March 8, 2013

To: Members of the 2013 Stipend Review Committee:

Jane Wodlinger
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From: Stacy Chappel, GSS executive Board

Committee Purpose

The Stipend Review Committee is charged with reviewing the Executive Board Stipend, and making recommendations regarding the stipend to the GSS membership at the March Semi-Annual General Meeting.

BACKGROUND

In past, the Stipend Review Committee had shifted the stipend when the CUPE 4163 wage changed, to keep the stipend somewhat related to a TA position.

Current stipends:

Chair: 605.02 (26 hrs/month at 23.27/hr)
Finance: 605.02 (26 hrs/month at 23.27/hr)
Services: 511.94 (22 hrs/month at 23.27/hr)
Student Affairs: 511.94 (22 hrs/month at 23.27/hr)
Communications: 511.94 (22 hrs/month at 23.27/hr)

At the March 29, 2011 Semi-Annual General Meeting the following motion was proposed by the SRC and passed:

BIRT the following changes are made to the GSS Executive Board Stipend:

Hours for the Director of Finance are increased from 22 hours per month to 26 hours per month. (currently, all executive are paid for 22 hours per month, except the Chair, who is paid for 26 hours per month)

Directors will report to the Graduate Representative Council using a standardized time sheet based on their position's role and responsibilities.
If there is contingency in the budget, an amount of approximately $2000 is set aside for Grad Council to allocate $100 top up for extra duties assigned or undertaken in a given month by directors.

At the March 27, 2012 Semi-Annual General Meeting the stipend was left unchanged, but the committee recommended (and members approved) a $400 top-up for the Director of Finance to recognize additional work performed due to collective bargaining over four months.

The SRC also recommended money be set aside in the budget for the Grad Council to allocate in similar situations in future and change the Stipend Review Committee structure to allow it to recommend stipend top ups though the year. The funds were allocated in the budget, and the proposed Terms of Reference were sent to Grad Council. Grad council approved these, but they require a change to the Bylaws to come into full effect.

As such, the stipend is currently as follows:

1. **The executive stipend for 2010-2011 is set at the CUPE 4163 September 2009 hourly TA rate of 23.27/hr as follows:**
   
   i. 26 hours per month for the Chair and Director of Finance; and  
   
   ii. 22 hrs per month for Directors of Communications, Services and Student Affairs

2. **The hours are not meant to reflect hours of work.**

2. **Accountability Reports**

   1. **The Executive Council reports to Graduate Representative Council be re-titled “Accountability Report”;**

   2. **The report will be in a format based on the obligations for each Executive Council member stipulated by the Bylaws.**

   3. **The report consists of a point form list of actions taken, subject of action, and date(s) action taken.**

   4. **The report exclude detailed or lengthy descriptions, lists of upcoming events and the actions undertaken by or requested of other Executive Council members, staff or volunteers.**

3. **Ability for GRC to provide a top up**

   1. If there is contingency in the budget, an amount of approximately $2000 will be set aside for Grad Council to allocate $100 top up for extra duties assigned or undertaken in a given month by directors.
2. Policy 19.3.a will be implemented if UVIC graduate student enrolment increases by 5% or more September 2010.

**BARGAINING UPDATE FROM CUPE 4163**

“Jan. 30, 9 a.m.: UVic and CUPE 4163(3) ratify agreement

In mid December, negotiators for the University of Victoria and campus CUPE local 4163 reached a tentative agreement, subject to ratification. This agreement has since been ratified by both the union and the university.

CUPE local 4163 (component 3) represents sessional instructors and music performance instructors. Consistent with the provincial government’s 2012 Cooperative Gains mandate, the parties agreed to a **2 per cent across-the-board general wage increase retroactive to May 1, 2012** and a further **1.38 per cent across the board general wage increase effective May 1, 2013**.

Four-year agreements were also reached with CUPE locals 951, 917 and 4163 (Component 1 & 2) earlier last fall. All of those agreements have since been ratified by both the unions and the university. The university also reached a tentative agreement for 2012 and 2013 with the campus local of the Professional Employees Association. That agreement has since been ratified by the PEA and by the university.”


**STIPEND COMMITTEE TERMS OF REFERENCE**

(Approved by Grad Council September 25, 2012, motion at 2013 Semi- Annual General Meeting will bring it to full force.)

**Stipend Review Committee – Terms of Reference**

**Purpose**

To review and make recommendations to the membership regarding the Executive Board Stipend, roles, and workload.

**Duties**

To make recommendations to the membership on changes to Executive Board stipend;

To make recommendations to the membership on changes to the Executive Board duties, structure and portfolios;

To review the balance of work between Executive Board members;

To review Executive Board reports and recommend approval to the Graduate Representative Council; and
To recommend, where appropriate, a ‘top up’ the monthly stipend of an Executive Board member due to extraordinary duties performed.

**Membership**

Voting membership will be three members of the society, where:

a) at least one is a member of the Graduate Representative Council, and

b) none is a member of the Executive Board

c) none is a member of the GSS staff.

The Executive Director will be a non-voting member of the committee.

The committee shall elect one voting member to be committee chair.

The committee may invite current or past members of the Executive Board or Graduate Representative Council to report to the committee.

**Quorum**

Quorum shall be two voting members.

**Meetings**

The committee shall meet at least once per term. Additional meetings may be called by a committee member or a motion of the Graduate Representative Council.

One week notice will be given for committee meetings.

**Term of Office**

Members shall be elected at the Graduate Representative Council meeting each September and shall serve for one year.

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**PROPOSED BYLAW CHANGE TO MAKE BYLAWS AND NEW POLICY AGREE:**

BIRT Bylaw X is changed as follows:

**BYLAW X - EXECUTIVE BOARD DIRECTOR STIPEND**

10.1 Directors of the Executive Board shall receive an annual stipend in an amount to be established by the Stipend Review Committee. The Committee will be elected by the Graduate Representative Council annually. Terms of Reference for the Committee will be set by the Graduate representative council, but the Committee’s purpose(s) must include The Committee shall be composed of two (2) Executive Board directors, two (2) graduate students at large (chosen by the
Grad Council) and the Executive Director for the sole purpose of conducting an annual review of the directors' hours and stipend. The Committee's recommendations shall be resolved at a General Meeting. The Stipend Review Committee may invite any member of the Executive Board to meet with it or submit information pertinent to the work of the Stipend Review Committee. However, no current Executive Board member may sit on the Stipend Review Committee. Further, no member of the Stipend Review Committee may stand for an Executive Board position that has been permanently increased for the first term of office in which that increase becomes effective.

10.2 The stipend shall be paid in monthly instalments: within thirty (30) days following the completion of each month of service by a Executive Board director, providing that the director has provided to the Grad Council a written report on Society-related activities. Grad Council has a right of disapproval of any irregular or unsubstantiated claim for remuneration.