

Constitution and Bylaws

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CONSTITUTION

1. **NAME OF THE SOCIETY**
   The name of the Society is the University of Victoria Students' Society.

2. **PURPOSES OF THE STUDENTS' SOCIETY**
   The purposes of the Students' Society are:
   a. to organize students on a democratic, cooperative basis in advancing students' interests, and advancing the interests of the students' community;
   b. to provide a common framework within which students can communicate, exchange information, and share experience, skills and ideas;
   c. to bring students together to discuss and cooperatively achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
   d. to facilitate cooperation among students in organizing services which supplement the learning experience, provide for human needs, and which develop a sense of community with our peers and with other member of society;
   e. to articulate the desire of students to fulfill the duties and be accorded the rights of citizens in British Columbia, in Canada, and in the international community;
   f. to achieve the goal of a system of post-secondary education which is accessible to all, which is of high quality, and which is rationally planned; which recognizes the legitimacy of student representation and the validity of students' rights; and whose role in society is clearly recognized and appreciated;
   g. to provide leadership in environmental responsible practices in all aspects of the Society's functions.

BYLAW 1 - DEFINITIONS

In accordance with the Students' Society's usual practice, the pronoun "they" shall be used in place of he or she in these Bylaws.

1.1 **Chief Electoral Officer** shall refer to an individual, appointed by the UVSS Board of Directors, who is responsible for the conduct of UVSS elections and referenda.

1.2 **Club** shall be a group of members gathered in accordance with Board of Director policy and overseen by the Director of Student Affairs.

1.3 **Constituency Organisations** shall be those bodies that satisfy the requirements of Bylaw Fifteen, Articles One and Two [15.1, 15.2].

1.4 **Course Union** shall be a group of members enrolled in a particular department, as overseen by the Director of Student Affairs.

1.5 **Directors** shall be all those persons elected to direct the affairs of the Students' Society.

1.6 **Executive Director** shall be the excluded manager responsible for: legal, privacy, and financial compliance of the Students' Society; strategic planning; risk management; human resource management; and other duties established by the Board of Directors in policy.

1.7 **General Manager** shall be the excluded manager who is chief of staff and is responsible for: business management and planning; operational planning; labour relations; the operational management, renovations, and sustainability of the Student Union Building; and other duties established by the Board of Directors in policy.

1.8 **Member** shall mean anyone who satisfies the requirements of Bylaw Two, Article One [2.1], Clauses a and b.

1.9 **Office of the Ombudsperson** shall be autonomous, independent and free of interference and shall be operated under the aegis of the Office of the Ombudsperson Advisory Committee. It shall serve all students at the University of Victoria, former students and persons who have applied to become students.

1.10 **Special Resolution** shall mean a resolution with voting and notice requirements as set out in the BC Societies Act.

1.11 **Students' Society** shall mean the University of Victoria Students' Society.

1.12 **Faculty Student Society** shall be a group of members enrolled in a faculty or faculties, as overseen by the Director of Student Affairs, known as an "FSS".

BYLAW 2 - MEMBERSHIP

2.1 Members of the Students' Society

Active members of the Students' Society shall be:

a. all currently registered, undergraduate students and students enrolled in for credit certificate and diploma programs at the University of Victoria. b. all individuals registered in the winter session shall be considered members of the Students' Society during the summer session immediately following have access and can participate in the following services:
    i. Health and Dental Plan
    ii. UVSS Affiliated and Advocacy Groups
    iii. UVSS Clubs and Course Unions
    iv. UVSS Board of Directors
b. all individuals who are on cooperative education work terms.
c. Members in bad standing shall not be entitled to vote in membership meetings, hold office of the Students' Society or receive any other privileges, benefits or discounts accorded to members.

2.2 Associate Members

a. Associate members of the Students' Society shall be:
    i. members of the faculty of the University of Victoria,
    ii. staff of the University of Victoria,
    iii. graduate students of the University of Victoria, and
    iv. employees of the Students' Society, and
    v. all former members of the Board of Directors no longer fulfilling the requirements of Bylaw Two, Article One [2.1] who have submitted their name to the Society. Those associate members who have not submitted their names to the Society will not be in good standing of the Society.
b. Associate members shall not be required to pay membership fees to the Students' Society.
c. Associate members shall not vote in Students' Society elections nor general meetings. Associate members shall not propose motions at general or Board of Directors meetings nor hold office in the Students' Society.
d. Associate members shall be entitled to all benefits of the Students' Society except as stipulated in Bylaw Two, Article Two [2.2], Clause c.
e. Associate members shall be considered equivalent to Honourary Life Members.

2.3 Honourary Life Members

a. Honourary Life Members of the Students' Society shall be any individual deemed to have made an outstanding contribution to the Students' Society and upon whom Honourary Life Membership may be conferred. Once Honorary life membership is conferred on an individual, they must not act in repugnance to the constitution and bylaws of the Students' Society. Those Honorary life members who act in repugnance to the conception and bylaws of the Students' Society will not be in good standing of the Society.
b. Honourary Life Membership may be granted by special resolution at a general meeting of the Students' Society.
c. Honourary Life Membership may be granted by a one hundred per cent [100%] affirmative vote of the Board of Directors of the Students' Society.
d. Honourary Life Members shall not vote in Students' Society elections nor general meetings. Honourary Life Members shall not propose motions at general or Board of Directors meetings nor hold office in the Students' Society.
e. Granting of Honourary Life Membership shall be limited to two [2] per year.
f. Honourary Life Members shall be entitled to all benefits of the Students' Society, except as stipulated in Bylaw Two, Article Three [2.3], Clause d.

