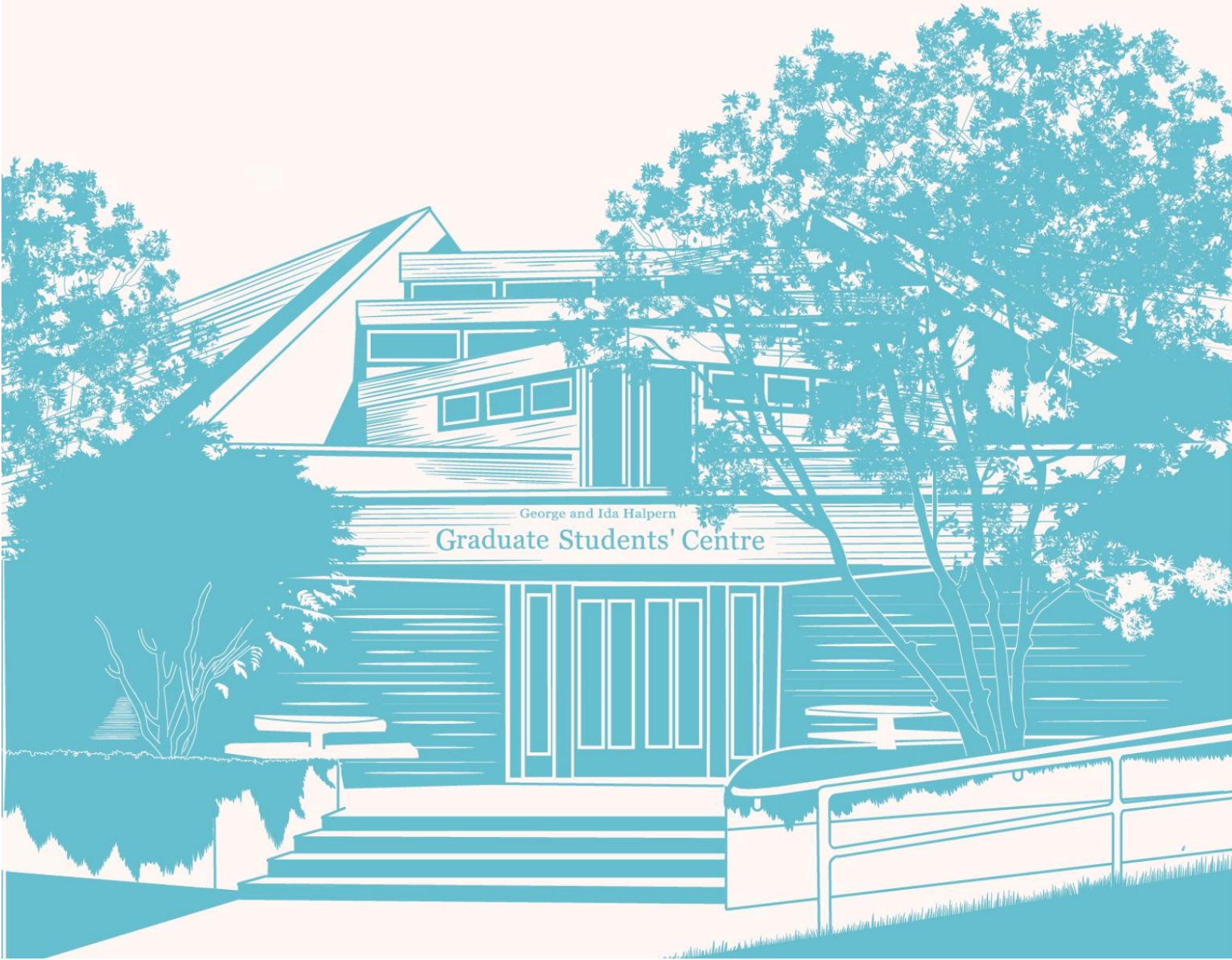
UVic Graduate Students' Society

Governance Manual



UNIVERSITY OF VICTORIA GRADUATE STUDENTS' SOCIETY

Governance Manual

2026-27 Edition

TABLE OF CONTENTS

TABLE OF CONTENTS **3**

DEFINITIONS **5**

1. DEFINITIONS OF BYLAWS, POLICIES AND PROCEDURES 5
2. OTHER GOVERNANCE DEFINITIONS 7

GSS POLICIES: GOVERNANCE AND REPRESENTATION **10**

3. POLICY ON POLICIES AND PROCEDURES 10
4. STATEMENT OF VALUES 13
5. CONDUCT POLICY 14
6. GRADUATE REPRESENTATIVE COUNCIL ELECTION POLICY 20
7. EXECUTIVE BOARD ELECTION AND REFERENDUM POLICY 29
8. UNIVERSITY AND EXTERNAL COMMITTEE REPRESENTATION POLICY 36
9. CONFLICT OF INTEREST POLICY 41
10. ACCEPTABLE USE OF SOCIETY RESOURCES POLICY 43

