

Committee Policy

Effective Date: November 2, 2026

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PART 1: DEFINITIONS

BoD	Board of Directors
Closed Committee	Meetings of the committee are only open to members of the committee
Closed Membership	Voting rights may only be attained through the defined membership of the committee
Ex officio	Membership derived from elected or assigned responsibility
GSS	University of Victoria Graduate Students' Society
Joint Committee	Committee of the Society and other organisation
Open Committee	Meetings of the committee are open to all members of the society
Open Membership	Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term
Second Chair	A second member of the committee who is empowered to serve as chair in the absence of the chair or upon the request of the BoD
Standing Committee	Committee of the Board of Directors
Terms of Reference	The operating policies of UVSS Committees
UVSS	University of Victoria Students' Society

PART 2: OPEN TO MEMBERS TO ATTEND – OPEN MEMBERSHIP

2.1 CAMPAIGNS COMMITTEE

a. Type

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

b. Purpose

- **i.** Organize and co-sponsor campaigns and speaker events on post-secondary education, public transit, affordable housing, sexualized violence, campus sustainability, mental health, and other social justice issues as decided by Campaigns Committee.

c. Duties

- **i. Campaigns & Community Relations**
  1. Coordinate the campaigns and community relations of the Society.
  2. Communicate regularly with all levels of government in order to advocate for student issues.
  3. Build and maintain coalitions between the UVSS and constituency groups, community groups, and on-campus environmental sustainability groups.
  4. Establish working groups for campaigns, as needed.
- **ii. University & International Student Relations**
  1. Support the Director of Outreach & University Relations in their duties as related to campaigns of the Society, including working with the Director of International Relations to respond to political issues that affect international students.
  2. Coordinate with the University Relations Committee as related to campaigns of the society.

d. Other Duties

- **i.** At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to the Policy Development Committee.
- **ii.** Carry out all other duties as directed by the BoD.

e. Membership

- **i. Voting Members**
  1. Director of Campaigns & Community Relations – ex officio and chair of the committee
  2. One [1] director elected by the BoD – ex officio and second chair of the committee
  3. Director of Outreach & University Relations – ex officio
  4. Director of Events – ex officio
  5. Director of Student Affairs – ex officio
  6. Director of Finance and Operations – ex officio
  7. Director of International Student Relations – ex officio
  8. Four [4] directors elected by the BoD
  9. Three [3] members at large elected by the BoD

ii. **Non-voting Members***

1. Policy, Research, & Communications Manager - ex officio
2. General Manager or designate - ex officio
3. Member Outreach & Communications Officer - ex officio
4. Constituency Groups Director – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

f. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.
ii. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

g. Quorum

i. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
ii. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

h. Meetings

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

i. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.2 EVENTS COMMITTEE

a. Type

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

b. Purpose

i. Organize events that are of interest to the membership and highlight the Society and the SUB.
ii. Be responsible for administering and allocating grants from the Events Fund.

c. Duties

i. Plan, organize and promote Weeks of Welcome.
ii. Make recommendations to the BoD on all matters pertaining to speakers and events of the UVSS.

iii. At the first meeting of each semester, familiarize committee members with all policy
relevant to the committee, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to Policy Development Committee.

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

d. Membership

i. Voting Members

1. Director of Events - ex officio and chair of the committee
2. One [1] director elected by the BoD – ex officio and second chair of the committee
3. Five [5] directors elected by the BoD
4. Two [2] members at large elected by the BoD

ii. Non-voting Members*

1. Policy, Research, & Communications Manager - ex officio
2. Member Outreach & Communications Officer - ex officio
3. Executive Director - ex officio
4. General Manager – ex officio
5. Human Resources and Administrative Services Manager – ex officio
6. Felicita's Pub Manager – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

ii. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

f. Quorum

i. Shall be the chair and at least two [2] other voting members of the committee.

g. Meetings

i. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

ii. The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.

iii. The chair shall publicly distribute minutes within 72 hours of the end of the meeting.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.3 FINANCE AND OPERATIONS COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with open membership.

ii. Open to members to attend.

b. Purpose

i. Oversee the financial administration and operations of the UVSS

c. Duties

i. Finance

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

ii. Operations

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

iii. Planning

1. Oversee the maintenance, implementation and renewal of the UVSS strategic plan.
2. Collect and review data on indicators for the strategic plan, and any other indicators the committee finds critical for appraising the success of any strategic initiatives.
3. Review the implementation of strategic initiatives, and propose new initiatives as required.
4. Carry out regular consultations with staff, directors and students as required by the strategic plan.
5. Lead consultation with students on, but not limited to, SUB food and other SUB products, and take meaningful action on issues raised.
6. Oversee the maintenance, implementation and renewal of business plans for the business units.

iv. Risk Management

1. Review and provide Excluded Managers' and Executive Committee's recommendations to the Board on business development, financial management, and risk management, and facilitate effective Board decision-making in these areas.
2. Make recommendations to the Board of Directors concerning the structure of the Society's insurance coverage, types and amount of insurance.
3. Review with senior management the adequacy and effectiveness of controls and management and information systems, including accounting and budget controls, financial planning and computer operation, information technology (IT) and security.

v. Other

1. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
2. Carry out all other duties as directed by the BoD

d. Membership

i. Voting Members

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

ii. Non-voting Members

1. Policy, Research, & Communications Manager - ex officio
2. Executive Director - ex officio
3. General Manager – ex officio
4. Manager of Accounting & Payroll – ex officio
5. A USW 2009 representative selected by the Union - ex officio
6. Human Resources and Administrative Services Manager – ex officio
7. Constituency Groups Director - ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.
**The Chair of the Finance and Operations Committee must invite all Faculty Student Societies, or any other applicable student groups, within a month of the first scheduled meeting

e. Voting

- **i.** Shall be assigned to the voting members designated in Section 4: Membership.
- **ii.** Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

f. Quorum

- **i.** Shall be the chair and at least two (2) other voting members of the committee.

g. Meetings

- **i.** Shall meet at least once [1] a month at date set by the chair of the committee or upon the call of the BoD.
- **ii.** The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.
- **iii.** The chair shall publicly distribute minutes within 72 hours of the end of the meeting

h. Term of Office

- **i.** Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.4 MEMBER OUTREACH & ENGAGEMENT COMMITTEE

a. Type

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

b. Purpose

- **i.** Organise member outreach and engagement projects and programs such as the annual student handbook and the UVSS volunteer program.
- **ii.** Develop new member outreach and engagement projects and programs as needed.

c. Duties

- **i.** Oversee the production of the UVSS Handbook.
- **ii.** Oversee the production and purchasing of UVSS promotional materials.

iii. Periodically review the UVSS website and recommend changes if necessary.
iv. Oversee digital strategy (web and social) and make recommendations to the SUB Business Marketing Committee on the use of social media and the creation of new social media accounts.
v. Oversee the UVSS volunteer program.
vi. Develop proactive internal and external communications strategies to ensure that the Society is transparent and accountable to members.
vii. Work with the Director of International Student Relations to conduct targeted outreach to international students at UVic.
viii. Manage the UVSS brand and liaise with the SUB Business Marketing Committee to ensure that the parent and subsidiary brands are in alignment and that they reflect the mission and values of the Society.
ix. Develop and maintain a budget for the committee.
x. At the first meeting of each semester, familiarize committee members with all policy
relevant to the committee, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to Policy Development Committee.
xi. Carry out all other duties as directed by the BoD.