2.4 Cessation of Membership and Expulsion of Members

Active membership in the Society will cease in the case of (a) or (b), and Associate or Honourary Life membership in the Society will cease in the case of (b).

a. On a member ceasing to be a registered undergraduate student at the University of Victoria
b. By a resolution, passed by two-thirds majority of the Board of Directors.

Should an Active, Associate or Honourary Life member lose her membership by reason of a resolution pursuant to Bylaw Two, Section Four [2.4] Clause b, they shall be entitled to appeal to a Special General Meeting of the Society. Such a Special General Meeting shall be called by the Board of Directors immediately upon receipt of a notice to appeal from the member concerned.

BYLAW 3 - MEMBERSHIP FEES

3.1 Setting of Membership Fees

Membership fees may be altered by a majority vote of a referendum provided sufficient notice has been served as per Bylaw Four, Article Seven [4.7].

3.2 Membership fees shall be comprised of:

a. A basic fee supporting the programs of the Students' Society
b. A membership fee of an FSS where applicable, and
c. Any other fees duly approved by the membership in accordance with Bylaw Four, Article Seven [4.7] or to Bylaw Fourteen, Article Four [14.4].

3.3 Alteration of the Membership Fees

a. Any alteration of membership fees collected by the Society, either for the Society or on behalf of another organization shall be subject to the referenda process as defined in Bylaw Four, Article Seven [4.7].

BYLAW 4 - GENERAL MEETINGS AND REFERENDA

4.1 Authority of General Meetings and Referenda

Referenda then general meetings respectively, shall be considered the highest authorities within the Students' Society.

4.2 Types of General Meetings

There shall be three types of general meetings:

a. Annual General Meetings,
b. Semi-Annual General Meetings and,
c. Special General Meetings.

4.3 Annual General Meeting

The Annual General Meeting of the Students' Society shall be held between October 1 and October 31 each year as set by a majority vote at a quorate meeting of the Board of Directors.

4.4 Semi-Annual General Meetings

The Semi-Annual General Meeting of the Students' Society shall be held between February 1 and February 28 each year as set by a majority vote at a quorate meeting of the Board of Directors.

4.5 Special General Meetings

Special General Meetings may be called at any time between the months of September and April inclusive by:

a. A majority vote of a quorate meeting of the Board of Directors, or
b. A requisite of five percent [5%] of the membership or,
c. As otherwise required by the Societies Act of British Columbia.

4.6 General Meeting Agenda

a. Except as hereinafter provided, the agenda for each general meeting shall be prepared by the Board of Directors of the Students' Society for presentation to the general meeting.
b. The Board of Directors shall include on the agenda any Special Resolutions that are:
    i. referred by a two-thirds [2/3] majority vote of a quorate meeting of the Board of Directors; or
    ii. presented to it accompanied by a petition duly signed by not less than one percent [1 %] of the membership of the Students' Society.

4.7 Referenda

a. In addition to Annual, Semi-Annual, and Special General Meetings, the members may vote on resolutions concerning the business of the Students' Society by means of a referendum.
b. Referenda may be called at any time between the months of September to April inclusive by:
    i. a two-thirds [⅔] majority vote of a quorate meeting of the Board of Directors where at least two-thirds [⅔] of directors are present, and where notice has been given on the board meeting agenda; or
    ii. a requisite of five hundred [500] signatures.
    iii. as otherwise required by the Societies Act of British Columbia.
c. Quorum for a referendum shall be eight percent [8%] of the voting membership.
d. For any alteration of an FSS fee quorum shall be ten percent [10%] of the membership of the FSS, with a majority of those voting approving the change.
e. Should an FSS fee referenda be held in a faculty or faculties without an FSS with an approved constitution, the referenda question must include the ratification of a constitution for the relevant FSS by their membership.
f. The Students’ Society shall conduct its elections using online voting.

4.8 Quorum for General Meetings

a. Quorum for General meetings shall be six tenths of one percent [0.6 %] of the membership subject to the Societies Act.
b. In the event that attendance at an Annual General Meeting is more than twenty [20] but less than six tenths of one percent, the meeting will continue for the purposes of fulfilling the Societies Act of British Columbia, but shall be limited to the following items of business:
    i. report of the activities of the Board of Directors
    ii. members’ questions on the activities of the Board of Directors

iii. adoption of the budget and the approval of the audited financial statements
iv. adoption of the previous general meeting's minutes

4.9 Voting at General Meeting

a. Each active member of the Students' Society is entitled to vote at General Meetings.
b. Voting by proxy is not permitted.

4.10 Rules of Order

Subject to any special resolutions of the Students' Society the most recent edition of Democratic Rules of Order (or another recognized rules of order agreed upon by the BoD) shall govern the conduct of all general meetings of the Students' Society.

BYLAW 5 - BOARD OF DIRECTORS OF THE STUDENTS' SOCIETY

5.1 Composition of the Board of Directors

The Board of Directors shall be comprised of:

a. The following directors elected by the membership:
    i. One Lead Director as Director of Outreach & University Relations,
    ii. One Lead Director as Director of Student Affairs,
    iii. One Lead Director as Director of Events,
    iv. One Lead Director as Director of Finance and Operations,
    v. One Lead Director as Director of Campaigns & Community Relations, and
    vi. Eleven] At-Large Directors
b. The following directors elected by their respective constituency organisations:
    i. Gender Empowerment Centre Representative
    ii. Pride Collective Representative
    iii. Society for Students with a Disability Representative
    iv. Students of Colour Collective Representative
c. The Native Students' Union Representative elected by the Native Students' Union
d. The Director of International Student Relations elected by international students.
e. The majority of directors must be at least 18-years-old. 16- or 17-year-old directors are permitted to sit on the Board of Directors.

