UVIC GRADUATE STUDENTS’ SOCIETY

Annual General Meeting

Tuesday, November 23, 2021, 5 pm – 7 pm

(Member verification and registration 4:30-4:55 pm)

Agenda

Chair: David FOSTER

5:00 1. Call to order – David FOSTER, Chair

5:05 2. Land acknowledgement – Adair NG, Director of Services

5:10 3. Guest Speaker – Qwul’sih’yaht Robina THOMAS, UVic’s first AVP Indigenous

5:30 4. Approval of agenda

Motion: BIRT the Agenda of the November 23, 2021 GSS Annual General Meeting is approved as presented.
Moved: Executive Board    Seconded: _____________

5:33 5. Approval of previous GSS General Meeting minutes

REF DOC: 2021-03-23 SAGM Minutes

Motion: BIRT the minutes of the March 23, 2021 GSS Semi-Annual General Meeting are approved as presented.
Moved: Executive Board    Seconded: _____________

5:35 6. Membership and AGM Quorum Report – Kyla TURNER, Executive Director

5:40 7. Audited Financial Statements – Ryan KHAN, Director of Finance

REF DOC: GSS 2020-21 Audited Financial Statements

Motion: BIRT the 2020-21 Audited Financial Statements are approved as presented.
Moved: Executive Board    Seconded: _____________
8. Reappointment of Auditors – Ryan KHAN, Director of Finance

   Motion: BIRT the 2021-22 financial auditors shall be: Obara & Company.
   Moved: Executive Board  Seconded: _____________

9. Break

10. Bylaw Changes

   Motion: BIRT the following bylaw amendments are approved, as recommended by the Bylaw and Policy Committee, with text in bold inserted, text in strikethrough deleted, and sections renumbered as necessary:

   **BYLAW II – MEMBERSHIP**

   2.4 Cessation of membership:
   a. Membership **in the Society** shall cease when a member is no longer registered in the Faculty of Graduate Studies, with the exception of:
      i. Executive who shall continue to be members until expiry of their current terms of office, and
      ii. Members of the Executive Board, who shall continue to be members of the Society until expiry of their current term of office, provided that they are registered in the Faculty of Graduate Studies or in a concurrent graduate/undergraduate program for the first nine months of their term of office.
   b. Membership may be revoked by special resolution at a General Meeting.
   c. Associate membership shall normally cease after one (1) year, upon non-payment of associate membership fees, or by Bylaw 2.4b. If necessary, Grad Council may renew associate membership.
   d. Honorary membership shall cease according to Bylaw 2.4 b.

   **BYLAW IV – ELECTIONS AND REFERENDA**

   4.1 The Electoral Officer shall:
   a. Be **elected** at appointed by the Semi-Annual General Meeting in March for a term of office from April 1 to March 30 of the following year Grad Council;
   b. Be appointed in September, for a term that ends with the term of the Grad Council;
   c. Not be a nominee for any elected office of the Society nor be a current voting member of the Executive Board nor be a registered member of any referendum side;
   d. Be responsible for the operation of all elections, by-elections and referenda according to the By-laws of the Society, **and ensure the integrity of Grad Council elections**;
   e. **Oversee implementation of electronic voting platforms**;
   f. g. Notify all candidates of the Schedule of Elections; and
   f. g. Work with the Electoral Appeals Committee.

   **4.2 Electoral Officer Vacancy:**
   a. Should the office of Electoral Officer become vacant, a replacement shall be elected at the next Grad Council meeting or General Meeting who shall hold office for the remainder of the former Electoral Officer’s term.

   **4.56 Notice of Elections and Referenda:**
a. At least twenty-one (21) days’ notice of an election and/or a referendum shall be given to members, specifying the schedule of elections and referenda.
b. At minimum, notice shall consist of:
   i. An **highly noticeable** advertisement in one or more forms of independent campus media, if their publication schedule permits; of not less than a quarter (¼) page;
   ii. A **poster-format notice** sent to each academic unit for posting;
   iii. An **electronic message email** sent to every eligible member; and
   iv. Notice to all Grad Reps.

4.89 Voting and Ballots:
a. **Election** Both physical and electronic ballots shall contain the name of the nominees, the positions that they are nominated for, and a place to register a vote. Voting by electronic means will be permitted.
b. Referenda ballots shall contain the question to be decided and provision for the member to record his/her vote.
c. Voting by proxy is not permitted.
d. The candidate or referendum side that receives the largest number of votes shall be declared elected or deemed passed.
e. Candidates or referendum sides may select a scrutineer to attend the counting of ballots for all voting platforms where this is permitted.