d. Membership

i. Voting Members

1. Director of Outreach & University Relations - ex officio and chair of the committee
2. One [1] director elected by the BoD – ex officio and second chair of the committee
3. Director of Events - ex officio
4. Director of Campaigns & Community Relations – ex officio
5. Director of Finance and Operations – ex officio
6. Director of Student Affairs – ex officio
7. Director of International Student Relations – ex officio
8. Three [3] directors elected by the BoD
9. Two [2] members at large elected by the BoD

ii. Non-voting Members*

1. Policy, Research, & Communications Manager - ex officio
2. Member Outreach & Communications Officer - ex officio
3. Graphic Design Department Manager-Art Director – ex officio
4. Digital Project Coordinator – ex officio
5. General Manager or designate – ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

ii. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

f. Quorum

i. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.

ii. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

g. Meetings

i. Shall meet at least twice a month at a date set by the chair of the committee or upon the call of the BoD.

ii. The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.

iii. The chair shall publicly distribute minutes within 72 hours of the end of the meeting.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.5 POLICY DEVELOPMENT COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with open membership.

ii. Open to members to attend.

b. Purpose

i. Make recommendations to the BoD on all matters pertaining to the constitution, policies and internal structure of the society as well as the implementation of those recommendations.

c. Duties

i. Make recommendations to the BoD regarding the maintenance and development of the Society's constitution and bylaws.

ii. Make recommendations to the BoD regarding the maintenance and development of the Society's policies, with the exception of Electoral Policy.

iii. Make recommendations to the Electoral Committee regarding the maintenance and development of Electoral Policy.

iv. Motions recommended by Policy Development Committee shall be proposed to the Board of Directors by the second chair of Policy Development or a designate, except in the case where the chair of the Board of Directors meeting is not the same as the chair of Policy Development Committee.

v. Motions recommended to Policy Development by another committee before going to the Board of Directors shall be proposed by the chair of that committee at the Board of Directors meeting.

vi. Make recommendations to the BoD regarding the maintenance and development of the Society's committee structure and terms of reference.

vii. Ensure that appropriate policies for a system of risk management are developed by management and approved by the Board.
viii. Review the Society's risk management controls and policies, and maintain appropriate internal control procedures including a review of significant financial, legal, and operational policies.
ix. Ensure that the Society's risk management policies for significant risks are effective and are being adhered to.
x. At the first meeting of each semester, familiarize committee members with all policy
relevant to the committee, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to Policy Development Committee.
xi. Ensure all policy directly impacting groups is reviewed by relevant committees before it is recommended to the BoD, with the exception of committee Terms of Reference.
xii. Carry out all other duties as directed by the BoD.

d. Membership

i. Voting Members

1. Director of Outreach & University Relations - ex officio and chair of the committee
2. One [1] director elected by the BoD – ex officio and second chair of the committee
3. Director of Events - ex officio
4. Director of Campaigns & Community Relations – ex officio
5. Director of Finance and Operations – ex officio
6. Director of Student Affairs – ex officio
7. Director of International Student Relations – ex officio
8. Three [3] directors elected by the BoD
9. Two [2] members at large elected by the BoD

ii. Non-voting Members

1. Policy, Research, & Communications Manager - ex officio
2. Executive Director - ex officio
3. General Manager – ex officio
4. USW 2009 representative selected by the Union - ex officio
5. Constituency Groups Director

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.
ii. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

f. Quorum

i. September 1 – April 30: Shall be the chair and at least three [3] other voting members of the committee.
ii. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

g. Meetings

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

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.6 FOOD BANK COMMITTEE

a. Type

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

b. Purpose

i. To advise on the daily operations, outreach and engagement, and annual strategy of the UVSS Food Bank.

c. Duties

i. Daily operations

1. Advise on the daily operations of the Food Bank.

ii. Outreach and engagement

1. Assisting with strategies to communicate about and engage with students about the Food Bank.
2. Supporting relationship-building with on and off campus stakeholders.

iii. University relations

1. Liaise with the University administration to support the effective operations of the Food Bank.

iv. Reporting to UVSS BoD

1. The UVSS Directors are responsible for delivering verbal reports at UVSS BoD meetings.

d. Membership

i. Voting Members

1. Food Bank Officer(s) – ex officio and (co-)chair(s) of the committee
2. UVSS Director of Finance and Operations
3. 1 UVSS Director

ii. Non-voting members

1. Human Resources and Administrative Services Manager
2. Service Coordinator (secretary)
3. Campus Community Garden Office Coordinator

a. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.
ii. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

b. Quorum

i. September 1 – April 30: Shall be the chair and at least two [2] other voting members of the committee.
ii. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

c. Meetings

i. Shall meet at least once a month at a date set by the chair of the committee or upon the call of the BoD.
ii. The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.
iii. The chair shall publicly distribute minutes within one week of the meeting.

d. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

2.7 UNIVERSITY RELATIONS COMMITTEE

a. Type

i. Standing committee of the UVSS Board of Directors (BoD) with open membership.
ii. Open to members to attend

b. Purpose

i. Develop lobbying strategies to represent and protect students' interests to the University of Victoria (University).
ii. Act as a collaborative working group that aims to support all students

c. Duties

i. Facilitate communication between the UVSS BoD and student members of Senate, the Board of Governors, University departments, faculties, services, and committees.
ii. Respond to University governance issues that affect students.
iii. Provide resources to student members of the UVSS BoD, the Senate, the Board of Governors, and University committees that allow for them to participate fully in their respective duties and support student interests.
iv. Suggest and propose motions for consideration to the UVSS BoD regarding University relations.
v. Assist in drafting motions and policy for student members of Senate, Board of Governors, and University committees to bring to their respective University bodies.

vi. Assist Campaigns Committee in organizing political events, campaigns, rallies, or other actions related to the policy or governance of the University.

vii. Provide updates to the UVSS BoD and membership.

viii. Consult UVSS general counsel as needed.

ix. Be the consultation body of the UVSS BoD for University relations, on behalf of the Board of Directors.

x. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee (including its terms of reference) and conduct a review of policy for the purpose of providing recommendations to the Policy Development Committee.

xi. Carry out all other duties as directed by the UVSS BoD.

Nothing in these terms of reference shall restrict the independent judgment of student members of Senate, the Board of Governors, or the UVSS BoD, or oblige them to advance any position of the Committee or the BoD in their respective University bodies.

d. Membership

i. Voting Members

1. Director of Outreach & University Relations – ex-officio and chair
2. Two [2] UVSS BoD members selected by the BoD
3. One (1) second chair of the committee elected by the committee from one of the voting members
4. Undergraduate student members of the Senate
5. Undergraduate student members of the Board of Governors
6. Undergraduate BoD-appointed members who sit on University committees
7. Four [4] members at large selected by the BoD
8. Two [2] advocacy representatives selected by the BoD

e. Non-voting Members

1. Policy, Research & Communications Manager - ex officio, unless otherwise stated
2. Human Resources and Administrative Services Manager or Designate, unless otherwise stated
    i. An in-camera session of only voting members may be held during the last third of each meeting

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

f. Voting

i. Shall be assigned to the voting members included in Section 4: Membership.

ii. Any member of the UVSS who attends two [2] committee meetings in the same semester will receive voting rights at the start of their third meeting for the remainder of the board term.

g. Quorum

i. Shall be the chair and at least 2 student senator or Board of Governor representatives and at least 2 BoD representatives present.

h. Meetings

i. **Scheduling & Frequency:** The committee shall meet at least once a term at a date set by the Chair, by petition of the committee members, or upon the call of the BoD. During the fall and winter sessions, it is recommended that the committee meet at least once per month.

