University of Victoria
Graduate Students’ Society
Policy Manual

Updated March 30, 2010
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DEFINITIONS

Annual Plan  Plan developed at the annual executive planning retreat that includes events calendar, communications strategy and campaign strategy for the upcoming year.

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.

Collective Agreement  Agreement between the GSS and the Communications, Energy and paperworks Union of Canada Local 467.

Executive  Elected members of the GSS Executive.

Executive Board  The Executive (voting) and the Executive Director (ex officio, non voting).

Ex-officio  Membership derived from elected or assigned responsibility.

Grad Reps  Graduate Representatives. Each UVIC department with a graduate studies programs elects on Grad Rep, who, along with the Executive, form the Graduate Representative Council.

GRC  University of Victoria Graduate Students’ Society Graduate Representative Council.

GSS  University of Victoria Graduate Students' Society.

Member at Large  Members of the GSS in good standing. (i.e. all current UVic Graduate Students).

Open Committee  Meetings of the committee are open to all members of the society.

Open Membership (in a committee) Any member of the GSS who attends two (2) consecutive committee meetings will obtain voting rights upon the second meeting and will retain those voting rights until they fail to attend two (2) consecutive meetings.

Standing Committee  Committee of the Graduate Representative Council.
Terms of Reference  The operating policies of GSS Sub-committees.
1. APPOINTMENTS TO EXECUTIVE BOARD VACANCIES
Approved by: GSS Grad Council on February 24, 2004

1.1. PURPOSE

1.1.a. This policy provides guidelines regarding the process associated with the Graduate Representative Council exercising its powers to appoint a GSS member as a member of the Executive Board in accordance with the GSS Bylaws.

1.2. APPOINTMENT PROCESS

1.2.a. Upon a vacancy occurring for an Executive Board position outside of normally scheduled elections, the Grad Council shall consider whether to exercise its powers to appoint a replacement in two steps.

1.2.b. After being advised of the vacancy, the Grad Council will discuss and determine whether it wishes to fill the vacancy at that meeting. Such discussions and determination shall have no regard to any potential individual candidates, but simply whether it is advisable to appoint a replacement given the timing of the vacancy and any other contextual factors. Such discussions shall not normally take place at General Meetings as the appointment of replacements is a specific power of Grad Council.

1.2.c. If Grad Council determines it wishes to fill the vacancy, a general campus-wide call-out for interested and eligible parties will normally occur, particularly through the GSS Bulletin and other advertising means. Candidates will be expected to attend the next Grad Council meeting to make their case and answer any questions from Grad Council. Candidates who wish to circulate material for Grad Council’s consideration prior to the meeting shall provide such material in electronic form by a specified date.

1.2.d. Grad Council shall subsequently make its decision by secret ballot so that one candidate attains a majority. If more than two candidates contest the position and no candidate has a majority, the candidate with the lowest number of votes shall be dropped and another secret ballot conducted. This process shall continue until one candidate attains a majority. Grad Council shall subsequently ratify the results and accordingly appoint the successful candidate to the vacancy.

1.2.e. Prior to the ratification and appointment motion, Grad Council retains complete discretion to not appoint anyone to the vacancy. Similar discretion also extends if no candidates come forward for consideration as Grad Council may extend the time for nominations or leave the position vacant.
2. GRADUATE COUNCIL REPRESENTATIVE APPOINTMENT POLICY

Approved by: GSS Grad Council on February 24, 2004

2.1. PURPOSE

2.1.a. This policy provides guidelines regarding the process associated with the appointment of members of the Graduate Representative Council from academic departments.

2.2. APPOINTMENT PROCESS

2.2.a. As part of the annual appointment process or upon a vacancy becoming apparent for the remainder of the academic year, the GSS shall advise Graduate Secretaries and former Graduate Representatives of the need to appoint a new representative.

2.2.b. It is up to GSS members within each department to decide who will represent the department on Grad Council in a primary and/or alternative capacity. The method of selection is also up to these members, and the GSS will be informed of the identity of these individuals upon their selection. At a minimum every graduate student registered in the department will be notified by email of the opportunity to sit on the Grad Council, and the means to discover how they can be nominated for the position.

2.2.c. In the event that the department encounters difficulties in making these selections, the GSS will assist with the selection process using means appropriate for the particular department.
3. BUDGET PLANNING AND FISCAL POLICY  
Approved by: GSS Executive Board on March 29, 2004

3.1. PURPOSE  
3.1.a. Although the annual budget is ultimately approved by the membership at a General Meeting, the Executive Director, Director of Finance, and Executive Board are ultimately responsible for preparing and submitting the budget and revisions to the membership and in accordance with the bylaws. This policy provides guidelines regarding the budget planning processes as well as general budget principles.

3.2. OVERARCHING PRINCIPLES  
3.2.a. The budget shall be prepared using the following overarching principles:  
3.2.b. Estimates of on-going revenues and expenditures will be based on an examination of actuals from the previous fiscal year, in particular, membership fee revenues will be based on previous fiscal year revenues  
3.2.c. Attempt to obtain estimates for potential enrollment and major expenses from suppliers  
3.2.d. Budgeting shall be done on a break-even or better basis depending on the nature of the fund  
3.2.e. A contingency amount should be set aside on an annual basis for unexpected issues that may occur.

3.3. PRIORITIES FOR ALLOCATION OF EXISTING AND NEW REVENUE  
3.3.a. Existing funding and new ongoing revenue shall be budgeted in the following priority:  
3.3.b. Existing and ongoing contractual and bylaw obligations (employee, building maintenance, etc.)  
3.3.c. Other priorities as determined (e.g. service supplement, new services, new employee positions, etc.)  
3.3.d. In expectation of contract negotiations (e.g. employee, facilities) during the fiscal year, additional funds shall be set aside in contingency to cover any anticipated increases in costs

3.4. FEES FOR THE UNIVERSAL BUS PASS, CONSTITUENCY GROUPS  
3.4.a. These fees shall not be part of the budget process as the net revenue shall be automatically remitted to the appropriate organizations.

3.5. FEE INCREASES  
3.5.a. In order to counteract the effect of inflation on the buying power of the GSS Core Fees, the membership authorized the General Meeting to potentially increase fees on annual basis using the national CPI index. If used, the following principles shall apply:
3.5.b. The increased amount shall become the base amount for potential increases next year.
3.5.c. The increase shall be effective May 1, 2004 (i.e. all three terms during the fiscal year).
3.5.d. Fee increases outside of CPI shall take effect in accordance with the appropriate referendum.

3.6. CAPITAL ITEMS

3.6.a. Given the timing of the budget, changing capital needs and priorities, and the fact that most capital purchases occur over the summer, the budget should never authorize specific items to ensure flexibility. Rather, the budget shall authorize a total amount (including a contingency) that the Executive Board may use towards the capital needs of the fiscal year. A tentative capital plan for at least the fiscal year should be provided for justification and as a guide for the Executive Board, but it should not be formally approved to preserve flexibility.

3.7. FUND ACCOUNTING

Amended by GSS Executive Board March 23, 2010

3.7.a. The GSS has several funds to run various and specific aspects of its operations. Funds are expected to stand alone, and moneys cannot be transferred between funds except in exceptional circumstances. Each fund is outlined below along with its expectations.

3.7.a.i. Operating Fund – This fund carries most of the day-to-day services associated with the GSS. Revenue is mainly from membership fees and various services (e.g. ads, room bookings, etc.). It is normally budgeted on a break-even basis.

3.7.a.ii. Health and Dental Fund – This fund carries all of the revenue and expenses associated with the Health and Dental Plan, including administration. It bears a proportionate share of the costs associated with the GSS General Office (employee and overhead). It is normally budgeted on a break-even basis, and a consideration is always the fact that the Health and Dental year is different than the GSS fiscal year (Sept-Aug v. Apr-Mar). The Health and Dental budget may thus be budgeted on a slightly different fiscal year.

3.7.a.iii. Food and Beverage Fund – This fund carries all of the revenue and costs associated with the restaurant operation in the Grad Centre. It is expected to bear a proportionate share of the building costs, and it is expected to operate on a modest profit basis. Net profits and losses are to be retained in the fund to ensure stability and avoid GSS dependence on variable profit to provide core services.

