. Directors have a duty of care to the Society and must make their best efforts to maintain a professional work environment;
2. Other reasons that could reasonably be addressed through communication or delegation.

vi. Lead Directors shall post on their office doors a minimum of two hours per week on different days the specific office hours when they will be available to members of the Society and the means by which members can contact them outside of their posted office hours.

vii. Lead Directors shall strive to maintain in-person presence and office hours that coincide with the operating hours of the Students' Society Centre (9am – 4pm).

viii. the Director of Events and the Director of Campaigns and Community Relations may, during event delivery periods, be exempt from Policy 1.7(ii).

b. Leave of Absence & Vacation

- **i.** Lead Directors are entitled to five (5) paid vacation days per semester to be used to their discretion across the board term. If a Lead Director's term ends before the completion of a semester, their vacation entitlement will be prorated according to the time served during that semester.
  Directors must use their vacation entitlement to cover office closures on Easter Monday, and the winter office closure period from December 26 to December 31. These days will be deducted from the Director's available vacation balance.
- **ii.** Lead Directors shall track their vacation time using the Society's electronic timesheet system. If electronic tracking is not available, vacation days shall be recorded in a shared spreadsheet maintained by the Executive Committee. Vacation records must be accurate and available to Directors upon request.
- **iii.** Lead Directors may take unpaid personal leave of up to thirty [30] days that is approved by the Board of Directors.
- **iv.** Lead Directors shall not take off more than five [5] working days in a row during the most active times for the Society (August 15 – November 30 and January 2 – March 31).
- **v.** No more than one [1] Lead Director at a time can take time off between August 15 – September 30 or between January 2 – January 31 without the consent of the Executive Committee.
- **vi.** Lead Directors are exempt from overtime under the Employment Standards Act. While extraordinary hours may occasionally be required, the Executive Committee may, at its discretion, allow Lead Directors to take time off in lieu, provided operational responsibilities are maintained.
- **vii.** Sick leave for Lead Directors shall be the same as afforded to permanent employees under the USW 2009 Collective Agreement.

c. Lead Director Vacancy

- **i.** As per the UVSS Bylaws, when a vacancy has been established in a Lead Director position either by resignation or impeachment, the Board of Directors may decide to either:
  1. Hold a by-election
  2. Elect a director to fill the Lead Director position as an interim Lead Director
- **ii.** If the Board of Directors decides to elect a director as an interim lead director, the Board of Directors must pass a resolution to initiate proceedings to elect an interim lead director. The following process shall then apply:
- **iii.** An excluded manager shall preside over the election and ensure the proper process is followed.
  1. They shall rule on disputes and oversee the counting of ballots. The presiding excluded manager shall announce at the beginning of the electoral process that they are overseeing the process.
  2. Any ruling or interpretation of the presiding excluded manager may be challenged by a
  3. director. A two-thirds [2/3] majority vote is required to overturn a ruling or interpretation of the presiding excluded manager.
  4. Any director may choose to put their name forward as a candidate for interim lead director. The presiding excluded manager shall ensure that all directors are given an equal chance to announce their candidacy.
- **iv.** Each candidate shall be invited to deliver an address to the Board of Directors not exceeding five [5] minutes. Order of speaking shall be determined by a drawing of lots.
- **v.** After all candidates have spoken, each director will have the opportunity to ask a question not longer than 30 seconds. All candidates will have up to 1.5 minutes to respond to the question

1. The Board of Directors may choose to extend the candidate question period by a 50% majority vote of directors present and voting.
2. The Board of Directors will then vote by secret ballot for the candidate of their choosing. Each Director may vote for one candidate. Ballots with multiple names, illegible ballots, and ballots which do not contain the first or last name of any candidate will be discarded.
3. Up to three [3] directors who are not candidates may scrutinize the counting of ballots.
4. The presiding excluded manager will secure all ballots for 7 days after which they will be destroyed. Any member of the Board of Directors may ask for verification of the ballots by a third party.
5. The successful candidate must receive more than 50% of valid ballots cast. If no member receives more than 50% of valid ballots cast, then there will be continued rounds of voting subject to the rules above until a candidate receives more than 50% of valid ballots cast. Election results will be revealed after each round of voting.
6. Interim lead directors shall retain their position on all committees to which they were elected, including positions where they were elected as a director.

1.8 Directors At Large & Director of International Student Relations

a. Scheduling and Volunteer Hours

i. Directors At Large and the Director of International Student Relations are required to volunteer at least a minimum of two hours per week to volunteer for UVSS activities that are not board meetings.

ii. Directors At Large and the Director of International Student Relations are not required to volunteer during holidays (statutory, university, or UVSS office holidays), or during co-op work/practicum terms.

iii. At least one of the two volunteer hours per week shall be committed to being present in the Students' Society Centre to greet and assist members during regular Students' Society Centre hours.

iv. Directors At Large and the Director of International Student Relations are required to attend a minimum of two [2] UVSS committee meetings per month.

v. Directors At Large and the Director of International Student Relations shall report their volunteer hours and committee attendance in their director reports.

b. Portfolio DALs

i. Preamble This purpose of this policy is to ensure that Directors at-Large have an informed and meaningful experience during their term on the Board of Directors. As well, it is intended to provide a strong system of accountability and support for Lead Directors as they undertake their work.

ii. **Portfolio Breakdown**

1. Each Lead Director shall have two [2] Directors at-Large assigned to their portfolios.
2. The Director of International Relations shall have one [1] Director at-Large assigned to their portfolio to support their work.

iii. **Responsibilities of a Portfolio DAL**

1. Familiarize themselves with all policy pertinent to the portfolio to which they are assigned.
2. Attend the open committees and working groups chaired by the Lead Director to which they are assigned. Finance and Operations Portfolio DALs will also sit on SUB Business Marketing Committee.

3. At least one Portfolio DAL of the two DALs assigned to a portfolio shall put their name forward to run for the 2nd chair position(s) on the open committee(s) under their portfolio.
4. Ensure that their Lead Director to which they are assigned is performing their duties as outlined in their job descriptions.
5. In the event that a Lead Director or a Director of International Student Relations position is vacant, the portfolio DAL(s) shall make an effort to carry on the duties of the position.
6. Perform any other duties as required by UVSS policy and bylaws, or as needed by the Board.

iv. Responsibilities of Lead Directors

1. To actively communicate their daily activities and long-term projects with their portfolio DALs.
2. Lead Directors should schedule a meeting between portfolio DALs and themselves at least twice a month.

v. Elections

1. Portfolio DALs shall be elected at the first Board meeting of the elected term, with the option for changes at the first Board meeting of each semester.

1.9 Child Care

a. Where a Director requires childcare to perform his or her duties, the UVSS shall reimburse the Director for an amount up to the rate available to UVSS staff in the Collective Agreement. Reimbursements at rates higher than those available to UVSS staff in the Collective Agreement for extenuating circumstances may be approved by the Board of Directors on a case by case basis.

1.10 Information Technology Use

a. UVSS Social Media Management

i. The UVSS is a brand and has a specific image that must be maintained. All social media guidelines are in place to ensure the continued trust in the UVSS that students, the university, and other brands have.

ii. Only designated UVSS staff and Lead Directors are allowed to manage social media content on behalf of UVSS.

1. All social media and public facing materials must be approved by the Policy, Research, and Communications Manager to ensure brand guidelines and messaging are followed.
2. All social media accounts, including Instagram and Facebook, are run and managed by the Communications Office.
    a. Lead Directors work with the communications office to get ideas for content and promote UVSS events, campaigns, etc., but the communications office is responsible for how content comes out and controls the brand narrative of the UVSS.

iii. Use of UVSS social media must comply with UVSS bylaws and policy and all applicable legislation, as well as the brand and social media guidelines set by the Communications Office and Graphics Department.

iv. Only official UVSS information and views, not an individual's personal views, are to be communicated by staff and Lead Directors on UVSS social media channels.

v. When sharing information on behalf of external organizations on the UVSS social media channels, Executive Committee shall:
    1. Approve no more than two [2] external posts per month; and
    2. Ensure that the organization's values align with those of the UVSS.
        a. Any approved posts will first be recommended by the Policy, Research, and Communications Manager.

vi. When sharing information on behalf of internal UVic organizations or groups on the UVSS social media channels:
    1. The Policy, Research, and Communications Manager may use their discretion to share and repost content
    2. Promotion of clubs and course unions content is kept to a minimum, to ensure all clubs and course unions are treated equally
        a. Any content that is shared must be approved by the PRCM

a. Directors' Personal Use of Social Media

i. The UVSS does not govern how directors use social media in their personal lives.

ii. The Society is not liable for content posted by directors on their personal social media channels.

b. Emails & File Storage

i. At the beginning of each board term, all Lead Directors shall be assigned emails and computers. In addition, the following positions shall be provided UVSS emails:
    1. All Directors elected to Personnel
    2. Electoral Committee Chair
    3. Directors At Large

ii. All role-assigned emails and electronic files are the property of the UVSS and must be transferred to their successors at the beginning of the following board term.

iii. Role-assigned email accounts are only to be used for work related to the Society.

PART 2: CONFLICT OF INTEREST

2.1 Declaration of Interests

a. At the beginning of their term, each Director shall be given a copy of the Conflict of Interest regulations, and shall disclose all interests which might cause conflict of interest, such as (but not limited to) membership in any clubs, course unions, other executives or boards, financial interests (such as holdings, shares, etc.), and employment within the operations of the Students' Society.

Adopted AGM 1995/10/25

2.2 Employment Conflict of Interest

a. If Board members apply for positions of employment within the operations of the Students' Society, they shall resign from the Board of Directors of the Students' Society (the Board) or their resignation shall be considered to have been delivered on the closing date of applications.

b. Once they take office, Lead Directors must resign from any other paid positions in the operations of the Society, or else shall be considered to have resigned from the Board.

c. If Directors-At-Large, Advocacy Representatives, or the NSU Firekeeper were already employees of the Society before being elected, they may keep their employed position, but they must follow these restrictions:

d. They cannot be members of the following committees:

i. All divisional hiring committees

ii. The Personnel committee

iii. Union executives

iv. Bargaining committees

v. The Labour Management Committee

e. They must formally abstain from discussing and voting on:
   i. The Management Wage Package
   ii. The collective agreements
   iii. Other Personnel issues
   iv. Motions affecting their particular division of employment

f. If Directors apply for a Workstudy position within the operations of the Society, they shall resign from the Board or their resignation shall be considered to have been delivered on the closing date of applications. Exempt are those Workstudy positions within the operations of the Radio Society (CFUV-FM), the Martlet and the Gender Empowerment Centre, the Native Students' Union, the Pride Collective, the Society for Students with a Disability, and the Students of Colour Collective.

g. They must formally abstain from discussing and voting on:
   i. Motions affecting their particular division of employment
   ii. Other Personnel issues

h. Once they take office, Lead Directors must resign from any employment at the University of Victoria, including Community Leaders in UVic Residence, or else shall be considered to have resigned from the Board.

i. If Directors-At-Large, Advocacy Representatives, or the NSU Firekeeper were already employees the University of Victoria before being elected, they may keep their employed position, but they must declare their employment to the Board of Directors and follow these restrictions:

j. They must formally abstain from discussing and voting on:
   i. Motions affecting UVSS and UVic relations.

Adopted AGM 1995/10/25
Amended 2024/01/08

2.3 Club and Course Union Conflict of Interest

a. If Lead Directors are elected or acclaimed to any executive position, or if they are given signing authority, in any club or course union, they shall resign from the Board or their resignation shall be considered to have been delivered at the time of their election or acclamation to that club or course union executive.

b. Directors who are members of clubs and/or course unions shall formally abstain from discussing and voting on specific money and privilege issues for their particular club and/or course union, but shall be allowed to vote omnibus on funding and policy for clubs and course unions, such as at the Clubs Council and Course Union Council meetings.

Adopted AGM 1995/10/25

2.4 Separately Incorporated Fee-Levied Group Conflict of Interest

a. If Lead Directors are given signing authority in any advocacy group, affiliated organization, subsidiary organization, or separately incorporated fee-levied group, they shall resign from the Board or their resignation shall be considered to have been delivered at the time of their election or acclamation to that position.