1. In extraordinary circumstances, a petition of four [4] voting members can convene a meeting within no less than 72 hours.

ii. **Agenda Distribution:** The Chair shall distribute meeting agendas a minimum of 48 hours in advance of meetings in a manner that makes them easily accessible to members. Agendas must clearly identify items or sections designated for University consultation.

iii. **Minutes Distribution:** The Chair shall ensure meeting minutes are publicly distributed within 72 hours of the adjournment of the meeting.

i. Term of Office

i. Shall be for the duration of the BoD term (May 1 – April 30) with an annual reset at the beginning of each BoD term.

PART 3: OPEN TO MEMBERS TO ATTEND – CLOSED MEMBERSHIP

3.1 ADVOCACY RELATIONS COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with closed membership.

b. Purpose

i. Act as the primary liaison among constituency groups, NSU, and the BoD.

c. Duties

i. Ensure the successful operation and participation in UVSS affairs of all constituency organizations and NSU.

ii. Review policy directly impacting constituency groups and NSU for the purpose of providing recommendations to Policy Development Committee.

iii. Approve all draft policy directly impacting constituency groups and NSU before it proceeds to the BoD.

iv. Work collaboratively to support the goals, events, and initiatives of constituency organizations, NSU, and the BoD.

v. Serve as a forum for constituency organisations, NSU and the BoD to work collectively on common social justice issues on campus and in the community.

vi. Approve constituency groups' and NSU's previous and current semesters' financial documents, as per BoD finance policy.

vii. Allocate funds from the constituency control account to constituency organisations and the Native Students Union as detailed below.

viii. At the first meeting of each semester, familiarize committee members with all policies directly relevant to the committee, including its terms of reference.

d. Membership

i. Voting Members

1. The BoD representative for each Constituency Group.
2. The BoD representative for NSU.
3. Director of Student Affairs - ex officio and chair of the committee.
4. An alternate representative for each Constituency Group and NSU for a semester upon ratification by their respective Constituency Group or NSU and by Advocacy Relations Committee and only in the case that a Firekeeper or Board Representative role is vacant.
    a. This alternate must be a student voted into an Executive-level role with the Advocacy Group that they represent.

ii. Non-voting Members

1. One [1] director elected by the BoD - ex officio and second chair of the committee
2. Executive Director or designate - ex officio
3. Constituency Groups Director– ex officio
4. Director of Finance & Operations - ex officio
5. Director of Campaigns & Community Relations – ex officio
6. Director of Outreach & University Relations – ex officio
7. Director of Events – ex officio

*Voting members shall reserve the right to meet without non-voting members present.

e. Voting

i. Shall be limited to the voting members designated in Section 4: Membership, sub-section a: Voting Members.

ii. Temporary alternative representatives may be selected by each group, for a semester upon presenting minutes from a quorate meeting from their respective constituency organisation ratifying their representative.

iii. All guests invited to attend a meeting must be unanimously approved by voting members.

iv. All voting decisions must be made by a 2/3rds majority.

f. Quorum

i. Shall be the chair and a minimum of three other voting members.

g. Meetings

i. Shall meet bi-weekly at a day/time agreed upon by committee members at the beginning of each term or upon the call of the UVSS BoD, CGD or other Excluded Manager, constituency organizations, or NSU.

ii. The chair shall distribute meeting agendas and policy under consideration a minimum of 48 hours in advance of all meetings.

iii. The chair shall record minutes for each meeting containing an attendance list and important decisions and distribute these minutes within 72 hours of the meeting.

h. Term of Office

i. Shall be for the duration of the Board of Directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.2 CLUBS COUNCIL

a. Type

i. Standing committee of the UVSS BoD with closed membership.
ii. Open to members to attend.

b. Purpose

i. Assist the Director of Student Affairs in the facilitation and administration of UVSS clubs.

c. Duties

i. Assist the Director of Student Affairs in their duties as chair of the committee.
ii. Allocate and distribute funds to clubs subject to approval by the BoD.
iii. Review the constitution, financial practices and membership standing of UVSS clubs.
iv. Recommend the ratification of new clubs to the BoD.
v. Review and recommend changes to clubs policy.
vi. At the first meeting of each semester, familiarize committee members with all policy
relevant to the council, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to Policy Development Committee.
vii. Carry out all other duties as directed by the BoD.

d. Membership

i. **Voting Members:**
1. One [1] representative of each active UVSS club
2. Active clubs from the previous semester automatically gain temporary voting rights for the purposes of ratification at the first meeting of the current semester

ii. **Non-voting Members**
1. Director of Student Affairs - ex officio and chair of the committee
2. One [1] director elected by the BoD and second chair of the committee
3. One [1] representative of the GSS
4. Policy, Research, & Communications Manager - ex officio
5. Member Outreach & Communications Officer – ex officio

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

i. Shall be the chair and at least four [4] other voting members of the committee.

g. Meetings

i. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.3 COURSE UNION COUNCIL

a. Type

i. Standing committee of the UVSS BoD with closed membership.

ii. Open to members to attend.

b. Purpose

i. Act as the primary liaison between course unions and the BoD.

c. Duties

i. Assist the Director of Student Affairs in their duties as chair of the committee.

ii. Allocate and distribute funds to course unions subject to approval by the BoD.

iii. Review the constitution, financial practices and membership standing of UVSS course unions.

iv. Recommend the ratification of new course unions to the BoD.

v. Review and recommend changes to course union policy.

vi. At the first meeting of each semester, familiarize committee members with all policy
relevant to the council, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to Policy Development Committee.

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

d. Membership

i. Voting Members:

1. One [1] representative of each active UVSS course union

2. Active course unions from the previous semester automatically gain temporary voting rights for the purposes of ratification at the first meeting of the current semester

ii. Non-voting Members:

1. Director of Student Affairs - ex officio and chair of the committee

2. One [1] director elected by the BoD and second chair of the committee

3. One [1] representative of each FSS

4. Policy, Research, & Communications Manager - ex officio

5. Member Outreach & Communications Officer – ex officio

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

i. Shall be the chair and at least four [4] other voting members of the committee.

g. Meetings

i. Shall meet at least once a month at date set by the chair of the committee or upon the call of the BoD.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.4 FACULTY STUDENT SOCIETY COUNCIL

a. Type

i. Standing committee of the UVSS BoD with closed membership.

ii. Open to members to attend.

b. Purpose

i. Act as the primary liaison between FSSs and the BoD.

c. Duties

i. Assist the Director of Student Affairs in their duties as chair of the committee.

ii. Review the constitution, financial practices and membership standing of UVSS Faculty Student Societies

iii. At the first meeting of each semester, familiarize committee members with all policy
relevant to the council, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to the Policy Development Committee.

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

d. Membership

i. **Voting Members**

1. One [1] representative of each Professional Development Union

ii. **Non-voting Members**

1. Director of Student Affairs - ex officio and chair of the committee
2. One [1] director elected by the BoD and second chair of the committee

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

i. Shall be the chair and at least two [2] other voting members of the committee.

g. Meetings

i. Shall meet at least once per year at a date set by the chair of the committee or upon request of a **FSS** or the Director of Student Affairs.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

3.5 INTERNATIONAL STUDENT RELATIONS COMMITTEE

a. Type:

i. Standing committee of the UVSS BoD with closed membership.

ii. Open for members to attend.

b. Purpose:

i. Acts as a primary and neutral liaison among international students and the BoD (BoD Section 1, part 11.1).