4.910 Preliminary results shall be posted on one or more of the Society’s public-facing media platforms and in a visible public section of the Grad Centre made available to the membership electronically within two (2) business days of the close of polling. Official results shall be posted on one or more of the Society’s public-facing media platforms and made available to the membership electronically upon the disposition of any appeals.

4.1112 In the event that no nomination is received for an Executive Board position during the electoral nomination procedures as outlined in Bylaws 4.1 through 4.10, the following elections procedures will be followed:
a. The electoral officer will issue a call for candidates for any Executive Board positions for which there is no nominee. The call for candidates will be issued via electronic message email to all members of the Society and a poster-format notice sent to each academic unit, posters in all academic units stipulating the process as outlined in Bylaw 4.11.b.
b. Candidates can nominate themselves in person at the Semi-Annual General Meeting, or submit a written statement of candidacy to the electoral officer at least one day prior to the Semi-Annual General Meeting.
c. If a position is contested, all Society members present at the meeting will vote by secret ballot to decide the winner.
d. If the position is not contested, all Society members present will vote by secret ballot to acclaim the candidate.
e. Bylaw 4.11 shall only be enacted in cases where one (1) weeks’ notice can be provided before the Semi-Annual General Meeting.

4.1213 Stipends for the Electoral Officer:
a. The Electoral Officer shall be paid a stipend for each Election and Referendum period and shall be paid a double stipend where an Election and Referendum period occur simultaneously. The Electoral Officer shall not be paid a stipend for elections held at the Semi-Annual General Meeting. The base stipend for the Electoral Officer shall be set by the Stipend Review Committee and approved at a General Meeting.
b. The Electoral Officer may be paid a stipend top-up for work on complaints, appeals and
investigations of irregularities to ensure the integrity of elections, referenda or Grad Council elections. The Stipend Review Committee shall decide the top-up based on the Electoral Officer’s report. The maximum top-up shall be equivalent to one month of the Chair’s stipend.

BYLAW V – GENERAL MEETINGS

5.5 Notice of a General Meeting:
   a. At least fourteen (14) days’ written notice of a General Meeting must be given. Notice shall consist of advertisement on one or more of in the Society’s publications public-facing media platforms and on the Society’s website, a poster-format notice sent to each academic unit for posting; an electronic message email sent to the entire Society membership; and notification sent to each Grad Council Representative. Notice shall specify the following:
      i. Place, time and date of the meeting
      ii. The agenda of business to be transacted
   b. Notice for a General Meeting where the audited financial statements or budgets are to be reviewed and approved shall also include the availability of copies of the financial statements and budgets at the Society’s General Office for no less than seven (7) days before the meeting.

5.6 Procedure at General Meetings:
   a. Meetings may be held either in person or virtually.
   a. b. Quorum for all General Meetings shall be twenty-five (25) members. In the event that attendance at a General Meeting is above fifteen (15) but below twenty-five (25) members, the meeting will continue for the purposes of fulfilling the Society Act of British Columbia, but shall be limited to the following items of business:
      i. meaningful, intentional, and related land acknowledgement
      ii. reports of the Executive Board;
      iii. reports of committees of the Society;
      iv. adoption of the budget;
      v. appointment of auditor;
      vi. approval of the audited statements;
      vii. ratification of acclaimed nominees for election; and
      viii. reports on the status of the extended health and dental plan.
   b. c. Barring Extraordinary Electoral Procedures (see 4.11), voting at all general meetings shall be by show of hands when conducted in person and by polling when conducted virtually.
   d. Voting by electronic means will be permitted.
   d. e. Voting by proxy is not permitted.
   d. f. General meetings shall be conducted according to Robert’s Rules of Order, latest edition.

BYLAW VI – GRADUATE REPRESENTATIVE COUNCIL

6.1 Authority
   The Grad Council shall have the authority to establish policies and procedures of the Society relating to governance, advocacy and representation, provided that they are in accordance with the constitution and bylaws of the Society.