2.5 Board of Directors Electoral Conflict of Interest

a. The UVSS Board of Directors is not permitted to endorse any candidates running for a position on the UVSS Board of Directors in an election. The Board is permitted to endorse referendum proponents or opponents.

2.6 External Organization Honoraria Conflict of Interest

a. Lead Directors and the Director of International Student Relations shall not personally accept honoraria offered by another organization for any work which would reasonably be considered

part of their regular duties. The organization may, however, direct the suggested honorarium amount toward the UVSS Food Bank as a donation.

b. Should a Director be offered a cultural or ceremonial gift by an Indigenous representative during their term in office in return for work which may reasonably be considered part of their regular duties, they may accept the gift on behalf of the society.

PART 3: SOCIETY MEETINGS

3.1 Board Meetings

3.1.1 Speaking and Voting Rights

a. Priority to speak shall be given to individuals who have not previously spoken, or who have spoken the least, to the item under discussion.

b. If a member of the audience is required to speak to a motion, the Board shall vote once to extend them speaking rights for the duration of the meeting, and the Chair may call on them to answer Board members' questions, if appropriate.

c. The chair of a board meeting shall not do the following:

- **i.** Vote on a resolution or motion, except when the chair is a voting member of the board and there is a tie, or there are seven or fewer board members present.
- **ii.** Move a resolution or motion, other than to give congratulations or condolences
- **iii.** Motivate, debate, or speak to a motion, other than to facilitate debate or ensure that procedure is followed.

d. If the chair of a board meeting wishes to do anything in section c. above, they must do one of the following:

- **i.** Step down for an external chair at the beginning of the meeting.
- **ii.** Step down for a vice-chair, chosen among Lead Directors, prior to a motion being moved. If a vice-chair cannot be found from among the Lead Directors, then a chair shall be chosen from among the At-Large Directors and Advocacy representatives. Advocacy.
- **iii.** Representatives,however, are encouraged to debate because they represent unique perspectives. If no director wishes to chair, then one of the excluded managers is invited to chair.
- **iv.** The Board shall first vote to replace the Chair with an alternative, for a specified number of motions, before resuming business. After the culmination of the specified number of motions, the original Chair is automatically reinstated.

e. Voting remotely is permitted in extraordinary circumstances (for example, extreme weather), or for Directors on leaves of absence.

f. The Chair must keep a record of votes submitted electronically and provide this list to a Director or staff-member upon request.

3.1.2 Scheduling and Notice Requirements

a. Directors shall be given a minimum of 48-hours' notice of a meeting of the Board of Directors. This notice must include the meeting date, start time, and location.

- **i.** In extraordinary circumstances (for example, extreme weather), notice may be provided less than 48-hours, but no less than 24-hours, in advance of the meeting; however, the agenda must be provided with at least 24-hours' notice (as per Bylaw 5.3.b)
- **ii.** The Board shall take additional steps to ensure that members are provided sufficient notice.

b. All agenda items shall be submitted to the Policy, Research, & Communications Manager and the Director of Outreach and University Relations no later than 9am on the Friday preceding the Board of Directors meeting, if that meeting takes place on a Monday, in order to be included in

the agenda. If the Board meeting is not on a Monday, then all agenda items shall be submitted 72-hours prior to the Board meeting in order to be included in the agenda.

i. Directors shall submit all agenda items at least 72-hours in advance of irregularly scheduled Board meetings in order for them to be included in the agenda.

ii. If there are no agenda items submitted to the Policy, Research, & Communications Manager and the Director of Outreach and University Relations preceding the meeting, the meeting will be cancelled.

c. Agenda items that require a decision to be made before the next regularly scheduled board meeting shall be placed in a section called ‘Priority Business’. ‘Priority Business’ shall be the first section under ‘Main Motions’ and shall precede ‘Old Business’ and ‘New Business’.

d. Regularly scheduled board meetings shall be a maximum of five (5) hours. Board meeting lengths may only be extended by a 2/3 majority vote of the Board.

e. Draft minutes from Board of Directors Meetings shall be distributed to directors no later than 48-hours prior to the next board meeting, and shall clearly read "Draft Minutes".

f. Approved minutes shall be posted on the UVSS website in a timely manner. The Board shall make every effort to broadcast Board meetings to all members.

i. Board meetings may only be broadcast after a unanimously approved motion at the start of each Board meeting.

ii. Recordings may be kept online until the minutes from the broadcasted meeting have been ratified.

iii. The ability of the Board to broadcast Board meetings shall be detailed during Board Orientation.

g. The Board shall seek to schedule Board of Directors on dates other than religious and other culturally significant holidays.

3.1.3 Reports

a. The Executive Committee, with the leadership and guidance of the Director of Finance and Operations, Executive Director, Human Resources and Administrative Services Manager, and General Manager, shall give a detailed verbal and printed report on the status of strategic plan implementation, business plan implementation, and society finances and operations at least one Board meeting per semester.

b. An excluded manager shall give a brief verbal report on the status of strategic plan implementation and society finances and operations at each board meeting.

Adopted AGM 1989/10/26

3.1.4 In Camera Sessions

a. In camera sessions shall adhere to the following:

i. An in camera session may only be held if it is included in the posted agenda

ii. When a motion is made to come out of camera, that in camera session ceases immediately and a five-minute break shall be called to allow the return of the gallery. If this motion fails, the in camera session will continue within the constraints of the original in camera motion.

iii. All in camera sessions, excluding in camera sessions that require the use of a paid professional,shall be placed at the end of the agenda after all other business has been conducted.

b. If a director is unable to attend a board meeting where an in camera session has occurred, the Chair shall make all efforts to provide that director with the information that they require to participate in and conduct the affairs of the Society, including access to legal counsel when required.

c. In camera items are strictly confidential and members present are not to disclose the proceedings of in camera sessions, and, as per directors' fiduciary obligations, are to act in good faith and in the best interests of the Society.
d. In camera sessions are reserved for discussion of staff relations (in accordance with the relevant Collective Agreements or contracts), legal matters, or other matters of a sensitive or confidential nature.
e. Only members of the Board of Directors, and invited third parties as may be required are allowed to remain in the meeting.
f. No motions may be moved during an in camera session of the Board of Directors except those relating to with the exception for instruction for legal counsel or personnel issues.
g. When a decision of a confidential or legal nature is made in camera, that decision shall be minuted and made available to directors upon request.
h. The Board may vote to include in-camera motions in the minutes (for example, the approval of hiring decisions, motions requiring consultation, and other information that is required to be publically available).
i. Audio or video recordings shall not be made of in camera sessions.
j. The Board shall have all written notes made by directors and staff returned to the Chair at the conclusion of an in camera session.

3.1.5 Online Voting

a. In the case that a resolution must be resolved before the next scheduled board meeting, the Board of Directors may hold an online vote over email or via another approved platform of Board communication
b. The email vote must include the motion, a short motivation, and a deadline by which board members are expected to vote
    i. The deadline by which board members are expected to vote shall be no sooner than 36 hours after the motion is sent to the board
    ii. Deadlines may vary depending on operational need, but will be clearly communicated within the email
c. As per Bylaw 5.3.c, a certain number of board members must vote before the deadline to ensure that quorum is reached:
    i. a minimum of nine [9] directors during the months of September to April inclusive
    ii. a minimum of seven [7] directors during the months of May to August inclusive
d. The record of votes will be kept by the Chair and shall be provided to a staff member or Director upon request (as per BOD Policy 3.1.1.f)
e. The online motion and the result of the vote shall be included in the minutes of the next Board of Directors meeting

3.2 General Meetings

a. The Board of Directors shall present at the Semi-Annual General Meeting on the progress being made on the strategic plan.
b. The Board of Directors shall advertise for general meetings using a wide array of communications methods and as otherwise required by provincial legislation.
c. Yearly budgets shall be posted on the UVSS website no later than two business days after their adoption at a general meeting.
d. Yearly financial audits shall be posted on the UVSS website no later than two business days after they have been received at a general meeting.
e. The Board shall seek to schedule General Meetings on dates other than religious and other culturally significant holidays.

3.3 Committee Meetings

a. All committees shall include a member at large position, whenever possible, which cannot be filled by a member of the Board of Directors. This will not apply to hiring committees.

b. When electing more than one person to a committee, one of the seats will first be opened to individuals who self-identify as Indigenous or as members of a group marginalized through sexuality, race, ability, sex or gender.

c. The Society shall publicise a list of its committees, the committee membership and the committee meeting times outside the Students' Society Centre

d. All Society members appointed to non-society committees shall be elected by the Board of Directors. These members shall report on the activities of the committee to the UVSS Board of Directors and are expected to represent the Society and its policies during any decision-making process.

e. The Society shall post the date, time and location of open committee meetings on the Society website and Students' Society Centre at least 48 hours prior to the scheduled date of the meeting.

Adopted SAGM 1999/02/12

PART 4: UNIVERSITY COMMITTEES

4.1 Committee Vacancies

a. Upon notice of a vacancy on a University committee, the UVSS will inform its members of the vacancy through, but not limited to the following methods:

- **i.** An email to all relevant clubs and course unions;
- **ii.** A notice on the UVSS website;
- **iii.** A notice at relevant locations on campus; and
- **iv.** A notice on UVSS social media accounts.

4.2 Appointments

a. Director of Outreach and University Relations shall appoint a nominee to the university committee. An election shall be held at a Board meeting if there is more than one nominee.

PART 5: EXTERNAL MEETINGS

5.1 Travel

a. All travel arrangements for external meetings must be pre-approved by two executives and a senior manager. Only cost-effective means of travel to and from external meetings will be reimbursed.

b. The Society shall pay student representatives per diems when working outside the Capital Region and shall include travel days. Travel expenses and allowances for student representatives shall be the same as afforded to employees under 25.7 of the USW 2009 Collective Agreement.

c. Where a Director is required to use his or her own vehicle to travel to an external meeting, the UVSS shall reimburse the Director for an amount up to the rate available for UVSS staff in the Collective Agreement.

5.2 Delegations

a. All delegations to external meetings shall be set by the Board of Directors.

b. As per their portfolio responsibilities mandated under UVSS Bylaws, The Director of Campaigns and Community Relations shall have a guaranteed seat on all external delegations related to campaigns of the Society. The Director of Campaigns and Community Relations may waive their right to their guaranteed seat if they choose.

c. When electing more than one person to an external meeting, at least half of the seats will first be opened to individuals who self-identify as Indigenous or as members of a group traditionally marginalized through sexuality, race, ability, sex or gender.
d. If a member of a delegation to an external meeting misses more than three (3) sessions at that meeting for a reason other than illness or emergency, that member must include in their delegate report to the Board what sessions they missed and the reason for their absence.
e. All individuals who are sent to external meetings on behalf of the Society shall provide a report to the Board of Directors.

PART 6: EXTERNAL ORGANISATIONS

6.1

a. The mechanism by which the UVSS shall become a member of a student federation or alliance shall be by an ordinary resolution at a general meeting requiring a majority vote. In the case that a student federation or alliance requires a referendum to apply for membership, the requirement of that organization shall apply.
b. The mechanism by which the UVSS shall become a member of an external organization that is not a student federation or alliance and whose membership fee is greater than five thousand [5,000] dollars shall be by a vote at a General Meeting. In the case that an external organization requires a referendum to apply for membership, the requirement of that organization shall apply.
c. The mechanism by which the UVSS shall become a member of an external organization that is not a student federation or alliance and whose membership fee is less than five thousand [5,000] dollars shall be by a majority vote of the Board of Directors. In the case that an external organization requires a general meeting or referendum to apply for membership, the requirement of that organization shall apply.
d. Before initiating the process to become a member an external organization, the Board of Directors must be made aware of all fees, policies and bylaws of the external organization. This information must be provided to the Board of Directors no less than two weeks in advance of a board meeting where there is a vote to become a member or to schedule a vote via general meeting or referendum.
e. Before initiating the process to become a member of an external organization whose membership fee is greater than five thousand [5,000] dollars, the Board of Directors must obtain a legal opinion on any potential legal liabilities in becoming a member.
f. The UVSS may begin the necessary processes of leaving an external organization through and in-camera motion requiring a two-thirds majority vote at a BoD meeting, as per Bylaw 5.3.e. Notice must be provided to board members two weeks prior to the vote.