1. For the purpose of this committee, "international" is defined in the following way: A student born outside of Canada, who spends a majority of their lives outside of Canada, and/or otherwise reasonably identifies as an international student.

ii. Represent international student interests to the UVSS BoD, to UVic, and in the larger community.

c. Duties:

i. Liaise regularly with the UVSS BoD and the relevant UVic departments handling international student issues to advocate on behalf of international students.

ii. Discuss ongoing international student issues for the Director of International Student Relations to relay to the BoD.

iii. Serve as a forum for international students and the BoD to work collectively on supporting the success of international students on campus.

iv. Generate ideas for effective outreach with international students on campus.

v. Build and maintain partnerships among international students, UVSS, and relevant UVic departments handling international student issues.

vi. Organize events (celebrations, holidays, fundraisers, etc.) for or in partnership with other organizations as provided in BoD Policy.

vii. Review policy directly impacting international students or the Director of International Student Relations and make recommendations to Policy Development committee before consideration by the BoD.

viii. At the first meeting of each semester, familiarize committee members with all policy directly relevant to the committee, including its terms of reference.

d. Membership

i. Voting Members

1. Director of International Student Relations – ex officio and chair of the committee

2. Any members at large who identify as international students and have attended one previous meeting of the committee.

3. These international student members may also represent a club ratified by Club Council if the club:

i. is established and returning,
ii. has a club type ‘cultural’ or ‘community service & volunteer’,
iii. represents all or a group of international students’ interest,
iv. requests membership on this committee and be represented by an international student,
v. is subject to approval of this committee;

4. These international student members may also represent a course union ratified by Course Union Council if the course union:
   i. is established and returning,
   ii. is represented by an international student and requests membership on this committee.
5. One [1] Director-at-Large, who is an international student, as elected by the BoD.

*In the event of non-lead directors not stepping up to fill the designated seat, a lead director may fill the role under the condition that the seat must be given up, at the committee’s discretion, if a new non-lead joins the Board and expresses interest.

ii. Non-Voting Members

1. One [1] Director at Large assigned to the International Student Relations portfolio – ex officio and second chair of the committee
2. Director of Outreach and University Relations - ex officio
3. Director of Student Affairs - ex officio
4. Director of Events - ex officio
5. Director of Campaigns and Community Relations - ex officio
6. Director of Finance and Operations - ex officio
7. Policy, Research, & Communications Manager – ex officio
8. Human Resources and Administrative Services Manager or designate – ex officio

e. Voting

i. Shall be limited to the voting members designated in Section 4: Membership, sub-section a: Voting Members.

f. Quorum

i. September 1 – April 30: Shall be the chair and at least two [2] other voting members of the committee
ii. May 1 – August 31: Shall be the chair and at least one [1] other voting members of the committee.

g. Meetings

i. Shall meet at least once a month at a date set by the chair of the committee or upon the call of the BoD.

h. Term of Office

i. Shall be for the duration of the BoD term (May 1 – April 30) with an annual reset at the beginning of each Board term.

3.6 SUB OCCUPANTS COMMITTEE

a. Type

i. Joint committee of the UVSS BoD and SUB occupants with closed membership.

ii. Open to members to attend.

b. Purpose

i. Provide a forum for communication of matters and issues regarding the SUB operations and maintenance that pertain to SUB occupants.

c. Duties

i. Consider matters respecting the terms of allocating space to groups.

ii. Establish an ongoing forum to discuss and consider matters of common interest and concern with respect to SUB space.

iii. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

d. Membership

SUB Occupant: A SUB Occupant is defined as the UVSS Board of Directors, any UVSS advocacy, affiliate, or service group, and any official UVSS clubs or course unions who have an office or centre in the SUB.

Voting Members

i. Director of Finance and Operations – ex officio and chair of the committee

ii. Director of Student Affairs – ex officio and second chair of the committee

iii. One [1] director elected by the BoD – ex officio
    1. Must be a portfolio DAL of Finance and Operations OR Student Affairs

iv. Director of Outreach and University Relations – ex officio

v. Director of Campaigns & Community Relations – ex officio

vi. Director of Events – ex officio

vii. Up to two (2) representatives of each of the following groups defined in the Society's bylaws:
    1. The Gender Empowerment Centre
    2. Students of Colour Collective
    3. Native Students' Union
    4. UVSS Pride Collective
    5. Society for Students with a Disability
    6. Campus Community Garden
    7. UVic Sustainability Project
    8. Anti-Violence Project
    9. Peer Support Centre

10. UVSS Food Bank
11. and any club or course union that is a current SUB occupant

viii. One representative of each of the following groups
1. CFUV
2. The Martlet

Non-voting Members*

a. Constituency Group Director - ex officio
b. General Manager – ex officio
c. Policy, Research, and Communications Manager - ex officio

*If the chair and second chair are both unable to facilitate a meeting of this committee, a non-voting member shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

e. Voting

i. Shall be assigned to the voting members designated in Section D: Membership.

f. Quorum

i. Shall be at least two UVSS directors, at least one excluded manager, and at least three SUB occupants' representatives.

g. Meetings

i. Shall occur at least once a semester at a date set by the chair of the committee or upon the call of the BoD.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

PART 4: CLOSED COMMITTEES

4.1 ELECTORAL COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with closed membership.
ii. Not open to members to attend.

b. Purpose

i. Ensure the proper and successful conduct of all elections to fill positions on the BoD and of all referenda according to the bylaws and policy of the UVSS.

c. Duties

i. Oversee the electoral process and ensure that the Elections Office functions as an independent body.
ii. Make recommendations to the BoD regarding the maintenance and development of UVSS Electoral Policy, with consultation of the Policy Development Committee.

iii. Hire and supervise the Chief Electoral Officer, Elections Adjudicator, and Arbitration Panel, with the assistance and active participation of the Administrative and Services Manager.
iv. Assist the Chief Electoral Officer in the hiring of deputy electoral officers.
v. Provide financial and administrative support and other resources to the Chief Electoral Officer as needed.
vi. At the first meeting of each semester, familiarize committee members with all policy
relevant to the committee, including its terms of reference.
vii. Carry out all other duties as directed by the BoD.

d. Membership

i. Voting Members

1. Three [3] directors of the Society, one of which is elected as chair by the Board of Directors. The Board shall elect the chair before electing the other two positions. The other two directors can act as second chair, as needed. No members of the committee may actively participate in campaigning or seek re-election while serving as a member of the committee.Committee members who decide to actively participate in campaigning or to seek re-election must resign from the committee before the hiring process begins for the Chief Electoral Officer, Election Adjudicator, Arbitration Panel, or Deputy Electoral Officers.

ii. Non-voting Members

1. Policy, Research & Communications Manager - ex officio
2. Human Resources and Administrative Services Manager - ex officio

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

i. Shall be at least two [2] voting members of the committee.

g. Meetings

i. Shall meet as determined by the committee membership or upon the direction of the BoD.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.2 EXECUTIVE COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with closed membership.
ii. Not open to members to attend.

b. Purpose

i. Make and document decisions of the Lead Directors regarding the day-to-day operations of the Students' Society.

