

University of Victoria Graduate Students' Society
Graduate Representative Council

MEETING MINUTES (ONLINE VIA ZOOM)

OCTOBER 26, 2021, 5-7 PM

Invited Guest: Dr. Robin Hicks, Dean, Faculty of Graduate Studies

Elected Academic Unit Reps Attending:

Anthropology: Zonke Guddah	Studies: Echo Huang	Somerville
Art History & Visual Studies: Mel Granley, Shruti Parthasarathy	Electrical & Computer Engineering: Anushka Halder	Music: Kayleigh Francis
Biochemistry & Microbiology: Michael Allison	Exercise Science, Physical & Health Education: Emily Magel	Pacific & Asian Studies: Maeve Milligan
Chemistry: Archita Adluri (proxy)	Geography: Bruno Barusco, Wyatt Maddox	Physics & Astronomy: Bobby Bickley, Jess Speedie
Civil Engineering: David Serrano	Greek & Roman Studies: Alix Galumbeck	Psychology: Tom Ferguson
Curriculum & Instruction: Sara Fallahi, Tahmineh Farnoud	Health Information Science: Dee Wong	Public Administration: Adelle Jonker, Christopher Jones
Earth & Ocean Sciences: Moronke Harris, Chrissy Schellenberg	History: Dax Tate	Sociology: Tyler Branston (standing proxy: Cole Freeman)
Economics: Matheson Gillis	Law: Carol Marinho-Ribeiro, Paige Thombs	Visual Arts: Colton Hash
Educational Psychology & Leadership	Linguistics: Mona Sawan, Matthew	

GSS Executive Board (1 vote per elected Board member) Attending:

Chair: David FOSTER	Director of Student Affairs: Nahid SAFARI
Director of Finance: Ryan KHAN	Executive Director: Kyla TURNER (non-voting)
Director of Services: Adair NG	

Recorder: GSS Governance Coordinator: Karen L. Potts

Regrets:

Director of Communications: Nicole KENT
Biology: Sarah Lane
Computer Science: João Batista Rocha Bezerra
Mechanical Engineering: Gerard Avellaneda Domeme
Public Health & Social Policy: Zackary Derrick

Absent without a proxy or notice:

Neuroscience: Hannah Reid
Political Science: Lingyu Jing
Social Dimensions of Health: Eli Verdugo
Theatre: Vjosa Mala, Arash Isapour

CALL TO ORDER

FOSTER called the meeting to order at 5:06 pm.

LAND ACKNOWLEDGEMENT

PARTHASARATHY offered a land acknowledgement.

STANDING ITEMS: PART 1

1. APPROVAL OF THE AGENDA

MOTION: RESOLVED that the agenda is approved as presented.

M/S: FOSTER/FRANCIS

Approved by CONSENT.

2. TIMEKEEPER VOLUNTEER

FRANCIS volunteered.

3. APPROVAL OF THE MINUTES

MOTION: RESOLVED that the Minutes of the September 28, 2021 GRC meeting are approved with one minor correction.

M/S: MADDOX/MAGEL

Approved by CONSENT.

4. BUSINESS ARISING FROM THE MINUTES/PAST MEETINGS

No questions or discussion.

5. REPORTS

A. MEMBERSHIP REPORT

GSS Membership: As of October 8, 2021 there are 3117 GSS Members.

GRC Membership: GRC now consists of 51 voting members: 33 academic units (out of 46 academic units eligible), and 5 Executive Board representatives.

Meeting Quorum: With 4 regrets received, quorum for tonight's meeting is 17. The meeting is quorate.

PRESENTATION – DEAN OF GRADUATE STUDIES

FOSTER welcomed Dr. Robin Hicks to the meeting of the Graduate Representation Council. Dr. Hicks introduced himself, his associates at the Faculty of Graduate Studies, and updated Council on priority issues and developments for the Faculty. Dr. Hick's presentation slides are found in [Appendix A](#). Dr. Hicks also responded to questions from Council including:

Does FGS have any requirements for departments to distribute funds fairly? E.g. in terms of gender parity.

Dr. Hicks: FGS requires departments are transparent in where funding is coming from, how funding is distributed, and length of funding commitment. It is hoped that departments are fair and equitable but there is no explicit mandate.

Will FGS respond to issues created by no funding, RA or TA allowances for groups of international students?

Dr. Hicks: Acknowledged that UVic needs more funding overall. Funding is equitable to departments in the sense that equal amounts are given to all departments, but does not account for some departments are better resourced than others to begin with.

How does the formula for department funding account for annual swings in enrolment?

Dr. Hicks: Formula uses a rolling average of enrolment over the past 3 years. It was built to offer stability to departments, so if there is a dramatic change from one year to the next, the funding does not immediately respond.

What does the goal of addressing equity in admissions look like?

Dr. Hicks: undergrads already have an allowance for work experience to be considered in admissions, so admission wouldn't solely be based on past grades. Used the example of where an application to the music faculty might include performances.