PART 7: ADVOCACY GROUPS

7.1 Space Usage

a. Definitions
- **i.** Advocacy Groups - Shall be all constituency groups with the addition of the Native Students' Union.
- **ii.** The Society - Shall refer to the University of Victoria Students' Society
- **iii.** Triple Net - Shall be the rate charged per square foot to recover building operation costs.

b. Space Usage
- **i.** Space currently used by Advocacy Groups is recognised and affirmed protection by this policy. Space shall not be reduced without the mutual agreement of the Advocacy Group and the society, except at the conclusion of a period of inactivity, as per Bylaw 18.1, exceeding 365 days.

c. Expenses

i. All expenses not outlined in this policy will not be assessed to Advocacy Groups. The Society's general operating fund will continue to absorb these costs.

d. Recognition

i. Native Students' Union - It is recognised that the Native Students' Union has the right to practice cultural traditions and ceremonies within their space. It is also affirmed that the NSU space is for the use of the members of the NSU as defined by the NSU Terms of Reference.

ii. Students of Colour Collective - It is recognised that the Students' of Colour Collective have the right to the free practice of religious and cultural traditions within their space.

iii. Gender Empowerment Centre - It is recognised that the Gender Empowerment Centre has the right to a women-only space.

e. Amendment Procedure

i. This policy shall not be amended or altered in any manner without 90-days' notice to all affected organisations, except with mutual consent.

7.2 Advocacy Group Funding and Accounts

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

i. Constituency Control Account: Used for collecting and distributing membership fee revenue for Constituency Organisation operating budget grants.

ii. Joint Constituency Trust Account: Used for collecting and distributing membership fee revenue for Constituency Organisation capital acquisitions and joint projects.

iii. One trust account for each Constituency Organisation for its operations.

b. Disbursement of Membership Fees Revenue

The UVSS shall disburse all membership fee revenue collected for Constituency Organisations in the following way:

i. 93% of total revenue shall be allocated to the Constituency Control Account; and

ii. 7%of total revenue shall be allocated to the Joint Constituency Trust Account.

c. Allocation of Constituency Control Account Funds

i. Operating grant funding will be available to Constituency Organisations from the Constituency Control Account at the beginning of each four-month University term. Grants to Constituency Organisations shall be recommended by the UVSS Advocacy Relations Committee and approved by the Board of Directors. Funds granted from the Constituency Control Account may be used only for the purpose of furthering the work of Constituency Organisations.

ii. In order to be eligible for funding in a given term, a Constituency Organisation must:

1. Be recognised as a Constituency Organisation under section 18.1 of the UVSS bylaws,
2. Hold regular advertised meetings open to all of its members,
3. Have at least three active and current executive members,
4. Have provided names and signatures of its current signing authorities,
5. Present to Advocacy Relations Committee a summary of their work and actual spending in the previous term, an outline of planned activities for the coming term, and a budget for the coming term approved according to their bylaws.

iii. In a given term, the funding available for budget grants shall be:

1. An estimate of new membership fee revenue to be directed to the Constituency Control Account;
2. Plus the balance of the Control Account remaining from the previous term;
3. Less triple net assessments for all Constituency Organisations for four months, transferred directly from the Constituency Control Account;
4. Less 5% of estimated new membership fee revenue as a reserve for unanticipated expenses;

5. Less 5% of estimated new membership fee revenue for each Constituency Organisation not eligible for funding as a reserve those Constituency Organisations.

iv. Advocacy Relations Committee shall recommend that the available funding be divided equally among eligible Constituency Organisations, subject to consideration of each organisations trust account balance and past and planned levels of activity.

d. Allocation of Joint Constituency Trust Account Funds

i. Advocacy Relations Committee may approve allocations from the Joint Constituency Trust Account subject to approval of the Board of Directors. Funds granted from the Joint Constituency Trust Account may be used only for the purpose of furthering the work of Constituency Organisations. The Joint Constituency Trust Account funds are reserved for capital acquisition expenses; however

1. Any portion of the Joint Constituency Trust Account over $3000 may be used for joint projects of Constituency Organisations, and
2. Any portion of the Joint Constituency Trust Account over $6000 shall be transferred to the Constituency Control Account to augment operating grant funding.

e. Signing Authorities

i. The number of signing authorities permitted per Advocacy Group shall not exceed five [5].

7.3 Legal Policy: SSD

a. Policy Purpose

i. Whereas the Society for Student's with a Disability ("SSD") is a constituency organization of the University of Victoria Students' Society ("UVSS") and SSD's vision is to represent and act in the best interests of its members who are students at the University of Victoria;

ii. And whereas the UVSS and the SSD recognize that people with disabilities may experience social and economic discrimination as a consequence of their disabilities;

iii. And whereas SSD recognizes that SSD is not authorized to enter into a retainer agreement with a legal service provider for the provision of legal services to SSD, or its members whether or not such services are sought in SSD's own name, on behalf of its members or on behalf of the UVSS;

iv. And whereas the UVSS wishes to clarify with SSD the circumstances under which SSD may appropriately apply to expend student fees on legal fees and to otherwise establish a clear, transparent procedure for SSD to follow in seeking such approval.

b. Proposed Guidelines and Procedures:

i. Prior to seeking UVSS approval for representation by a legal service provider, SSD shall investigate no cost, pro bono options for legal services including, but not limited to, liaising with the students at the faculty of law at the University of Victoria who may be eligible to assist SSD with research and policy development, under appropriate supervision;

ii. Prior to seeking UVSS approval SSD may inquire of a legal service provider about the cost of legal services and any terms and conditions on which that legal service provider operates but shall not purport to agree to any such terms absent UVSS approval.

iii. UVSS will consider requests by SSD to expend student fees from the SSD budget that have been allocated for legal research and policy development on a case by case basis upon SSD submitting a request in writing (the "Request") to the UVSS Board of Directors prior to engaging a legal service provider. Where SSD representatives require accommodations, verbal reports can be arranged with the UVSS Director of Outreach &

University Relations provided the UVSS Director of Outreach & University Relations is given a minimum of 2 weeks advance notice prior to the meeting in which The Request is to be presented.

iv. The Request must identify the following specifically:
1. the proposed purpose of the legal expenditure;
2. the relationship to the goals and objectives of SSD;
3. the benefit to the general membership of SSD;
4. the proposed cost of the legal services
5. the terms on which the legal service provider operates; and what steps SSD has taken to investigate pro bono or no cost alternatives to commissioning legal services and, if it has taken none, why.

i. The UVSS will not approve a Request by SSD to enter into a per hour fee agreement with a legal service provider. For greater certainty, only a Request for a fixed fee will be considered.

ii. The UVSS will only approve an expenditure that is submitted in conformity with these guidelines.

iii. For greater certainty, this policy does not permit for the expenditure of legal fees to investigate, promote or otherwise fund individual Human Rights cases, individual legal proceedings or other individual civil cases whosoever the complainant may be.

iv. For greater certainty, this policy does not permit the SSD to assume representative status in any Action, Administrative Proceeding, dispute or conflict of a legal nature.

PART 8: AFFILIATED ORGANIZATIONS

8.1 Names of Affiliated Organizations

a. The following shall be considered Affiliated Organizations
- **i.** Anti-Violence Project (AVP)
- **ii.** Campus Community Garden
- **iii.** UVic Sustainability Project (UVSP)

8.2 Signing Authorities

a. The number of signing authorities permitted per Affiliated Organization shall not exceed five [5].

PART 9: SEPARATELY INCORPORATED FEE-LEVIED GROUPS

9.1 Names of Separately Incorporated Fee-Levied Groups

a. The following shall be considered Separately Incorporated Fee-Levied Groups:
- **i.** CFUV 101.9F
- **ii.** The Martlet

PART 10: FACULTY STUDENT SOCIETIES

a. Faculties that have FSSs as recognized within the UVSS Bylaws are prohibited from forming Course Unions.

b. Each FSS is entitled to a non-voting representative to Course Union Council, as outlined in the Course Union Council Terms of Reference.

c. In the interest of fairness to all FSSs, the Board shall not show preferential treatment to individual FSSs, and shall strive to offer support to all on an equal basis. However, committees of the Board may collaborate with a FSS(s) in order to include them in board initiatives.

PART 11: CLUBS & COURSE UNIONS

11.1 The Board may partner with clubs and course unions to host events for students.

a. The Director of Student Affairs shall contact all clubs and course unions with an event application form and the relevant policy, inviting them to send proposals for partnered events.

b. The student group may reach out to the relevant Director, or the Director may reach out to the relevant group. Completed forms are mandatory in all cases.
c. The two parties shall present a proposal to the relevant committee (e.g. an event proposal at events committee) for their approval, then the Chair of that committee shall make a report during a Board meeting informing the Board of the collaboration.

PART 12: ANTI-HARASSMENT

12.1 Policy Statement

a. The University of Victoria Students' Society (UVSS) is committed to fostering a harassment-free workplace where all directors and excluded employees are treated with respect and dignity.
b. The Canadian Human Rights Act protects individuals from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction.
c. Harassment at the UVSS is not tolerated. Individuals who are found to have harassed another individual may be subject to disciplinary action. This includes any individual who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.

12.2 Application

a. This policy applies to all directors and excluded employees of the UVSS.
b. This policy applies to all behaviour that is in some way connected to work, including during off-site meetings, training and on business trips.

12.3 Definitions

a. Harassment is:
  i. Offending or humiliating someone physically or verbally;
  ii. Threatening or intimidating someone; or
  iii. Making unwelcome jokes or comments about someone's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or pardoned conviction
b. Sexual harassment is:
  i. Offensive or humiliating behaviour that is related to a person's sex;
  ii. Behaviour of a sexual nature that creates an intimidating, unwelcome, hostile or offensive work environment; or
  iii. Behaviour of a sexual nature that could reasonably be thought to put sexual conditions on a person's job or employment opportunities.

12.4 Responsibilities and Expectations

a. The University of Victoria Students' Society is responsible for:
  i. Providing all directors and excluded employees a harassment-free workplace.
b. The Board of Directors is responsible for:
  i. Ensuring that this policy is applied in a timely, consistent and confidential manner;
  ii. Determining whether or not allegations of harassment are substantiated; and
  iii. Determining what corrective action is appropriate where a harassment complaint has been substantiated.
c. The Board of Directors is responsible for:
  i. The administration of this policy;
  ii. Reviewing this policy annually, or as required; and
  iii. Making necessary adjustments to ensure that this policy meets the needs of the organization.
d. The Board of Directors is responsible for:

i. Fostering a harassment-free work environment and setting an example about appropriate workplace behaviour;
ii. Communicating the process for investigating and resolving harassment complaints made by directors and excluded employees;
iii. Dealing with harassment situations immediately upon becoming aware of them, whether or not a harassment complaint has been made;
iv. Taking appropriate action during a harassment investigation, including separating the parties to the harassment complaint, when appropriate; and
v. Ensuring harassment situations are dealt with in a sensitive and confidential manner.

e. Directors and excluded employees are responsible for:

i. Treating others with respect in the workplace;
ii. Reporting harassment to Campus Security
iii. Cooperating with a harassment investigation and respecting the confidentiality related to the investigation process;

f. Directors and excluded employees can expect:

i. To be treated with respect in the workplace;
ii. That reported harassment will be dealt with in a timely, confidential and effective manner;
iii. To have their rights to a fair process and to confidentiality respected during a harassment investigation; and
iv. To be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

12.5 Procedures for Addressing a Harassment Complaint

a. Filing a Complaint

i. A director or excluded employee may file a harassment complaint by contacting Campus Security. The complaint may be verbal or in writing. If the complaint is made verbally, Campus Security will record the details provided by the director or excluded employee.
ii. The director or excluded employee should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable).
iii. Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the director or excluded employee from doing so.
iv. Campus Security may choose to tell the person that the harassment complaint has been made against, in writing, that a harassment complaint has been filed. The letter will also provide details of the allegations that have been made against him or her.
v. Every effort will be made to resolve harassment complaints within 30 days. Campus Security will advise both parties of the reasons why, if this is not possible.
vi. If either party to a harassment complaint believes that the complaint is not being handled in accordance with this policy, he or she should contact the UVSS Personnel Committee.

b. Mediation

i. Wherever appropriate and possible, the parties to the harassment complaint will be offered mediation prior to proceeding with a harassment investigation.
ii. Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the harassment complaint.
iii. The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint.
iv. Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

c. Investigation

i. If mediation is inappropriate or does not resolve the issue, a harassment investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience and who is a neutral third party with no perceived connection to the UVSS.
ii. The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.
iii. The investigator will prepare a report that will include:
    1. a description of the allegations;
    2. the response of the person the complaint was made against;
    3. a summary of information learned from witnesses (if applicable); and
    4. a decision about whether, on a balance of probabilities, harassment did occur.
iv. This report will be submitted to the Board of Directors. Both parties to the complaint will be given a copy.

d. Substantiated Complaint

i. If a harassment complaint is substantiated, the Board of Directors will decide what action is appropriate.
ii. Remedies for the director or excluded employee who was harassed may include: an oral or written apology; compensation for lost wages; compensation for any lost employment benefits such as sick leave; and compensation for hurt feelings.
iii. Corrective action for the individual found to have engaged in harassment may include: a reprimand; a suspension; a transfer; a demotion; and/or dismissal.
iv. Both parties to the complaint will be advised, in writing, of the decision.

e. Other Redress

i. A director or excluded employee who is not satisfied with the outcome of the harassment complaint process may file a discrimination complaint with the Canadian Human Rights Commission.