GSS POLICIES: MANAGEMENT AND OPERATIONS **45**

11. EXECUTIVE BOARD JOB DESCRIPTION POLICY 45
12. EXECUTIVE BOARD MEETING POLICY 48
13. IN-CAMERA POLICY 50
14. EXECUTIVE BOARD ANNUAL PLAN POLICY 52
15. EXECUTIVE BOARD TRAINING POLICY 54
16. EXECUTIVE STIPEND 56
17. ACCESS TO OFFICE AND RESOURCES 58
18. MANAGEMENT HIRING POLICY 59
19. EMPLOYMENT POLICY 61
20. MANAGEMENT EMPLOYEE BENEFIT POLICY 65
21. MANAGEMENT EMPLOYEE LEAVE FOR JURY AND WITNESS DUTY 67
22. JOB DESCRIPTION REVIEW POLICY 68
23. EMPLOYEE PERFORMANCE REVIEW POLICY 70
24. WORK STUDY POLICY 72
25. REMOTE WORK POLICY 75
26. RECORDS AND ARCHIVING POLICY 81
27. BUDGET PLANNING AND FISCAL POLICY 82
28. CREDIT CARD USE AND CONTROL 86
29. ATTENDANCE OF OUT OF TOWN CONFERENCES 88

GSS POLICIES AND TERMS OF REFERENCE: FUND MANAGEMENT **89**

30. BUILDING FUND POLICY 89
31. EMPLOYEE LEAVE AND EMERGENCY HIRE FUND TERMS OF REFERENCE 91
32. STUDENT ADVOCATE FUND TERMS OF REFERENCE 92
33. CONTINGENCY FUNDS POLICY 96
34. CAPITAL FUND TERMS OF REFERENCE 98
35. OPERATIONAL FUNDS POLICY 100
36. OPERATING FUND TERMS OF REFERENCE 101
37. HEALTH AND DENTAL FUND TERMS OF REFERENCE 102
38. GSS OFFICIAL POSITION STATEMENTS (CAMPAIGN POLICIES) 104

GSS COMMITTEE TERMS OF REFERENCE 105

39. GSS COMMITTEE TERMS OF REFERENCE – GENERAL 105
40. GRC STANDING COMMITTEES 108
41. ADVOCACY AND CAMPAIGNS COMMITTEE 109
42. APPEALS COMMITTEE 110
43. BYLAW AND POLICY COMMITTEE 113
44. ELECTIONS COMMITTEE TERMS OF REFERENCE 114
45. EVENTS COMMITTEE 116
46. FINANCE COMMITTEE 117
47. STIPEND REVIEW COMMITTEE 118
48. EXECUTIVE BOARD STANDING COMMITTEES 119

FUTURE GOVERNANCE AND POLICY WORK 128

49. POLICIES CURRENTLY IN DEVELOPMENT 128

GSS ANNUAL STRATEGIC PLANS 129

50. PROPOSAL TO INCLUDE CURRENT AND RECENT GSS STRATEGIC PLANS HERE 129

GSS GOVERNANCE TEMPLATES 130

51. TEMPLATE FOR NEW/REVISED POLICIES 130
52. TEMPLATE FOR NEW/REVISED TERMS OF REFERENCE 131
53. TEMPLATE FOR POSITION STATEMENTS 134

DEFINITIONS

1. DEFINITIONS OF BYLAWS, POLICIES AND PROCEDURES

Reference: Charity village

BY-LAWS

All organizations, as a requirement of incorporation, are required to establish by-laws in respect to specific matters. These are usually matters relating to the functioning of the board and its relationship to members.

The by-laws of the organization are those policies that cannot be adopted or changed without approval of the membership at a general meeting, and any changes must be reported to the appropriate government department.

Under the BC Societies Act, Section 11 (1) lists the matters that non-profit society by-laws must address:

1. Membership in society
2. Society's directors (elections, roles, responsibilities: for GSS, this would the GRC as well as Executive)
3. General meetings
4. Restrictions e.g. on activities or powers that the Society may exercise

POLICIES

A non-profit board governs by establishing (governance/board level) policies.

A policy is any written statement approved by the board or by the membership that:

1. Articulates important objectives, principles, values, official positions and guides decisions,
2. Prescribes (or limits) what actions will be taken in different situations, and,
3. Defines roles, responsibilities and authority of organizational bodies (e.g. GRC, committees) and positions (Terms of Reference).

There are two different levels of policies:

1. Board/Governance – the purview of the members and the GRC/Executive – overarching policies.
2. Management/Operations – the purview of the Executive Director and staff team, with oversight by the Executive Board.

Policies can be deliberately vague/broad to allow for personnel changes, flexibility in practice etc.

PROCEDURES

Generally refers to a written statement approved by the relevant authority that:

a) Defines an approach or set of steps to give effect to a policy, and
b) Is consistent with its parent policy.

DOCUMENT CONTROL

Next Review Date:
Date Amended: GRC June 2021
Last Reviewed:
First Approved: Bylaw and Policy Committee, Dec. 19, 2019
Earlier Iteration:

2. OTHER GOVERNANCE DEFINITIONS

Academic Unit	Academic Unit means an administrative classification of students at the University of Victoria that meets all of the following criteria: a) Is the smallest available unit that is either a department, school, centre or faculty, or the Interdisciplinary Studies Program b) Offers a Masters, Doctorate, Diploma or Certificate program, or previously offered such a program provided that graduate students remain enrolled in the discontinued program(s), c) Is recognized by the Faculty of Graduate Studies, and d) Has actively enrolled graduate students.
Academic Unit association	A self-governing organization composed of the graduate students within an academic unit, with the purpose of representing those students, and includes associations composed of graduate students in multiple academic units. If an association includes both graduate and undergraduate students in an academic unit, the association will meet this definition provided that the association only allows graduate students to vote for the GRC representative(s).
Annual Plan	A plan developed at the annual Executive Board planning retreat that includes events calendar, communications strategy and campaign strategy for the upcoming year.
Authority (Approval, Development and Implementation)	Approval Authority means the body responsible for final approval of a policy. Committee means a standing or ad hoc committee of GRC or the Executive Board. Development Authority means the body through which a policy must be developed and recommended in order to be approved by the Approval Authority. Implementation Authority means the individual(s) responsible for implementation and enforcement of a policy.
Closed Meeting	A meeting of a body of the GSS where attendance is restricted to members of that body.
Collective Agreement	An agreement between the GSS and the Union representing its employees.