3.7.a.iv. Capital Fund – This fund carries all of the revenue and expenses associated with the capital of the GSS, excluding building expansion. Capital replacement should be ongoing and in accordance with GSS capital needs and plans. Break-even analysis is not applicable here as some funds may be needed more in one
year than another, and the audited statements show existing capital assets on a depreciating rather than cash-flow basis.

3.7.a.v. **Building Fund** – This fund shall be only for major renovations and additions to the Grad Centre. Ongoing expenses should never be removed from this fund, and substantial surpluses in other funds should be transferred for potential long-term use. The GSS should examine long-term investment advice/management for this fund with a view towards minimizing risk of members’ moneys versus potential long-term returns.

3.7.a.vi. **Employee Leave and Emergency Hire Fund** - This fund shall be used to cover extraordinary employee benefits, such as maternity leave, sick leave, or emergency hires. Surpluses in the Operating and Food and Beverage Funds will be used to replenish this fund annually.

3.8. **FISCAL UPDATES AND BUDGET AMENDMENTS**

3.8.a. Financial statements shall be produced and compared to the budget on an ongoing basis to determine progress during the fiscal year. Minor reallocations may take place in accordance with the bylaws, and major budget amendments may be submitted to a General Meeting if necessary.

3.9. **PAYMENTS and SIGNING AUTHORITY**

*Approved by the Executive Board 2006-05-20: 02*

3.9.a. No cheques or payments shall be issued without provision of an original receipt; and

3.9.b. With the Exception of automated payroll, online payments of any kind from GSS accounts are prohibited; and

*Amended by the Executive Board 2006-11-30: 03*

3.9.c. The signers on the GSS Operating, Health and Dental, Capital and Rainy Day Building Fund accounts at the Greater Victoria Savings Credit Union will be the Executive Director, the Director of Finance, and the GSS Chair, and there will be two signatures required on all cheques.

3.9.d. The signers on the GSS Food and Beverage Account at the Royal Bank will be the Executive Director, the Director of Finance, and the GSS Chair, and there will be two signatures required on all cheques.

3.10. **INVESTMENT IN SECURE FUNDS ONLY**

*Approved by the Executive Board 2006-05-20: 02*

3.10.a. All GSS investment will be made in only Guaranteed Interest Certificates (GIC)’s in order to eliminate risk in financial investment.

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4. BUILDING AND SPACE ADDITION POLICY
Approved by the GSS Executive Board on March 29, 2004

4.1. PURPOSE
4.1.a. Over the past few years, discussions have been ongoing about potential expansion of the Grad Centre and/or space additions for GSS use. This policy intends to provide an overview of this issue’s context, discussions to date, and potential future steps, particularly since it will likely take several years before viable solutions are in place.

4.2. CONTEXT, HISTORY, AND CONSIDERATIONS
4.2.a. The Grad Centre was opened in 1990 for GSS and graduate student use.
4.2.b. The building was built by joint financing from the GSS and George and Ida Halpern.
4.2.c. The Centre was intended for a population of 1300 grad students.
4.2.d. Current membership exceeds 2215 FTE grad students (2600 students), and the Centre is currently operating at capacity, particularly with respect to meeting rooms and office space.
4.2.e. The Centre is not an efficient use of land space as it is a sprawling and stand-alone one-storey building.
4.2.f. UVic has approved a Campus Plan that favours densification and multi-storey buildings.
4.2.g. Preliminary reviews have indicated that it will not be possible to add additional floors to the existing Centre.
4.2.h. It is unlikely that any expansion would be allowed in the direction of Sinclair Road due to the municipal building requirements that indicate a setback is needed for any buildings.
4.2.i. Any expansion towards the SUB would need to consider the interests of the UVSS as such expansion would limit future expansion of the SUB.
4.2.j. The UVic Campus Plan includes a vision of a village core in the vicinity of the Centre, and any expansion/space addition should be congruent with this vision.
4.2.k. The kitchen, food service, and storage areas in the Grad Centre were never designed for the service currently provided, and they are operating at capacity.
4.2.l. The Centre is a relatively recent addition to campus, and it has several years of use remaining its intended lifespan is completed.

4.3. NEXT STEPS
4.3.a. Potential building expansion / space addition should be a standing discussion item on the UVic-GSS Operational-Relations Committee. Discussions should particularly occur with the following UVic positions: Vice-President Finance and Operations, Executive Director of Facilities Management, Dean of Graduate Studies, and Executive Director of Student and Ancillary Services.
4.3.b. Creative solutions should be explored, and all options examined, including:
4.3.b.i. Building an addition to the Centre;
4.3.b.ii. Demolishing the Centre and replacing and adding space elsewhere; and
4.3.b.iii. Contributing towards another construction project to have space added specifically for GSS use while keeping the Grad Centre.
4.3.c. The Society should examine potential efficiencies/synergies with other construction projects, including a potential graduate student residence.
4.3.d. Any expansion should account for existing and future graduate student enrollment and future space expansion as well as financial realities.
4.3.e. Environmental issues should be considered in manner that is at least consistent with UVic’s Campus Plan.
4.3.f. Options should particularly focus on potential meeting rooms, common areas, office areas, and food and beverage operations.
4.3.g. Costing and financing options should be developed in accordance with ongoing discussions (e.g. financing could include existing finances and/or new fees as well as potential external/UVic financing).
4.3.h. Membership feedback/discussion should be sought as options and costs develop, particularly through Grad Council.
4.3.i. The Society should seriously consider the use of referenda to ensure membership approval of any final options.
5. COMMITTEE APPOINTMENT POLICY
Approved by: GSS Executive Board on March 9, 2004

5.1. PURPOSE
5.1.a. Although the Executive Board is ultimately responsible for all graduate student appointments to various UVic committees, a number of processes exist within the GSS to make these appointments in the best manner possible. This policy provides guidelines regarding the processes associated with the appointment of GSS representatives on university.

5.2. NATURE OF APPOINTMENT
5.2.a. All appointees should normally be GSS members. If an appointee is not attending meetings, the Executive Board will appoint a replacement if applicable upon being advised of the situation. As a general preventative act, appointments to standing committees are normally reviewed every fall.

5.3. APPOINTMENT PROCESS
Revised by the GSS Executive Board August 5, 2005
5.3.a. The GSS first needs to be informed that a committee vacancy exists, preferably through the GSS Executive Director. A call-out will be subsequently sent. If the committee is of a departmental nature, the call-out for interested parties will normally go to the relevant department, particularly through the department’s Graduate Secretary or Graduate Representative. If the committee is of a campus-wide nature, a general call-out for interested parties will normally occur, particularly through the GSS Bulletin.
5.3.b. For all committees, the Executive Board reserves the right to exercise its discretion to appoint one of its own members or to conduct a more limited/specialized call-out for a variety of reasons. For example, senior administration hiring committees normally have an Executive Board member on them. Similarly, certain issues or equity groups may need to be advanced or require certain or experienced representation. However, such discretion shall be normally exercised prior to any general call-outs.
5.3.c. As part of the call-out, interested parties will be asked to submit a short paragraph detailing why they are interested in the committee. The Executive Board will review the responses, particularly if there are multiple expressions of interest, and elect a person to the committee accordingly. All parties, including the committee’s secretary/chair will be informed, and information regarding unsuccessful parties may be kept on file in the event of other committee vacancies.
5.3.d. Interested nominees may be asked to submit a brief written note explaining their interest in the committee and their relevant skills and experience.

See also: Section 16 POLICY ON PROCEDURES FOR SEEKING GRADUATE STUDENT REPRESENTATIVES FOR COMMITTEES
5.4. REAPPOINTMENT OF INCUMBENTS

5.4.a. If an incumbent desires to remain on a committee, the incumbent continues to be a GSS member, and the incumbent is available, the Executive Board will normally reappoint the incumbent without an appropriate competition.

5.5. APPOINTEES’ REPRESENTATIVE ROLE

5.5.a. Appointees are intended to represent graduate student views generally at the particular committee. In addition to graduate students generally, appointees may wish to consult the Executive Board or the Graduate Representative Council about the Society's views on particular issues as they arise. They may also choose to use the GSS Bulletin as a way of gathering feedback. However, the onus is on the appointee to determine when such consultation is necessary and seek out appropriate consultation.