12.6 Privacy and Confidentiality

a. All parties to a harassment complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of a harassment complaint to those that need to know.
b. The Board of Directors, and all individuals involved in the harassment complaint process, will comply with all requirements of applicable privacy laws to protect personal information.

12.7 Review

a. The Board of Directors will review this policy and procedures on an annual basis, or as required, and will make necessary adjustments to ensure that it meets the needs of all employees.

12.8 Enquiries

a. Enquiries about this policy and related procedures can be made to the UVSS Policy, Research, & Communications Manager.

SECTION 2 - FINANCE

The UVSS adopts this financial policy for the Society acknowledging that the duties assigned to it by law and its membership are of a fiduciary nature and as such should be discharged within the utmost good faith and in the best interests of the Society at all times. The Society's Board of

Directors has a responsibility for administering the Society's finances and for determining, monitoring and keeping under review the Society's financial systems, asset management and budgets, and accepts that it governs the Society under authority derived from the British Columbia University Act, the British Columbia Societies Act and Canadian Revenue Agency requirements.

PART 1: ADOPTING THE BUDGETS

1.1 Approval

a. The Board of Directors shall annually approve an operating budget for all society operations.

1.2 Division of Responsibility

a. The responsibility for the budget creation shall be divided as follows, in consultation with the appropriate department managers and lead directors:
  - **i.** Business and Operations & Building Operations: General Manager
  - **ii.** Support and Administration: Executive Director and Human Resources and Administrative Services Manager
  - **iii.** Board of Directors Operations: Lead Director of Finance and Operations

1.3 Process & Timeline

a. Before the Director of Finance and Operations can draft and compile the Board of Directors budget, all Lead Directors who have designated committee fees (see below) should use their first six weeks to adopt a yearly activities plan and corresponding budget to be recommended subject to approval by the corresponding committee.

b. The Director of Finance and Operations must receive these plans and budgets from committee chairs by no later than June 30.

c. The Director of Finance and Operations must present the budget to the Board for approval by the last Board meeting in August. At this meeting, the Board may refer the budget back to Finance and Operations Committee for further review or adjustments. Once the budget has been approved, finalized committee budgets shall be emailed to the members of each committee. If the budget has been sent back to finance and Operations committee for further adjustments, it must be adopted by the Board of Directors by the last Board meeting in September.

PART 2: COMMITTEE SPENDING

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

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

2.2 Spending by the aforementioned committees will be limited to their yearly budgeted amounts, and funds required beyond those amounts will require approval of the Board of Directors, except as provided by this policy or Electoral policy.

Amended BoD meeting 2023/01/09

a. During the election period, the Electoral Committee may allocate up to $5000 in excess of the amount within the Elections budget as per Part 6.1 to the Elections Office without approval of the Board of Directors, if:

i. the Elections Office requests the allocation as necessary to conduct a fair and democratic election, and
ii. there is no opportunity for the Board of Directors to approve the allocation in a timely manner

PART 3: DEDICATED FUNDS

3.1 Terms

a. Dedicated Funds must be:
- **i.** Levied by referendum of the Society membership.
- **ii.** Designated for a specific purpose.
- **iii.** Administered separately from other funds.

3.2 Events Fund

a. The Events Fund shall consist of all student fees dedicated and collected for the sole purpose of funding UVSS events.
b. The Events Committee shall be responsible for administering and allocating grants from the Events Fund.
c. In a given fiscal year the sum of grants issued from the Events Fund shall not exceed the amount in the fund.
d. The Director of Events shall present a report of all expenditures from the Events Fund and the state of the fund to the Board of Directors at the end of each academic term.
e. If net revenue is generated on an event, Events Committee shall have the prerogative to allocate that revenue into the Events Fund or into the general operations fund or donate it to the Food Bank.

3.3 Government Relations & Outreach Fund

a. The Campaigns and Government Relations Fund shall consist of all student fees dedicated and collected for the sole purpose of quality research and lobby efforts directed at various levels of government and the University on the issues of post-secondary education, affordable housing, public transit, sexualized violence and campus sustainability.
b. All monies collected in the Campaigns and Government Relations shall be represented as a revenue line in the Campaigns Committee budget.
c. Any monies remaining in the fund at the end of the fiscal year shall be placed in a roll-over account and applied to the following year's Campaigns and Government Relations
d. The Director of Campaigns and Community Relations shall present a summary of all expenditures from the Campaigns and Government Relations incurred by Campaigns Committee and the state of the fund to the Board of Directors at the end of each academic term.

3.4 Elections Fund

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

3.5 Food Bank Fund

- **a.** The Food Bank Fund shall consist of all student fees dedicated and collected for the sole purpose of funding the UVSS Food Bank, supplemented by donations, fundraising and grants when available.
- **b.** The UVSS Board of Directors shall elect a minimum of one Director as a Food Bank Director in the first month of the Board term.
- **c.** Food Bank Directors shall be responsible for administering and allocating grants from the Food Bank Fund.
- **d.** In a given fiscal year the sum of grants issued from the Food Bank Fund shall not exceed the amount in the fund.
- **e.** UVSS Directors on the Food bank Committee and the Human Resources and Administrative Services Manager shall present a report of all expenditures from the Food Bank Fund and the state of the fund to the Board of Directors at the end of each academic term.

3.6 Peer Support Centre Fund

- **a.** The Peer Support Centre Fund shall consist of all student fees dedicated and collected for the sole purpose of funding the UVSS Peer Support Centre, supplemented by donations, fundraising and grants when available.
- **b.** In a given fiscal year the sum of grants issued from the Peer Support Centre Fund shall not exceed the amount in the fund.
- **c.** In a given fiscal year the sum of grants issued from the Peer Support Centre Fund shall not exceed the amount in the fund.
- **d.** UVSS Director(s) on the Peer Support Centre Committee and the Human Resources and Administrative Services Manager shall present a report of all expenditures from the Peer Support Centre Fund and the state of the fund to the Board of Directors at the end of each academic term.

3.7 Building Fund

- **a. Terms**
  - **i.** The Building Fund shall consist of all student fees collected for the sole purpose of funding renovations and improvements to the Student Union Building.
    1. The Building Fund is further divided into two separate funds:
    2. The Capital Fund, which shall consist of 50% of the Building Fund.
    3. The Dr. Ewing Memorial Fund, which shall consist of 50% of the Building Fund.
  - **ii.** The Capital Fund may only be used for expenditures of $2000 or greater. The Board of Directors must approve all expenditures from the Capital Fund.
  - **iii.** All expenditures from the Dr. Ewing Memorial Fund must be of minimum $5000 and must be approved by both the Board of Directors and UVic Operational Relations Committee.
  - **iv.** The Director of Finance and Operations shall present a report on the status of the Building Fund at the end of each academic term.
  - **v.** For the purpose of funding a large capital project, the Board of Directors may, by a two-thirds vote, place the Building Fund in a multi-year investment account and may remove the fund from that account by a majority vote. All returns on investment shall accrue to the Building Fund.
- **b. Capital Fund**
  - **i.** The Capital Fund shall only be used for operational revenue-generating improvements to Student Union Building businesses and services.
- **c. Dr. Ewing Memorial Fund**

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

3.8 Health & Dental Fees

a. Management

i. 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.

b. Health & Dental Plan Appeals Criteria

i. In order to be granted an appeal, members must have not yet accessed the UVSS Health and Dental Plan, provide proof of alternate coverage for both/either extended health and extended dental insurance, and have fulfilled at least one of the following criteria:

1. Members who are in their first year at UVic;
2. Members who have not appealed previously;
3. Members whose registration falls outside of the Change-of-Coverage Period;
4. Members who mistakenly opted out from the Graduate Students' Society (GSS) site within the Change-of-Coverage Period; or,
5. Other extenuating circumstances as agreed upon by the Health & Dental Plan Appeals Committee

c. Health & Dental Plan Reserve Fund

i. The Health Plan Reserve consists of internally restricted funds used to cover the following:

1. Future health care plan funding deficiencies.
2. Health care support initiatives for students, approved by a ⅔ majority vote of the Board of Directors.

ii. Funds are designated by the board of directors and allocated as a transfer from the reserve.

iii. Cash in the reserve is held by the Operating Fund as internally restricted cash.

iv. The Director of Finance and Operations shall present a report on the status of the Health Plan Reserve Fund at the end of each academic term.

d. Psycho-Educational and Autism Assessment (PEAA) Fund Allocation

i. **Purpose**

1. A Psycho-Educational or Autism Assessment 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 psycho-educational assessment and Autism 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 Psycho-Educational Assessment or Autism Assessments.

ii. Qualification Criteria

1. Students who are approved for student loans may qualify for public funding that covers the full cost of the psycho-education assessment.
2. Where public funding is not available the UVSS Extended Health and Dental Plan will reimburse up to 80% of the cost, to a maximum of $3,000 annually.
3. This benefit will only cover testing for students in the Plan and is not available to dependents covered under the Plan.
4. Students MUST speak to the CAL before they qualify for the UVSS benefit.
5. Students who are not already registered with the Centre for Accessible Learning and therefore have no prior learning accommodations will be prioritized.

iii. Process

1. Students must contact the CAL to determine if a Psycho-Educational Assessment or Autism Assessment is needed.
2. Once students have discussed their situation with the CAL and determined that a Psycho-Educational or Autism Assessment is required, students will need to be assessed by an external registered psychologist for Learning Disability Assessment or appropriate authorized medical professional in a private practice for an autism assessment**,** in order to seek a diagnosis(es).

iv. Funding Allocation

1. **Covering the Costs**
   - **a.** Students must submit their Psycho-Educational Assessment or Autism 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 Studentcare under the Psycho-Educational and Autism Assessment benefit, which will reimburse up to 80% of the remaining cost, to a maximum of $3,000 annually.
2. **External Screening**
   - **a.** a. In the case where a student pays upfront for testing by an external psychologist:

     i. The first portion of the cost up to the current UVSS Psychology benefit maximum 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 Psycho-Educational and Autism Assessment Fund.

     ii. The remaining balance of the 80% cost shall be reimbursed by the UVSS Psycho-Educational and Autism Assessment Fund.

3. **Dispersing Funds from the Psycho-Educational and Autism Assessment Fund**

a . Studentcare will put forward the request for funding to the UVSS, indicating the cost without the student's identifying information.

b. The Director of Finance and Operations and one Excluded Manager will sign off on the form and submit a cheque request to Accounting for processing.

c. All cheques are to be written directly to the insurance company or health plan broker.

d. The insurance company or health plan broker will reimburse the paying party, be it the student directly

e. Studentcare 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 Studentcare 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.