How should a graduate student raise the issue of lack of transparency in distribution?

Dr. Hicks: recommends first asking graduate advisor for the rules around funding distribution. If this does not yield a satisfactory response, the student should approach the relevant FGS associate dean.

FOSTER thanked Dr. Hicks for continuing the tradition of FGS Deans attending a GRC meeting and keeping the GSS/FGS connection open.

STANDING ITEMS: PART 2

B. CHAIR'S REMARKS

See [Appendix B](#) for the full text of FOSTER's remarks to the GRC.

C. EXECUTIVE BOARD REPORTS

REF DOCS: [Executive Board Reports September to December, 2021](#)

GALUMBECK asked the Executive Board to avoid using jargon or acronyms to help the Stipend Review Committee and GRC members understand the work that is being done.

MOTION: RESOLVED that the Executive Reports for September 2021 are accepted, as recommended by the Stipend Review Committee.

M/S: GALUMBECK/THOMBS

Approved by CONSENT.

D. ACADEMIC UNIT & COUNCILLOR REPORTS

Breakout rooms were not used due to technical problems. Councillors reported to the full group, responding to questions on: how to make GRC meetings effective and engaging, Councillors' plans to connect with their constituencies, and issues that are top of mind. Issues raised included:

- Concern about lack of space on campus for graduate students to socialize, and to do their own graduate work, separate from shared space allocated for TA work (FOSTER noted that the Student Affairs Committee will have a working group on this issue.)
- Issues of funding such as no guaranteed funding for unknown period of time
- MSP charges for international students (FOSTER reported that the GSS currently has a campaign against the MSP charge. SAFARI noted that there is a GSS petition and asked people to sign.)
- Lack of food access on campus with food outlets on campus closing around 3 pm, leaving grad students who have evening classes no options. (FOSTER noted UVic has a food survey.)
- Continued feelings of isolation

- Lack of transparency as to how funds are allocated internally in departments
- Difficulties with landlords and housing
- Concern with a required course not being offered within a department and students told to register in other department courses, but other departments aren't allowing outside registration
- Concerns over the systemic visa rejections
- Looking for clarity on access to GSS academic unit grants (FOSTER provided an update)

Members who wanted their update recorded in the official minutes were requested to email their reports to gssgov@uvic.ca for inclusion. See Appendix C.

BREAK

E. GRC STANDING COMMITTEES – APPOINTMENTS AND REPORTS

STANDING COMMITTEE REPORTS:

- Appeals: NG reported that training has been completed and first meeting to review appeals will happen Oct. 27. There are a large number of appeals this year with the change in automatic opt-ins for distance members.
- Bylaw & Policy: FOSTER reported that first meeting was held with training and an ambitious agenda for policy reviews and new policy development was determined. There will be two working groups, one on a conduct policy, and one looking at GRC elections.
- Communications: no report.
- Events: NG reported they have split into two meetings to accommodate everyone to participate and there is enthusiasm for a return to in-person, on campus events.
- Finance: KHAN had no report.
- Stipend Review: GALUMBECK had no additional report.
- Student Affairs: SAFARI reported that the first meeting was held. There will be 4 working groups on issues: RA status, university committee stipend, housing, and office space.

COMMITTEE APPOINTMENTS AND ELECTION OF ELECTORAL OFFICER:

MOTION: RESOLVED that one graduate student is elected as the Electoral Officer for the 2021-22 term of Grad Council.

Nomination: Christopher Jones Member elected: Christopher Jones

M/S: FRANCIS/SAWAN

Approved by CONSENT.

MOTION: RESOLVED that the resignations of Cole FREEMAN from the Bylaw and Policy Committee, Tyler BRANSTON from the Student Affairs Committee, and Meghan Dewar from the Appeals and Student Affairs Committees are accepted effective immediately.

M/S: THOMBS/MADDOX

Approved by CONSENT.

MOTION: RESOLVED that the following GRC Standing Committee members are ratified:

- *Bylaw & Policy: Bobby BICKLEY, Christopher JONES, Arash ISAPOUR, Paige THOMBS (CMLs)*
- *Communications: Vjosa MALA (CMLs)*
- *Events: Kayleigh FRANCIS, Emily MAGEL, Kirsten LOCHER*
- *Finance: Jess SPEEDIE (GRC), Saba KHOSRAVI, Shazeb IJAZ, Carol MARINHO-RIBEIRO, Adelle JONKER (CMLs)*
- *Stipend Review: Hannah REID*
- *Student Affairs: Zonke GUDDAH, Echo HUANG, Michael ALLISON, Gregory GAUBE, Chrissy SCHELLENGER, David SERRANO, Shruti PARTHASARATHY (CMLs)*

M/S: FRANCIS/ALISON

Approved by CONSENT.

FURTHER RESOLVED that one GRC member is elected to the Stipend Review Committee.

Nomination: ELI VERDUGO Member elected: ELI VERDUGO

M/S GALUMBECK/MADDOX

Approved by CONSENT.