5.5.b. Due to the nature of certain issues, the Executive Board may require periodic reporting, but it will advise the relevant appointee of such a requirement as necessary.
6. CONFLICT OF INTEREST AND RESOURCE USE POLICY
Approved by: GSS Executive Board on March 29, 2004

6.1. PURPOSE
6.1.a. Both members of the Executive Board and staff need to be aware of issues regarding conflict of interest and use of Society resources, and this policy is intended to provide guidelines regarding these issues.

6.2. CONFLICTS OF INTEREST AND RESOURCE USE
6.2.a. A conflict of interest arises when a person exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest. Further, there is an apparent conflict of interest when there is a reasonable perception that the person’s ability to exercise an official power or perform an official duty or function will be or was affected by a private interest.
6.2.b. The general rule is to declare all real, potential, and apparent conflicts of interest, and to avoid them as much as possible.
6.2.b.i. Where a conflict of interest arises, members shall make full disclosure of the conflict and shall seek to resolve it in the best interest of the Society.
6.2.b.ii. If someone is in doubt about whether he or she or someone else is or may be in conflict of interest, it should be discussed with the Committee Chair or Supervisor.
6.2.b.iii. Disclosure and discussion are the most important methods to assess and resolve conflicts of interest, particularly when uncertainty exists.
6.2.b.iv. Standards will vary based on the nature of the conflict, but a very high standard shall apply to conflict of interest involving monetary benefits.
6.2.c. With respect to committees, members should withdraw from committee deliberations and should abstain from voting on any motion pertaining to the approval of a matter in which they have an interest, be it direct or indirect. However, in general voting on matters which will have an effect on a broad group by a member of that group is not a conflict of interest (e.g. tuition policy).
6.2.d. Finally, people should not use any facilities, services, or resources of the Society, nor allow them to be used, for purposes other than those expressly approved by the Society without at least appropriate reimbursement to the Society.
7. EMPLOYMENT POLICY
Approved by: GSS Executive Board on March 9, 2004
Updated by GSS Executive Board March 23, 2010

7.1. PURPOSE

7.1.a. Although the Executive Board is ultimately responsible for employee issues, a number of structures and processes exist within the GSS to deal with these issues in a delegated manner. This policy provides guidelines regarding these structures and processes as well as general GSS employment issues.

7.2. Employee Definitions

7.2.a. Management
The Executive Director and Food and Beverage Manager are management employees

7.2.b. Unionized Office Employees (CEP)
Non-management office staff are members of the Communications, Energy and Paperworkers Union of Canada Local 467

7.2.c. Food and Beverage Employees
Non-management staff of GSS Food and Beverage services are Food and Beverage Employees

7.2.c.i. Permanent Food and Beverage Employees
Food and Beverage Employees who work 20 hours per week year round are considered Permanent Food and Beverage Employees

7.2.c.ii. Food and Beverage Hourly Staff
Food and Beverage Employees who work less than 20 hours per week, or who work any amount of hours but do not work during the May-August period are considered Term Food and Beverage Employees

7.3. NEW/RESTRUCTURED EMPLOYMENT POSITION APPROVALS

7.3.a. All new or restructured employment positions must be approved at least in principle by the Executive Board prior to any posting and hiring. This includes employment tasks, relationship within GSS organizational structure, and remuneration range. The Executive Board should consider these factors from a long-term perspective (including budgetary) prior to any approval. Changes to job descriptions of Unionized Office Staff are subject to the Collective Agreement.

7.4. REMUNERATION, VACATION, AND BENEFITS

7.4.a. Management
7.4.a.i. Remuneration, vacation, and benefits for Management employees shall be defined by individual contract with the GSS. Consideration shall be given to prevailing rates for comparable work, cost of living increases, and long-term budgetary impacts. Management employees are paid salary and are not eligible for overtime. Benefits are negotiated with Management employees as part of their contract. Arrangements can be made for time off in lieu after hours exceeding 35 hours per week or weekend work.

7.4.a.ii. **FOOD AND BEVERAGE HOURLY STAFF**

.. Remuneration will be set in accordance with the attached wage schedule, and overtime must be approved by the Food and Beverage Manager.

.. The GSS authorizes the Food and Beverage Manager to increase Food and Beverage Hourly Staff wages annually at a rate of 3% (maximum) in recognition of length of service and quality of work.

.. Vacation benefits are set according to the BC Employment Standards Act.

7.4.a.iii. **PERMANENT FOOD AND BEVERAGE EMPLOYEES**

.. Hourly remuneration will be set in accordance with the attached wage schedule and overtime must be approved by the Food and Beverage Manager.

.. Benefits will be in accordance with the Permanent Food and Beverage Employees Policy

7.4.a.iv. **UNIONIZED OFFICE EMPLOYEES**

.. Remuneration and benefits will be set in collective bargaining in accordance with the collective agreement.

### 7.5. HIRING PROCESS

7.5.a. **Management Hiring**

7.5.a.i. Management hiring committees must be struck by the GSS Executive Board. A minimum of two members of the Executive Board and one member of the staff will form the hiring committee for management positions.

7.5.a.ii. All hiring decisions for Unionized Office Staff and Management Employees are subject to Executive Board Ratification.

7.5.b. **Unionized Office Employee Hiring**

7.5.b.i. Hiring of unionized office employees is the responsibility of the
Executive Director

7.5.b.ii. Hiring procedures for Unionized Office Employees is subject to the Collective Agreement.

7.5.c. Food and Beverage Employee and Staff hiring

7.5.c.i. Hiring of the Food and Beverage Employees and staff is the responsibility of the Food and Beverage Manager

7.5.c.ii. All hiring decisions of Food and Beverage Employees are reported to the Food and Beverage Committee

7.5.d. Minimum hiring committee membership shall normally be defined as follows for the following positions (management positions are marked with an “(M)”):

7.5.d.i. Executive Director (M) – 2 members of the Executive and 1 staff member

7.5.e. The Executive Board may choose to add additional parties to any hiring process as they see fit due to circumstances. The Executive Board will define hiring committees for other positions as necessary using the existing hiring committee memberships as a guide.

7.5.f. While open competitions are generally preferred, it is up to the Executive Board to determine if a closed or restricted competition may be appropriate. Interviews should be conducted using a standard format and standard questions, although the committee can delve further as a result of a candidate’s specific answer.

7.5.g. Candidate rankings should be based upon committee consensus and the posted position information. If consensus still cannot be obtained, a majority shall determine the ranking of the candidates.

7.6. GRADUATE STUDENT HIRING PREFERENCE WHERE EQUIVALENT QUALIFICATIONS

7.6.a. In instances where candidates have equivalent qualifications and one candidate is a UVic graduate student, the graduate student will be given preference for hiring.

7.7. POSTINGS

7.7.a. Postings for any positions will clearly state the position, remuneration, anticipated days and hours of work and job duties and qualifications. The posting
will be advertised for at least one week prior to short-listing for interviews. Postings should normally be advertised in the Graduate Students’ Centre notice board, the GSS email bulletin and website, and Career Services. Management postings should normally be further advertised in the community listings such as newspapers or online listings. This clause does not preclude other posting methods.

7.8. CONFLICTS OF INTEREST

7.8.a. General

7.8.b. All staff members are expected to disclose to their supervisor all real or potential conflicts of interest that may relate to their employment, and a higher standard of review attaches to management staff. Discussions and arrangements will accordingly be made to resolve such conflicts.

7.8.c. Executive Board

7.8.d. Voting members of the Executive Board may not be concurrently employed or seek employment as a GSS staff member. Similarly, GSS staff members may not concurrently serve or seek election to the Executive Board. This requirement is in light of the different reporting and accountability dynamics and roles that occur between staff and the Executive Board as well as the Executive Board and the general membership.

7.9. EMPLOYEE FILES AND DISCIPLINE

7.9.a. The GSS shall maintain employee files for all of its employees.

7.9.b. Discipline procedures for Unionized Office Staff are determined by the Collective Agreement

7.9.c. For non-union employees, the GSS shall use a progressive discipline system. This system shall consist of verbal warnings, written warnings, and dismissal.

7.9.d. Appropriate penalties will be assessed considering the nature of the offence and the employee’s past warnings.

7.9.e. The Executive Board will be periodically updated regarding written warnings, and dismissal shall remain within the sole purview of the Executive Board.