CML	Committee Member at Large. A member of the GSS that is in good standing who is not a member of the GRC or Executive Board, and who is serving on a standing committee of the GSS.
CML Committee Seat	A committee seat that is reserved for a CML.
Executive	Elected members of the GSS Executive
Executive Board	The Executive (voting) and the Executive Director (ex officio, non-voting)
Grad Reps	Graduate Representative Council members duly elected to represent a University of Victoria Academic Unit that has a graduate program.
Governance Manual	The compilation of all policies relating to governance of the Society, including those pertaining to the Society as a whole, GRC, and Executive Board; financial governance; committee and restricted fund terms of reference; official positions of the Society; and policies related to the Society's responsibilities for advocacy and representation.
GRC	The GSS Graduate Representative Council.
GSS	The University of Victoria Graduate Students' Society.
Management Staff	The Executive Director or equivalent and any other excluded management employees of the Society.
Open Meeting	A meeting of a body of the GSS where attendance is open to all GSS members
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.
Operations Manual	The compilation of all policies relating to the day-to-day operation of the Society, including those pertaining to human resources, facilities, service provision and financial operations.
Position Statement	The Society's official stance on an issue external to the Society.
Procedure	Generally refers to a written statement approved by the relevant authority that: Defines an approach or set of steps to give effect to a policy, and is consistent with its parent policy
Standing Committee	A permanent committee of the GSS.

Terms of Reference	A policy that establishes the purpose, jurisdiction and membership of a committee, or the purpose of a fund.

Additions approved by GRC June 2021.

OTHER TERMS IDENTIFIED FOR POTENTIAL DEFINITIONS:

- Fund
- Restricted Fund
- Ad hoc
- Quorum, quorate
- Minutes
- Regrets

ALSO RECOMMENDED FOR INCLUSION:

- Definitions included in GSS Constitution and Bylaws (to ensure consistency in language use between documents)

GSS POLICIES: GOVERNANCE AND REPRESENTATION

3. POLICY ON POLICIES AND PROCEDURES

POLICY STATEMENT/SUMMARY

Regarding its policies and procedures, the Society shall:

- Establish clear, empowering policies that are separate from procedures required to implement the policies,
- Consult with relevant stakeholders during the development of policies and procedures,
- Create a framework to ensure that policy and procedure development, approval and implementation are clearly assigned to the Society body or position with the best insight and knowledge to do the work,
- Ensure policies avoid contextual restrictions and codifying procedures within their text, with a goal that they be flexible enough not to require annual updates,
- Ensure all policies, existing and in development, uphold Society bylaws, collective agreements and applicable legislation, are consistent with other existing policies, and consider impact on future policies,
- Recognize that Society policies remain in effect unless they contain an expiry date, or their subject matter no longer exists, or they are rescinded by the approving body, and
- Commit to articulating policies and procedures in writing based on priorities and time and resources available, recognizing that in a small, non-profit organization with scarce resources, many policies and procedures remain unwritten.

DEFINITIONS

See Governance definitions.

PURPOSE/BACKGROUND

The purpose of this policy is to provide the key principles for Society policies to guide and enable the Executive Board, GRC, staff and volunteers to use their professional abilities, knowledge and skills in their work and actions.

JURISDICTION/SCOPE

This Policy applies to all Society governance and operations policies and procedures, Society position statements, and Terms of Reference.

POLICY DETAILS

3.1 General

3.1.1 Society policies and procedures shall be accessible in either a Governance or Operations compendium. Governance policies shall be made public. Operations policies shall be provided to all GSS elected representatives, management, staff, volunteers, contractors, and others on a need-to-know basis.

3.1.2 Society policies shall specify a Development Authority, Approval Authority and Implementation Authority consistent with this Policy.

3.2 Position Statements

3.2.1 Position Statements may be adopted, amended or repealed by GRC or the general membership of the Society.

3.2.2 The general membership is the final authority on Position Statements.

3.2.3 When a matter is time sensitive, the Executive Board may adopt a Position Statement. Any such Position Statement shall be submitted to the next GRC meeting for adoption, amendment or repeal.

3.2.4 Position Statements are not required to be developed by a Development Authority.

3.2.5 Position Statements shall not have procedures.

3.3 Development Authorities

3.3.1 The Development Authority for each policy shall be the Executive Board, an excluded management employee, or the appropriate GRC or Executive Board committee.

3.4 Approval Authority

3.4.1 The Approval Authority for Governance policies shall be:

a) General Meetings, for restricted fund Terms of Reference, and
b) GRC or the Executive Board, for governance policies generally.

3.4.2 The Approval Authority for Operations policies shall be the Executive Board.

3.5 Implementation Authority

3.5.1 Each Implementation Authority shall:

3.5.2 Develop, revise, approve, implement and enforce any needed procedures to implement the policies under their jurisdiction, and

3.5.3 Recommend changes and updates to the policies under their jurisdiction to the appropriate Development Authority.

3.6 Approval of Policies

3.6.1 The adoption, revision or repeal of a policy is in effect upon its approval by the relevant Approval Authority, unless the Approval Authority specifies a later date.