F. GRADUATE REPRESENTATION ON UVIC COMMITTEES

REPORTS FROM GRAD REPS ON UVIC COMMITTEES:

Board of Governors: FOSTER reported on the last Board of Governors meeting. Significant is that the BoG passed procedures which state that Governors are not to represent any specific constituency. FOSTER has expressed concern over this as he has been elected by graduate students to represent graduate student issues. (See Appendix C for full report.)

Faculty of Humanities Council: Shruti reported that the Humanities Council held a workshop on creating respectful and inclusive classrooms with an EQHR facilitator.

Members who wanted their update recorded in the official minutes were requested to email their reports to gssgov@uvic.ca for inclusion.

COMMITTEE APPOINTMENTS:

Motion: RESOLVED that Emily Magel be elected as the graduate student representative to the Vikes Nation Advisory Committee.

M/S FRANCIS/MADDOX

Approved by CONSENT.

MOTION: RESOLVED to extend the GRC meeting to 7:20 pm.

M/S FRANCIS/MADDOX

CARRIED.

MEETING NEW BUSINESS

1. BYLAW CHANGES

See Appendix D for Bylaw changes recommended from the Bylaw and Policy Committee to be brought to the November AGM.

Motion: RESOLVED that the attached bylaw amendments are recommended to the 2021 Annual General Meeting, as recommended by the Bylaw and Policy Committee, with text in bold inserted, text in strikethrough deleted, and sections renumbered as necessary (see Appendix D).

M/S THOMBS/JONES

CARRIED

2. AGM AGENDA

MOTION: RESOLVED that the November 23, 2021 Annual General Meeting Agenda is approved as follows:

Agenda items (order TBD)

1. Call to order
2. Land acknowledgement
3. Invited Guest Speaker - TBA
4. Approval of the agenda
5. Approval of minutes from the March 23rd, 2021 Semi-Annual General Meeting
6. Membership report and AGM meeting quorum report
7. Presentation of the audited financial statements
8. Reappointment of the auditors
9. Decision: Bylaw changes
 - a. Membership Definitions
 - b. Elections and Referenda
 - c. General Meetings
 - d. GRC
 - e. Executive Board
 - f. Records
 - g. Non-partisanship
10. Reports to the membership:
 - a. Report of the 2021-22 Executive Board
 - b. Report of the Executive Director
 - c. Reports of Committees of the Society
 - d. Extended Health and Dental Insurance Plan Update
11. Other Business and Announcements
12. Adjournment

M/S: JONES/FRANCIS

Approved by CONSENT.

It was noted that any member could still submit a motion for consideration as long as it is received at least two weeks prior to the AGM in order to provide the required notice to members. A member could make an amendment to the agenda at the AGM to include an item of information or anything that was not asking for a decision (motion).

3. RESTAURANT UPDATE

TURNER and FOSTER provided a presentation on the history of the Grad House Restaurant and GSS food and beverage service in general.

Full presentation, including where GRC and members can contribute to the redevelopment is found in Appendix E.

CLOSING ITEMS

Next GRC meeting: **December 14, 2021, 5-7pm** via Zoom.

GRC training sessions:

- Indigenous Cultural Acumen Training – December 1, 2021 1pm – 3pm
- Anti-Racism 101 (UVic Office of Equity and Human Rights) – November 9, 2021 5pm – 7pm (To be confirmed)

Upcoming GSS Closures:

- November 11, 2021 – Remembrance Day

REQUESTS FOR SUPPORT/ADVOCACY/PARTICIPATION

Opportunity for any GRC member participating in a group or issue to request support or participation from other graduate students.

SAFARI reminded members of the invitation to join the Student Affairs Committee Working Group on office space for graduate students.

NOTICES OF MOTION FOR NEXT MEETING

None.

ADJOURNMENT

MOTION: RESOLVED that the meeting is adjourned.

M/S: THOMBS/WONG

Approved by CONSENT.

The meeting was adjourned at 7:26 pm.

klp/KT


X 

David Foster
GSS Chair 2021-22

X 

Kyla Turner
GSS Executive Director

APPENDIX A: DEAN ROBIN HICKS PRESENTATION SLIDES



University of Victoria
Presentation to

WHAT'S NEW IN FGS?

	2017/09	2018/09	2019/09	2020/09	2021/09
Domestic	2,021	1,906	1,855	1,855	1,940

*Applications 2021/09 up 31% (domestic and international) vs 2020/09

WHAT'S NEW IN FGS?

FGS and COVID / Enrolment / Strategic Enrolment Management / Student funding

- Timely completion / graduation rates
- Supports for Indigenous students
- Graduate student recruitment

THE FGS TEAM


<https://u.vic.ca/graduatestudies/>

Academic Leadership
B.Sc. Chemistry 1990 (Dalhousie), Ph.D. Chemistry 1994 (Guelph)
Postdoc 1994-6 (UC Santa Barbara)

@UVic 1996- (Chemistry Department)

WHAT'S NEW IN FGS?