6.3 Membership:
   a. Graduate Council shall consist of:
      i. The members of the Executive Board;
      ii. The Grad Rep for each academic unit defined by the University Society’s policy; and
      iii. A graduate student representative of CUPE 4163.
   b. Each academic unit shall be entitled to elect one (1) Grad Rep or two (2) Co-Reps, from among its graduate students. Unless specified, the term “Grad Rep” in these bylaws includes Co-Reps.
   c. Grad Council may create Grad Rep positions for any group by a majority resolution. This Grad
Rep position will be temporary, ending with the term of the current Graduate Representative Council, on August 31.
d. A member of the Executive Board may not serve as a Grad Rep. If a Grad Rep is elected or appointed to the Executive, they shall be deemed to have resigned as a Grad Rep.
e. Grad Reps shall have the power to appoint a proxy from their academic unit to act in their stead at a meeting of Grad Council. The proxy must be a member of the Society, and the proxy shall have full voting privileges for the meeting. The Executive Board may require the proxy to present a written authorization from the Grad Rep for the meeting they attend.
f. Grad Reps and proxies should be selected and operate in accordance with the Society’s Policies and Procedures Manual.
g. Where no voting member, whether Grad Rep, Co-Rep or proxy, from an academic unit attends two (2) three (3) consecutive meetings of the Grad Council, the Grad Rep(s), upon the direction of the Executive Board, cease to be member(s) of the Grad Council. The Executive Board shall notify the academic unit in question that its place on the Grad Council has become vacant.

6.5 Procedures of the Grad Council:
  a. Meetings may be held either in person or virtually.
  b. Meetings of the Grad Council shall be run according to Robert’s Rules of Order.
  c. Meetings shall be chaired by a member of the Executive Board or a meeting chair appointed by the Executive Board.
  d. Meetings shall begin with a meaningful, intentional, and related land acknowledgement.
  e. Grad Council shall meet approximately once per month between September and April inclusive and as needed between May and August inclusive.
  f. Each academic unit has one vote at meetings of Grad Council.
  g. Notice of a Grad Council meeting shall be given at least seven (7) days prior to the meeting.
  h. Agendas for Grad Council shall be circulated to all members of Grad Council, including Co-Reps.
  i. Quorum for Grad Council meetings shall be at least fifty percent (50%) of Grad Council members, excluding vacancies and regrets. No meeting of Grad Council is quorate with fewer than ten (10) members.
  j. For purposes of quorum at Grad Council, when two Co-Reps from an academic unit are present, they count as one member.
  k. If no quorum is observed, agenda items may be moved to the next meeting.
  l. All members of the Society may attend Grad Council meetings and participate in discussions, although only Grad Council members may vote. Voting by electronic means will be permitted.

BYLAW VIII – EXECUTIVE BOARD

8.1 Purposes of the Executive Board:
The Executive Board shall manage the affairs of the Society and shall:
  a. Strike committees as necessary and select chairpersons for the committees;
  b. Appoint representatives to University committees as necessary;
  c. Hire and supervise employees of the Society;
  d. Establish policies of the Society, including all policies related to Society operations and management;
  e. Have emergency authority to ensure compliance with all legal requirements; and
  f. Exercise the powers of Grad Council on an emergency basis between Grad Council meetings.

8.3 Term of Office
  a. The term of office shall be from April 1 to March 31.
  b. The Executive must be members of the Society upon their election and during their term of office, subject to the provisions of Bylaw 2.4.
8.4 Procedures of the Executive Board:
   a. The Executive Board shall normally meet at least once per month.
   **b. Meetings may be held either in person or virtually.**
   b. c. Notice of an Executive Board meeting shall be given at least 24 hours prior to the meeting.
   c. d. Quorum for Executive Board meetings shall be at least one-half (½) of its current voting members.
   e. e. Resolutions of the Executive Board shall normally require a simple majority vote of the voting members present to pass.
   e. f. Minutes of the meetings shall be available at the Society's General Office for viewing by members.

9.1 The Executive Board, in addition to any duties imposed by the Society Act shall:
   a. Uphold the constitution, bylaws, and policy of the Society;
   b. Attend all Executive Board, Graduate Representative Council, and General Meetings;
   c. Attend meetings with senior university administrators;
   d. Report to the Graduate Representative Council and all General Meetings.
   e. Maintain a list of current Graduate Representative Council members and ensure that sufficient notice of all Graduate Representative Council meetings is provided to all Graduate Representatives;
   f. Hire and supervise management staff of the Society;
   g. Not concurrently be an employee of the Society;
   h. Coordinate and ensure Society representation on university committees;
   i. Represent the Society on search committees for senior university positions;
   j. Represent the Society on external bodies;
   k. Form committees as necessary;
   l. Appoint an Executive Board member to liaise with UVSS;
   m. Appoint an Executive Board member to sit on the Advocacy Council;
   n. Appoint an Executive Board member to sit on the University Grad Fee Reduction Appeals Committee;
   o. Appoint an Executive Board member to chair the Society Health and Dental Appeals Committee;
   p. Be aware and accountable for the financial position of the Society;
   q. Ensure the maintenance of the Society’s records;
   r. Ensure institutional memory for each Executive Board portfolio, campaign and committee is maintained; and
   s. Advocate on behalf of graduate student interests.