5.2 Term of Office of Members of the Board of Directors

a. Lead Directors, At-Large Directors, and the Director of International Student Relations elected during the month of March shall be elected for one year terms, to take office on May 1st.
b. Constituency Organization Representatives shall serve a one year term to take office on May 1st.
c. Directors elected during by-elections shall hold office until the following April 30.
d. Constituency Organization Representatives taking office after May 1st shall hold office until the following April 30.
e. Directors must be members of the Students' Society during their term of office.

5.3 Meetings of the Board of Directors

a. The Board of Directors shall meet at least twice per month.
b. The agenda for each Board of Directors meeting shall be posted in the Students' Society Building no later than twenty-four [24] hours prior to the meeting of the Board of Directors.
c. Quorum required for the transaction of business of the Board of Directors shall be:
    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. Subject to any special resolutions of the Students' Society the most recent edition of Democratic Rules of Order shall govern the conduct of all meetings of the Board of Directors.
e. Meetings of the Board of Directors shall be open to all members of the Students' Society, provided that the Board of Directors be permitted to move "in-camera" to discuss personnel issues, legal issues or to discuss negotiations with any external organization.
f. Meetings of the Board of Directors shall be scheduled by:
    i. resolution of the Board of Directors; or
    ii. a requisition of twenty [20] members of the Students' Society; or
    iii. the Director of Outreach & University Relations upon request of five or more members of the Board of Directors.
g. Voting by proxy shall not be allowed
h. The minutes of Board of Directors meetings shall be posted on the Students' Society website.

BYLAW 6 - ELECTION OF MEMBERS TO THE BOARD OF DIRECTORS

6.1 Electoral Policy of the UVSS

The Board of Directors shall set Electoral Policy to govern the elections of Directors as well as referenda within the rules set out by these bylaws.

a. The Chief Electoral Officer shall be responsible for carrying out the Electoral Policy of the UVSS.
b. Nominees shall abide by all rules set out in the Electoral Policy.

6.2 Election of At-Large and Lead Directors to the Board of Directors

At-Large and Lead Directors shall be elected by the members of the Students' Society.

6.3 Election of Constituency Organization Representatives to the Board of Directors

Constituency Organization Representatives shall be elected at a general meeting of their respective constituency organization as per the constitution of that constituency organization.

6.4 Election of The Director of International Student Relations to the Board of Directors

The Director of International Student Relations shall be elected by international students who are UVic undergraduate students that are assessed Students' Society fees.

6.5 Electorate

All active members in good standing of the UVSS, as per Bylaw 2.1, may vote in any election or referenda.

6.6 Eligibility

a. Nominees for any position on the Board of Directors must be members of the Students' Society.
b. In order to seek election to the Board of Directors, members must be nominated by not less than fifteen [15] other members of the Students' Society.
c. Nominees shall run for only one position on the Board of Directors.
d. Members of the Students' Society shall not be Lead Directors for more than two years

6.7 Conduct of Nominees

a. Nominees for all positions shall not commence campaigning until after the close of nominations.
b. Nominees shall ensure that all their campaign information is removed from public display by midnight the last day of polling.

c. all UVSS candidates and their supporters shall not distribute material during the campaign period which has the effect or purpose of offending or demeaning 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, age, sex, sexual orientation, or conviction for a criminal charge; or seriously threatening or intimidating a person.
d. Nominees shall abide by all other regulations established by the Chief Electoral Officer.

6.8 Voting

a. The directors shall be elected by a secret ballot of the members.
b. Students on co-op work-terms will have every opportunity to vote.
c. Members of the Students' Society may vote only once for each position in an election.
d. If only one nomination is received for a particular Executive position, members shall be asked on the ballot to approve or disapprove of the nominee. The nominee must receive the approval of the majority of ballots cast to be declared duly elected.
e. If only one nomination is received for each Director-at-Large position, the candidates will be acclaimed and considered duly elected.
f. The nominees receiving a plurality of votes cast shall be declared duly elected.
g. The Society shall conduct its elections using online voting.
h. In the event of technological failure, the Chief Electoral Officer may decide to use paper ballots. If paper ballots are used, the following rules shall apply:
    i. Sealed ballot boxes are to be returned to the office specified by the Chief Electoral Officer.
    ii. Counting of ballots will be overseen by the Chief Electoral Officer**.** Each nominee may appoint a scrutineer to oversee the counting of ballots.
    iii. Ballots shall not be destroyed without the consent of a majority of the Board of Directors.
    iv. The Board of Directors may entertain a motion to destroy the ballots no sooner than fifteen [15] days following the Chief Electoral Officer’s announcement of election results.

6.9 Electoral Committee

a. The Students' Society shall maintain an electoral committee at all times.
b. The Electoral Committee shall be comprised of three [3] directors.
c. No member of the Electoral Committee shall seek re-election while serving on the electoral committee.
d. The Electoral Committee shall be responsible for making a recommendation to the Board of Directors for the appointment of a Chief Electoral officer, Elections Adjudicator, and Elections Arbitrator.
e. The Electoral Committee shall provide administrative support and other resources to the Chief Electoral Officer as needed.

6.10 Chief Electoral Officer

a. The Chief Electoral Officer shall ensure that all elections occur in the manner prescribed by this Bylaw and the policy of the Students' Society.
b. The Chief Electoral Officer shall determine the eligibility of all nominated candidates according to Bylaw Six, Article Four [6.4] and Bylaw Two, Article One [2.1].
c. The Chief Electoral Officer shall decide the form of the ballot provided that the nominees for each office be listed in alphabetical order by surname.
d. The Chief Electoral Officer shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
e. The Chief Electoral Officer shall submit a report on the conduct and results of all elections to the Board of Directors for ratification.