FGS and COVID / Enrolment / Strategic Enrolment Management / Student funding



WHAT'S NEW IN FGS?

FGS and COVID / Enrolment / Strategic Enrolment Management / Student funding

FGS awarded \$1M annually to graduate students (Scholarships & Awards)

\$ distributed via Department Projects Enrolment
Board funding multi-annual

THE FGS TEAM

<https://u.vic.ca/graduatestudies/>

Academic Leadership
Dr. Robin Hicks, Dean ENGR, SOC
Dr. John Dover, Associate Dean BUS, HUMS, HSD

Scholarships and Awards **Program Clerts** **Info/Research/Comms**
Yvonne Rondezu Sandra Bartlett
Kathu McCarthy Karen McKenna

WHAT'S NEW IN FGS?

FGS and COVID / Enrolment / Strategic Enrolment Management / Student funding

GOAL 5
By 2025, graduate enrolments will increase from 16% to 20% of student population.

- 1. Increase enrolment of Indigenous students and groups
- 2. Increase enrolment of students with disabilities
- 3. Increase enrolment of students from non-traditional pathways
- 4. Increase enrolment of students from under-represented groups

WHAT'S NEXT FOR FGS?

Funding & awards: more \$ / more support for external award applications

Admissions: Equity considerations, non-traditional pathways

Professional Development for Graduate Students

APPENDIX B: CHAIR'S REMARKS

David Foster, GSS Chair, October 26, 2021

- The GSS is in the last stages of the hiring process for the Operations and Services Manager position and the result should be announced by early November
- The Annual General Meeting has been rescheduled for November 23, 2021
- The GSS financial statements have been submitted to the auditor and we are reasonably confident that the audit will be complete in time to be presented at the re-scheduled AGM
- The information we have from UVic is there have been no COVID-19 outbreaks on campus
- The vaccination rate for UVic students, faculty and staff appears to be around 98%, which is significantly different from the BC population as a whole
- Any isolated COVID-19 cases that are found on campus do not appear to be leading to community transmission
- The GSS signed the joint letter written by the Access4All Campaign and the UVic Faculty Association to support flexible course delivery for students with disabilities and international students outside Canada

APPENDIX C: COUNCILLOR REPORTS

Greg GAUBE, Department of Chemistry Report:

This month some students in the Chemistry department have been vocalizing their support for starting a UVic Chemistry Graduate Student Society. Many students feel that issues within the chemistry department are not being handled in a timely manner and they feel that a student society would help them be heard. We will be looking towards the GSS for help with that in the coming months.

We have not held any events this month, but we are gearing up for our annual Movember campaign. We will be collecting donations through this link (<https://movember.com/t/uvicchemistry-department?mc=1>). Please follow our progress through the month on twitter, as students will be encouraged to share their Mo-progress (real and manufactured) with the hashtag #UVicMovember. We would love to have some support from other departments!

We will also be hosting our first in-person social event after our department's Graduate Student Research Day (GSRD). We're very much looking forward to seeing everyone in the department in person.

David FOSTER, Board of Governors Report:

Faculty Hiring

- UVic has recently made significant progress in equity and diversity hiring; more women were hired than men in the last two years; a targeted recruitment effort resulted in UVic now having a total of 30 Indigenous faculty; there are now around 100 faculty who are visible minorities (out of about 1000 total) but only about 28 faculty identify as people with disabilities
- UVic acknowledged that we need to do more to recruit faculty members with disabilities

Student Housing

- The new residence building (Student Housing and Dining) will add 621 net new beds with the first building completed by August 2022 and the second by spring 2023

Global Rankings

- UVic has risen to the 300-350 range in the global rankings (Times Higher Education) after slipping all the way to the 500 range a few years back
- During the presidency of David Turpin (7-10 years ago) UVic's global rankings were much higher, consistently in top 150-200
- UVic is now focused on trying to get back to the top 200 in the next few years

Board Procedures

- The Board of Governors approved its procedures and statement of responsibilities for this year, however I expressed concerns that the procedures state Board members should not act as a spokesperson for a constituency, and the additional responsibilities of elected members (to communicate regularly with the people they represent, bring their concerns to the Board and report regularly to the people they represent) were not adequately reflected; the procedures also do not speak to UVic having a responsibility to support elected Board members to communicate with those they represent
- I will be bringing forward proposals to amend the procedures and statement of responsibilities for next year