7.10. PERSONNEL OFFICER

7.10.a. The Executive Board shall appoint one of its members to act as the Personnel Officer. The Personnel Officer shall:
7.10.a.i. Ensure the Executive Director
.. receives an annual performance review and contract renewal
.. is following the direction of the Executive Board
.. ie implementing the GSS annual plan
.. in informed of any feedback from the Executive Board regarding performance

7.10.a.ii. Sit on the Personnel Committee with the Executive Director and keep in regular contact with the Executive Director regarding general GSS staffing issues;

7.10.a.iii. Work with the Executive Director of develop recommendations as needed to the Executive Board regarding staffing issues, union negotiations, and personnel policy;

7.10.a.iv. Be informed of and monitor on a periodic basis all discipline carried out by the Executive Director and Food and Beverage Manager;

7.10.a.v. Be authorized to reallocate hours among management staff with their consent;

7.10.a.vi. Deal with staff conflicts of interest and make appropriate arrangements to resolve such conflicts (including reassigning or assuming additional supervisory powers if necessary);

7.10.a.vii. Normally be a member of hiring committees for all GSS management positions

7.10.a.viii. Normally represent the Executive Board in collective bargaining and committees related to GSS-Union relations.
8. MANAGEMENT EMPLOYEE BENEFIT POLICY

Approved by: GSS Executive Board on March 25, 2004, Amended February 2, 2005
Updated by GSS Executive Board March 23, 2010

8.1. PURPOSE
8.2. This policy outlines the benefits to which GSS Management Employees are entitled.

8.3. RELATION TO EMPLOYEE CONTRACTS
8.4. This policy shall be included by reference and attached to all permanent employee contracts. In the event of a conflict between this policy and the employee contract, the employee contract shall prevail. In the event of changes to this policy, such changes shall be deemed part of the employee contract. However, benefit removals/reductions shall not be effective unless the employee’s written consent is obtained.

8.5. PROBATION FOR NEW EMPLOYEES
8.6. Probation for new employees shall be for a period of 3 to 6 months, and the period shall be specified in the employee’s contract. The length of the probation period will normally be dependent upon when the employee is hired and how much time is necessary to evaluate whether the employee can handle all aspects of the positions, particularly those that occur seasonally (e.g. majority of health and dental administration occurs in September).

8.7. PAID HOLIDAYS
8.7.a. Employees shall be entitled to all statutory holidays with pay.

8.8. PAID VACATION
8.8.a. In addition to the winter shutdown, employees are entitled to paid vacation as follows:
8.8.b. 10 days during the first year
8.8.c. 15 days during the second year
8.8.d. 17.5 days during the third year, and
8.8.e. 20 days during the fourth year and thereafter.
8.8.f. Vacation shall be scheduled in conjunction with all staff requests to ensure that GSS operations are not compromised, and the employee may carry forward up to 10 unused days for the next year. Due to reduced activities and service, it is preferable that vacation occurs over the summer or during other times of limited activity. As a general principle, the winter shutdown is additional paid vacation granted in lieu of the odd overtime during the year.
8.9. PAID SICK LEAVE

8.9.a. Employees are entitled to paid sick leave as follows:
8.9.a.i. 2 days per month cumulative during the first year,
8.9.a.ii. 24 days per year thereafter.
8.9.a.iii. No carryover shall be allowed, and a doctor’s note may be required to substantiate paid sick leave.

8.10. MATERNITY/PARENTAL LEAVE AND TOP-UP

8.10.a. After 1 year of employment, employees are entitled to maternity/parental leave in accordance with Employment Insurance legislation and eligibility requirements. The GSS shall provide a top up of 25% on the GSS portion of claimed Employment Insurance benefits for maternity and parental leaves.

8.11. UNPAID LEAVE

8.11.a. Employees may take unpaid leaves with 30 days notice as follows:
8.11.a.i. up to 6 months as of the second year,
8.11.a.ii. up to 1 year as of the third year and thereafter.
8.11.a.iii. Benefits shall not be paid during unpaid leaves, and the time of the unpaid leave shall not count towards any benefits or wage increases that accrue as a result of seniority or length of employment.

8.12. OTHER SHORT-TERM EMERGENCY LEAVES

8.12.a. Other short-term emergency leaves (e.g. bereavement, etc.) may be granted on case-by-case basis with the general expectation that missed hours/work will be made up or other arrangements made. Appropriate documentation may be required depending on the nature of the emergency.

8.13. MEDICAL SERVICES PLAN

8.13.a. The GSS shall cover the cost of Medical Services Plan premiums up to the cost for one person for each employee.

8.14. EXTENDED HEALTH/DENTAL/VISION PLAN

8.14.a. After the conclusion of the employee’s first 3 months, the GSS shall cover the cost of an extended health, dental and vision plan for each employee, and employees shall have the option of opting in their families at the employee’s cost.

8.15. RRSP CONTRIBUTION

8.15.a. The GSS shall match a Management Employee’s RRSP contribution up to 1.5% of the employee’s gross salary attributable to the GSS.

8.16. ARREST/INCARCERATION RELATED TO WORK

8.16.a. No employee shall be required to undertake activities that may result in
their arrest/incarceration. However, if short-term arrest/incarceration occurs directly as a result of a work-related activity, the employee shall remain entitled to pay and benefits.

9. POLICY ON MANAGEMENT EMPLOYEE Leave for Jury and Witness Duty
   9.1.a. Leave for Jury Duty:
   9.1.b. The GSS shall grant up to two weeks paid leave to Staff, other than those on any form of Leave, who are required by law to serve as jurors in a court of law.
   9.1.c. Leave where Subpoenaed as a Witness
   9.1.d. The GSS shall grant paid leave of up to 14 hours to Staff, other than those on any form of Leave, who are required by law to serve as witnesses in a court action or statutorily-established tribunal, provided that such proceeding has not been initiated by the Staff with regard to the Staff’s private affairs.
   9.1.e. Remittance of Juror and Witness Fees
   9.1.f. Staff who are granted paid leave by the GSS under this Article are required to remit to the GSS any juror or witness fees that are received with regard to their attendance as a juror or witness.
   9.1.g. Proceedings Arising from a Member’s Private Affairs
   9.1.h. In cases where a Staff’s private affairs require the appearance of the Staff before a court or a statutory tribunal, the GSS shall grant Leave Without Salary to the Staff.
   9.1.i. Notice
   9.1.j. Where leave is required under this Article, the Staff shall notify, as soon as possible, her or his Supervisor of the days when the Staff is required to be in court.

9.2. NOTICE OF LAYOFF/TERMINATION WITHOUT CAUSE
   9.2.a. In the event that an employee is laid off or terminated without cause, Employees becoming permanent after March 31, 2008 shall be entitled to notice or pay in lieu as stipulated by the BC Employment Standards Act. Employees who became permanent prior to March 31, 2008 are entitled to notice of layoff or payment in lieu of notice as stipulated in the contract provided at the time of their hire unless written consent has been provided by the employee.
10. PERMANENT Food and Beverage EMPLOYEE BENEFIT POLICY

Approved by: GSS Executive Board on March 25, 2004, Amended February 2, 2005
Updated by GSS Executive Board March 23, 2010

10.1. PURPOSE
10.2. This policy outlines the benefits to which Permanent Food and Beverage Employees are entitled.

10.3. RELATION TO EMPLOYEE CONTRACTS
10.4. This policy shall be included by reference and attached to all Permanent Food and Beverage Employees contracts. In the event of changes to this policy, such changes shall be deemed part of the employee contract. However, benefit removals/reductions shall not be effective unless the employee’s written consent is obtained.

10.5. PROBATION FOR NEW EMPLOYEES
10.6. Probation for new Permanent Food and Beverage Employees shall be for a period of 3 months, and the period shall be specified in the employee’s contract. The length of the probation period will normally be dependent upon when the employee is hired and how much time is necessary to evaluate whether the employee can handle all aspects of the positions, particularly those that occur seasonally (e.g. majority of health and dental administration occurs in September).

10.7. PAID VACATION
10.7.a. Permanent Food and Beverage Employees are eligible for vacation as follows:
10.7.b. In from the date of hire to the end of the calendar year, and in the following calendar year of employement, 4% of gross pay earned
10.7.c. In the third calendar year of employment, 5.7% of gross pay earned
10.7.d. In the fourth calendar year of employment, 6.7% of gross, and
10.7.e. In the fifth calendar year of employment and thereafter, 7.6% of gross pay earned
10.8. Vacation shall be scheduled in conjunction with all staff requests to ensure that GSS operations are not compromised, and reading week closure, winter break and summer will be preferred times for vacation. Vacation entitlements earned but not yet remitted during the year will be paid out during the winter closure.