3.7 Suspension of Policies

3.7.1 A policy may only be suspended by the Approval Authority that approved it, or a higher authority.

3.8 Editorial Change to Policies and Procedures

3.8.1 A Society staff member delegated by Management may make editorial changes to policies and procedures, provided that such changes do not substantively affect the policy or procedure. Editorial changes are subject to approval by the relevant Implementation Authority.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council

IMPLEMENTATION AUTHORITY

The Society Chair, Executive Board, Committee Chairs, Management Staff, or delegated supervisors, as appropriate.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

All.

RESOURCES, REFERENCE DOCUMENTS USED

University of Victoria, GVO100 Policy on Policies and Procedures, 2019.

UBC Alma Mater Society, I-1 Policy on Policies, 2020.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved:
Earlier Iteration:

4. STATEMENT OF VALUES

As stated in our Constitution, the commitments of the Graduate Students' Society (GSS) are:

a. to represent the interests of the membership in a democratic manner in matters pertaining to education and the welfare of graduate students;
b. to promote the principle and practice of graduate student representation at all levels of decision making at the University of Victoria and on all agencies or other bodies which deliberate on the affairs of graduate students;
c. to promote cultural, intellectual, and recreational activities among the members; and
d. to promote the academic and social welfare of its members through the provision of services.

The GSS' history reflects a strong commitment to advocacy and service for, of, and by its members. This Statement of Values, inspired by the organization's history, is intended to provide a set of aspirational values as behavioural guidelines for its Executive Board, Graduate Representative Council members, volunteers, and staff.

In carrying out our work, the GSS strives to promote those values in our Constitution, self-reflexivity, and intersectional and decolonizing approaches within the Society. We are committed to dedicating the necessary time, effort, and responsibility to ensure that this work is done.

In this vein, during GSS-related activities, its representative members, staff, and volunteers actively seek to:

- Recognize and value individual differences.
- Support and encourage each other throughout respectful disagreements and conversations.
- Consider the GSS as a part of wider sets of communities and contribute to these communities as such.
- Be cognizant that any inappropriate behaviour will reflect poorly on the GSS and remain accountable for engaging such behaviour(s) while representing the GSS in some capacity.
- Remain committed to promoting a safe, supportive, and consent-based learning environment.

This Statement of Values is to be understood as an expression of the organization's Constitution and is meant to supplement the GSS bylaws and policies.

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Date Amended:
Last Reviewed:
First Approved: GRC Feb 29, 2020

5. CONDUCT POLICY

POLICY STATEMENT/SUMMARY

The Society commits to:

- Ensuring that the actions of Society representatives are in accordance with the values of the Society as expressed in its constitution, including a commitment to advocacy and services by and for its members.
- Promoting standards of conduct and integrity that instill trust and confidence in the Society.
- Ensuring effective representation of, and accountability to, the Society's membership.
- Ensuring effective processes are in place to investigate and address problematic behaviour.

DEFINITIONS

Close personal relationship means a romantic relationship or a close kinship (e.g., parents, children, siblings, grandparents/grandchildren, aunts/uncles, nieces/nephews).

Defamation means any intentional false communication that is written (libel), spoken (slander), or otherwise transmitted, including via social media, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.

Harassment means harassment as defined in the University of Victoria's GV0209 Discrimination and Harassment Policy until such time as the Society adopts its own definition of harassment.

Society representative means an Executive Board member, GRC member, Society committee member or Society volunteer.

PURPOSE/BACKGROUND

The purpose of this policy is to define appropriate standards of conduct for individuals who represent the Society and provide enforcement measures to address inappropriate conduct.

JURISDICTION/SCOPE

This policy applies to individuals who represent the Society due to holding an elected, appointed or volunteer position. This policy does not apply to Society staff when performing duties related to their staff role. Conduct issues related to unionized staff will be addressed as set out in the Society's Collective Agreement.

POLICY DETAILS

5.1 General

5.1.1 Society representatives shall endeavour to treat each other, Society members and staff, and external parties with whom the Society has a relationship, with respect and dignity.

5.1.2 Society representatives shall exercise reasonable care, good faith and independent judgement when engaged in any activity within the purview of their role, including when interacting with Society members and staff, University faculty and staff, government officials, external organizations, or media.

5.1.3 Society representatives shall endeavour to respond to communications from other Society representatives, Society members and staff, and external parties with whom the Society has a relationship, in a timely manner.

5.2 Board/Staff Relations

5.2.1 Society representatives shall recognize the specific roles and authority of the Executive Director, Executive Board, GRC and Society membership.

5.2.2 Executive Board members shall send any requests for minor or routine staff work to the Executive Director. Executive Board members may only assign major or non-routine staff work through the Personnel Committee or the Executive Board via the Executive Director.

5.3 Confidentiality

5.3.1 Society representatives shall not divulge confidential information gained in their Society role, including personal, proprietary, contract and legally privileged information, and shall not use such information for personal gain.

5.3.2 Society representatives shall ensure the security of any confidential information in their possession, including the contents of in-camera Board or committee meetings.

5.3.3 A breach of confidentiality may be considered misconduct if it is determined to be negligent, intentional, or malicious against the Society.

5.4 Discrimination and Harassment

5.4.1 Society representatives shall actively resist oppression and the impact of prior experiences of oppression as a result of unequal power distribution related to any prohibited grounds of discrimination under the *BC Human Rights Code*.

5.4.2 Society representatives shall recognize their position of power regardless of their other social locations and be mindful of its effect on others.