APPENDIX D – RECOMMENDED BYLAW CHANGES FOR 2021 AGM

GSS BYLAW AMENDMENTS EXPLAINER FOR NOVEMBER 2021 AGM	
Bylaw section and proposed wording	Purpose of amendment
BYLAW II - MEMBERSHIP	
<p>2.4 Cessation of membership:</p> <p>a. Membership in the Society shall cease when a member is no longer registered in the Faculty of Graduate Studies, with the exception of:</p> <p>i. Executive who shall continue to be members until expiry of their current terms of office, and Students enrolled in concurrent graduate/undergraduate programs, who shall continue to be members during undergraduate terms, and</p> <p>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.</p> <p>b. Membership may be revoked by special resolution at a General Meeting.</p> <p>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.</p> <p>d. Honorary membership shall cease according to Bylaw 2.4 b.</p>	<p>Limits the amount of time an Executive Board member can be considered a GSS member, and therefore remain in office, without being registered as a student, to the last three months of their term of office. As currently written, a Board member could theoretically serve almost the entirety of their term (May 1 to March 31) without being a student.</p>
BYLAW IV – ELECTIONS AND REFERENDA	
<p>4.1 The Electoral Officer shall:</p> <p>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;</p> <p>b. Be appointed in September, for a term that ends with the term of the Grad Council;</p> <p>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</p>	<p>Changes the term of the Electoral Officer from the Grad Council term (end of September to end of August) to the Executive Board term (April 1 to March 30). Under the current bylaw, the GSS cannot hold a referendum in September because the Electoral Officer would not be in office. This change also allows the Electoral Officer to exercise oversight over Grad Council elections.</p>

<p>referendum side;</p> <p>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;</p> <p>e. Oversee implementation of electronic voting platforms;</p> <p>e. f. Notify all candidates of the Schedule of Elections; and</p> <p>f. g. Work with the Electoral Appeals Committee.</p>	<p>Adds wording regarding electronic voting platforms to recognize that GSS elections typically occur online.</p>
<p>4.2 Electoral Officer Vacancy:</p> <p>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.</p>	<p>New section to specify that if the Electoral Officer position becomes vacant, they can be replaced at a Grad Council meeting or a general meeting. Currently there is no provision in the bylaws to fill an Electoral Officer vacancy.</p>
<p>4.56 Notice of Elections and Referenda:</p> <p>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.</p> <p>b. At minimum, notice shall consist of:</p> <p>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;</p> <p>ii. A poster-format notice sent to each academic unit for posting;</p> <p>iii. An electronic message email sent to every eligible member; and</p> <p>iv. Notice to all Grad Reps.</p>	<p>Changes the notice requirements for elections and referenda to provide more flexibility in use of online vs print media.</p>
<p>4.89 4.89 Voting and Ballots:</p> <p>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.</p> <p>b. Referenda ballots shall contain the question to be</p>	<p>Clarifies that GSS elections and referenda can occur online, and scrutineers are only required when the voting platform permits. Currently the GSS uses the Webvote platform which does not allow for scrutineers.</p>

<p>decided and provision for the member to record his/her vote.</p> <p>c. Voting by proxy is not permitted.</p> <p>d. The candidate or referendum side that receives the largest number of votes shall be declared elected or deemed passed.</p> <p>e. Candidates or referendum sides may select a scrutineer to attend the counting of ballots for all voting platforms where this is permitted.</p>	
<p>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.</p>	<p>Changes the requirements for posting results of elections and referenda to publicly available online postings and electronic notification (email) rather than physical posting in the Grad Centre. This will ensure the information reaches more members and that the GSS can follow its bylaws when the Grad Centre is closed (due to COVID-19, renovations, etc.)</p>
<p>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:</p> <p>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.</p> <p>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.</p> <p>c. If a position is contested, all Society members present at the meeting will vote by secret ballot to decide the winner.</p> <p>d. If the position is not contested, all Society members present will vote by secret ballot to</p>	<p>Changes the requirements for notice of an Executive Board by-election to increase flexibility by allowing for electronic or physical notices.</p>

<p>acclaim the candidate.</p> <p>e. Bylaw 4.11 shall only be enacted in cases where one (1) weeks' notice can be provided before the Semi-Annual General Meeting.</p>	
<p>4.1213 Stipends for the Electoral Officer:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Clarifies that the Electoral Officer shall be paid a double stipend when overseeing a simultaneous election and referendum and shall not be paid for by-elections at a General Meeting.</p> <p>Provides for a top-up for the Electoral Officer's stipend to compensate for significant extra work on complaints, appeals and investigations of irregularities in elections, referenda or Grad Council elections. A maximum is set to provide certainty when budgeting.</p>

<p align="center">BYLAW V – GENERAL MEETINGS</p>	
<p>5.5 Notice of a General Meeting:</p> <p>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:</p> <ul style="list-style-type: none"> i. Place, time and date of the meeting ii. The agenda of business to be transacted <p>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</p>	<p>Changes the notice requirements for general meetings to provide more flexibility in use of online vs print media.</p> <p>Replaces the requirement for availability of budgets and financial statements at the GSS Office with a more general availability requirement. The GSS typically posts these budgets and financial statements publicly on the GSS website, where they are more accessible than physical copies in the office (which may not be feasible due to closures for COVID-19, renovations, etc.)</p>