1. Ensure the timely implementation of all directives of the Board of Directors.
2. Nothing in this policy shall be interpreted so as to restrict the authority of the Board of Directors or individual directors as established in the Bylaws and other policies.

c. Duties

i. General

1. Ensure the Students' Society is compliant with all of its legal obligations.
2. Submit minutes of all Executive Committee meetings to the Board of Directors in a timely manner.
3. Develop and maintain a budget for grants and donations.
4. Fairly distribute grants and donations to external (non-UVSS) organizations as per Operational Policy Part 5.
    a. Determine the maximum amount and number of grants based on the budgeted allocation.
    b. Review and disburse funding requests.
    c. Report any funding disbursements to the Board of Directors.

d. Risk Management

i. Oversee the identification, measurement, monitoring and controlling of the Society's principal risks and ensure that appropriate systems to manage these risks are in place.

ii. Ensure timely and efficient delivery of risk information (including large and emerging exposures) to the Board, and formulate recommendations for action (where appropriate).

iii. Provide direction to management and employees on risk matters; and interact with other committees on the subject of risk and risk management.

iv. Review situations where the Society's risk management policies failed to prevent or mitigate an occurrence; and in such situations, make recommendations to the Board of Directors.

e. Other Duties

i. At the first meeting of each semester, familiarize committee members with all policy
relevant to the committee, including its terms of reference, and conduct a review of policy
for the purpose of providing recommendations to Policy Development Committee.

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

f. Membership*

i. Voting members:

1. Director of Outreach & University Relations – Chair of the committee
2. Director of Campaigns & Community Relations
3. Director of Finance and Operations
4. Director of Events
5. Director of Student Affairs

ii. **Non-voting Members:**
    1. Executive Director - ex officio
    2. General Manager – ex officio
    3. Human Resources and Administrative Services Manager - ex officio

*Lead directors shall reserve the right to meet without ex officio members present.

g. **Voting**
    i. Shall be assigned to the voting members designated in Section 4: Membership.
h. **Quorum**
    i. Shall be at least three [3] voting members of the committee.
i. **Meetings**
    i. Shall meet at least twice a month or upon the call of the BoD.
    ii. Meetings shall be held with 24 hours advance notice or by the unanimous consent of the Lead Directors.
j. **Term of Office**
    i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.3 HEALTH & DENTAL PLAN APPEALS COMMITTEE

a. **Type**
    i. Standing committee of the UVSS BoD with closed membership.
    ii. Not open to members to attend.
b. **Purpose**
    i. Adjudicate UVSS members' appeals related to the mandatory UVSS Health Plan and Dental Plan.
c. **Duties**
    i. Review and adjudicate written appeals of UVSS Health and Dental Plan assessments within 30 days of last day of submission of appeals during the semester in which fees are assessed, and not consider appeals made after the last day of classes for that semester.
    ii. When adjudicating, the committee shall take the appellant's opt-out and appeal history into account.
    iii. When adjudicating, the committee shall not consider any appeals submitted by a parent or guardian of the appellant, unless the authority to do so on behalf of the appellant has been legally granted to that parent or guardian.
    iv. The committee will only consider appeals to opt out of the plan and will not consider appeals to opt down from the Enhanced Plan to the Basic Plan.
    v. The committee shall only consider appeals with appropriate supporting documentation. Any appeals without documentation are to be automatically denied.
    vi. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.

d. Membership

i. Voting Members

1. The Director of Finance and Operations - ex officio and chair of the committee
2. One Director elected by the BoD
3. One member of the UVic Office of the Registrar ratified by the committee

ii. Non-voting Members

1. The Services Coordinator - ex officio
2. Human Resources and Administrative Services Manager – or designate

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

i. Shall be the chair and one [1] other voting member of the committee.

g. Meetings

i. Shall meet at the request of the chair or upon the call of the BoD.

ii. The committee may agree to conduct consensus-based confidential deliberations via electronic communications. All members must be given a reasonable opportunity to participate. Where consensus cannot be reached on an appeal via digital communications, the appeal must be discussed in person at committee.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.4 SUB BUSINESS MARKETING COMMITTEE

a. Type

i. Standing committee of the UVSS Board of Directors with closed membership.

b. Purpose

i. Provide a platform for collaboration on:

1. strategic marketing goals;
2. cross-brand marketing between business units in the SUB;
3. marketing initiatives connected to the activities of the Board of Directors (campaigns, services, events).
4. Ensure that business and SUB brand marketing aligns with the mission, vision, and values of the UVSS as a non-profit social enterprise model.

c. Duties

i. Planning

1. Participate in marketing-related professional development opportunities.
2. Develop the marketing component of the strategic plan.

3. Identify marketing challenges and devise strategies and tactics to address these issues.
4. Review targets and benchmarks to access the progress of marketing initiatives.
5. Organize marketing initiatives with clear project leads, lines of responsibility and communication, and assessments of outcomes and goals.
6. Ensure that marketing initiatives support strategic plan objectives.

ii. Collaborative Marketing

1. Facilitate cross-brand marketing for UVSS businesses and the SUB brand.
2. Encourage all levels of staff to be involved in the marketing process including inviting interested parties to the committee when relevant.
3. Provide a forum for business units to collaborate on marketing objectives with the Board of Directors.

iii. SUB Brand

1. Through the Graphic Design Department, oversee the brand identity and reputation of the SUB brand.
2. Ensure that a consistent brand vision for the Student Union Building is incorporated into renovations.
3. Communicate the SUB non-profit social enterprise model to members.

iv. Other Duties

1. At the first meeting of each semester, familiarize committee members with all policy relevant to the group, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
2. Carry out all other duties as directed by the Board of Directors.

d. Membership

i. Directors (voting members)

1. Director of Finance & Operations – ex officio and co-chair of the committee
2. One [1] director elected by the BoD – ex officio and second chair of the committee
3. Director of Events – ex officio
4. Director of Campaigns & Community Relations – ex officio
5. Director of Outreach & University Relations – ex officio
6. Director of Student Affairs - ex officio
7. Two [2] directors elected by the Board

ii. Staff (voting members)

1. Art Director-Graphic Design Department Manager – ex officio and co-chair of the committee
2. Graphic Designer-Digital Project Coordinator – ex officio
3. Marketing and Events Coordinator** – ex officio
4. General Manager – ex officio

5. Human Resources and Administrative Services Manager - ex officio
6. One [1] representative from each of the nine [9] business units as selected by that business unit
7. Two [2] representatives from the Union.

*If the chair and second chair are all unable to facilitate a meeting of this committee, Human Resources and Administrative Services Manager shall facilitate the meeting for the purpose of ensuring that the work of the committee is able to continue.

**The Marketing and Events Coordinator shall act as a liaison between UVSS Board members and staff, develop mutual buy-in for the committee's initiatives, and act as the single point of contact for inquiries about this committee's initiatives for staff or Board members.

iii. **Non-voting members**
1. UVSS Board members
2. UVSS staff

e. **Voting**
i. Shall be assigned to the voting members designated in Section 4: Membership.

f. **Quorum**
i. Shall be the chair and at least two [2] directors and five [5] staff (two of which must be business unit representatives).

g. **Meeting**
i. Shall meet at least monthly at a date set by the chair of the committee, except for the summer semester where meetings will be twice monthly.

h. **Term of Office**
i. Shall be from the date of appointment until the end of the current board year (i.e. April 30).
ii. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.5 OMBUDSPERSON ADVISORY COMMITTEE (OAC)

a. **Type**
i. Joint committee combined of: the University of Victoria Students Society (UVSS) and the University of Victoria Graduate Students Society (GSS), and the University of Victoria (UVic) faculty and staff representatives with closed membership.
ii. A closed committee where people who are not members are restricted from attending, unless by invite from the Chair of the OAC.

b. **Mandate**
i. To support and advise and guide the Ombudsperson to ensure the impartial, confidential, and independent operation of the Office of the Ombudsperson (the "Office"). The OAC has the following functions:

c. **Functions**
i. Advise and make recommendations to the Ombudsperson regarding the operation of the Office.