10.9. PAID SICK LEAVE
10.9.a. Permanent Food and Beverage Employees are entitled to paid sick leave
as follows on a pro rated basis:

10.9.a.i. 2 days per month cumulative during the first year,
10.9.a.ii. 24 days per year thereafter.
10.9.a.iii. No carryover shall be allowed, and a doctor’s note may be required to substantiate paid sick leave.
10.9.b. After 1 year of employment permanent food and beverage employees are entitled to sick leave under the Supplemental Unemployment Benefits program in accordance with Employment Insurance legislation and eligibility requirements. The GSS shall provide a top up of 25% on the GSS portion of claimed Employment Insurance benefits for sick leaves.

10.10. MATERNITY/PARENTAL LEAVE AND TOP-UP

10.10.a. After 1 year of employment, Permanent Food and Beverage Employees are entitled to maternity/parental leave in accordance with Employment Insurance legislation and eligibility requirements. The GSS shall provide a top up of 25% on the GSS portion of claimed Employment Insurance benefits for maternity and parental leaves.

10.11. UNPAID LEAVE

10.11.a. Permanent Food and Beverage Employees may take unpaid leaves with 30 days notice as follows:
10.11.a.i. up to 6 months as of the second year,
10.11.a.ii. up to 1 year as of the third year and thereafter.
10.11.a.iii. Benefits shall not be paid during unpaid leaves, and the time of the unpaid leave shall not count towards any benefits or wage increases that accrue as a result of seniority or length of employment.

10.12. BEREAVEMENT LEAVE

10.12.a. After 1 year of employment, Permanent Food and Beverage employees will be granted 5 days paid leave due to the death of an immediate family member.
10.12.b. Permanent Food and Beverage employees will be granted an additional 2 days for travel at the discretion of the Food and Beverage Manager.

10.13. OTHER SHORT-TERM EMERGENCY LEAVES

10.13.a. Other short-term emergency leaves may be granted on case-by-case basis with the general expectation that missed hours/work will be made up or other arrangements made. Appropriate documentation may be required depending on the nature of the emergency.

10.14. MEDICAL SERVICES PLAN

10.14.a. The GSS shall cover the cost of Medical Services Plan premiums up to the cost for one person for each Permanent Food and Beverage Employee.
10.15.  **EXTENDED HEALTH/DENTAL/VISION PLAN**

10.15.a.  After the conclusion of the Permanent Food and Beverage Employee’s first 3 months, the GSS shall cover the cost of an extended health, dental and vision plan for each employee.

10.15.b.  Permanent Food and Beverage Employees shall have the option of opting in their families at the employee’s cost.

10.16.  **LEAVE FOR JURY AND WITNESS DUTY**

10.16.a.  Leave for Jury Duty:

10.16.b.  The GSS shall grant paid leave of up to two weeks for Permanent Food and Beverage Employees, other than those on any form of Leave, who are required by law to serve as jurors in a court of law

10.16.c.  Leave where Subpoenaed as a Witness

10.16.d.  The GSS shall grant paid leave to Staff, other than those on any form of Leave, who are required by law to serve as witnesses in a court action or statutorily-established tribunal, provided that such proceeding has not been initiated by the Staff with regard to the Staff’s private affairs.

10.16.e.  Remittance of Juror and Witness Fees

10.16.f.  Permanent Food and Beverage Employees who are granted paid leave by the GSS under this Article are required to remit to the GSS any juror or witness fees that are received with regard to their attendance as a juror or witness.

10.16.g.  Proceedings arising from a Member’s Private Affairs

10.16.h.  In cases where a Permanent Food and Beverage Employee’s private affairs require the appearance of the employee before a court or a statutory tribunal, the GSS shall grant Leave without Salary to the employee.

10.16.i.  Notice

10.16.j.  Where leave is required under this Article, the Permanent Food and Beverage Employee shall notify, as soon as possible, the Food and Beverage Manager of the days when the employee is required to be in court.

10.17.  **NOTICE OF LAYOFF/TERMINATION WITHOUT CAUSE**

10.17.a.  In the event that a Permanent Food and Beverage Employees is laid off or terminated without cause, shall be entitled to notice or pay in lieu as stipulated by the BC Employment Standards Act. Employees who became permanent prior to March 31, 2008 are entitled to notice of layoff or payment in lieu of notice as stipulated in the contract provided at the time of their hire unless written consent has been provided by the employee.
11. BUILDING FUND POLICY
Approved by: GSS General Meeting on March 30, 2004

11.1. PURPOSE
11.2. Although the Society has a number of distinct funds for various purposes, it recognizes the need for an emergency fund to deal with extraordinary emergencies. In addition, the Society recognizes the need to build funds for future building/space expansion in light of increased graduate student enrollment. The Rainy Day and Building Fund fulfills these specific purposes, and this policy provides terms of reference regarding this fund.

11.3. ADDITIONS/TRANSFERS TO THE FUND
11.3.a. Monies may be added/transferred to the fund by the following methods:
11.3.a.i. Ordinary budget resolution and/or other expenditure resolutions in accordance with the constitution and bylaws; or
11.3.a.ii. Reallocation of a portion of the GSS Core Membership Fees in accordance with the Constitution and Bylaws.
11.3.a.iii. Levying additional GSS Core Membership Fees through the use of referendum (e.g. Building Fee).
11.3.a.iv. If GSS Core Membership Fees directly contribute to the fund, CPI increases shall apply to these fees pursuant to the referendum approved in March 2003.
11.3.b. The following monies shall be automatically added/transferred to the fund:
11.3.b.i. Excluding the value of assets, renovations, or other purchased improvements, the end of fiscal year fund balance (i.e. as of March 31) for the Capital Fund shall be adjusted so that the end of fiscal year fund balance for the Capital Fund does not exceed $100,000;
11.3.b.ii. The end of fiscal year fund balances (i.e. as of March 31) for all other funds shall be adjusted so that each end of year fund balance does not exceed $200,000; and
11.3.b.iii. All of these ceilings are stated in 2010 dollars, and the ceilings shall be adjusted annually by CPI.

11.4. EXPENDITURES/TRANSFERS FROM THE FUND
11.4.a. Proposed expenditures/transfers shall include a plan to repay the fund except in the case of building/space expansion, and the Society shall endeavor to follow the plan.
11.4.b. Monies may be expended/transferred from the fund using the following methods:
11.4.b.i. Referendum; or
11.4.b.ii. Ordinary resolution of a General Meeting, and such a resolution shall not be considered a budget resolution for quorum purposes given the specific nature of the fund.
11.5. INTEREST/INVESTMENT OF FUND

11.5.a. Interest/returns accrued by the fund shall be retained/reinvested within the fund. As the Operating Fund is currently dependent on this interest, this shall be implemented on a phased-in basis as the Operating Fund becomes self-sufficient.
12. GSS RECORDS AND ARCHIVING POLICY
Approved by: GSS Executive Board on March 9, 2004

12.1. PURPOSE
12.2. This policy provides guidelines regarding the keeping and archiving of GSS records.

12.3. RECORDS AND ARCHIVE PRACTICE
12.4. Current GSS records and records for the preceding 2 years shall be kept in GSS offices. Copies of all official GSS correspondence shall be kept on file, and backups of electronic data and work shall occur on a regular basis. Materials may be archived on a periodic basis, and arrangements may be made with the UVic Library to act as a depository.

12.5. PUBLIC/PRIVATE NATURE OF RECORDS
12.6. The GSS shall comply with all applicable legislation regarding freedom of information and protection of privacy. Protection of privacy is particularly relevant for employees (including contracts) and membership in the health and dental plan. Given the University’s expertise regarding these issues, the GSS may consult with the University regarding these issues as needed.