4. **Annual Total Maximum from Fund.**

a. The number of fully subsidised Psychoeducational Assessments per calendar year will be capped at 10.

b. The number of fully subsidised Autism Assessments per calendar year will be capped at 10.

c. The number of either or both Assessments may be increased up to 5 per year by a 2/3 majority vote of the BOD.

d. After 2024 the UVSS will push to have the university subsidize this initiative to support students

PART 4: CO-OP REBATES

4.1 Co-op Rebates are returned to students from the UVSS General Operating Fund who are on a Co-op term outside of municipalities within the Capital Region District.

4.2 In order to receive a Co-op Rebate, students shall submit a cheque request, along with proof of address, and proof that they are on a Co-op term to the Director of Finance and Operations.

4.3 The Director of Finance and Operations shall issue only one rebate per student per semester.

PART 5: DISTANCE STUDENT REBATES

5.1 Distance Student Rebates are returned to students from the UVSS General Operating Fund who are distance students outside of municipalities within the Capital Region District.

5.2 In order to receive a Distance Student Rebate, students shall submit a cheque request, along with proof of address, and proof that they are a Distance Student to the Director of Finance and Operations.

5.3 The Director of Finance and Operations shall issue only one rebate per student per semester.

PART 6: DONATIONS AND GRANTS

6.1 Donations and Grants are defined as monies disbursed from the UVSS General Operating Fund and the Government Relations and Outreach Fund to an organization as well as non-

monetary donations such as but not limited to non-perishable food items, or use of UVSS equipment.

Adopted AGM 2020/10/29

6.2 The allocation of funds available for Donation and Grants shall be considered set after the Board of Directors has approved the annual budget.

6.3 The Executive Committee shall be responsible for making recommendations to the Board on the disbursement of grants not exceeding the annual budgeted amount.

Adopted AGM 2020/10/29

6.4 A motion to donate or grant funds from the General Operating Fund to an individual, an unrecognised student group or an off-campus organisation shall require a 2/3 majority vote of the Board of Directors.

Adopted AGM 1989/10/26

6.5 A Donation or Grant may only be disbursed for an invoice or cheque request with full documentation attached, including a record of minutes for the Board or Committee meeting where the funds were approved, and in line with the UVSS accounting standards.

Adopted AGM 2020/10/29

6.6 A motion to donate or grant funds to an unrecognised student group or an off-campus organisation from the Government Relations and Outreach Fund shall require both 2/3 majority vote at a Campaigns committee meeting and a 2/3 majority vote of the Board of Directors.

Adopted AGM 2020/10/29

6.7 Before a donation is made the organization seeking the donation shall present the following information at a board and/or committee meeting either at the meeting or via email:

- **a.** What the organization does.
- **b.** What the donation will be used for.
- **c.** How the organization assists or supports members of the UVSS.
- **d.** If and how the organization lobbies various levels of government and the
- **e.** University on the issues of post-secondary education, affordable housing, public transit, sexualized violence and campus sustainability.

Adopted AGM 2020/10/29

PART 7: SPENDING APPROVAL FOR REQUESTS OUTSIDE BUDGETARY ALLOCATIONS

7.1 Any party in need of extra funding outside of pre-approved committee funding or donations and grants allocations must make a request in writing to the Finance and Operations Committee. If funding is available, Finance and Operations Committee will recommend that the requesting party present their proposal to the board.

7.2 In order for an additional expenditure outside the budget to be granted, it must be approved by a ⅔ majority vote of the Board of Directors at a quorate meeting.

PART 8: GIFTS & HONORARIUMS

8.1 Gifts

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

b. Gifts may be provided to speakers or guests. Gifts shall be left up to the discretion of the organizing committees, but must not include alcohol or gift cards.
c. Committees shall include a line item for gifts in their yearly budgets.

8.2 Honorariums

a. An honorarium is typically a payment made on a special or non-routine basis to an individual who is neither a UVSS employee or a contractor, to recognize or to acknowledge the contribution of voluntary services for which fees are not legally or traditionally required. Other criteria for these payments include:
  i. They are nominal - $500 or less in a calendar year
  ii. They are not reflective of the value of the work done.
  iii. They are made on a one-time or non-routine basis to an individual as a “thank you”
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 a singular workshops should not exceed $100.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. Depending on the service, these opportunities to provide a service must also be made available for all members within an advocacy group.
e. UVSS staff are not eligible to receive honorariums but are to be paid for all approved hours worked.
f.

PART 9: REPORTING

9.1 The Director of Finance and Operations shall provide the Board with a brief update on the Society’s finances at every Board Meeting as part of the report from Finance and Operations Committee.

9.2 The General Manager is responsible for ensuring monthly actuals are reported to the Finance Committee.

9.3 Financial reports for the Business Operations Division, the Support and Administration Division and the Board of Directors Division shall be presented to the Finance Committee monthly.

PART 10: FINANCIAL MANAGEMENT

10.1 Preamble

a. The Board of Directors is committed to ensuring the financial integrity of the UVSS. This section outlines the acceptable practices surrounding the management of finances, with specific attention to the approval and allocation of funds by the Board of Directors on behalf of the Student Society and in accordance with Bylaw 12.

10.2 Responsible Banking

a. The Society shall bank exclusively with socially responsible financial organizations that best suit its service financial needs, including meeting minimum standards of good service, financial viability, organizational stability, and competitive pricing. The Society shall preference financial organizations that best reflect the Society’s values. Criteria for consideration shall include but not be limited to the following:
  i. Have socially and environmentally responsible policy and/or practices.
  ii. Subscribe to independent social and/or environmental standards.

iii. Contribute to the social, environmental and economic well-being of communities.
iv. Support small businesses and a healthy local economy.
v. Provide fair and just services, which promote financial inclusion.
vi. Are democratically controlled.
vii. Support a living wage for their employees as well as in the community at large.
viii. Support the rights of people and communities of all genders, sexualities, abilities, sexes, and races.
ix. Support indigenous communities and rights.
x. Have a low carbon footprint per dollar held in savings.
xi. Strive to reduce their internal environmental impact.
xii. Provide environmentally and socially responsible finance products.
xiii. Commit to a large percentage of impact investing, especially in renewable energy and poverty reduction.
xiv. Provide fair interest rates on student line of credit products.
xv. Provide non-commercial support, such as donations and scholarships, to post-secondary institutions and students.

10.3 Signing Authority

a. Signing authorities are all persons with the ability to disburse funds or enter contracts on behalf of the Students' Society as outlined in Bylaw 12.3

10.4 Transactional Procedures

a. Cash

i. Safeguards on Cash from Event Ticket Sales

1. In order to maintain financial accountability when the Board handles cash, the following procedures must take place when out-of-office sales of event tickets occur.
2. It is the responsibility of a Lead Director to get any cash floats for ticket sales from the General Office.
3. Cash boxes will be kept in the locked filing cabinet in the Director of Finance and Operations' Office. The cash box can be signed out by any Director on the Board with the approval of a Lead Director.
4. When a Director signs out the cash box they must count and record the amount in their possession and have a Lead Director sign off as a witness. When a Director signs the cash box back in they must record the new amount in the cash box in the presence of a Lead Director. Any discrepancies above $20 should be reported to Finance committee.
5. While the cash box is in the possession of a Director, they must record all transactions made and be able to reconcile their new amount upon returning the cash box to a lead director. A Director must be present with it at all times from the moment it is signed out until it is returned. When a Director has the cash box in their possession, it is their responsibility to ensure that it is secure at all times.
6. Except in special circumstances, cash from ticket sales must be returned to the General Office by the end of business day on Friday.

b. Credit Card

i. The UVSS has credit cards if needed for purchases in advance or online. In order to sign out the credit card, permission must be obtained from an excluded manager. Only Lead Directors, the Policy, Research, & Communications Manager or Graphic Design Department Staff may make a purchase with the credit card.

1. **Lead Directors and Staff Use**

a. If a purchase is made a purchase with the credit card, receipts must be provided within 7 days to an excluded manager. Failure to do so may result in suspension of credit card privileges for an amount of time deemed appropriate by Executive committee.

2. **Clubs and Course Union Use**
    a. Should Clubs or Course Unions wish to make a purchase with the UVSS credit card, they must complete a Credit Card Request Form. The Director of Student Affairs will consult with either the Executive Director, Human Resources and Administrative Services Manager, or General Manager and the pair will approve or deny the request based on documentation received. An invoice or paragraph explaining why use of the credit card is necessary must be submitted with the Credit Card Request Form. There must be adequate funding in the Club/Course Union account to cover the purchase before it is made.
    b. If the purchase needs to be made off site, the Director of Student Affairs shall accompany the Club and remain in possession of the credit card at all times. Otherwise, the transaction will be made by either the Executive Director, Human Resources and Administrative Services Manager, or General Manager and immediately coded to the Club or Course Union that requested the purchase.

c. Electronic Mobile Point of Sale Devices

i. The UVSS has electronic mobile point of sale devices available for use to receive electronic payments.
ii. Only Lead Directors, department managers, club or course union signing authorities or advocacy/affiliated group paid coordinators or signing authorities can sign out an electronic mobile point of sale device unless previous arrangements have been made with the Executive Committee.
iii. Electronic mobile point of sale devices must be signed out from the General Office.
iv. In order to transfer the funds to a particular account, the individual who signed out the point of sale device must submit the required paperwork to accounting within 5 business days of the electronic mobile point of sale device being returned or else the funds will be forfeited.
v. There will be a 5% convenience fee on all transactions that will be withheld by the accounting department to cover administrative and transactional costs.
vi. No funds will be disbursed for cancelled, expired, or otherwise declined transactions.
vii. Damage or loss of the electronic mobile point of sale device will result in funds being withheld and a suspension of use for the individual(s) responsible.
viii. Any issues or discrepancies must be reported to the General Manager and the Director of Finance and Operations within one business day.
ix. The UVSS is not liable for any damages that may occur due to misuse of the electronic mobile point of sale devices.

d. Cheques & Direct Deposits

i. Cheque Requisitions

1. All funds disbursed to Clubs and Course Unions shall be conducted through a cheque requisition process subject to Part C and D of Clubs Policy and Part C and D of Course Union Policy
2. All cheque requests approved by the Director of Student Affairs in excess of $2000 from Course Union/Clubs special funding accounts must be approved at a Board of Directors meeting. When submitted to accounting, the cheque request shall be accompanied by minutes from the Board of Directors meeting at which it was approved before being considered for cheque processing.

3. All cheque requisition forms put forward by the Board requesting for per diems must be accompanied by minutes from the committee meeting where the participants were voted on and a copy of the policy justifying the amount given. The cheque requisition form must be signed off by the Lead Director that chairs the associated committee and one other Lead Director or excluded manager.
4. All cheque requisitions put forward for funds to be remitted to an Excluded Manager require the signature of either the other Excluded Manager and one Lead Director or two Lead Directors.
5. All cheque requisitions put forward must not be written to the person who signed it.
6. Any cheque requisition forms put forward by advocacy groups or the NSU require the signature of two of the group's signing authorities.
7. Employees of the UVSS with direct deposit set up will have the option to request direct deposit in lieu of receiving a paper cheque and will be encouraged to do so.

ii. Cheque/Direct Deposit Signing

1. As signing authorities of the UVSS, Lead Directors owe a duty of care to the organisation. As a result, during the cheque signing process, Lead Directors are expected to:
2. Ensure that the necessary documentation is accompanying each cheque which includes but is not limited to:
    a. A cheque requisition with the necessary signing authorities approval
    b. An invoice
    c. Associated other supporting documentation as outlined in policy.
3. Ensure the name the cheque/direct deposit slip is payable to is the same as the approved invoice/cheque requisition form.
4. Ensure the amount the cheque/direct deposit is payable for is equivalent to the amount outlined in the approved documentation.
5. In the event a cheque is approved and signed breaking this policy:
    a. A stop payment must immediately be placed on the cheque and the recipient parties notified
    b. The Board of Directors must be notified at the following Board Meeting and a statement of explanation issued to the membership
    c. The issuance of other disciplinary action as deemed relevant by the Board of Directors

10.5 Per Diems & Travel

a. Per diems may be provided to Directors/Members who are required to travel to meetings, conferences, seminars or other activities approved by UVSS.
b. In order for a per diem to be awarded, the director or member delegate must have been elected by the respective committee or the Board of Directors in a quorate meeting.
c. Per diem rates for meal and incidentals will be provided at the rate of and under the conditions indicated in the United Steelworkers 2009 Collective Agreement.
d. The following list includes examples of non-reimbursable expenses:
    i. Personal travel insurance
    ii. Personal reading materials
    iii. Childcare
    iv. Toiletries, cosmetics, or grooming products
    v. Expenses incurred by spouses, children or relatives
    vi. In-room movies or video games
    vii. Sporting activities, shows, etc.
e. **Travel Guidelines**

i. Directors/Volunteer Members are required to fly coach class with the lowest available airfare for non-stop travel.
ii. When transportation is required it is preferred that the Director/Volunteer Member uses a rental car.
iii. Directors shall be reimbursed for standard hotel accommodations.