ii. Advise on and approve the annual operating budget for the Office, including but not limited to provisions for salary, office expenses, and professional development.

iii. Select, evaluate, and dismiss the Ombudsperson according to the procedures in the Office's Terms of Reference.

iv. Confidentially evaluate, as individual Members, the work performance provided by the Ombudsperson. Ensure the Ombudsperson receives an annual formal review of their performance and the Office's performance (the "**Annual Performance Review**"). The Annual Performance Review will be led by the Human Resources and Administrative Services Manager ("**HRASM**") with the assistance of at least two Members. The Annual Performance Review may review data or feedback collected during the year and reference the Office's Terms of Reference. An Annual Performance Review must occur each year.

v. Solicit grants or other funding for the operation of the Office.

vi. Receive and review reports from the Ombudsperson on the operation of the Office including an annual written report (the "Annual Report"), and report its findings to the UVSS Board of Directors ("BoD"), the UVic Executive, and the GSS Executive. In addition to the written Annual Report, the OAC may choose to require the Ombudsperson to provide the OAC written statistical reports that cover certain periods. The OAC must give the Ombudsperson adequate notice and instructions to prepare these written statistical reports.

vii. When a Member joins the OAC, ensure that they are familiarized with all policies, practices, and procedures relevant to the OAC. Ensure adequate training is developed and maintained to onboard new Members.

viii. Review and recommend changes to the OAC's Terms of Reference or the Office's Terms of Reference on an as-needed basis. Any changes to any Terms of Reference will require the Chair to provide a Meeting Agenda to all Members at least two (2) weeks in advance of a special meeting called for the purpose of reviewing a Terms of Reference. Two-thirds (2/3) of the majority of voting Members on the Roster, not just the voting Members in attendance at a Special Meeting, must be in favour in order for changes to be made to any Terms of Reference.

ix. Respond to any alleged violation of the Office's Terms of Reference. If a member of the University community believes that the Ombudsperson has violated the Office's Terms of Reference with respect to any matter to which the person has been a party, a written complaint detailing the alleged violation can be submitted to the Chair. The Chair will convene the OAC to review the complaint and may take appropriate action. The OAC must give the Ombudsperson a reasonable opportunity to respond to any allegations and must provide the Ombudsperson written reasons for any actions taken in response to a complaint.

x. Other than the Ombudsperson, Members shall not have access to any confidential information from Office records that identifies individuals or groups of individuals.

d. Membership

i. The ex-officio Members who have membership by virtue of their particular office or position (**"Ex-Officio Members"**) are the following:

1. The UVSS' Director of Outreach & University Relations (the"**Chair**")
2. The GSS Director of External Relations
3. The UVSS HRASM (the "**Secretary**")
4. The Ombudsperson
5. The most recent past Chair (the "**Second Chair**"). If the most recent past Chair is no longer a registered UVic student or otherwise unavailable, the Chair must appoint another registered UVic student as the Second Chair for a one (1) year Term of Office. Preference should be given, first to former Chairs, and then to former Members, and then to other registered UVic students. If the Second Chair does not already hold a paid position at the UVSS or the GSS or if the duties of the Second Chair fall outside of their paid role, the Second Chair must be reasonably remunerated for their duties as Second Chair.

ii. The elected members ("**Elected Members**") are the following:

6. One (1) Advocacy or Constituency Group Representative elected by the UVSS BoD.
7. One (1) student senator elected by the UVSS BoD
8. One (1) registered UVic student at large elected by the UVSS BoD
9. One (1) UVic Faculty member elected by the Faculty Association
10. One (1) member of the UVic Professional Employees Association elected by the UVic Professional Employees Association

iii. The appointed Members ("**Appointed Members**") are the following:

11. One (1) UVic staff member appointed by the Vice-President, Academic & Provost
12. One (1) UVic staff member appointed by the Vice-President, Finance & Operations

iv. All Ex-Officio Members, Elected Members, and Appointed Members (collectively, the "**Members**") will be voting Members except the Secretary and the Ombudsperson.

e. Duties of Members

i. Members must:

1. Act in the best interests of the Office while undertaking committee work.
2. Act in a manner that does not compromise the independence, impartiality, or confidentiality of the Office.
3. Refrain from directly or indirectly influencing reviews, investigations, or individual case outcomes.
4. Attend all meetings and actively participate by thoroughly reviewing materials in advance and, when appropriate, contributing thoughtfully and respectfully to discussion. If a Member is unable to attend a meeting, they must give advance written notice to the Chair as soon as possible.

5. Treat fellow Members with respect and honour diverse perspectives.
6. Avoid or declare to the Chair as soon as possible any actual, potential, or perceived conflicts of interest that may impact the Member's duties. Abstain from voting, if such a conflict of interest exists.
7. Treat any sensitive information obtained while undertaking committee work as confidential and private. In addition to any other sensitive information, the comments, votes, or positions of other Members should be considered sensitive and should not be shared with others who are not Members.

f. Duties of the Chair

i. In addition to the duties of Members, the Chair must:

1. Preside over meetings, prepare, and send Meeting Notices and Meeting Agendas in accordance with the requirements and timelines.
2. Encourage balanced and respectful participation by all Members.
3. Be responsible for filling vacancies, monitoring attendance, and enforcing these Terms.
4. Be available and in communication to accept suggestions, items for the Meeting Agendas, or complaints from Members and members of the University community.
5. Facilitate communication between the OAC, the UVSS BoD, UVic administration, and the GSS Executive, including election or appointment of Members.
6. Appoint the Second Chair
7. If needed, delegate any of the above tasks

ii. If the Chair does not attend a meeting, resigns, or is otherwise absent, the Second Chair must conduct or delegate the duties of the Chair for the period that the Chair is absent. If both the Chair and the Second Chair do not attend a meeting, resign, or are otherwise absent, the Members must select one (1) Member to conduct or delegate the duties of the Chair during the absence. If the Chair or Second Chair return after an absence, they will return to their positions and must complete their duties.

g. Terms of Office & Resignations

i. The length of a Member's terms of office ("**Term of Office**") shall be one (1) year for elected Members and indefinite for Appointed Members. Ex-Officio Members' Terms of Office shall last as long as they continue to hold their external office or position that grants them membership on the OAC.

1. The Chair must reconfirm every three (3) years whether an Appointed Member shall continue as a Member by inquiring with the appointing party in writing. A record of the results of this inquiry must be noted in the Meeting Minutes.

ii. If a Member is unable to fulfill their Term of Office or wishes to resign, they must inform the Chair in writing as soon as possible, so that another

person may fill the vacancy. If the Member in question is the Chair, the Chair must inform all Members in writing as soon as possible.

iii. If a Member does not adhere to the functions, mandate, or duties contained in these Terms, a special meeting may be convened by the Chair to discuss membership, from which the Member in question may be excluded for an In-Camera Session. The Chair must provide the member in question with details of the allegations and a reasonable opportunity to respond. If two-thirds (2/3) of the majority of voting Members vote to rescind membership after hearing the allegations and the Member in question's response, the Member shall be removed from the OAC and considered resigned. The Member in question must be informed in writing of the reasons behind the decision. If the Member in question is the Chair, the Second Chair, or another Member chosen by Members may conduct the duties of the Chair under this section.

h. Absences

i. A Member will be considered absent and will risk losing their membership if they:
   1. Do not attend two (2) consecutive meetings without informing the Chair of their absence, or
   2. Do not attend three (3) consecutive meetings, regardless of whether they informed the Chair or not.