12.6.a. Public documents, minutes, and related materials shall be generally available to the membership on a public basis, except for in-camera and/or confidential discussions. Discretion may be used with respect to other records depending on their nature, and alternative options include providing summaries in lieu and/or charging for extensive work/materials. While the general overarching principles of transparency and responsibility to the membership exist, mitigating factors to consider include personal privacy, GSS security, harm to negotiations, solicitor-client privilege, legal requirements, relevancy of drafts/prior negotiations, and work involved in reproducing detailed information if it is not of a direct personal nature. Direction may be sought from the Executive Board, and all disclosure decisions may be appealed to the Executive Board.
13. ATTENDANCE OF OUT OF TOWN CONFERENCES
Approved by GSS Executive Board on January 25, 2005

13.1. GSS delegates sent to out-of-town conferences where food is provided will be given a per diem of $20 per day in advance of departure.

13.2. GSS delegates sent to out of town conferences where food is not provided will be issued a per diem of $40.
14. MEETING PROCESS, AGENDA PREPARATION and TRAINING
Approved by GSS Executive Board on December 16, 2004.

14.1. EXECUTIVE BOARD MEETING TIMES

14.2. Added by GSS Executive Board August 31, 2005

14.2.a. The GSS Executive Board meets as deemed necessary.

14.3. AGENDA ITEMS

14.3.a. The Executive Director will send a reminder of the Executive Committee meeting four days in advance of the meeting, with a call for agenda items,

14.3.b. Executive members will submit items to the Executive Committee Agenda three days in advance of the meeting with an explanatory paragraph or supporting materials, copying all Executive members on these emails;

14.3.c. Executive Board agendas will include the formal wording of motions.

14.3.d. The Executive Committee Agenda will be circulated two days in advance; and,

14.3.e. The Executive Director and the Chair will discuss the agenda and priorities for discussion prior to the meeting.

14.4. PLANNING RETREATS

14.4.a. The Executive Board will budget for and hold an annual two day retreat in April or May where they plan their work for the coming year, including campaigns and events strategies.

14.5. EXECUTIVE REPORTS
Approved by GSS Executive Board May 16, 2005

14.5.a. Executive Board Reports to the Graduate Representative Council consist of a point form list of actions taken, subject of action and date(s) action taken; and

14.5.b. A footnote on the report will refer to the Bylaws for Executive Responsibilities.

14.5.c. Executive Board Reports to the Graduate Representative Council will exclude detailed or length descriptions and the actions undertaken by or requested of other Executive Board members, staff, or volunteers.
14.5.d. Executive Reports to Graduate Representative Council shall be read very briefly at the meeting.
15. ACCESS TO OFFICE AND RESOURCES
Approved by GSS Executive Board  May 16, 2005
Updated by GSS Executive Board March 23, 2010

15.1. EXECUTIVE ACCESS TO GSS OFFICES

15.1.a. Keys will be provided to each member of the GSS Executive upon request.

15.2. RESOURCE PRIVILEGES FOR GRAD REPS

15.2.a. The GSS will permit Grad Reps to use the GSS photocopier to make up to 20 copies per event of posters announcing events organized by their department council for grad students; with the following provisos:

15.2.a.i. That these posters be required to carry the GSS logo; AND

15.2.a.ii. That one copy is given to the GSS for our records.

15.3. RESOURCES FOR CEP MEMBERS

15.3.a. The GSS will provide free meetings space for membership meetings of the Communications, Energy and Paperworkers Union of Canada Local 467(CEP)
16. CAMPAIGN POLICY

16.1. SECURITY CERTIFICATES
Approved by GSS Executive Board March 1, 2005


16.2. WAR RESISTERS CAMPAIGN
Approved by GSS Executive Board September 22, 2004

16.2.a. The War Resisters group has access to meeting space at the Graduate Students’ Centre at no charge.
17. POLICY ON FOOD AND BEVERAGE MANAGEMENT
Approved by the GSS Executive Board November 15, 2005

17.1. Responsibility and authority powers for management of the GSS Food and Beverage Services is defined as follows:

17.1.a. Authority of Executive Board

17.1.a.i. Approval of capital expenditures over $500
17.1.a.ii. Annual budget review prior to AGM
17.1.a.iii. Policy changes
17.1.a.iv. Building policy

17.1.b. Authority of the Food and Beverage Committee

17.1.b.i. Reviewing decisions and performance of Food and Beverage manager and the IQ Bistro
17.1.b.ii. Long-term planning
17.1.b.iii. Decisions on décor and selection of capital items after approval at Executive Board
17.1.b.iv. Approval of Menu

17.1.c. Authority of the Food and Beverage Manager

17.1.c.i. Scheduling Staff
17.1.c.ii. Day to Day operations
17.1.c.iii. Requesting emergency repairs to equipment
17.1.c.iv. Hiring and firing of non-management staff
17.1.c.v. Customer relations
17.1.c.vi. Development of IQ Bistro budget
17.1.c.vii. Ensuring IQ Bistro stays on budget
17.1.c.viii. Tracking financial performance of IQ Bistro
17.1.c.ix. Follow-up on problems with set-up of IQ Bistro following UVSS catering events

17.1.c.x. Scheduling Entertainment

17.1.c.xi. Developing IQ Bistro coupons and promotions

17.1.c.xii. Approval of capital expenditures under $500
18. POLICY on Procedures for Seeking Graduate Student Representatives for Committees
Approved by GSS Executive July 5, 2006

18.1. All elections of graduate student representatives to committees under GSS authority (See GSS Policy 16.5a) will be made at a meeting of the Executive Board.

18.2. A call for representatives will be brought to the Executive Board for an executive member for the following committees:
   18.2.a. Search Committees for Senior Administrative Positions (i.e. President, Vice Presidents, and University Secretary).
   18.2.b. Senate Standing Committees
   18.2.c. Ad-hoc committees on any general issue facing graduate students
   18.2.d. Graduate Fee Reduction Appeals Committee (GRAD FRAC)
   18.2.e. Graduate Executive Committee (FOGS)
   18.2.f. Committees of FOGS
   18.2.g. Committees that specifically request a member of the Executive Board to attend
   18.2.h. Ratifications of annual standing appointments based on the Bylaws or standard operating procedure following the election. (eg. election of Director of Student Affairs to Ombudspersons Advisory Committee; election of the Director of Services to UVSS Clubs Council).

18.3. A call for candidates will be made to the Graduate Representative Council and GSS Event lists by email for the following committees:
   18.3.a. Search, Appointment and Review Committees for Deans of Faculties, in adherence to UVIC appointment committee policy.
   18.3.b. Seats not filled by executive by a request to the Executive Board under Section 16.2.
   18.3.c. Constituency based committees or committees seeking input from particular groups (e.g. Women students, international students etc.)
   18.3.c.i. Requests for constituency based committees representation will also be sent to any relevant student constituency group for circulation to their email listserv.
   18.3.d. Standing university committees that are non-controversial, and not directly related to graduate students (e.g. parking committee)
   18.3.e. Awards committees (e.g. teaching awards, blue and gold)
   18.3.f. Calls to sit on standing GSS committees

18.4. For any standing committee that does not normally have a member of the Executive Board as the GSS representative as per section 16.2 the Executive Director will, upon receiving a call to elect a member to the committee first ask incumbent if they would like to remain in the seat before circulating a call for applications.
18.5. Where the appointments are made under Policy 16.3, and the position is specific to a faculty, program, the GSS will appoint students from the relevant faculty or program.

18.6. When the GSS receives a call for representatives to committees where the GSS has no power to appoint a representative, the Executive Director will send to relevant Grad Rep and Grad Secretary a notice regarding the Call with a request that the UVIC Senate policy of election “by and from students in the department” be followed.

18.6.a. UVIC policy states that the GSS has authority to elect a graduate student representative to the search, review and appointment committees for the following positions:

18.6.a.i. President and Vice Chancellor
18.6.a.ii. Vice President Academic and Provost
18.6.a.iii. Vice President Academic Planning
18.6.a.iv. Vice President Academic Research
18.6.a.v. Vice President Development and External Relations
18.6.a.vi. University Secretary
18.6.a.vii. Administrative Registrar
18.6.a.viii. Dean of Human and Social Development
18.6.a.ix. Dean of Science
18.6.a.x. Dean of Fine Arts
18.6.a.xi. Dean of Humanities
18.6.a.xii. Dean of Continuing Studies
18.6.a.xiii. Dean of Education
18.6.a.xiv. Dean of Social Sciences
18.6.a.xv. Associate Dean of Social Sciences
18.6.a.xvi. Executive Director of International Affairs

18.6.b. UVIC policy states that the following search, review and appointment committees elect graduate students “by and from” students in the department:

18.6.b.i. Dean of the Faculty of Business
18.6.b.ii. Dean of the Faculty of Engineering
18.6.b.iii. Associate Dean of Engineering (Research)
18.6.b.iv. Chairs of Departments or Divisions

18.6.c. UVIC policy states that the following search, review and appointment committees elect graduate students as follows:

18.6.c.i. Dean of Teacher Education: graduate representative is elected either by GSS or AGES
18.6.c.ii. Dean of Education (Administration): graduate student representative is elected either by GSS or AGES
18.6.c.iii. Dean of Law: student representation is elected by the Law Students’ Society
18.6.c.iv. University Librarian: a graduate student representative is elected by the Senate Committee on Libraries

18.6.d. University policy states that student representation on a Search Committee for the Vice President Finance Operations will include a student representative, either graduate or undergraduate, from the Board of Governors.