6.11 Elections Adjudicator

The Electoral Committee shall be responsible for seeking nominations for the position of the Elections Adjudicator.

a. The Elections Adjudicator shall not be a Member as per Bylaw 2.1

b. The Elections Adjudicator must be nominated by the Electoral Committee to the Board of Directors and be ratified by a two-thirds [2/3] vote.

6.12 Elections Arbitrator

The Electoral Committee shall be responsible for seeking nominations for the Elections Arbitrator.

a. The Elections Arbitrator shall not be a member as defined by Bylaw 2.1.
b. The Elections Arbitrator must be nominated by the Electoral Committee to the Board of Directors and be ratified by a two-thirds [2/3] vote of the Board.

6.13 Recounts

a. A nominee may request a recount of votes cast, provided such request is made in writing to the Chief Electoral Officer within seven [7] days following the Chief Electoral Officer's announcement of election results.
b. Each candidate may call for no more than one [1] recount.

6.14 Appeals

a. A decision of the Chief Electoral Officer may be appealed to the Elections Adjudicator.
b. A decision of the Elections Adjudicator may be appealed to the Elections Arbitrator.
c. All decisions of the Elections Arbitrator are final.

BYLAW 7 - DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

7.1 Compliance with the Societies Act of British Columbia

The Board of Directors shall be familiar, and comply with the provisions of the Societies Act of British Columbia and the Bylaws of the Students' Society.

7.2 Administration of Budget

The Board of Directors shall receive, budget, administer, and have audited all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become, the property of the Students' Society.

7.3 Presentation of Budget to Membership

The Board of Directors shall prepare and present (submit for adoption) a budget to the membership of the Students' Society at the Annual General Meeting.

7.4 Official Medium of Communication

The Board of Directors shall be the recognized medium of communication between the Students' Society and:

a. The members of the Board of Governors and Senate of the University of Victoria,
b. Other constituent groups within the University of Victoria,
c. The general public, and
d. Any other organization with which the Students' Society may be affiliated.

7.5 Hiring and Directing Staff

The Board of Directors, through the Excluded Managers, shall be responsible for the hiring and direction of all staff of the Students' Society.

7.6 Presentation of Students' Societies Activities

The Board of Directors shall present to both the Annual General Meeting and Semi Annual General Meeting of the Students' Society a report detailing the activities undertaken by the Students' Society.

7.7 Maintenance of Students' Society Policy Manual

The Board of Directors shall maintain an up-to-date policy manual for the Students' Society.

7.8 Abstaining on Votes

Members of the Board of Directors should not vote on matters where a personal conflict of interest exists.

7.9 Delegation of Duties

The Board of Directors may delegate such of its duties and responsibilities as it may deem expedient for the conduct of the affairs of the Students' Society.

BYLAW 8 - DUTIES AND RESPONSIBILITIES OF DIRECTORS

8.0 Lead Directors (General)

- Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
- Maintain reasonable and timely communication with staff, students, university administration, and relevant partners
- Support other Directors by attending each other's meetings and events as necessary.
- Regularly participate in creating social media and online content with our staff to increase engagement with students regarding events, campaigns, businesses, etc
- Prepare and conduct relevant committee meetings as outlined in BOD Policy.
- Participate in hiring committees when needed.
- Host regular office hours and generally be available to answer questions from students.
- Regularly work with Portfolio Directors
- Help to create a welcoming and friendly work environment for themselves, students, and staff
- Be available (as necessary) to participate in filming/creating social media content with the communications team each week
- Regularly review and propose updates to policies relevant to their position,
- Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.
- Assist other directors in their duties as needed and reasonable,

8.1 Director of Outreach & University Relations

The Director of Outreach & University Relations shall:

- Chair meetings of the Board of Directors, or delegate this duty to an external third party as approved by the Board of Directors
- Oversee member outreach projects, programs, and events, including volunteer coordination, with communications and marketing staff,
- Liaise with and lobby the administration of the University of Victoria
- Be the Students’ Society’s spokesperson on most matters
- Oversee the development and implementation of the Students’ Society’s bylaws and policies,
- Liaise with legal counsel and excluded management on legal matters affecting the Society,
- Coordinate with student representatives to the Senate and Board of Governors to advance student interests,
- Act as the Students' Society’s liaison with the Ombudsperson's office, and be chairperson of the Ombudsperson Advisory Committee,
- Assist the Director of Campaigns & Community Relations in coordinating campaigns
- Work with the Graphics and Communications Departments for social media and outreach materials, and follow their respective processes
- Ensure communications plans for Outreach are completed no more than 2 weeks prior to an Outreach opportunity

- Table at the majority of tabling opportunities; arrange with other Lead Directors to cover any absence.