<p>copies of the financial statements and budgets at the Society's General Office for no less than seven (7) days before the meeting.</p>	
<p>5.6 Procedure at General Meetings:</p> <p>a. Meetings may be held either in person or virtually.</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>d. Voting by electronic means will be permitted.</p> <p>c. e. Voting by proxy is not permitted.</p> <p>d. f. General meetings shall be conducted according to Robert's Rules of Order, latest edition.</p>	<p>Clarifies that general meetings can be held virtually, and how voting shall occur at virtual meetings.</p>
<p>BYLAW VI – GRADUATE REPRESENTATIVE COUNCIL</p>	
<p>6.1 Authority</p> <p>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</p>	<p>Brings GSS bylaws in line with the new Policy on Policies and Procedures, clarifying that Grad Council is responsible for creating policies on governance, advocacy and representation, as opposed to operations-focused policies which are the</p>

<p>accordance with the constitution and bylaws of the Society.</p>	<p>responsibility of the Executive Board. Also eliminates Grad Council’s jurisdiction over procedures since these are properly the responsibility of the person who is the implementation authority for each policy.</p>
<p>6.3 Membership:</p> <p>a. Graduate Council shall consist of:</p> <p>i. The members of the Executive Board;</p> <p>ii. The Grad Rep for each academic unit defined by the University Society’s policy; and</p> <p>iii. A graduate student representative of CUPE 4163.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>f. Grad Reps and proxies should be selected and operate in accordance with the Society’s Ppolicies and Pprocedures Manual.</p> <p>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</p>	<p>Moves the definition of academic unit to be in GSS policy rather than using the University’s definition. This change is proposed because the University eliminated their definition of academic unit. Additionally, the GSS as an independent society should not be required to rely on the University’s definitions.</p> <p>Reduces the number of GRC meetings that Grad Reps are allowed to miss without providing regrets or a proxy from three meetings to two. Since GRC only meets 6 to 8 times per year, this ensures Grad Reps are expected to attend more than half the meetings.</p>

<p>academic unit in question that its place on the Grad Council has become vacant.</p>	
<p>6.5 Procedures of the Grad Council:</p> <p>a. Meetings may be held either in person or virtually.</p> <p>a. b. Meetings of the Grad Council shall be run according to Robert's Rules of Order.</p> <p>b. c. Meetings shall be chaired by a member of the Executive Board or a meeting chair appointed by the Executive Board.</p> <p>c. d. Meetings shall begin with a meaningful, intentional, and related land acknowledgement</p> <p>d. e. Grad Council shall meet approximately once per month between September and April inclusive and as needed between May and August inclusive.</p> <p>e. f. Each academic unit has one vote at meetings of Grad Council</p> <p>f. g. Notice of a Grad Council meeting shall be given at least seven (7) days prior to the meeting.</p> <p>g. h. Agendas for Grad Council shall be circulated to all members of Grad Council, including Co-Reps.</p> <p>h. 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.</p> <p>i. j. For purposes of quorum at Grad Council, when two Co-Reps from an academic unit are present, they count as one member.</p> <p>j. k. If no quorum is observed, agenda items may be moved to the next meeting.</p> <p>k. 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.</p>	<p>Clarifies that Grad Council meetings can be virtual and that voting can occur online.</p>
<p>BYLAW VIII – EXECUTIVE BOARD</p>	
<p>8.1 Purposes of the Executive Board: The Executive Board shall manage the affairs of the</p>	<p>Brings GSS bylaws in line with the new Policy on Policies and Procedures by providing the Executive Board with the ability to enact GSS policies,</p>

<p>Society and shall:</p> <ul style="list-style-type: none"> 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; d. e. Have emergency authority to ensure compliance with all legal requirements; and e. f. Exercise the powers of Grad Council on an emergency basis between Grad Council meetings. 	<p>including policies related to operations and management. While the Board has enacted a number of policies over the years, mainly operations-focused, there is currently no authority in the bylaws for the Board to do so.</p>
<p>8.3 Term of Office</p> <ul style="list-style-type: none"> 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. 	<p>Clarifies the requirements for Executive Board membership in the GSS (see bylaw 2.4).</p>
<p>8.4 Procedures of the Executive Board:</p> <ul style="list-style-type: none"> 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. d. e. Resolutions of the Executive Board shall normally require a simple majority vote of the voting members present to pass. e. Minutes of the meetings shall be available at the Society's General Office for viewing by members. 	<p>Clarifies that Board meetings can be held virtually.</p> <p>Eliminates the requirement for Board meeting minutes to be physically available in the GSS office (this will be replaced with a requirement to make the minutes available online which is provided as an amendment to Bylaw XIII).</p>
<p>9.1 The Executive Board, in addition to any duties imposed by the Society Act shall:</p> <ul style="list-style-type: none"> a. Uphold the constitution, bylaws, and policy of the Society; 	<p>Removes the requirement for the Executive Board to appoint a Board member to Advocacy Council, a UVSS committee that has changed its name and no longer has a seat for the GSS.</p>

- 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. m.~~ m. Appoint an Executive Board member to chair the Society Health and Dental Appeals Committee;
- ~~o. n.~~ n. Appoint an Executive Board member to sit on the University Grad Fee Reduction Appeals Committee;
- ~~p. o.~~ o. Be aware and accountable for the financial position of the Society;
- ~~q. p.~~ p. Ensure the maintenance of the Society's records;
- ~~r. q.~~ q. Ensure institutional memory for each Executive Board portfolio, campaign and committee is maintained; and
- ~~s. r.~~ r. Advocate on behalf of graduate student interests.