18.6.e. Search, appointment and review committees for the following positions have no guarantee of student representation:

18.6.e.i. Vice President Legal Affairs

18.6.e.ii. Research Centre Directors (except as stipulated by the policy of the Centre)
19. POLICY ON EXECUTIVE STIPEND
Approved by: GSS SGM on March 27, 2007
Amended by GSS SGM on March 30, 2010

19.1. Stipend for executive members
19.1.a. The executive stipend for 2010-2011 is set at the CUPE 4163 September 2009 hourly TA rate of 23.27/hr as follows:
19.1.a.i. 26 hours per month for the Chair and Director of Finance; and
19.1.a.ii. 22 hrs per month for Directors of Communications, Services and Student Affairs
19.1.b. The hours are not meant to reflect hours of work.

19.2. Accountability Reports
19.2.a. The Executive Council reports to Graduate Representative Council be retitled “Accountability Report”;
19.2.b. The report will be in a format based on the obligations for each Executive Council member stipulated by the Bylaws.
19.2.c. The report consists of a point form list of actions taken, subject of action, and date(s) action taken.
19.2.d. 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.

19.3. Ability for GRC to provide a top up
19.3.a. 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
19.3.b. Policy 19.3.a will be implemented if UVIC graduate student enrolment increases by 5% or more September 2010.
20. POLICY ON SUBCOMMITTEE TERMS OF REFERENCE
Approved by: Executive Board on April 10, 2006
Amended by Executive Board on March 23, 2010

20.1. PERSONNEL COMMITTEE

20.1.a. Type
20.1.a.i. Standing, closed committee of the GSS Executive Board

20.1.b. Purpose
20.1.b.i. Oversee all matters related to personnel at the GSS

20.1.c. Duties
20.1.c.i. Review policies related to personnel, including the Employee Benefits Policy
20.1.c.ii. Review job descriptions and ensure they are kept up to date
20.1.c.iii. Participate in collective bargaining on behalf of the Executive Board
20.1.c.iv. Represent the GSS Executive Board to the Labour Management Committee for employees covered by the Collective Agreement
20.1.c.v. Ensure hiring processes

20.1.d. Members
20.1.d.i. The Executive Director and the Executive Board Personnel Officer

20.1.e. Quorum
20.1.e.i. Two members

20.1.f. Meetings
20.1.f.i. The Personnel Committee will meet at least once a year to review policy and job descriptions
20.1.f.ii. The Personnel Committee will meet on an “as needed” basis to discuss personnel matters

20.1.g. Term of Office
1.1.a. Shall be from the date of appointment until the end of the current board year (i.e. March 31).
20.2. COMMUNICATIONS COMMITTEE

20.3. Type
20.3.a. Standing, open committee of the GRC with open membership.

20.4. Purpose
20.5. Promote the GSS and its purposes to the membership and the community through the production and distribution of all forms of media.

20.6. Duties
20.6.a. Oversee the production of the Unacknowledged Source;
20.6.b. Develops GSS Communication and Advertising Policy for recommendation to the Executive;
20.6.c. Develop and maintain a budget for all committee operations;
20.6.d. Develops a communications strategy to recommend for the Annual Plan;
20.6.e. Carry out all other duties as directed by the Executive Board and GRC.

20.7. Membership
20.7.a. The Director of Communications - chair of the committee
20.7.b. Two graduate students elected by the GRC
20.7.c. Workstudy or design team staff where relevant – ex officio and non-voting

20.8. Quorum
20.8.a. Shall be the chair and at least one (1) other member of the committee.

20.9. Meetings
20.9.a. Shall meet at least four times per year at date set by the chair of the committee or upon the call of the Executive Board.
20.9.b. Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

20.10. Term of Office
20.10.a. Shall be from the date of appointment until the end of the current board year (i.e. March 31).
20.11. FINANCE COMMITTEE

20.11.a. Type
20.11.a.i. Standing open committee of the Executive with open membership.

20.11.b. Purpose
20.11.b.i. Oversee the overall financial administration of the GSS.

20.11.c. Duties
20.11.c.i. Develop an annual budget for all GSS operations for recommendation to the Executive;
20.11.c.ii. Oversee the maintenance of the GSS capital budget, and to make recommendations to the Executive on capital expenditures;
20.11.c.iii. Make recommendations to the Executive Board on all significant matters of financial administration and policy; and
20.11.c.iv. Carry out all other duties as directed by the GRC.

20.11.d. Membership
20.11.d.i. The Director of Finance - chair of the committee
20.11.d.ii. Two graduate students elected by the GRC
20.11.d.iii. The Executive Director - ex officio and non voting

20.11.e. Quorum
20.11.e.i. Shall be the chair and one other member of the committee.

20.11.f. Meetings
20.11.g. Shall meet at least once a semester at date set by the chair of the committee or upon the call of the Executive Board.
20.11.h. Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

20.11.i. Term of Office
20.11.i.i. Shall be from the date of appointment until the end of the current board year (i.e. March 31).
20.12. STUDENT AFFAIRS COMMITTEE

20.12.a. Type
20.12.a.i. Standing, open committee of the GRC with open membership.

20.12.b. Purpose
20.12.b.i. Plan and organise political action campaigns, events on student issues, and advocacy work relevant to graduate students.

20.12.c. Duties
20.12.c.i. Identify and research issues affecting the membership, and develops campaign issues and strategy to recommend for the Annual Plan;
20.12.c.ii. Developing and implementing GSS campaigns and actions outlined in the Campaign Strategy and Annual Plan; and
20.12.c.iii. Carry out all other duties as directed by the GRC.

20.12.d. Membership
20.12.d.i. The Director of Student Affairs - ex officio and chair of the committee
20.12.d.ii. The Chair – ex officio
20.12.d.iii. Two graduate students elected by the GRC
20.12.d.iv. Workstudy student staff where relevant – ex officio non voting

20.12.e. Quorum
20.12.e.i. Shall be the chair and at least one (1) other member of the committee.

20.12.f. Meetings
20.12.f.i. Shall meet at least once a month at date set by the chair of the committee or upon the call of the Executive.
20.12.f.ii. Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

20.12.g. Term of Office
20.12.g.i. Shall be from the date of appointment until the end of the current board year (i.e. March 31)
20.13. SERVICES COMMITTEE

20.13.a. Type
20.13.a.i. Standing, open committee of the Graduate Representative Council with open membership.

20.13.b. Purpose
20.13.b.i. Organize social events that are of interest to the membership and highlight the society and the GSS.

20.13.c. Duties
20.13.c.i. Plan, organize and promote social events that interest the membership throughout the year;
20.13.c.ii. Make recommendations to the GSS on all matters pertaining to speakers and events of the GSS;
20.13.c.iii. Develops proposals for social activities to be considered for the annual plan;
20.13.c.iv. Plan, organize and promote Orientation; and
20.13.c.v. Carry out all other duties as directed by the GRC.

20.13.d. Membership
20.13.d.i. The Director of Services - ex officio and chair of the committee
20.13.d.ii. Four graduate students elected by the GRC
20.13.d.iii. Workstudies where relevant.

20.13.e. Meetings
20.13.e.i. Shall meet at least once a month at date set by the chair of the committee or upon the call of the Executive.
20.13.e.ii. Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

20.13.f. Term of Office
20.13.f.i. Shall be from the date of appointment until the end of the current board year (i.e. March 30).
20.14. FOOD AND BEVERAGE COMMITTEE

20.14.a. Type
20.14.a.i. Closed Committee of the Executive Board.