ii. If a Member is considered absent, the Chair, at their discretion, may deem that the Member as resigned from their position. If the Chair makes such a decision, the Chair must inform the absent Member in writing and may then seek to fill the vacancy for the remainder of the absent Member's Term of Office. If the Chair is considered absent, the Second Chair or another Member chosen by the Members may deem the Chair as resigned from their position and must inform the Chair and all Members in writing.

i. Voting

i. One (1) vote shall be assigned to each Member including the Chair except for the Secretary and the Ombudsperson.

ii. When consensus cannot be achieved, decisions will be made by a simple majority vote of voting Members present at a meeting, provided that quorum is reached.

iii. In the event of a tie vote, the proposal fails.

iv. Voting by proxy or by another method other than by attendance is not encouraged and may only be approved the Chair.

j. Quorum

i. During the Winter session (September 1 and April 30). quorum shall be the Chair and at least three (3) voting Members.

ii. During the Summer session (May 1 and August 31), quorum shall be the Chair and at least two (2) voting Members.

iii. To make quorum, at least one (1) voting Member present must be a registered UVic student, who may be the Chair.

k. Meetings & Meeting Notice

i. The Chair must schedule meetings with a minimum of one (1) month's advance notice before a meeting date (the "**Notice Period**"), except in extraordinary circumstances. All meetings should be scheduled at the start of the Chair's Term of Office for the entire year, so as to foster attendance and predictability.

ii. In extraordinary circumstances, a meeting may be scheduled without providing the one (1) month Notice Period. However, a meeting must not be scheduled with less than one (1) week's advance notice. This must only be done in circumstances where it is necessary to address a matter that must be resolved urgently or there are other extraordinary circumstances that reasonably justify the urgency. In such a circumstance, as much advance notice as possible should be provided, and the Meeting Notice must include the reason for the shortened notice period.

iii. In order to schedule a meeting, the Chair must send a notification of a meeting to all Members or delegate the task to another member (the "**Meeting Notice**"). The Meeting Notice must include:
    1. The date and time of the meeting
    2. Whether the meeting will be virtual, in-person or via written or email vote
    3. Details about how to attend (i.e. room number, online meeting link, etc.)
    4. A request for member to submit items for the Agenda

iv. Any member may make a request to the Chair to schedule a meeting, and the Chair must not reasonably deny the request. If the Chair is absent or unable to schedule a meeting, the Ombudsperson, the Second Chair, or the Secretary may schedule a meeting. In such a circumstance, the Member scheduling the meeting must adhere to the Notice Period, provide the required Meeting Notice to all Members, and include in the Meeting Notice the reason why they are scheduling a meeting instead of the Chair.

v. The OAC must meet at least:
    1. Three (3) times during the Winter session (September 1 to April 30); and
    2. One (1) time during the Summer session (May 1 to August 31).

vi. All Members have the right to attend every Meeting and excluding a Member should only be done with careful regard to the membership balance of the OAC and the independence and impartiality of the Office. In-camera sessions in Meetings, where one or more Members are excluded for a certain item on a Meeting Agenda, are permitted in exceptional circumstances such as legal matters, complaints, or another compelling circumstances ("**In-Camera Sessions**"). An In-Camera Session is only permitted if it is included in the Meeting Agenda and the reason for excluding a Member is disclosed in the Meeting Agenda. If an excluded Member wishes to attend an In-Camera Session, they must be provided the opportunity to address the OAC and the decision whether to continue with an In-Camera Session, postpone, or allow open discussion must go to a vote, where the excluded Member is entitled to a vote if they

are a Voting Member. In-Camera Sessions should be the last item on the Meeting Agenda and the Chair must inform a Members who could not attend, except for the excluded Member, of any outcomes or discussions. After an In-Camera Session, the OAC must decide whether the discussions or decisions will be recorded in the Meeting Minutes or not.

l. Meeting Agendas, Meeting Minutes, & other Documentation

i. The Chair is responsible for preparing a list of items to be discussed or decided on during a meeting ("**Meeting Agenda**") and may delegate to the Secretary, the Second Chair, or the Ombudsperson. Collaboration with other Members is encouraged. Items not listed on the Meeting Agenda must not be decided on except in extraordinary circumstances and only after a majority vote of Members at a meeting. The Chair must not reasonably deny a request from a Member to include an item on a Meeting Agenda.

ii. The Chair must distribute the Meeting Agenda and any other necessary materials to all Members at least (1) week before a meeting date or delegate the task to another Member.

iii. A detailed record of discussions and decisions at a meeting ("**Meeting Minutes**") must be taken by the Secretary or delegated to another Member. Meeting Minutes may be summary and may omit names or sensitive information.

iv. Meeting Minutes must be retained for five (5) years and must be accessible to any Member. At the discretion of the OAC, redacted or unredacted Meeting Minutes may be released to a member of the University community upon request to the Chair.

v. The Chair must maintain an accurate and up-to-date list of current Members (the "**Roster**"). The Roster must be accessible to all Members and must include the following for all Members:

1. Name
2. Email Address
3. Phone number
4. Title at UVic, the GSS, or the UVSS, if applicable
5. Position on the OAC (i.e. Chair, Ombudsperson, GSS representative, etc.)
6. The starting date of the Term of Office
7. The ending date of their Term of Office or if their Term of Office is indefinite.

vi. Other relevant documents related to the OAC (i.e. past versions of the terms of reference, budgets, etc.) must be retained for five (5) years.

vii. The office of records will be the Secretary, who will be responsible for storing, securing, updating, and maintaining all documentation on behalf of the OAC.

m. Funding

i. The composition of the OAC as noted above is predicated upon ongoing financial contributions to the operation of the Office by the UVSS, GSS, and UVic.

4.6 OPERATIONAL RELATIONS COMMITTEE

a. Type

- **i.** Joint committee of the UVSS BoD and UVic Administration with closed membership.
- **ii.** Not open to members to attend.

b. Purpose

- **i.** Consider matters and issues regarding the operational relationship between the University and the Society.

c. Duties

- **i.** Consider matters respecting the ownership, maintenance and operation of the Student Union Building.
- **ii.** Establish an ongoing forum to discuss and consider matters of common interest and concern with respect to UVSS members.
- **iii.** Make recommendations to the University Board of Governors and UVSS BoD regarding their operational relationship.
- **iv.** At the first meeting of each semester, familiarize committee members with all policy
  relevant to the committee, including its terms of reference, and conduct a review of policy
  for the purpose of providing recommendations to Policy Development Committee.

d. Membership

- **i. Voting Members:**
  1. Three [3] members of the UVIC Faculty, Administration and Professional Staff appointed by the President of the University
  2. The five [5] Lead Directors of the UVSS or their designates
- **ii. Non-voting Members:**
  1. Executive Director - ex officio
  2. General Manager – ex officio
  3. Human Resources and Administrative Services Manager - ex officio

e. Voting

- **i.** Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

- **i.** Shall be at least two [2] UVSS Directors and at least two [2] UVIC appointees.

g. Meetings

- **i.** Shall occur every 4-6 weeks, September to April on dates to be negotiated by the UVSS and UVIC.

h. Term of Office

- **i.** Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.7 PERSONNEL COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with closed membership.

ii. Not open to members to attend.

b. Purpose

i. Act as the independent primary liaison between the BoD and UVSS staff, subject to the limits of this policy.

ii. Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.

iii. Ensure the confidentiality of personnel files and the privacy of excluded and unionized staff.

c. Duties

i. Management of Excluded Personnel

Oversee all aspects of hiring, managing, and evaluating Excluded Personnel, including:

1. Ensure that excluded personnel shall receive an annual performance review for the period of May 1 to April 30 of the following year. The annual performance review process shall be completed no later than August 31.
2. Review the performance of the General Manager, Human Resources and Administrative Services Manager, and Executive Director against established objectives on a regular basis.
3. Provide semesterly reports to the Board of Directors on the performance of excluded personnel.
4. Prepare an evaluation report for the BoD before the end of April each year and recommend any compensation adjustments.
5. Ensure that an independent/external compensation analysis is conducted for excluded positions every three years.
6. Ensure that an independent/external 360 performance review of excluded personnel happens at least once every three years.
7. Annually review the Excluded Personnel Policy and Excluded Personnel job descriptions and make policy proposals as needed.
8. Ensure that all members of Personnel Committee receive external training in non-profit management and effective management of non-profit Executive Directors (re: excluded personnel) within four weeks of being elected to the Personnel Committee at the beginning of the board term. Ensure that ongoing training in these key areas happens for the duration of the board term.

ii. Reporting and Consultation to the Board of Directors

1. Provide a report to the Board of Directors at each board meeting on personnel issues, Labour Management Committee meetings, and the activities and projects undertaken by Personnel Committee.
2. Seek direction from the Board of Directors to advise excluded managers on addressing major personnel issues such as, but not limited to:
    a. Unresolved Step 3 grievances that may proceed to

arbitration

b. The closing or restructuring of departments and business units due to technological change, organizational change, or complete termination of operations*

c. The creation of new unionized staff positions (Class 10 and above)

d. The creation of new excluded manager positions or the elimination of current excluded manager position.

*No department or business unit shall be either closed or restructured without a two-thirds majority vote of the Board.

iii. Duties of Voting Members

1. Advise Excluded Managers on addressing major personnel issues such as, but not limited to:
   - **a.** Collective bargaining
   - **b.** Grievances (Step 1-3)
   - **c.** Organizational and technological change
   - **d.** The creation of new unionized staff positions
   - **e.** The elimination of current unionized staff positions
   - **f.** Personnel management practices including hiring, evaluation and training

Maintain a publicly available list of the total annual salaries of all employees meeting the annual income established by the Societies Act.

iv. Duties of Both Voting and Non-voting Members

1. Represent the Employer at Labour Management Committee
2. Represent the Employer at Employment Equity Committee
3. Ensure that the Employer is represented at Employment Equity Committee by at least one director who identifies as a person of colour, and indigenous person, a person with a disability, or LGBTQ+ as elected by the Board of Directors. It is not required that this director be a member of Personnel Committee to participate.
4. Ensure Board participation in hiring committees for key vacancies.
5. Represent the Employer in negotiations with all bargaining units certified to represent UVSS staff during collective bargaining.
6. Represent the Employer at the third level of the grievance process.
7. At the first meeting of each semester, familiarize committee members with all policy relevant to the committee, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to Policy Development Committee.
8. Carry out all other duties as directed by the BoD.

d. Membership

i. Voting Members*:

1. Director of Finance and Operations - ex officio and chair of the committee
2. One [1] Lead Director elected by the BoD - ex officio and second chair of the committee

3. One [1] director (non-lead director) elected by the BoD (must be available for the entirety of the board term)
4. One [1] director elected by the BoD (must be available for the entirety of the board term)

*Personnel Committee shall have a maximum of two self-identified cisgender men as voting members.
*In the event of a tie, the motion shall not be approved.

In the event of non-lead directors not stepping up to fill the designated seat, a lead director may fill the role under the condition that the seat must go under review by the Board during mid-October if a non-lead expresses interest.

ii. **Non-voting Members:**
1. General Manager - ex officio
2. Executive Director – ex officio
3. Human Resources and Administrative Services Manager – ex officio

e. **Voting**
i. Shall be assigned to the voting members designated in Section 4: Membership.

f. **Quorum**
i. Shall be at least two [2] voting members of the committee.

g. **Meetings**
i. Shall meet at least bi-weekly at a date set by the chair of the committee or upon the call of the BoD.

h. **Term of Office**
i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.8 U-PASS APPEALS COMMITTEE

a. **Type**
i. Standing committee of the UVSS BoD with closed membership.
ii. Not open to members to attend.

b. **Purpose**
i. Adjudicate UVSS members' appeals related to the mandatory U-PASS fee.

c. **Duties**
i. Review and adjudicate written appeals of UVSS U-PASS assessments within 30 days of last day of submitting appeals.
ii. Respond to applicants within a reasonable time of the committee's decision.
iii. The committee shall only consider appeals with appropriate supporting documentation. Any appeals without documentation are to be automatically denied.
iv. At the first meeting of each semester, familiarize committee members with all policy
relevant to the committee, including its terms of reference, and conduct a

review of policy
for the purpose of providing recommendations to Policy Development Committee.

d. Membership

i. Voting Members:

1. Director of Finance and Operations - ex officio and chair of the committee

2. Two [2] directors elected by the BoD

3. One [1] member as recommended by SSD

ii. Non-voting Members:

1. Human Resources and Administrative Services Manager - ex officio

2. Services Coordinator– ex officio

e. Voting

i. Shall be assigned to the voting members designated in Section 4: Membership.

f. Quorum

i. Shall be the chair and at least one [1] other voting members of the committee.

g. Meetings

i. Shall meet at least once a semester at a date set by the chair of the committee or upon the call of the BoD.

ii. The committee may agree to conduct consensus-based confidential deliberations via electronic communications. All members must be given a reasonable opportunity to participate. Where consensus cannot be reached on an appeal via digital communications, the appeal must be discussed in person at committee.

h. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.

4.9 PEER SUPPORT CENTRE COMMITTEE

a. Type

i. Standing committee of the UVSS BoD with closed membership.

b. Purpose

i. To advise on the daily operations, outreach and engagement, and annual strategy of the UVSS Peer Support Centre.

c. Duties

i. Daily operations

1. Advise on the daily operations of the Peer Support Centre.

ii. Outreach and engagement

1. Assist with strategies to communicate about and engage with students about the Peer Support Centre.

2. Assist with relationship building and partnership development.

iii. University relations

1. Liaise with the University administration and other university offices and departments to support the effective operations of the Peer Support Centre.

iv. Reporting to UVSS Board of Directors

1. The UVSS Director members are responsible for delivering verbal reports at UVSS BoD meetings.

d. Membership

i. Voting Members

1. Peer Support Centre Operations Officer (Co-Chair)
2. Peer Support Centre Outreach Officer (Co-Chair)
3. One [1] Peer Support Centre Volunteer elected by the committee
4. UVSS Director of Student Affairs
5. One [1] UVSS Director elected by the BoD

ii. Non-voting members

1. Constituency Groups Director ex-officio
2. Other excluded managers as needed ex-officio
3. AVP Outreach and Operations Coordinator ex-officio
4. Other AVP Coordinators as relevant ex-officio

e. Voting

i. Shall be limited to the voting members designated in Section 4: Membership.

Quorum

ii. September 1 – April 30: Shall be the chair and at least two [2] other voting members of the committee.

iii. May 1 – August 31: Shall be the chair and at least two [2] other voting members of the committee.

f. Meetings

i. Shall meet at least once a month at a date set by the chair of the committee or upon the call of the BoD.

ii. The chair shall distribute meeting agendas a minimum of 24 hours in advance of meetings in a manner that is available to members.

iii. The chair shall distribute minutes to members within 72 hours of the end of the meeting.

g. Term of Office

i. Shall be for the duration of the board of directors' term (May 1 – April 30) with an annual reset at the beginning of each board term.