<p>9.3 The Director of Communications shall:</p> <ul style="list-style-type: none"> 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 <i>The Unacknowledged Source</i>, 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. 	<p>Removes the requirement for the Director of Communications to edit the <i>Unacknowledged Source</i>, a magazine that was once published by the GSS but has been defunct for around 10 years.</p>
<p>9.4 The Director of Finance shall:</p> <ul style="list-style-type: none"> 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; c. Act as chair of the Food and Beverage Advisory Committee of the Society; d. c. Be responsible for development and negotiation of staff and external contracts in conjunction with Executive Board; e. d. Act as primary signing authority for the Society; f. e. Normally act as the Personnel Officer for the Society; and g. f. Be responsible for other duties as agreed upon and assigned by the Executive Board. 	<p>Removes the requirement for the Director of Finance to chair the Food and Beverage Advisory Committee, which was the committee responsible for overseeing the Grad House Restaurant. Should the GSS membership decide in favour of resuming operation of the restaurant, this would allow more flexibility in how the restaurant is managed. Past experience showed that running a restaurant by committee is not an optimal practice.</p>
<p>BYLAW XIII – RECORDS</p>	
<p>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</p>	<p>Updates the requirements for storing GSS records and making them available to include electronic storage; adds a requirement that minutes of Board, Grad Council and general meetings and financial statements shall be publicly available online; and ensures compliance with applicable privacy legislation.</p>

<p>Meetings, and financial statements shall be publicly available on the Society's website.</p> <p>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.</p>	
BYLAW XV – NON-PARTISANSHIP	
<p>The Society is non-partisan and shall not endorse any political party or candidate for public office.</p>	<p>Ensures the GSS remains non-partisan in order to appropriately represent all its members who hold a variety of political views.</p>

APPENDIX E: GSS FOOD AND BEVERAGE UPDATE

State of Food and Beverage Services at the GSS

LEAD: DAVID FOSTER AND RYAN FORNER (WITH THANKS TO GSS STAFF)



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FOOD AND BEVERAGE SERVICES FINANCES

Despite having a desire to run at the break-even or better level, the GSS F&B services ran at a fairly consistent loss. According to our audits, the Food and Beverage Fund revenue/loss has been:

Year	Revenue	Loss
2019-20	\$56,677	
2018-19	\$80,635	
2017-18	\$41,887	
2016-17	\$25,916	
2015-16	\$57,074	
2014-15	\$49,278	
2013-14	\$71,070	
2012-13	\$150	
2011-12	\$15,858	
2010-11	\$7,885	

*Where F&B services did not generate sufficient revenue to support their operation, the Operating Fund was used to subsidize these services. This is not a debt the GSS owes to another organization or the bank.

These numbers are impacted by:

- The Operations and Services Manager wages coming from Food and Beverage and not Operating Fund
- The member discount
- Food price increases
- Minimum wage increases
- Closure for renovations in 2017 and previous years

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FOOD AND BEVERAGE SERVICES PRE-COVID

As of 2019, the GSS operated one full-service restaurant, the Grad House, and one café, Side Project out of Halpern Centre.

Issues with Food and Beverage Services pre-COVID:

- Debate over whether it should be run as a subsidized service versus a revenue generating business
- Staffing levels
- Operating hours
- Lack of advertising and awareness (undergrads didn't think they could come to the Grad House)
- Physical location (lack of parking)
- High levels of on-campus food and beverage service competition
- Stagnant revenue (average member spend per visit was \$8 for years regardless of menu)

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FOOD AND BEVERAGE SERVICES - CHANGES

In 2019, the Executive Board felt strongly that the F&B services should run as a revenue generating business within the GSS. They did not support further subsidies to the Restaurant Fund from the Operating Fund and made changes to the operations to reflect this.

The 2019 Executive Board removed the Operations and Services Manager, who used to oversee the F&B services and front office services and replaced them with a Restaurant Manager.

The Restaurant Manager focused on turning Grad House and Side Project into profitable businesses.

Despite this management change, the barriers (location, competition, lack of advertising, staff shortages, rising food costs) were never addressed and the F&B services did not become profitable.

The GSS is a non-profit member based society that provides advocacy, representation and services to its members. There are systemic challenges in the differences between how non-profit and for-profit organizations function. Effectively, restaurants don't run well when they are run by committees.