10.6 Student Fees – Collection, Allocation & Audits

a. A "levied group" refers to any group that has a fee levy as determined by referendum and in accordance with the UVSS Bylaws. The following are "levied groups":
   i. **Affiliated Organizations**
      1. Anti-Violence Project (AVP)
      2. Campus Community Gardens
      3. UVic Sustainability Project (UVSP)
   ii. **Constituency Organizations**
      1. UVic Pride
      2. Students of Colour Collective (SOCC)
      3. Gender Empowerment Centre (GEM)
      4. Society for Students with a Disability (SSD)
   iii. **Native Students Union (NSU)**
   iv. **Office of the Ombudsperson**
   v. **Separately Incorporated Fee-Levied Organizations**
      1. CFUV 101.9FM
      2. The Martlet
   vi. **Subsidiary Organizations**
      1. Faculty Student Societies
   vii. **University 101**
   viii. **World University Service Canada (WUSC)**

b. **Collection**
   i. Student Fees undergo the following collection process:
      1. Fees are collected by the University of Victoria on behalf of the Society
      2. Fees are transferred to the Society
      3. The Society disburses the funding to the levied groups

c. **Allocation**
   i. Collected fees are held in internal accounts for all levied groups. Groups that receive fees from the UVSS must not have external banks accounts. CFUV, The Martlet, and FSSs are exempt.
      1. All allocated fees are subject to use and oversight in accordance with the levied group's governing documents.
      2. In order to receive their funding, Advocacy groups must report a semesterly budget and actuals to Advocacy Relations Committee. Advocacy Groups may not budget for three consecutive semesterly accumulated deficits. The UVSS will not sign off on any cheque requisitions during the Fall or Winter semester when an advocacy group's financial accumulated deficit at the time is larger than the projected regular semesterly fees for the same semester. Regular semesterly fees include operating grant funding from the Constituency Control Account, but does not include joint constituency trust account funds allocated by Advocacy Relations Committee. In the case where a group has a net accumulated deficit, any requests for emergency funds can come to the Board for approval in advance of a cheque requisition.
      3. The Society must undertake an annual audit and appoint an auditor as per UVSS Bylaw 12.4 and the Societies Act of British Columbia.

4. Levied groups that are not included in the Society's annual audit include:
    a. CFUV
    b. The Martlet
    c. Faculty Student Societies
5. In order to receive their funding, Separately Incorporated Fee-Levied Groups must provide UVSS with completed year-end financial statements and tax returns on an annual basis. Their financial statements will be audited every five years at their expense and the results shall be provided to the Society. The Society may require an audit of these groups at any time outside of this schedule. In the case of an unanticipated audit requested by the Society, the Society shall pay the professional costs to perform the same. Separately Incorporated Fee-Levied Groups may not budget for consecutive annual accumulated deficits.
6. In order for Faculty Student Societies (as classified in Bylaw 15.4) to receive their funding they must submit updated signing authorities, current budgets and actuals, current opening and closing bank statements, and updated Constitutions and Bylaws to the Director of Student Affairs and Executive Director. Faculty Student Societies may not budget for consecutive semesterly accumulated deficits.
7. In order to receive their funding, Affiliated Groups must report a semesterly budget and actuals to Finance and Operations Committee. Affiliated Groups may not budget for consecutive semesterly accumulated deficits. The UVSS will not sign off on any cheque requisitions during the Fall or Winter semester when an Affiliated Group's financial accumulated deficit at the time is larger than the projected regular semesterly fees for the same semester. In the case where an Affiliated Group has a net accumulated deficit, any requests for emergency funds can come to the Board for approval in advance of a cheque requisition.
8. Unless otherwise noted, in order to receive their funding, the remainder of the fee levied groups must submit their annual budget and previous year's actuals before each October.

SECTION 3 - OPERATIONS

PART 1: STRATEGIC PLANNING

1.1 Objective

a. Publish written goals, with buy-in from Directors and key staff, to guide the activities of the UVSS, use resources appropriately to meet the objectives and priorities of the Board, and proactively respond to changes in external and internal environments.

b. Each incoming Board shall develop a Board strategic plan on an annual basis. The strategic plan shall clearly connect the mission, vision, and values of the UVSS, to action-oriented plans for each Lead Director's portfolio and the UVSS's communication strategy.

c. The strategic planning process shall ensure that:

- **i.** The Board solicits input from all UVSS stakeholders including members, advocacy and affiliated groups, and relevant staff (e.g. Communications and Graphics) through workshops and surveys.
- **ii.** The content is informed by the previous year's Annual Survey results.
- **iii.** The Strategic Plan describes how the Board intends to measure the progress of the goals they set. This can be represented graphically (e.g. a timeline or image), or

quantitatively (e.g. scorecard or report card), and updates must be regularly published to UVSS social media throughout the year.

1.2 Format

Suggested format:

- **a.** Mission, vision, values
- **b.** Portfolios
  - **i.** Who "owns" this portfolio
    - **1.** How to get involved with that portfolio
  - **ii.** Issues
  - **iii.** Primary goal(s)
    - **1.** Communications goal(s)
  - **iv.** Strategies and tactics
  - **v.** SMART objectives
  - **vi.** Scorecard
- **c.** Conclusion
  - **i.** What comes next
  - **ii.** How to contact the Dir. Finance about the strategic plan

1.3 Timeline

a. The following timeline indicates the dates by which each step should be completed.

May 1 Strategic planning training at Board Orientation.

June 15 One- to two-day strategic planning session with the Board of Directors.

June 30 Portfolio goals submitted to the Finance & Operations Committee. The Lead Director and portfolio Directors-at-Large are responsible for contributing to the portfolio goals presented to the Finance and Operations Committee, as well as submitting them to the Director of Finance and Operations.

July 31 Strategic Plan adopted by the last Board meeting of July. Annual business unit plans and cost centre work plans completed or updated.

December 1 The Executive Director shall work alongside the Director of Finance and Operations and other Excluded Managers to develop progress reports for Lead Directors

December 20 Each Lead Director, in consultation with their portfolio DaLs, reports on the status of strategic plan implementation to the Board of Directors.

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 relevant stakeholders 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 Annual Report shall outline the outcome of the strategic plan, the progress of business unit plans, and additional accomplishments of the Board of Directors it shall be distributed to members through social media channels and made available on the UVSS website.

The Lead Director planning the Annual Report shall present it at a Board of Directors meeting. At this meeting, each Portfolio 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.

The Director of Student Affairs shall invite advocacy and affiliated group representatives to contribute to the Annual Report.

PART 2: ENVIRONMENTAL SUSTAINABILITY

2.1 Mandate

a. The Society recognizes that it must strive to minimize environmental impacts in all of its operations; and

b. The Society must reduce barriers to, and provide incentives for, environmentally conscious choices on the part of individuals.

2.2 Process

a. The Society's operational practices shall include:

i. Annually evaluating and reviewing the progress that we have made towards achieving the goals set out in this policy.

ii. Collecting and storing information in a way that facilitates future evaluation and review of sustainability trends in Society and SUB practices.

Adopted SAGM 2001/02/15

2.3 Waste Management

a. The Society will strive to reduce waste from all aspects of its operations.

b. Whenever possible, the Society will ensure access to, and encourage the use of, infrastructure that serves to divert waste from landfills. This infrastructure shall include, but not be limited to:

i. Indoor, visible, accessible recycling receptacles.

ii. Indoor, visible, accessible compost receptacles.

c. Whenever possible, composting and recycling shall be mandatory in all SUB operations.

d. The Society supports the reduction, re-use, and recycling of all materials that are considered to be non-biodegradable and/or harmful to the global environment.

2.4 Energy Use and Emissions

a. The Society shall work to reduce energy consumption in its operations.

b. When financially feasible, the Society shall perform retrofits to upgrade the efficiency of any technologies or appliances used in its operations.
c. Where appropriate, the Society shall invest in renewable energy sources to power its operations.
d. Employing energy efficient technologies throughout the SUB.

Adopted SAGM 2001/02/15

2.5 Education

The Society's educational efforts shall include:

a. Ensuring that its employees are aware of, and able to make use of waste management infrastructure in the SUB and are able to educate users of SUB services about this infrastructure.
b. Educating members about the importance and relevance of sustainability issues.

Adopted SAGM 2001/02/15

c. Ensuring that the issues of sustainability are considered in decision making for our campaigns and operations.

Adopted SAGM 2001/02/15

2.6 Resources

a. The Society shall use recycled paper and envelopes (including photocopy and computer paper) for its office supplies.

Adopted AGM 1990/02/25

b. Society practices shall include:
- **i.** Developing waste management practices that function according to the 4 R's in the appropriate order: Rethink, Reduce, Reuse and Recycle.

  Adopted SAGM 2001/02/15
- **ii.** Developing sustainable purchasing guidelines.

  Adopted SAGM 2001/02/15
- **iii.** Efficient and conservation-focused resource use in SUB operations and Society activities, including water, energy, material goods, and chemical/hazardous materials.

  Adopted SAGM 2001/02/15
- **iv.** Installing water efficient technologies throughout the SUB when feasible.

  Adopted SAGM 2001/02/15

2.7 Environmental Health

a. The Society shall maintain and ultimately improve the environmental health within the SUB.

Adopted SAGM 2001/02/15

2.8 Socially Responsible Investing

a. The Society shall develop and adhere to a sustainable investment policy.

Adopted SAGM 2001/02/15

2.9 Purchasing and Product Choice

a. Preamble
- **i.** As the representative body of the many students at the University of Victoria, the UVSS has an obligation to manage its operations carefully and responsibly. This responsibility extends to products purchased, or otherwise acquired, for use in Society operations, for use in SUB operations, and for resale.
- **ii.** This policy is designed to promote safe and fair working conditions and responsible management of environmental and social resources.

b. Purchasing
- **i.** Wherever possible, the Society will purchase products, for resale or use in its operations, that:
  1. Are purchased and produced in a socially responsible way.

2. Minimize the product's lifetime ecological footprint (as defined in Issues Policy, Part 19: Sustainability). This shall take into account greenhouse gas emissions due to production and transportation.

c. Paper

i. Wherever possible, the Society will purchase 100% post-consumer waste paper for use in its operations.

ii. All internal correspondence shall be double-sided, and paper that has printing on one side shall be re-used.

PART 3: PRODUCT REVIEW AND DEVELOPMENT

3.1 Preamble

a. Each business unit shall have a product review and development process. Product review and development shall be the responsibility of business unit managers with oversight by the General Manager and input from the Board of Directors through Finance and Operations Committee.

b. Integral to the proper functioning of product review and development at the UVSS is a healthy balance between empowering business unit managers to perform their duties without unnecessary micro-management, while also providing a direct conduit for the Board of Directors to provide direction and suggestions on behalf of the membership.

c. In order to align the goods and services produced by the UVSS with the needs of the membership, business unit managers shall prioritize market research (surveys, focus groups, data collection) and develop measurement systems in order to track progress, successes, and challenges.

3.2 Process

a. The process for reviewing a business unit's current product mix, or for introducing new products, shall be modelled on current business standards for product review and development.

b. The following product review and development process shall serve as a guideline or template which business unit managers can use or adapt to their area of operation.

i. Idea Generation
ii. Idea Screening
iii. Concept Development & Testing
iv. Business Analysis
v. Product Development
vi. Test Marketing
vii. Commercialisation
viii. Launch

3.3 Meetings

a. Board of Directors

i. There shall be a minimum of one Finance and Operations committee meeting per year dedicated to product review and development for each business unit. At this meeting, the business unit manager and Graphic Design Department Manager will be present and all aspects of product review and development will be discussed.

ii. Topics to be discussed shall include but not be limited to: idea generation & screening, concept development & testing, business analysis, and marketing.

b. Staff

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

3.4 Training

a. Board of Directors

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

b. Staff

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

PART 4: POSTERING AND ADVERTISING

4.1 Postering & Notice Boards

a. All postering in the SUB and on UVSS poster boards located in the University must be in compliance with University Policy BP3105 Building Usage and University Policy BP3140 University Signage.