20.14.b. Purpose
20.14.b.i. Oversee the food and beverage operations of the Society in accordance with GSS Policy on Food and Beverage Management.

20.14.c. Duties
20.14.c.i. Reviews financial statements of the Society’s food and beverage operation;
20.14.c.ii. Reviews menus and promotions proposed by the Food and Beverage Manager;
20.14.c.iii. Reviews decisions and performance of Food and Beverage Manager and IQ Bistro;
20.14.c.iv. Make recommendations to the GSS on all matters pertaining to the Society’s food services;
20.14.c.v. Makes final decision on décor and selection of capital items after financial approval at Executive Board; and
20.14.c.vi. Carry out all other duties as directed by the Executive.

20.14.d. Membership
20.14.d.i. The Director of Finance - chair of the committee
20.14.d.ii. Food and Beverage Manager
20.14.d.iii. Executive Director
20.14.d.iv. Society bookkeeper (ex-officio, non-voting) as needed

20.14.e. Meetings
20.14.e.i. Shall meet at least once a month at date set by the chair of the committee or upon the call of the Executive.
20.14.e.ii. Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

20.14.f. Term of Office
20.14.f.i. Shall be from the date of appointment until the end of the current board year (i.e. March 30).
20.15. **ORGANIZATIONAL DEVELOPMENT COMMITTEE**

20.15.a. **Type**
20.15.a.i. Standing, open committee of the GRC with open membership.

20.15.b. **Purpose**
20.15.b.i. Oversee the Society’s policy development.

20.15.c. **Duties**
20.15.c.i. Reviews Society’s policy manual;
20.15.c.ii. Make recommendations to the GSS on all matters pertaining to the Society’s policies; and
20.15.c.iii. Carry out all other duties as directed by the Executive Board or GRC.

20.15.d. **Membership**
20.15.d.i. Chair - chair of the committee
20.15.d.ii. Executive Director (ex-officio, non voting)
20.15.d.iii. Two graduate students elected by the GRC
20.15.d.iv. Society staff as necessary (ex-officio, non voting)

20.15.e. **Meetings**
20.15.e.i. Shall meet as needed at date set by the chair of the committee or upon the call of the Executive.
20.15.e.ii. Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

20.15.f. **Quorum**
20.15.f.i. The chair and one (1) other member of the committee.

20.15.g. **Term of Office**
20.15.g.i. Shall be from the date of appointment until the end of the current board year (i.e. March 30).
20.16.  **Health and Dental Appeals Committee (HDAC) Terms of Reference**

20.16.a.  **Purpose**

20.16.a.i. To adjudicate GSS members’ appeals related to the mandatory extended health and dental plans
20.16.a.ii. To make the process of opting out by those who are eligible as efficient as possible

20.16.b.  **Duties**

20.16.b.i. To communicate all relevant information regarding extended health and dental appeals with UVic Accounting Services
20.16.b.ii. To communicate decisions regarding extended health and dental appeals to appellants

20.16.c.  **Membership**

20.16.c.i. The GSS Director of Services, Chair
20.16.c.ii. One other GSS Executive member
20.16.c.iii. One or two graduate students, selected by the Graduate Council
20.16.c.iv. The GSS Health and Dental Plan Coordinator (ex officio, non voting)

20.16.d.  **Quorum**

20.16.d.i. Quorum shall be one of the executive members and any other two (2) voting committee members.

20.16.e.  **Meetings**

20.16.e.i. All committee members will be notified of meetings at least one week in advance. Meetings shall occur as necessary at the call of the Services Coordinator.

20.16.f.  **Appeals**

20.16.f.i. Appeals shall be submitted in writing to the committee and heard within 30 days of receipt of the appeal. Response shall be given in writing in a timely manner outlining reasons for the decision. The Executive shall ratify general criteria for appeals as established by the committee.

20.16.g.  **Term of Office**
20.16.g.i. For GSS Executive members, the term of office shall be from the date of appointment until the end of their term. For all other members, the term of office shall be for one year.
21. GSS Policy on Credit Card Use and Control
Approved: July 20, 2007 Executive Board

21.1. Purpose

21.1.a. The intention of the GSS credit card is to permit the Executive Director to make purchases too costly for petty cash without spending “out of pocket”.

21.1.b. The intention of the Food and Beverage credit card is to permit the Food and Beverage Manager to make purchases too costly for petty cash without spending “out of pocket”.

21.2. Spending guidelines

21.2.a. Monthly spending limit on each credit card is $1000.

21.2.b. The GSS credit card can only be used for GSS business.

21.2.c. The Food and Beverage credit card can only be used for IQ Bistro business.

21.2.d. Uses identified in Section 19.3 of this policy are prohibited.

21.3. Restrictions on credit card use

21.3.a. The following uses of the GSS or Food and Beverage credit card are not permitted:

21.3.b. Personal or private expenses.

21.3.c. Expenses for projects or events organized by partner groups (such as an event endorsed by the GSS).

21.3.d. To obtain cash advances, negotiable securities, ATM withdrawals, bank drafts or money orders.

21.3.e. Training that is a taxable benefit.

21.3.f. Alcoholic beverages (except purchases for IQ Bistro inventory).

21.3.g. Personal entertainment.

21.3.h. Equipment or capital purchases greater than $500 without express prior permission of the Executive Board.

21.3.i. Any purchase where the GSS could be invoiced or pay by UVIC journal transfer.

21.3.j. Lease of space or equipment for longer than one week.

21.4. Financial controls

21.4.a. Original receipts are submitted to the bookkeeper immediately. Cardholders copy receipts and keep on file to verify with the monthly statement.

21.4.b. The cardholders are responsible for verifying the purchases on their statements monthly, and will immediately contact the card provider about any errors on the statement.

21.4.c. Monthly statements are submitted to the Finance Committee for review of purchases, and initialled by the Director of Finance to indicate approval.

21.4.d. The Director of Finance is required to report any concerns to the Executive Board immediately upon a concern arising.

21.4.e. Receipts from purchases and approved monthly statements are submitted to the bookkeeper.
21.4.f. The card is to be kept on the person of the card holder or locked in a secure location at all times.

21.4.g. Only the person whose name appears on the card may use the card.

21.4.h. The Director of Finance, the auditors, or their designate may at any time perform random spot audits of transactions and credit card activities to ensure this policy is being followed.

21.4.i. Failure to adhere to this policy can result in loss of card holder privileges and/or other disciplinary actions.
22. EMPLOYEE LEAVE AND EMERGENCY HIRE FUND TERMS OF REFERENCE

Approved at the March 30, 2010 GSS Semi-Annual General Meeting

22.1. PURPOSE
The Society aims to be an excellent employer and provide benefits for permanent staff, including maternity, paternity, illness and bereavement leave. Because such leaves are extraordinary in nature, and happen irregularly, it makes sense to budget to pay for these expenses over several years by the establishment of a fund, rather than exceed the budget in the year in which they occur. For this reason, at the October 2009 Annual General Meeting the membership directed the GSS to create an emergency fund to cover employee leaves and the expense of hiring replacement staff related to those leaves.

23. ADDITIONS/TRANSFERS TO THE FUND

23.1. ADDITIONS/TRANSFERS TO THE FUND

The fund is created by a one time transfer of $10,000 from the GSS Operating Fund as at March 31, 2009.

Additional funds may be incrementally added to the fund as part of the ordinary budget process.

Normally, $1000 will be added incrementally to the fund annually and this expense will be distributed between the funds paying staff salaries as follows:

- Food and Beverage Fund: $250
- Operating Fund: $500
- Health and Dental Fund: $250

From time to time the Executive Board may recommend more funds be added or that less funds or no funds be allocated as the core fund has reached an acceptable amount to cover.

23.2. APPROVAL OF EXPENSES PAID FROM THE FUND

The Executive Board will allocate the funds on an as needed bases and in accordance with permanent employee benefits policy and the Collective Agreement.

Sick leave covered will not include sick days taken but may include emergency hires during sick days as may be required during busier times of the GSS operational year, such as September.

23.3. INTEREST/INVESTMENT OF FUND

The funds may be invested in short term GICs at the discretion of the Executive Board.

Interest/returns accrued by the fund shall be retained/reinvested within the fund. As the Operating Fund is currently dependent on this interest, this shall be implemented on a phased-in basis as the Operating Fund becomes self-sufficient.