8.2 Director of Finance and Operations

The Director of Finance and Operations shall:

- Oversee the administration of all aspects of the Students' Society's finances, operations, services, marketing, and strategic planning,
- Function as the primary liaison between staff and the Board of Directors, in collaboration with Excluded Managers, as appropriate,
- Prepare the Students' Society's budget for approval by the Board of Directors, and adoption at a General Meeting,
- Develop all financial policies and practices necessary to affect the responsible control of the funds of the Students' Society and to comply with all applicable legislation,
- Proactively communicate relevant financial information to members,
- Coordinate the UVSS Health and Dental plan and U-Pass program, including related appeals committees,
- Plan and execute promotion and awareness around the Health and Dental Plan, U-Pass, etc., in coordination with the communications department,
- Proactively support marketing team in maintaining The SUB's social media and marketing materials
- Examine all contracts to be signed by representatives of the Students' Society,
- Work to improve the environmental sustainability of UVSS operations,
- Work with managers to address common issues for all SUB occupants,

8.3 Director of Events

The Director of Events shall:

- Plan, deliver, advertise, and evaluate the success of UVSS events related to the Constitution, values, and purposes of the Society,
- Collaborate with diverse on-campus partners, and relevant UVSS departments, to reach diverse audiences,
- Proactively collaborate with UVSS communications and graphics staff on events advertising and other outreach,
- Plan, deliver, advertise, and evaluate the success of member welcome events, consulting with relevant UVic departments as needed,
- Assist the Director of Outreach and University Relations in member outreach projects and programs, including volunteer coordination
- Be the Students' Society's representative in all matters relating to the University of Victoria residence and athletics and recreation programs,
- Assist with major events put on by Advocacy and Affiliate groups (such as Global Village or FemExpo)

8.4 Director of Student Affairs

The Director of Student Affairs shall:

- Chair Clubs and Course Union Councils and help facilitate new and established clubs and course unions,
- Regularly review and propose updates to policies relevant to clubs and course union policies,
- Proactively collaborate with UVSS communications and graphics staff on student affairs related events and advertising,
- Plan, deliver, advertise, and evaluate the success of Clubs and Course Union Days
- Chair Advocacy Relations Committee and assist and support advocacy groups,
- Offer support and advice to affiliated groups,
- Act as the liaison between advocacy and affiliated groups and the Board,

8.5 Director of Campaigns & Community Relations

The Director of Campaigns & Community Relations shall:

- Coordinate the campaigns and related media relations of the Society,
- Work with communications on Media requests
- Communicate regularly with all levels of government in order to advocate for student issues
- Be the Students' Society's spokesperson on all campaigns organized by Campaigns Committee, or as assigned by the Board of Directors,
- Collaborate with UVSS Communications and Graphics staff, as appropriate, on campaign-related communications, events, outreach, and promotional materials
- Keep the Board of Directors informed of all government policy on post-secondary education and other issues relevant to members of the Students' Society,
- Liaise with provincial and national student organizations
- Liaise with, and represent the Society on, external organizations, committees, and coalitions, unless such duties have been otherwise assigned in the Bylaws, policies, or by the Board of Directors,

8.6 At-Large Directors

The At-Large Directors shall:

a. Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
b. Actively work to assist the Lead Directors in the performance of their duties,
c. Assist in the coordination and implementation of local, provincial and national campaigns relating to education defence,
d. Scrutinize the activities of the Lead Directors, and
e. Participate on **at least two [2]** committees and a Lead Director portfolios of the Students' Society.

8.7 Constituency Organization Representatives and the Native Students' Union Representative

The Constituency Organization Representatives and the Native Students' Union Representative shall:

a. Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
b. Scrutinize the activities of the Board of Directors.
c. Liaise with their respective constituency organisations. The Native Students' Union representative shall liaise with the Native Students' Union.
d. Work with the board on projects and statements as necessary and coordinate with their respective constituency organizations or Native Students' Union.
e. Participate in Advocacy Relations Committee.

8.8 Director of International Student Relations

The Director of International Student Relations shall:

a. Uphold and execute the values of the UVSS to the best of their abilities, as outlined in Board of Directors policy, Section 1, Part 1,
b. Perform those duties required of At-Large Directors as outlined in Bylaw Eight, Article Six [8.6].
c. Liaise with international students who attend the University of Victoria.
d. Proactively collaborate with UVSS communications and graphics staff on International Student Relations related events and advertising, including social media
e. Table at the majority of tabling opportunities related to International Students; arrange with other Lead Directors to cover any absence.
f. Regularly review and propose updates to policies relevant to their position,
g. Assist other directors in their duties as needed,

h. Perform other duties as outlined in the Bylaws, policy, or as assigned by the Board of Directors.

BYLAW 9 - ABANDONMENT OF OFFICE AND REMOVAL OF DIRECTORS

9.1 Cessation of Membership in the Students' Society

Membership of the Board of Directors who cease to be members of the Students' Society, as stipulated in Bylaw Two, Article One [2.1] Clauses a and b and shall be considered to have delivered their resignations.

9.2 Leaves of Absence

Directors shall be permitted to take leaves of absence for a maximum of one [1] semester per term of office to facilitate co-op, work, or any school related activity that removes the Director from the Greater Victoria area.

9.3 Impeachment Proceedings

a. A member of the Board of Directors may be removed from office by special resolution of a general meeting or by a referendum.
b. Impeachment proceedings may be initiated by:
    i. a two-thirds [2/3] majority vote of the Board of Directors, or
    ii. a petition signed by not less than five percent [5 %] of the members of the Students' Society presented to the Board of Directors.
c. Notice of impeachment proceedings shall be that required for a special resolution.
d. In the event that the general meeting or referendum thus called fails to reach quorum, the proceedings shall cease.

9.4 Impeachment of Constituency Organization Representatives and the Native Students' Union Representative

A Constituency Organization Representative may be removed by special resolution of a general meeting of the respective constituency organization. The Native Students' Union Representative may be removed by a special resolution of a general meeting of the Native Students' Union.

9.5 Vacancies Established on the Board of Directors

a. When a vacancy on the Board of Directors has been definitely established for a Director at Large position or the Director of International Student Relations, the Directors may decide to:
    i. hold a by-election at the discretion of the Board of Directors
b. When a vacancy on the Board of Directors has been definitely established for an executive position, the Directors may decide to either:
    i. hold a by-election at the discretion of the Board of Directors, or
    ii. elect, by resolution of the Board of Directors, a director to fill the Lead Director position, thus creating a vacancy on the Board of Directors.