9.3 The Director of Communications shall:
   a. Publicize and promote the activities of the Society in cooperation with the Executive Board;
   b. Oversee Act as Editor in Chief of the Society’s publications, including *The Unacknowledged Source*, and both digital and print media;
   c. Work with Executive Board and other committees of the Society to develop consistent messaging and communications for Society campaigns;
   d. Assume the role of Chair in his or her absence; and
   e. Be responsible for other duties as agreed upon and assigned by the Executive Board.

9.4 The Director of Finance shall:
   a. Present budgets and audited financial statements to General Meetings for ratification by the members;
   b. Report on the **Financial** status of the extended health and dental plan at General Meetings;
e. Act as chair of the Food and Beverage Advisory Committee of the Society;

f. c. Be responsible for development and negotiation of staff and external contracts in conjunction with Executive Board;

g. d. Act as primary signing authority for the Society;

h. e. Normally act as the Personnel Officer for the Society; and

i. f. Be responsible for other duties as agreed upon and assigned by the Executive Board.

BYLAW XIII – RECORDS

13.1. All records and minutes of meetings and current fiscal year financial records that are in hard copy shall be kept at the office of the Society. All electronic records shall be stored on a secure server in compliance with applicable privacy legislation. All approved minutes of Executive Board meetings other than in-camera sessions, minutes of Grad Council meetings and General Meetings, and financial statements shall be publicly available on the Society’s website.

13.2 Members shall have the right to inspect the records of the Society upon written request, and in compliance with applicable privacy legislation. Records shall be made available within a reasonable period of time after receipt of written request.

BYLAW XV – NON-PARTISANSHIP (New bylaw)

The Society is non-partisan and shall not endorse any political party or candidate for public office.

Moved: Bylaw and Policy Committee    Seconded: _____________

6:25  11. Reports to the Membership:

   a. Report of the 2021-22 Executive Board and Executive Director – David FOSTER, Chair and Kyla TURNER, Executive Director

      REF DOC: 2021-22 Executive Board Report; 2021-22 Executive Director Report

6:35  b. Reports of Committees of the Society

      REF DOCS: For full list see http://gss.uvic.ca/agm. For individual reports click the report title below

      i.  Bylaw and Policy – David FOSTER, GSS Chair

      ii. Communications – Nicole KENT, Director of Communications

      iii. Appeals – Adair NG, Director of Services

      iv. Events – Adair NG, Director of Services

      v. Finance – Ryan KHAN, Director of Finance

      vi. Stipend Review – Alix GALUMBECK, Chair, Stipend Review Committee

      vii. Student Affairs – Nahid SAFARI, Director of Student Affairs
6:52 c. Health and Dental Plan Update – Kyla TURNER, Executive Director

REF DOC: 2021-11-23 Semi-Annual Health and Dental Plan Update

Motion: BIRT the 2021-22 Executive Board report, reports from the committees of the society, and the semi-annual extended health and dental insurance plans update are received as information.
Moved: ______________________ Seconded: __________

6:55 12. Other Business (motions received with notice) and Announcements

7:00 13. Adjournment

Motion: BIRT the 2021 GSS AGM is adjourned.
Moved: ______________________ Seconded: __________

~ Emergency preparedness: In the event a major power or technology failure disrupts the November 23 meeting, the AGM will be reconvened on Wednesday, November 24 at 5 pm.

The GSS Bylaws governing the Society and general meeting procedures can be found here: https://gss.uvic.ca/forms-pdfs/constitution-bylaws/

Interested in working with other graduate students to support other graduate students? Consider representing your department on Grad Council or joining a committee! The following academic units do not have representation on the Graduate Representative Council:

- Business
- Child & Youth Care
- Environmental Studies
- Germanic and Slavic Studies
- Greek & Roman Studies
- Hispanic & Italian Studies
- Indigenous Education
- Interdisciplinary Graduate Programs
- Mathematics & Statistics
- Philosophy
- Social Work
- Writing

Email gssgov@uvic.ca for more information.