5.4.3 Society representatives shall not engage in discrimination or harassment.

5.5 Expression

5.5.1 Society representatives shall maintain a professional standard of language regarding profanity and respect for others when engaged in Society business.

5.5.2 Society representatives shall not engage in defamation or false or malicious expression.

5.6 External Commitments

5.6.1 Executive Board members shall ensure that external commitments do not prevent them from maintaining reasonable availability for Society meetings and business during working hours.

5.7 Gifts and Donations

5.7.1 Executive Board members shall not solicit personal gifts or donations from individuals or organizations interacting with the Society unless such gifts or donations are of insignificant value which would not influence a reasonable person.

5.8 Personal Relationships

5.8.1 **3.8.1** Society representatives who have close personal relationships with Society members or staff shall maintain separation between these relationships and Society business.

5.9 Political Activities

5.9.1 Society representatives shall adhere to the Society's official positions and decisions, including Bylaw 19 regarding non-partisanship, when engaging in political activities within their Society role.

5.9.2 Society representatives are free to participate in political processes as individuals but must separate personal political activities from their Society role.

5.9.3 Executive Board members and GRC members seeking public office shall take a leave of absence for the duration of the associated campaign period.

5.10 Solidarity

5.10.1 Society representatives are encouraged to engage in debate at all stages of the Society's democratic process. However, once a decision is made, Society representatives must recognize and accept the legitimacy of the result.

5.10.2 When expressing an opinion that contradicts an Executive Board or GRC decision or Society policy, Society representatives must make it clear that they are speaking as an individual and not on behalf of the Society.

5.11 Use of Authority

5.11.1 Society representatives shall not attempt to exercise individual authority over the Society or represent the Society as an individual without the prior approval of the Executive Board or GRC, except as set forth explicitly in Society bylaws and policies.

5.11.2 Society representatives shall recognize their lack of individual authority when engaging with external parties unless authorized by the Executive Board or GRC.

5.11.3 Society representatives shall not make false representations or engage in personal retaliation when acting on behalf of the Society.

5.12 Complaints

5.12.1 Any person may make a complaint regarding the conduct of a Society representative to the Chair or a Society staff member.

5.12.2 Complaints must include an allegation of infraction of this policy, the Society's conflict of interest policy, the Society's policy on appropriate use of Society resources, the Society's Executive Board Election and Referendum Policy, or Society bylaws.

5.12.3 Complaints must be submitted in written form.

5.12.4 The respondent has the right to a representative or advocate throughout the complaint process.

5.13 Complaint Screening

5.13.1 Complaints shall be received and screened by the Society Chair and Vice-Chair.

5.13.2 If the Society Chair or Vice-Chair is a complainant or respondent, they shall notify the Executive Board which shall then appoint another Executive Board member in their stead to conduct the screening.

5.13.3 The Society Chair and Vice-Chair shall jointly determine whether to:

a) Dismiss the complaint on the grounds that it is frivolous, vexatious, based on insufficient evidence, or does not contain allegations, which, if proven, would constitute misconduct under Society policies and bylaws,
b) Attempt to resolve the complaint through informal dispute resolution, or

c) Refer the complaint to the Conduct Committee for investigation.

5.13.4 If the Society Chair and Vice-Chair cannot agree on how the complaint should be addressed, they shall refer the complaint to the Conduct Committee for investigation.

5.14 Investigations

5.14.1 The Conduct Committee shall investigate all complaints referred by the Chair and Vice-Chair.

5.14.2 At the beginning of each GRC term of office, GRC shall elect five members who shall serve as a pool from which the Society Chair shall draw Conduct Committee members. The Chair shall select members for each Conduct Committee from the pool based on the following factors:

a) Ensuring that no Conduct Committee member is a complainant or respondent,
b) Prioritizing GRC members who have not previously served on a Conduct Committee within the current GRC term of office, and
c) Prioritizing GRC members who indicate a higher level of availability or interest.

5.14.3 The Conduct Committee shall consist of the Society Chair as committee chair and two GRC members. No person who is either a complainant or respondent shall serve on the Conduct Committee. If the Society Chair is a complainant or respondent, they shall notify the Executive Board which shall then appoint another Executive Board member in their stead.

5.14.4 The Conduct Committee shall use the balance of probabilities as the standard of proof to determine the result of its investigation.

5.15 Outcome of Investigations

5.15.1 The Conduct Committee will report the outcome of investigations to the Executive Board.

5.15.2 The Conduct Committee shall either:

a) Dismiss the complaint,
b) Request that the respondent apologize, undergo relevant training, or engage in restitution or compensation, or
c) Recommend disciplinary action as set out in section 5.16.

5.16 Disciplinary Action Recommendations

5.16.1 Where the respondent is an Executive Board member, the Conduct Committee may recommend one or more of the following disciplinary actions:

a) That the Executive Board reprimand the respondent,
b) That the Executive Board remove the respondent from any committee of which they are a member, other than committees of which they are an ex-officio member,
c) That the Executive Board restrict the respondent's access to Society resources,
d) That the Executive Board restrict the respondent from engaging in voluntary Society activities,
e) That the Stipend Review Committee disapprove the respondent's Executive Board stipend,
f) That the Executive Board initiate removal of the respondent from office under Bylaw 12.1, which shall only be recommended in cases of intentional and serious misconduct where the Conduct Committee considers that a lesser form of discipline will not be effective, or
g) That the Executive Board initiate removal of the respondent as a Society member under Bylaw 2.9.b, which shall only be recommended in the most severe cases of intentional and serious misconduct where the Conduct Committee considers that a lesser form of discipline will not be effective.