BYLAW 10 - COURSE UNIONS

10.1 Membership in a Course Union

Registration in any course of any department or program shall constitute eligibility for membership in the appropriate course union.

10.2 Declaration of Active and Non-Active Status of Course Unions

Course unions will be given either active or non-active status by the Director of Student Affairs of the Students' Society in accordance with Bylaw Ten, Article Three [10.3].

10.3 Conditions for Active Status

A course union will have active status on condition that it:

a. Has a written constitution that has been accepted by a majority of course union membership and ratified by the BoD,
b. Has aims and objectives, stated in its constitution, which are consistent with those stated in the Constitution of the Students' Society,
c. Holds regular meetings at least once per month, and
d. Holds at least one general meeting, that is advertised and open to all its members.

BYLAW 11 - POLICY OF THE STUDENTS' SOCIETY

11.1 Policy for the Students' Society may be established from time to time by:

a. A two thirds [2/3] majority vote of those voting in a quorate meeting of the Board of Directors,
b. A two-thirds [2/3] majority vote of those voting in a quorate general meeting, or
c. A majority vote of a referendum of the Students' Society.

11.2 All policy remains the policy of the Students' Society until changed, or retracted by a vote of the same or higher authority as that which established the policy.

11.3 Notice for all policy motions to be voted on in a general meeting or referendum of the Students' Society shall be that required for a special resolution.

BYLAW 12 - FINANCES OF THE STUDENTS' SOCIETY

12.1 Funds of the Students' Society

Funds for the Students' Society shall be all monies which accrue to the Society from fees, operations of the Students' Society, gifts, bequests and investments of the Society.

12.2 Disbursement of Students' Society Funds

Disbursement of the funds of the Students' Society shall be as follows:

a. The Dr. Ewing Memorial Trust Fund shall be augmented each year by the amount of Building Fund fees collected from each member of the Students' Society.
b. The Students’ Society may establish funds for capital, endowment, or other purposes, and in each year the board of Directors in the annual budget shall set the allocation for any such funds.

12.3 Signing Officers of the Students' Society

a. The signing officers of the Students' Society shall be:
    i. the Director of Outreach & University Relations,
    ii. the Director of Student Affairs,
    iii. the Director of Finance and Operations,
    iv. the Director of Events,
    v. the Director of Campaigns & Community Relations,
    vi. the Executive Director,
    vii. the Human Resources & Administrative Services Manager, and
    viii. the General Manager of the Students' Society.
b. The signatures of the General Manager, Executive Director or Human Resources & Administrative Services Manager and any two of the lead directors shall be required for

the disbursement of any funds or the execution of any legal documents on behalf of the Students' Society.

c. In the case of an extended absence of either the General Manager, Executive Director or Human Resources & Administrative Services Manager, or the concurrent absence of all three, the Board may temporarily appoint an external third party to assume signing authority for the Students' Society.

12.4 Auditors

a. The auditors of the Students' Society shall be appointed by the Board of Directors.
b. The auditors of the Students' Society shall have the right to examine all books, records and accounts of the Students' Society and shall be entitled to request from any and all members of the Students' Society, including the Board of Directors, such information and explanation as may be required by the auditors for the due performance of their duties.

12.5 Borrowing

a. Subject to the Societies Act, in order to carry out the purposes of the Students' Society, the Board of Directors may, on behalf of the Students' Society, raise and secure payment of repayment of money in the manner they decide, and in particular but without limiting the foregoing by the issue of debentures.

12.6 Honoraria for Non-Lead Directors

a. Non-Lead Directors except the Director of International Student Relations shall be given honoraria for services rendered during their time in office.
b. The honoraria paid to Non-Lead Directors except the Director of International Student Relations shall be $75 per month.
c. Advocacy representatives shall be paid an additional honorarium not exceeding $50 a month to compensate them for their additional work.
d. Non-Lead Directors except the Director of International Student Relations shall fulfil all of the duties outlined in Bylaw 8: Duties and d. Responsibilities of Directors, and Board of Directors Policy Section 1, Part 1.8., in order to receive the honoraria.
e. Personnel Committee shall ensure that all Non-Lead Directors except the Director of International Student Relations fulfil the duties outlined in c. before they receive their honoraria.
f. The Director of International Student Relations shall be paid for services rendered during their term of office.
g. The salary and benefits paid to the Director of International Student Relations shall be established at a rate equivalent to other Lead Directors and increased by 2% annually.
h. The Director of International Student Relations is required to work a minimum of 15 paid hours and may work up to 20 paid hours a week and is entitled to paid leave and sick time as per Board of Directors policy.

12.7 Salary and Honoraria of Lead Directors

a. Lead Directors shall be paid for services rendered during their term of office.
b. The salary paid to each Lead Director shall be established at a rate $23.00 per hour and increase by 2% annually starting in Spring 2023.
c. Lead Directors are required to work a minimum of 20 paid hours and may work up to 35 paid hours a week and are entitled to paid leave and sick time as per Board of Directors policy.
d. Lead Directors are required to submit detailed directors' reports to the Board of Directors to be included during verbal reports and in the minutes for each Board Meeting.
e. Lead Directors shall receive Health and Dental coverage during their term of office.
f. Lead Directors who are parents shall receive monthly payments equal to fifty per cent of the cost of their childcare.

BYLAW 13 - STUDENTS' SOCIETY RECORDS

13.1 Location of Records

The minutes of Board of Directors meetings and general meetings and other books and records of the Students' Society shall be kept in the UVSS archives. Paper minutes of Board of Directors meetings and general meetings and other books and records of the Students' Society may be archived in the University library after a period of five years. Online records may be kept available via the UVSS website or archived in the digital collections of the University Library.