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

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

d. For the interior and exterior of the Student Union Building, any posters, signs, banners, notices, displays etc. shall not be attached to any other surface than notice boards except where installed by University of Victoria Facilities Management. If this policy is not followed, any damage to the Student's Union Building will be repaired at the direction of the General Manager and at the expense of responsible groups or individuals where applicable.

e. In instances where posters that violate the terms of this policy are stamped for approval, they may be removed at the discretion of the Executive Committee. If a poster is removed, the Executive Committee must inform the Board of Directors and the group or individual who put the poster up. Any removed materials will be destroyed after thirty (30) days. The decision of the Executive Committee may be appealed in writing to the Board of Directors.

f. Executive Committee shall oversee all content posted on chalkboards or notice boards in the Student Union Building that are dedicated solely to disseminate UVSS Board communications. Executive Committee shall consider all reasonable requests from advocacy groups and affiliated groups to post content on UVSS Board chalkboards or notice boards. Seven [7] days' notice is required for all requests. Any content that is posted without permission shall be removed.

4.2 Advertising

a. Advertisements and publications shall be consistent with the values and policies of the UVSS.

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

c. Digital, print, and event advertising by third parties in the Student Union Building requires the approval of Executive Committee, unless otherwise stipulated in a contract or under the operational purview of a UVSS business or cost centre.

PART 5: SUB SPACE USAGE & RENTAL

5.1 Purpose

a. Establish consistent practices for the booking and rental of SUB space by UVSS users and non-UVSS users

b. Maintain the safety of our members and protect SUB property;

c. Help ensure that events are conducted in a safe and responsible manner.

5.2 Authorized Users to Rent SUB Space

a. The following shall be considered UVSS users:

- **i.** UVSS Clubs
- **ii.** Course Unions
- **iii.** Professional Development Unions (PDU)
- **iv.** Constituency Organizations
- **v.** Native Students Union (NSU)
- **vi.** Separately Incorporated Fee-Levied Groups
- **vii.** Affiliated Groups
- **viii.** USW Local 2009

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

- **i.** The University of Victoria
- **ii.** University of Victoria Athletic and Recreation Clubs
- **iii.** Non-University users

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

5.3 Terms of Rental

a. Hours of Operation: Rentals must fall within the posted hours of operation. Exceptions to the normal available hours may be made only in unusual circumstances at the discretion of the General Manager, Executive Director or Board of Directors.

b. Booking Limitations of UVSS Users: With the exception of bookings made by UVSS divisions and the Board of Directors, the following regulations apply to UVSS users:

- **i.** Space bookings may be made no earlier than one month before term.
- **ii.** A single group may book no more than five dates falling in a month for tables in the SUB foyer or in the SUB courtyard. These five dates do not include those assigned during Week of Welcome or clubs or course union days.
- **iii.** Ratified Clubs, Course Unions and Faculty Student Societies shall be able to book a multi-purpose room (Michele Pujol Room, Vertigo, SUB Upper lounge) free of charge to a maximum of two times per month during May, September and January and four times per month throughout the rest of the term.
- **iv.** The following are the time periods at which UVSS users can make regularly occurring space bookings:
  1. Space booking for the Fall semester shall commence on August 1 and end on September 30. After this two-month period, UVSS users may book the remaining spaces subject to availability.
  2. Space booking for the Winter semester shall commence on December 1 and end on January 31 of the next calendar year. After this two-month period, UVSS users may book the remaining spaces subject to availability.
- **v.** If a UVSS user wishes to book a multi-purpose room for five [5] or more days, the request shall be referred to the Executive Committee for a decision made at the advice of Catering and Conference Services.

c. **Rental Rates:** Basic rental charges for the use of UVSS space shall be established from time to time by the General Manager. UVSS users shall be exempt from rental charges.
d. **Set up and Clean up of Spaces:** Unless otherwise arranged in advance, set up and clean up of rented space is the responsibility of the renter.
    i. The renter will be charged a clean up fee at the sole discretion of the General Manager (minimum of $10.00) if the rented space is not vacated in the same condition as when occupied. This includes proper storage of tables and chairs.
    ii. A limited number of tables and chairs is available at no additional charge from UVSS in the Student Union Building.
e. **Insurance and Security:** The General Manager and Executive Director shall be responsible for the administration of security and insurance with assistance from the General Office Manager.

5.4 Table Rentals

a. **Spaces**: Six spaces shall be available for displays, sales, and other uses in SUB foyers. One of the available spaces shall be permanently reserved for the activities of UVSS Users. A group or individual may book no more than one space for each day. A maximum of five spaces may be booked for one day by non-university users.
    i. At the conclusion of the rental period, the renter must return any furniture used and restore the rented space to a clean and orderly condition.
    ii. Limitations on the number of available spaces may be temporarily waived by the UVSS for special events such as clubs and course union days.
    iii. The above provisions of also apply to outdoor rentals in the courtyard between the SUB and Ring Road. In the event of inclement weather, the renter is solely responsible for damages to items being displayed or sold. Alternative space may not be available inside the SUB.
b. **Food sales rentals in SUB Foyers:** Only UVSS users may book food sales events. A maximum of one (1) table selling food or beverages will be permitted for a maximum of one day per week. This limit may be waived by UVSS for special events.

5.5 Discounts

a. The only non-UVSS users that shall be eligible for discounts on space rental in the SUB shall be the University of Victoria and non-profit organizations.
b. Requests for discounts shall be directed to Catering and Conference Services only. Catering and Conference Services shall have the discretion to apply discounts if it is in their business interest to do so and if it is done in a manner that does not negatively impact the sustainability of their operations.
c. If Catering and Conference Services requires clarification on whether or not to provide a discount, they shall consult the Director of Finance and Operations and the Director of Outreach & University Relations.

5.6 Space Requests

a. To request new or changed space in the SUB, a group shall submit a written proposal to the Finance and Operations Committee, which will make a recommendation to the Board of Directors. The proposal should include:
    i. A description of the group's organisation and accountability,
    ii. How the organisation offers services or activities that benefit students,
    iii. The typical activities the space would be used for,
    iv. Demonstrated resources to cover costs for occupying the space,
    v. Demonstrated resources to ensure a consistent level of activity, and
    vi. The group's needs for space in the SUB.

5.7 Space Usage – Advocacy Groups

a. Advocacy Groups shall be all Constituency Organisations and the Native Students' Union.

i. **Protection of Space**

1. Space currently used by Advocacy Groups is recognised and protected. Space shall not be reduced without the mutual agreement of the Advocacy Group and the UVSS, except if a group has been inactive, as per bylaw 18.1, for at least 365 days.

ii. JUM Rates

1. The rate of JUM for Advocacy Groups will be set at a level of 1/2 of the rate of JUM at any time. For adjustments to the rate of JUM, the UVSS is required to provide notification by March 1st of each year, and the UVSS may only implement JUM adjustments on May 1st of each year.

iii. Schedule of Remittance

1. The society recognises the need for flexibility in the remittance of JUM. Therefore, Advocacy Groups are able to remit annualised JUM costs from September 1st to April 30th, rather than from May 1st to April 30th.

iv. Constituency Groups

1. The collective cost of JUM is assessed directly from the Constituency Control Account prior to allocation of term allotments.

v. Native Students' Union

1. The NSU will be directly assessed JUM from the NSU Control Account.

vi. Amendment Procedure

1. This policy shall not be amended or altered in any manner without 90 days' notice to all affected organisations, except with mutual consent.

5.8 Space Usage – External Organisations

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

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

5.9 Space Usage – Internal Organisations

a. An Internal Organisation is legally part of the UVSS but recognised as outside of regular UVSS operations. It excludes Advocacy Groups because their space is addressed separately above.

b. Internal Organisations will be allocated space from time to time by the Board of Directors. To assist the Board in periodic space usage reviews, each Internal Organisation shall provide the Director of Outreach & University Relations with a summary of their activities, following the guidelines for space request proposals above by April 30th of each year.

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

5.10 Space Usage – Multi-purpose Rooms

a. The primary purpose of Vertigo, the Michele Pujol Room, and SUB Upper Lounge shall be for events hosted by UVSS users and non-UVSS users. Priority shall be given to paid bookings by non-UVSS users, except in cases where UVSS users have already booked the space and made financial expenditures for that space.

b. From time to time, use of the SUB Upper Lounge may be set aside for quiet study space at the discretion of Catering and Conference Services. Catering and Conference Services shall endeavour to accommodate the need for quiet study space during exam periods, provided this does not negatively impact the financial sustainability of this department.

5.11 Space Usage – SUB Grounds

a. Bookings of the SUB grounds by UVSS users and non-UVSS users, shall be submitted, reviewed and approved in accordance with the UVSS's SUB Space Usage and Rental Policy

b. University Policy does not apply in the case of bookings for the SUB grounds.

c. The booking and use of SUB grounds shall be in accordance with applicable legislation and municipal bylaws.

d. Booking of the SUB grounds by a UVSS user should be related to that user's purpose and/or constitution.

e. Organizers of approved outdoor bookings must leave the space booked in a clean manner with no damage to the area that the event took place in. Organizers of approved bookings are responsible for the removal of all recycling, garbage and equipment upon completion of the booking.

5.12 Food Bank Garden

a. Preamble

i. There are three garden beds outside the Students' Society Centre, located at the exterior entrance to the office of the Director of Outreach & University Relations. The purpose of the beds is to grow food for the UVSS Food Bank. Campus Community Garden, with their expertise and experience in community gardening and supplying the Food Bank, shall maintain the beds as part of their operations. In this way, the beds shall receive the attention they require to flourish. Opportunities may be provided to students, especially those affiliated with the Food Bank, to garden and harvest food.

b. Campus Community Garden Responsibilities

The Campus Community Garden (CCG) shall be responsible for the following:

i. Garden maintenance, including weeding, planting, and harvesting

ii. Creating a to-do list for volunteers to assist in ongoing maintenance

c. Food Bank Responsibilities

The Food Bank shall be responsible for the following:

i. Direct volunteers to the CCG to assist with the beds as well as the off-site location

ii. Play an active role in harvesting, in collaboration with the CCG

d. UVSS Board Responsibilities

The UVSS Board shall be responsible for the following:

i. Funding

PART 6: EXTERNAL COMMERCIAL INTERESTS

6.1

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

PART 7: LICENSED VENUES & SPECIAL EVENTS

7.1 Preamble

a. The Society recognises there is a correlation between alcohol consumption and sexualized violence. As the Society recognizes its responsibility to create a safe and respectful environment for its operations, and to minimize the occurrence and impact of sexualized violence in all of its operations, the Society will consult the Anti-Violence Project (AVP) regarding safety and prevention strategies.

7.2 Special Events

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

7.3 AVP Presence at Licensed Venues

a. The Society will extend a standing invitation to the Anti-Violence Project to have a presence at licensed venues within the Student Union Building. This invitation will include but is not limited to:

- **i.** The provision of a table in the venue where two AVP volunteers may distribute information and/or promotional materials in an unobtrusive and respectful manner.
- **ii.** The provision of assistance by the Director of Events to an Anti-Violence Project volunteer or staff member in contacting the appropriate facility's manager in advance of the date(s) requested.

7.4 AVP Presence at Licensed Special Events & Special Events

a. The Society will extend event-specific invitations to the Anti-Violence Project to attend licensed special events organized by the Society.

- **i.** This invitation will be the responsibility of Director of Events.
- **ii.** This invitation will include the provision of a table within the facility, where AVP volunteers may distribute information and/or promotional materials in an unobtrusive and respectful manner.
- **iii.** The General Manager will ensure that the AVP volunteers and/or staff have contact information for appropriate security personnel at the event.