5.16.2 Where the respondent is a GRC member, the Conduct Committee may recommend one or more of the following disciplinary actions:

a) That GRC reprimand the respondent,
b) That GRC remove the respondent from any committee of which they are a member, other than committees of which they are an ex-officio member,
c) That the Executive Board restrict the respondent's access to Society resources,
d) That the Executive Board restrict the respondent from engaging in voluntary Society activities, or
e) That GRC initiate removal of the respondent as a Society member under Bylaw 2.9.b, which shall only be recommended in the most severe cases of intentional and serious misconduct where the Conduct Committee considers that a lesser form of discipline will not be effective.

5.16.3 Where the respondent is not an Executive Board or GRC member, but is a committee member or Society volunteer, the Conduct Committee may recommend one or more of the following disciplinary actions:

a) That the Executive Board restrict the respondent's access to Society resources,
b) That the Executive Board restrict the respondent from engaging in voluntary Society activities, or
c) That the Executive Board initiate removal of the respondent as a Society member under Bylaw 2.4.b, which shall only be recommended in the most severe cases of intentional and serious misconduct where the Conduct Committee considers that a lesser form of discipline will not be effective.

5.16.4 The Society shall retain records of the outcome of disciplinary actions for two years.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Society Chair.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

The Society Constitution and Bylaws; Conflict of Interest Policy; Acceptable Use of Society Resources Policy; Executive Board Election and Referendum Policy.

RESOURCES, REFERENCE DOCUMENTS USED

BoardSource.org. Nonprofit Board Member Codes of Conduct and Ethics. 2018.

Governing Good. Sample Policy: Board Member's Code of Conduct. 2016.

HRCouncil.ca. The Canadian Diabetes Association Code of Conduct.

Human Rights Code, RSBC 1996, c 210.

Libel and Slander Act, RSBC 1996, c 263.

National Council of Nonprofits. Sample Code of Conduct. 2010.

Personal Information Protection Act, SBC 2003, c 63.

SaskCulture Inc. Board Policies: Code of Conduct.

Simon Fraser Student Society. Policy R-9: Ethical Standards of Conduct and Conflict of Interest for Council and its Committees. Adopted April 23, 2021.

Simon Fraser Graduate Student Society. Policy 3999: GSS Code of Conduct. Approved July 18, 2011.

Toronto Community Housing. Code of Ethics and Conduct – Board of Directors. Approved April 29, 2019.

University of Alberta Graduate Students' Association. GSA Bylaw and GSA Policy (Integrated), Section H: Performance, Conduct, Responsibilities and Attendance, and the GSA Appeals and Complaints Board. Last updated November 19, 2021.

UBC Graduate Student Society. Policy Manual, Appendix XI: GSS Code of Conduct. Last revised February 2022.

University of Calgary Students' Union. SLC Code of Conduct. Last amended January 19, 2019.

University of Calgary Students' Union. SLC Complaint Procedure. Last amended January 19, 2019.

University of Victoria. GV0209 Discrimination and Harassment Policy. Effective September 2024.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed: August 8, 2029
First Approved: GRC June 21, 2022
Earlier Iteration: Interim Code of Conduct Policy, Approved by GRC Feb 29, 2020

6. GRADUATE REPRESENTATIVE COUNCIL ELECTION POLICY

POLICY STATEMENT/SUMMARY

The following principles shall govern the election of representatives to GRC:

- Annual elections shall be conducted by a self-governing association of graduate students in an academic unit, or by designated University staff in the absence of an academic unit association which agrees to be responsible for GRC elections, and
- The Society does not determine electoral procedures or method of voting but has a responsibility to ensure minimum requirements of fairness, integrity and privacy are met, and may nullify election results if these requirements are not met.

DEFINITIONS

Academic unit association means a self-governing organization composed of the graduate students within an academic unit, with the purpose of representing those students, and includes associations composed of graduate students in multiple academic units. If an association includes both graduate and undergraduate students in an academic unit, the association will meet this definition provided that the association only allows graduate students to vote for the GRC representative(s).

Graduate support staff means the main administrative secretary(ies), advisor(s) or program director(s) for the graduate students in an academic unit.

PURPOSE/BACKGROUND

The purpose of this policy is to provide direction on the process of seeking representatives to GRC and establish minimum requirements to ensure the integrity of GRC elections.

JURISDICTION/SCOPE

This Policy applies to the election of graduate student representatives (Grad Reps) to GRC.

POLICY DETAILS

6.1 Process for Seeking Representation to GRC

6.1.1 The Society shall seek the election of a Grad Rep or Co-Reps from each academic unit that meets the criteria for the Society's definition of "academic unit" during the semester when representation is sought.

6.1.2 The following shall be notified and shall be considered responsible for the election of a Grad Rep or Co-Reps in an academic unit:

a) The academic unit association, where such an association exists and agrees to be responsible for GRC elections, or
b) The graduate support staff for the academic unit, in all other cases.

6.2 Requirements for GRC Elections

6.2.1 The electoral procedures and method of voting shall be determined by the academic unit association or graduate support staff who conduct the election. However, the following requirements must be met:

a) Every graduate student registered in the academic unit shall be notified of the opportunity to serve on the GRC, and the nomination process,
b) Where an election is held, every graduate student registered in the academic unit shall have an opportunity to vote,
c) Each eligible voter is entitled to vote only once,
d) Candidates must agree to their election as Co-Reps in order to be elected as Co-Reps,
e) No person shall be able to tamper with or change the vote count, and
f) The secrecy of individuals' votes shall be maintained, including compliance with applicable privacy legislation.