13.2 Inspection by Members

The books and records of the Students' Society shall be made available for inspection within three [3] days by any member upon receipt by the Board of Directors of a written request.

BYLAW 14 - FACULTY STUDENT SOCIETIES

14.1 Faculty Student Societies

a. The Students' Society shall be allowed to form Faculty Student Societies, subject to the terms and conditions outlined in the Bylaws of the Students' Society.

14.2 Membership of Faculty Student Societies

a. Any member of the Students' Society that pays membership fees to an FSS shall be considered a member of the FSS.

14.3 Recognition and Active Status of Faculty Student Societies

a. An FSS shall become recognized by the Students' Society on the condition that:
    i. The FSS has a written constitution that has been accepted by a majority of its members at a general meeting and ratified by the Board of Directors,
    ii. It has aims and objectives, stated in its constitution, which are similar and compatible to those stated in the Constitution of the Students' Society,
    iii. It is named as to indicate that it is a student organization under the Students' Society and in no way purports to be a separate entity,
    iv. There is no other FSS representing students in the relevant faculty,
    v. It has a functioning, elected executive, and
    vi. It holds meetings that are advertised and open to all its members.
b. Each semester following recognition, an FSS will be given either active or non-active status on a semesterly basis by the Director of Student Affairs of the Students' Society on the condition that:
    i. The FSS remains in compliance with Bylaw Fourteen, Article Three, Section a. [14.3.a], and
    ii. The FSS has provided a list of their signing authorities to the Students' Society.
    iii. The FSS has provided their annual budget for the year and the financial statements from the year previous by September 30th.

14.4 Membership Fees for Faculty Student Societies

The Students' Society, upon request by an FSS, will collect membership fees on behalf of an active FSS as per the constitution of that FSS. The membership fees collected by the Students' Society must be:

a. Approved by referendum of the relevant members in accordance with the British Columbia University Act,
b. Collected in the same manner as Students' Society fees, and
c. Directed in their entirety to an account specified by the FSS. If no such account is specified, the Students' Society shall hold the collected funds in trust until such time as they can be rebated to the relevant FSS, on the request of the FSS executive.

BYLAW 15- CONSTITUENCY ORGANISATIONS

15.1 Recognition of Constituency Organisations

A constituency organization shall become recognized by the Students' Society on the condition that:

a. it has a written constitution that has been accepted by a majority of its members at a general meeting and ratified by the Board of Directors,
b. it has aims and objectives, stated in its constitution, of serving and/or representing members who share an experience/condition of oppression and systemic discrimination and/or barriers such as, but not limited to: homophobia, sexism, racism, anti-Semitism, classism, colonialism, ableism or ageism; and that are otherwise similar to those stated in the Constitution of the Students' Society
c. it has a functioning, elected executive,
d. it holds meetings that are advertised and open to all its members, and
e. on the condition that it provides the names of the signing officers of the constituency organization to the Students' Society

15.2 Names of Constituency Organisations

a. Each constituency organization shall be so named as to indicate that it is a student organization under the Students' Society.
b. The following shall be considered constituency organisations:
    i. The Gender Empowerment Centre
    ii. Pride Collective
    iii. the Society for Students with a Disability
    iv. the Students of Colour Collective

15.3 Right of Constituency Organisations to a voting representative on the Students' Society Board of Directors

a. Constituency Organisations shall have the right to elect a representative to the Students' Society Board of Directors at a general meeting of the respective constituency organization as per their respective constitutions.
b. Constituency Organization Representatives to the Board of Directors shall hold no other position on the Board of Directors.
c. If a Board representative from any advocacy group resigns from office, the advocacy group's governing body may appoint a member as an interim representative to sit on the Board until the next scheduled general meeting.

15.4 Constituency Organisations may be incorporated as a Society under the Societies Act

a. A Constituency Organisations may be incorporated as a Society under the Societies Act if:
    i. it is designated as a Constituency Organization of the Students' Society in these Bylaws; and
    ii. its written constitution and bylaws meet the requirements of the Societies Act.

BYLAW 16 - THE GENDER EMPOWERMENT CENTRE

16.1 The name of the organization is the Gender Empowerment Centre of the University of Victoria Students' Society, which is a constituency organization, hereafter referred to as the "Gender Empowerment Centre".

16.2 Membership in the Gender Empowerment Centre
Gender Empowerment Centre active membership shall be comprised of any person who successfully meets the membership qualifications as set out in the bylaws of the Gender Empowerment Centre.

BYLAW 17- PRIDE COLLECTIVE

17.1 The name of the organization is Pride Collective of the University of Victoria Students' Society, which is a constituency organization of the Students' Society, hereafter referred to as the "Pride Collective".

17.2 Membership in Pride Collective
Membership in Pride Collective shall be comprised of any person who successfully meets the membership qualifications as set out in the bylaws of UVic Pride.

BYLAW 18 - SOCIETY FOR STUDENTS WITH A DISABILITY

18.1 The name of the organization is the Society for Students with a Disability of the University of Victoria Students' Society which is a constituency organization, hereafter referred to as the "Society for Students with a Disability".

18.2 Membership in the Society for Students with a Disability
Membership in the Society for Students with a Disability shall be comprised of any person who successfully meets the membership qualifications as set out in the bylaws of the Society for Students with a Disability.

BYLAW 19 - STUDENTS OF COLOUR COLLECTIVE

19.1 The name of the organization is the Students of Colour Collective of the University of Victoria Students' Society, hereafter referred to as the “Students of Colour Collective”.