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*FOOD AND BEVERAGE SERVICES FUNDING

The GSS Food and Beverage services tried to operate on a few key principles:

1. Base prices should be affordable for grad students (and members received a 15% discount on food prices which were already low)
2. Food should be made from fresh, local, preferably organic ingredients and made in-house
3. Wages should be competitive and offer a reasonable and reliable source of income for graduate student staff
4. Hours for staff should be flexible to allow student staff to succeed in their academics

Particularly with items 1-3, it is challenging to run a restaurant at a break-even or better basis and offer low prices, high quality, and high wages.

This model really only works if we consider the Food and Beverage services to be a service the GSS offers to members and therefore budgets for subsidizing both wages and prices from student fees.

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FOOD AND BEVERAGE SERVICES COVID TIMES

In February 2020, the 2019-20 Board decided to permanently close Side Project Café to reduce losses. The Side Project space was intended to transition to a member lounge. However...

In March 2020, all F&B services at the GSS were closed "temporarily"

All unionized staff were laid off between March and August 2020 after ensuring all necessary steps were taken to close down (inventory, license changes, etc.)

The 2020-21 Executive Board oversaw the GSS pivot to online services due to the pandemic, 3.5 months without an Executive Director, and onboarding a new ED. In short, the board handled 3 crises and left the decisions over the F&B services to the 2021-22 board.

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FOOD AND BEV SERVICES RE-OPENING BARRIERS

The 2020-21 Executive Board had hoped that the pandemic restrictions on F&B operations would end before 2022. However, the pandemic has not ended, and new barriers to re-opening exist.

1. On-going pandemic and increased work demanded of F&B staff for public health rules
2. Lack of internal capacity: The second manager position was only re-hired in October 2021. The GSS has been operating with 1 full-time and 3 part-time staff since 2020
3. Hiring challenges: Many restaurants have been struggling to find and retain staff
4. Licensing*: All liquor, food, etc. licenses have lapsed and we need to re-apply

*Licensing requirements and security stand in the way of opening the spaces without staffing as a member lounge in Fall 2021

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GSS ANNUAL PLAN, JULY 28, 2021

The original plan was for a referendum in the Fall 2021 semester.

By late July 2021, it was clear that the GSS' limited staff capacity and focus on other financial issues (6 months behind in financial statements, audit behind schedule, hiring a new bookkeeper, correcting payroll) meant there would not be time to develop proposals for a Fall referendum.

The GSS Board's Annual Plan approved on July 28, 2021 reflected this by moving the goal to development of proposals for a March 2022 referendum.

Depending on outcome of the referendum, Food & Beverage services would reopen in September 2022.

Realistically, preparing to reopen is a several-month process (equipment upgrades, communicable disease policies and procedures, hiring an entire restaurant staff)

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SERVICES RE-OPENING PLANNING

Steps taken by the board to prepare for a service or space re-opening:

May 2021: Consultation with Board and staff members on history of GSS Food and Beverage services, current challenges and reasonable options

Key issues:

The Operating Fee is meant to provide general GSS events and services to members. It was not intended to subsidize a restaurant (the fee came first, the restaurant later).

Many strategies have been tried in order to run the restaurant as a break-even business (renovations, consultants, new management, etc.) None were successful.

Because of the Grad House's suboptimal location, proximity to other food services, labour costs, and persistently low revenue over many years, the Board did not consider it feasible to attempt to have a for-profit business in the space (rentor, franchise or legally independent corporation).

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ROLES OF GRC, EXEC BOARD & STAFF

GRC:	Management:
Budget recommendations to membership (Budgets are approved at GMs and fees are approved by referendum)	Hiring, supervision, etc.
Member engagement/feedback esp. through referenda	Advertising
Service model/mandate revisions (must fall within the guidelines of the Societies Act and our Constitution)	Purchasing
Exec:	Staff:
Budgeting (i.e. deciding how much money do we spend on re-opening and operating)	Operational planning (e.g. what are the hours, how many staff, staff schedules, menus, budgeting for food, wages, etc.)

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BOARD MEETING, MAY 26, 2021

The Executive Board decided three options for the Restaurant space should be developed and brought to the GSS membership to vote on in a referendum:

1. Establishing a new Food & Beverage Fee paid by on-campus grad students, in an amount that would enable the restaurant to operate as it did prior to 2020, without transfers from the Operating Fund (Return of the Restaurant)
2. Establishing a smaller Food & Beverage Fee in an amount that would allow operation of a food and beverage service at a smaller scale, with part of the space to be used for other purposes (Tiny Restaurant/Café/Lunch Counter)
3. No new fees and no food and beverage services in the Grad House, with the space used for a study lounge/meeting space/GSS workspace (No Restaurant)

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WHAT CAN GRC REPS DO?

1. Make your voices heard to the Executive Board!
2. Recruit your members to voice their concerns and feedback to the Executive Board!
3. Recruit your members to participate in surveys and referenda so we can re-open with a sustainably funded service!
4. Participate in Finance Committee working group to develop March 2022 referendum options!
5. Please be patient, be kind, and help us work towards a better GSS!

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