6.3 Nullification of GRC Elections

6.3.1 If the Electoral Officer determines on a balance of probabilities, either pursuant to a complaint or on their own initiative, that the requirements of section 4.2 were not met in the election of a Grad Rep or Co-Reps, the Electoral Officer may nullify the election of the Grad Rep or Co-Reps.

6.4 Appeals

6.4.1 Decisions of the Electoral Officer under section 4.3 may be appealed to the Electoral Appeals Committee. The decision of the Electoral Appeals Committee is final.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Society Chair and the Electoral Officer.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

GSS Bylaw VI, Graduate Representative Council, 6.3, Membership.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended: January 29, 2022 (GRC)
Last Reviewed: January 29, 2022
First Approved: February 24, 2004 (GRC)

7. EXECUTIVE BOARD ELECTION AND REFERENDUM POLICY

POLICY STATEMENT/SUMMARY

Executive Board elections and referenda shall be conducted according to the following principles:

- Respect for the democratic rights of members to participate fully and equitably,
- Fairness and impartiality in all aspects of the process,
- Accessibility and inclusivity, and
- Promotion of the engagement of all Society members through all means of participation in the electoral process.

DEFINITIONS

Campaign material means any verbal (e.g., speech, classroom talk, video), digital (e.g., electronic, website, social media) or physical (e.g., paper, chalking, advertising) material produced by or on behalf of a candidate or referendum side to promote their campaign.

Campaign period means the time during which campaigning may occur as defined in Bylaw 4.7.

Candidate means an Executive Board candidate.

Complaints period means the time during which a complaint to the Electoral Officer may be filed, as specified by Bylaw 4.3.

Day means calendar day, unless otherwise specified.

Defamation means any intentional false communication that is written (libel), spoken (slander), or otherwise transmitted, including via social media, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.

Electoral event means an Executive Board election or a referendum of the Society membership.

Electoral infraction means an action contrary to Society bylaws, this policy or the procedures to this policy. Electoral infractions may include but are not limited to: improper inducement, intimidation or defamation of voters, candidates or referendum sides, exceeding spending limits, knowingly spreading misleading information about a candidate, referendum side, or electoral event, and other actions impeding the fair administration of the election, voting, or vote counting.

Electronic voting means voting using a secure, internet-based interface with measures in place to ensure each member has only one vote and to uphold the secrecy and integrity of the ballot.

Electronic voting platform means a specific brand and model of electronic voting application.

Improper inducement means any incentive offered to an individual voter on the condition that they vote or do not vote in a particular way. Also sometimes called vote buying.

Nomination period means the time during which nominations for Executive Board candidates or referendum sides may be received by the Electoral Officer as defined in Bylaw 4.7.

Physical ballot voting means voting using a physical ballot, either in-person or by mail, with measures in place to ensure each member has only one vote and to uphold the secrecy and integrity of the ballot.

Society representative means an Executive Board member, GRC member, Society committee member or Society volunteer.

Voting period means the time during which voting may occur as defined in Bylaw 4.7.

Administrative fairness, as defined by the University of Victoria Ombudsperson, focuses on decisions made by public bodies that impact people. This includes the decisions made by representatives of the Society who make decisions that impact others on campus. To help see if a situation was fair or not, it can be helpful to break it down to three categories:

i. Procedural: Was the electoral process leading up to the complaint fair? How were decisions leading up to the complaint made? Were all GSS regulations followed in the creation of the electoral process for this electoral event?
ii. Relational: Were all candidates/referendum sides, etc. treated fairly? For example, did all candidates/referendum sides having equal access to resources, consistent rules, etc.
iii. Substantive: What decisions were made leading up to the complaint (for example, the setting of electoral procedures by the Electoral Officer)? Were these decisions fair?

Natural justice refers to the right to fair treatment that includes the following principles:

i. The right to be heard: this means that all individuals involved in a complaint have the right to be notified of the complaint against them in a timely manner and have sufficient time to respond.
ii. The right to review free from bias on the part of decision makers.
iii. The right to reasons for decisions: all individuals involved in a complaint have the right to receive the reasons for the decision. Such reasons must be detailed and adequate so the individuals concerned know the facts that were relied on and the reasoning behind the decision.

PURPOSE/BACKGROUND

The purpose of this policy is to provide key principles and requirements for conduct of electoral events.

JURISDICTION/SCOPE

This policy applies to all electoral events conducted by the Society. This policy does not apply to GRC elections.

POLICY DETAILS

7.1 Accessibility

7.1.1 The Society is committed to ensuring accessibility of electoral events to all Society members.

7.1.2 The Electoral Officer and Society staff shall make all reasonable efforts to meet accommodation requests of Society members to ensure their full participation in electoral events, in accordance with relevant human rights legislation**.**

7.2 Method of Voting

7.2.1 On the recommendation of the Electoral Officer, the Executive Board shall approve any changes to the method of voting in an electoral event, including a change between electronic voting and physical ballot voting or a change between different electronic voting platforms, a minimum of 30 days before the nomination period begins.

7.2.2 If physical ballot voting is used, Society members voting off-campus shall only receive a physical ballot upon their request.

7.2.3 If a physical ballot vote is implemented under this section, co-op and distance students may be assigned a longer voting period than on-campus students.

7.2.4 In the event that the electronic voting platform is compromised during the conduct of an electoral event, the Electoral Officer will determine if the issue may be quickly resolved and if so, will notify all Society members and adjust voting times accordingly. If the issue cannot be quickly resolved, the Electoral Officer may implement a physical ballot vote in accordance with this policy and Society bylaws. This shall be done as expediently as possible with regular updates to the Society membership.