19.2 Membership in the Students of Colour Collective
Membership in the Students of Colour Collective shall be comprised of any person who successfully meets the membership qualifications as set out in the bylaws of the Students of Colour Collective.

BYLAW 20 - THE NATIVE STUDENTS UNION

20.1 The Native Students' Union addresses the many distinct issues facing Native students at the University of Victoria. Post-Secondary education for many Native students is funded through separate agencies from other Students' Society members.

20.2 Membership in the Native Students Union

Membership in the Native Students Union shall be comprised of any person who successfully meets the membership qualifications as set out in the bylaws of the Native Students Union.

20.3 Recognition of the Native Students Union

The Native Students Union shall be recognized by the Students' Society on the condition that:

a. it has a written constitution that has been accepted by a majority of its members at a general meeting and ratified by the Board of Directors.
b. it has aims and objectives, stated in its constitution, which are similar to those stated in the constitution of the Students' Society,
c. it has a functioning, elected executive,
d. it holds meetings that are advertised and open to all of its members, and
e. on the condition that it provides the names of the signing officers of the Native Students Organization to the Students' Society.

20.4 Right of the Native Students Union to a voting representative on the Students' Society Board of Directors.

a. The Native Students Union shall have the right to elect a representative to the Students' Society Board of Directors

20.5 The Native Students Union may be incorporated as a Society under the Societies Act

a. The Native Students Union may be incorporated as a Society under the Societies Act if its written constitution and bylaws meet the requirements of the Societies Act.

BYLAW 21 - OFFICE OF THE OMBUDSPERSON

21.1 Purpose and Functions of the Office of the Ombudsperson

The Office of the Ombudsperson (hereinafter called “the Office”) is operated under the aegis of the Office of the Ombudsperson Advisory Committee. It is intended to serve all University of Victoria students, former students and persons who have applied to become students (hereafter collectively referred to as *students*), and other members of the University community. The Office shall have the following functions:

a. The Office shall serve as a general information centre for students regarding all University procedures from which concerns or complaints may arise. The Office shall advise students of their rights and responsibilities and shall inform them of their options and the procedures to follow for dealing with their concerns.
b. The Office shall act as an impartial investigator of students’ complaints and may initiate investigations on the Ombudsperson’s own motion; where necessary, the Office shall bring findings and recommendations to the attention of the appropriate authorities.
c. The Office does not replace established channels but may offer advice, facilitation or mediation as appropriate at any stage to assist in the resolution of students’ complaints.
d. Although it does not have authority to make policy or to replace established University procedures, the Office may make recommendations for improvements to policies, procedures and practices.
e. In the course of investigation and in bringing recommendations forward, the Office shall be concerned with fairness and seek to ensure that the principles of natural justice are observed. Where the Office is satisfied the requirements of these principles have been met, the Office has the right to terminate involvement in the case.

21.2 Operational Guidelines of the Office of the Ombudsperson

a. The Office adheres to the principles and standards of practice of the Association of Canadian College and University Ombudspersons (ACCUO).

b. The Office shall operate independently of the University of Victoria (the University), the Board of Directors of the University of Victoria Students' Society (UVSS) and the Executive Board of the Graduate Students' Society (GSS).
c. The Ombudsperson will avoid conflicts of interest and refrain from activity that could compromise the independence of the Office.
d. All dealings with the Office are confidential and all Office files are for the exclusive use of the Office.
e. Notwithstanding the above, the Office is not required to maintain confidentiality in cases involving the commission of a serious crime or where, in the opinion of the Ombudsperson, there is an imminent risk of physical harm or abuse.
f. The Office shall have access to persons, information and files pertaining to a student provided the student has given written permission to the Office; the Office may have access to other information and files needed to fulfil the functions of the Office as per the memorandum of Agreement between the UVSS, the GSS and the University.
g. The Office shall keep a suitable record of grievances, findings and recommendations. Historical files may be destroyed after a period of one year with no action. Statistical records shall contain no individual identifiers.
h. The Office shall report on office operations at the end of the following periods: January 1 - June 30; July 1- December 31; and shall file with the Ombudsperson Advisory Committee (OAC) statistical reports to cover those terms. Subsequent to the Committee's review, annual reports shall be presented to Senate and distributed widely to the University Community.
i. Where in the course of the Office's operations it becomes evident that there are recurring problems, gaps or inadequacies in University procedures, the Office may seek the advice of the Ombudsperson Advisory Committee on possible strategies and actions, which may include bringing these matters to broad attention of the University Community.
j. The Office shall publicize its operations using funds available for that purpose.
k. Any complaint about the application of these Terms of Reference by the Office should be addressed to the Ombudsperson Advisory Committee (OAC).

BYLAW 22 - STANDING COMMITTEES OF THE STUDENTS' SOCIETY

22.1 Standing Committees

The Board of Directors shall establish committees of the Society, and fix terms of reference and membership policy.

BYLAW 23 - AMENDMENTS TO THE CONSTITUTION AND BYLAWS OF THE STUDENTS' SOCIETY

23.1 The Constitution and Bylaws of the Students' Society may only be amended by a special resolution passed in a referendum or general meeting of the Students' Society.

BYLAW 24 – DISSOLUTION OF THE STUDENTS' SOCIETY

24.1 Dissolution of the Students' Society

Upon the winding up or dissolution of the Students' Society, any assets remaining after the satisfaction of its debts and liabilities shall be transferred to the University of Victoria to be held in trust. At such time as an undergraduate student society is established at the University of Victoria which meets the criteria of a student society under the University Act of British Columbia, any assets held in trust shall be transferred to the new student society.