7.5 AVP Staff and Volunteer Responsibilities

a. AVP will provide training for its representatives. Concerns regarding volunteer training, behaviour or information provided should be directed to the AVP Coordinator.

b. Staff and/or volunteers representing AVP at licensed events shall not be under the influence of alcohol while on shift.

c. AVP volunteers and/or staff will be advised to discourage intoxicated individuals from disclosing information about specific experiences of sexualized violence. Individuals expressing a desire to disclose will be respectfully encouraged to contact a 24-hour crisis line, or to contact an appropriate resource the following day. Where appropriate, AVP and event staff and/or volunteers will work together to provide a safe space for individuals who feel threatened or triggered.

7.6 Employee Education

a. The Society shall provide education opportunities for its employees, so that:

- **i.** They are aware of the relationship between alcohol consumption and sexualized violence;
- **ii.** They are aware of, and able to make use of, programming provided by the Anti-Violence Project;
- **iii.** They are able to educate users of SUB services related to said programming.

PART 8: GRAPHIC DESIGN DEPARTMENT

8.1 Work Orders

a. General

- **i.** Work orders are project managed on a first come first serve basis.
- **ii.** Last-minute work orders should be avoided.
- **iii.** Last-minute work-orders will be considered according to capacity of the Graphic Design Department (GDD). GDD staff will do their best to accommodate reasonable requests.

iv. Work orders are managed by the GDD once the order is submitted.
v. Work orders are to be filled out completely. The GDD will not start a work order until it is complete.
vi. If any of the concept or copy changes, it must be updated & highlighted in the work order as soon as possible. If the changes are major, expect to add an additional 1 – 2 weeks to the timeline.

b. Project Specific

i. Video

1. Work orders for video are to be filled out in a separate spreadsheet.
2. A minimum of four [4] weeks shall be given for video projects once a work order has been submitted.
3. A script and storyboard is required to be submitted with video work orders. Work on a video project will not commence until a script and storyboard has been submitted.

8.2 Timelines

a. Project timelines are managed by the GDD according to department capacity.
b. A minimum of two [2] weeks shall be given for small and medium projects once a work order has been submitted.
c. A minimum of three [3] weeks shall be given for large projects once a work order has been submitted.
d. GDD staff reserve the right to adjust timelines according to department capacity.
e. The GDD will not guarantee completion of work orders on last-minutes work orders or on work orders that have deadlines shorter than the two and three-week minimums.

8.3 Proofing Process

a. Zap works on first come first serve basis.
b. GDD staff will send proofs to Zap to print.
c. Proofs will be under the name of the person who submitted the work order.
d. Zap will notify the contact person once the proof is ready.
e. Proofs shall be checked in a timely manner.
f. Zap will not guarantee that a job will be completed in a timely manner if it has been waiting in the proof bin for an extended period of time.
g. Zap establishes printing timelines under Zap's internal printing policy.
h. If edits are required, update the work order and bring the proof to the GDD with the edits noted on it.
i. The GDD will do a maximum of two [2] revisions and then submit the final version to Zap for print.
j. Once the print order is approved and signed off, the person who requested the order will send an email to Graphics.
k. Zap will provide a time estimate for completion of the order.
l. It is the responsibility of the person who submitted the order to pick up the materials.

8.4 UVSS Sponsored Projects

a. Work orders for events and campaigns (sponsored projects) by the UVSS must be approved by Marketing Planning & Advisory Group (MPAG). The approval of some projects will be pending cost-sharing agreements.
b. Work orders for sponsored projects must be submitted by a member of Executive Committee.
c. GDD support for sponsored projects includes print, web, digital and social media.
d. UVSS sponsored projects shall follow the GDD timelines outlined under Part 10.2.

8.5 Advocacy Groups & Affiliated Groups

a. Production of signage and wayfinding is a service provided to advocacy groups and affiliated groups with approval from the Executive Director and General Manager.

b. Work orders for the events and campaigns of advocacy and affiliated groups must adhere to the policy set out for “UVSS Sponsored Projects”.

SECTION 4: DISABILITY POLICY

PART 1: PURPOSE AND APPLICATION

1.1 Statement of Commitment

a. The University of Victoria Students' Society (The Society) is committed to the principles of the UN Convention on the Rights of Persons with Disabilities, including the principle of accessibility. In accordance with the Convention, the Society recognizes that persons with disabilities have rights to:

- **i.** Full and equal participation in cultural life;
- **ii.** Full and equal participation in recreation and leisure;
- **iii.** Full and equal access to education;
- **iv.** Full and equal access to work and employment;
- **v.** Full and equal participation in public and political life;
- **vi.** Be included in the community with the same choices as others;
- **vii.** Seek, receive, and impart information on an equal basis with others; and
- **viii.** Privacy.

b. Therefore, the Society accepts that it has a responsibility to ensure that all of its programs and services are fully accessible to all persons, regardless of impairment. The Society's responsibility includes the responsibility to ensure that all goods, services, buildings, structures, premises, programs, projects, events, meetings, and communications are accessible. To meet this obligation, the Society will develop an accessibility plan that will establish goals towards improving accessibility.

1.2 Principles

a. The Society’s policies on accessibility are guided by the principles of dignity, independence, accessibility, and equal opportunity.

- **i.** **Dignity** - Dignity means providing services so that persons with disabilities maintain their self-respect and the respect of other people. Communication with persons with disabilities shall be done in a respectful manner which takes into account their disability and maintains their dignity. Respect for dignity includes minimizing the stigmatization of persons due to their disabilities and refraining from using communications that deploy ableist terms (terms that discriminate in favour of able-bodied people) to describe persons with a disability and their ability to contribute and participate in the Society’s activities.
- **ii.** **Independence** – Independence means ensuring that people are able to do things on their own without unnecessary help, or interference from others.
- **iii.** **Accessibility** - Accessibility means providing service in a way that allows the person with a disability to benefit from the same services, in the same place and in the same or similar way as others.
- **iv.** **Equal Opportunity** - Equal opportunity means having the same chances, options, benefits and results as others. In the case of services, it means that persons with disabilities shall have the same opportunity as others to benefit from the way you provide goods or services.

1.3 Scope

- **a.** This policy shall apply, in its entirety, to the Society's staff, volunteers, contractors, visitors, and guests.
  - **i.** The full definition of disability, as stated by the provincial government, is:
    1. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
    2. a condition of mental impairment or a developmental disability;
    3. a learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
    4. a mental health condition; or
    5. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

1.4 Training

- **a.** The Society shall provide mandatory anti-oppression training on the topic of ableism to staff and directors, as required by Board of Directors Policy.
  - **i.** Training shall include the following:
    1. An understanding of ableism and stigmatization of persons with a disability; and
    2. How to interact and communicate with people with various types of disabilities with an understanding of ableism and stigma; and
    3. How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.

1.5 Hiring

- **a.** The UVSS and the Union hereby recognize and support employment equity programs. The parties agree to cooperate in the identification and removal of systemic barriers in the selection, hiring, training and promotion of persons with disabilities. In addition, the parties agree to cooperate in the identification and implementation of steps to improve the opportunities, employment status and participation rates of this group. It is understood that none of these actions will be at variance with the Collective Agreement unless mutually agreed upon between the parties.

1.6 Harassment

- **a.** The Society shall identify the following as harassment within its anti-harassment policies:
  - **i.** The stigmatization of persons with disabilities; and
  - **ii.** Ableism (discrimination in favour of able-bodied people).

1.7 Feedback Process

- **a.** The Society is committed to providing high quality goods and services to all members of the public it serves. Feedback is welcomed as it may identify areas that require change and encourage continuous service improvements. Therefore, the Society shall regularly solicit feedback concerning disability-related issues as they relate to goods and services provided by the Society.

1.8 Policy Review and Renewal

a. The Society is committed to developing service policies that respect and promote the dignity and participation of people with disabilities. Therefore, no changes will be made to this policy before considering the impact on people with disabilities, including consultation with the Society's current official constituency organization for students with a disability.

b. Any policy of the Society that does not respect and promote the dignity and participation of people with disabilities shall be modified or removed.

PART 2: SERVICE

2.1 Purpose

a. The intent of this policy is to enable persons with disabilities to access the range of goods and services offered by the Society within the Student Union Building and wherever else these goods and services are provided.

b. Persons with disabilities are permitted to use their own personal supports to access goods and services offered by the Society. Personal supports include personal assistive devices, service animals, and support persons.

2.2 Communication

a. The Society shall strive to communicate with persons with disabilities in ways that consider their disability. This means that the Society will communicate in ways that enable persons with disabilities to communicate effectively for the purposes of using, receiving, and requesting the Society's goods, services, and facilities.

b. The Society shall fund 100% of the cost for the provision of accessible formats and communication supports for persons with disabilities for all Society meetings, such as but not limited to General Meetings, Board of Directors meetings, Clubs Council and Course Union Council meetings, and speaking events. The Society requires a minimum of two [2] weeks' notice to provide this support. If shorter notice is given, all reasonable efforts will be made to provide necessary supports. A line item in the UVSS annual budget shall be created for this purpose.

2.3 Assistive Devices

a. Persons with disabilities are permitted to use personal assistive devices to access goods and services offered by The Society.

b. An assistive device is any device that is used, designed, made, or adapted to assist a person in performing a particular task. Assistive devices enable persons with disabilities to do everyday tasks such as moving, communicating, reading, or lifting.

- **i.** Examples of assistive devices include, but are not limited to the following:
  1. Wheelchairs
  2. Canes
  3. Walkers
  4. Assistive listening devices (FM systems)
  5. Laptops with screen-reading software or communicating capabilities
  6. Smart phones (i.e. wireless handheld devices)
  7. Hearing aids
  8. Global positioning system (GPS) devices
  9. Digital audio players
  10. Teletypewriters (TTY)
  11. Portable oxygen tanks
  12. Personal digital assistants
  13. Communication devices, such as voice-output systems or pictures/symbols

c. The Society allows assistive devices to be permitted in all areas of the Student Union Building to which students, staff, faculty, and the public normally have access.

2.4 Accessible Food Services

a. The Society is committed to providing safe and accessible food options for persons who have specific food-related health conditions and disabilities.

2.5 Service Animals

a. Persons with disabilities are permitted to use licensed service animals to access goods and services offered by the Society.

b. A licensed service animal is any guide dog or animal individually trained by a professional service animal training organization to assist a person with a disability. An animal is a service animal if it is readily apparent that it is being used by a person for reasons relating to her or his disability - or if the person has a letter from a physician verifying that the animal is required for reasons relating to her or his disability. Licensed service animals include licensed emotional support service animals.

c. Licensed service animals are permitted in all areas of the Student Union Building premises to which students, staff, faculty, and the public normally have access.

d. There are a few exceptions where a service animal would be excluded by law:
The Health Protection and Promotion Act (1990) does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. Therefore, a sign should be placed in food handling areas notifying persons that service animals are not permitted.

e. However, the Health Protection and Promotion Act does contain specific exemptions for licensed service dogs only, allowing them to accompany their owners into areas where food is normally served, sold or offered for sale.

f. Should municipal by-laws restrict certain breeds of animals or dogs from the municipality and these by-laws apply even if the animal is acting as a service animal. In unique situations where the presence of the animal presents a significant risk for another person (e.g. severe allergies), the Society is required to meet the needs of both persons in these situations and must devise an accommodation plan that enables both persons to access services and goods accordingly.

2.6 Support Persons

a. Persons with disabilities are permitted to use support persons to access goods and services offered by the Society. When a support person accompanies a person with a disability to an event hosted by the Society for which there is an admission fee, the support person will not be charged admission.

b. A support person is someone either hired or chosen to help a person with a disability. A support person can be a personal support worker, volunteer, family member, spouse, or friend of the person with the disability. The Society believes that a support person, in some cases, does not necessarily need to have special training or qualifications.

- **i.** Support persons may provide one or more types of assistance.
  1. Transportation
  2. Job coaching
  3. Guiding a person with a vision loss
  4. Adaptive communication (e.g., Intervener for someone who is deaf/blind)
  5. Interpretation (e.g., ASL/English interpreter, LSQ/French interpreter)
  6. Note-taking, scribe or reading services (usually coordinated by disability or library services offices)
  7. Personal care assistance including emotional support

8. Support persons in the event of a seizure (e.g., protect from falls)
9. Interpret and speak on behalf of someone with a speech disability