7.3 Voting Period

7.3.1 The voting period for an Executive Board election must end at least five days prior to the end of the Executive Board's term of office.

7.3.2 The voting period for a fee referendum must end at least **ten** ~~five~~ business days prior to the deadline for submission of student fee changes to the University of Victoria Board of Governors for the first semester in which the fee is to be collected.

7.4 Election Procedures

7.4.1 Prior to each electoral event, the Electoral Officer shall enact procedures addressing the following:

- **a)** The nomination, campaign, voting and complaints period~~s~~, including exact start and end times,
- **b)** The nomination process and any required forms and deadlines,
- **c)** Type, quantity and location of campaign materials permitted, which shall be the same for each candidate and for each referendum side but may be different for candidates in comparison with referendum sides, and shall comply with University of Victoria policies and procedures,
- **d)** Spending limits permitted, which shall be the same for each candidate and for each referendum side but may be different for candidates in comparison with referendum sides, and
- **e)** The complaint process and any required forms and deadlines.

7.4.2 Election procedures shall be publicly available from the start of the nomination period to the end of the complaints period.

7.5 Powers of the Electoral Officer

7.5.1 The Electoral Officer has the sole power to approve campaign materials but may delegate this power to Society staff.

7.5.2 The Electoral Officer may remove any unapproved campaign materials, whether or not they are produced or displayed by a candidate or referendum side.

7.5.3 The Electoral Officer shall communicate any complaints submitted to the Elections Committee within 2 business days and call a meeting to review the complaint per the Elections Committee Terms of Reference.

7.6 Responsibilities of Candidates

7.6.1 Candidates shall not engage in harassment, defamation, improper inducement, or any other interference with the electoral process.

7.6.2 Candidates shall comply with all regulations set out in the Society Bylaws, this policy, and all procedures set forth by the Electoral Officer.

7.7 Referendum Sides

7.7.1 Each referendum side for a referendum question may include multiple individuals.

7.7.2 Referendum sides shall comply with all regulations set out in the Society Bylaws, this policy, and all procedures set forth by the Electoral Officer.

7.7.3 Each referendum side shall select a lead contact between the side and the Electoral Officer.

7.7.4 If multiple individuals submit nominations for a side of the same referendum question and are unable to come to agreement to share resources, the Electoral Officer shall determine how resources are distributed between those individuals.

7.8 Informal Dispute Resolution

7.8.1 A person may request that the Electoral Officer meet informally with a candidate or referendum side to discuss whether the candidate or referendum side may be committing an electoral infraction.

7.8.2 Informal dispute resolution is the lowest possible level of problem solving. The informal dispute resolution process cannot be used to seek invalidation of election or referendum results, as defined in this policy, section 7.13. Informal dispute resolution requests may only be submitted prior to the start of voting period, as defined in Bylaw 4.7.

7.8.3 A decision to engage in informal dispute resolution is at the Electoral Officer's discretion.

7.8.4 Informal dispute resolution is intended to explore options for directly resolving issues in an impartial, voluntary, co-operative way. It may involve the Electoral Officer providing coaching to candidates, referendum sides and Society representatives on the regulations regarding elections/referenda, or clarifying procedures.

7.8.5 If, during the informal dispute resolution process, the Electoral Officer determines that further clarification is required for any of the procedures set out in section 7.4 above, the Electoral Officer shall issue a statement clarifying said procedures in writing to all candidates and referendum sides.

7.8.6 The Electoral Officer shall advise the person requesting informal dispute resolution of its outcome upon the person's request.

7.9 Complaints

7.9.1 Any person may make a complaint to the Electoral Officer regarding the conduct of a candidate, referendum side, Society representative or the electoral process.

7.9.2 Complaints must be submitted in written form. Complainants are encouraged to ensure that their complaint contains all relevant information for the Elections Committee to review and adjudicate their complaint.

7.9.3 The Electoral Officer is responsible for timely communication with the Elections Committee to ensure that all complaints may be reviewed within 4 business days.

7.9.4 The respondent has the right to a representative or advocate throughout the complaint process.

7.9.5 The Elections Committee shall render a decision on each complaint in accordance with principles of administrative fairness and natural justice.

7.9.6 Decisions of the Elections Committee must be provided in written form and made public, with the removal of the complainant's personal information upon the complainant's request.

7.10 Electoral Infractions

7.10.1 If the Elections Committee determines, on a balance of probabilities, that a candidate, referendum side, Society representative or Society staff member has committed an electoral infraction, the Electoral Officer may:

a) In the case of a candidate or referendum side, impose a penalty as defined in 7.11 below,
b) In the case of a Society representative, forward the complaint for investigation by the Conduct Committee in accordance with the Society's Conduct Policy (Policy 5), and
c) In the case of a Society staff member, forward the complaint to the staff member's supervisor or an excluded manager for investigation in accordance with the Society's employment policies. The responsible manager will report the outcome of the investigation to the Electoral Officer.

7.10.2 The Elections Committee shall recognize the specific roles and authority of the Executive Director, Executive Board, GRC and Society membership. The Elections Committee has sole discretion to impose penalties on candidates and referendum sides only. The Elections Committee does not have the authority to impose penalties on other Society representatives or staff.

7.10.3 Society representatives' rights and responsibilities related to conduct are the sole discretion of the Conduct Committee.

7.10.4 Unionized Society staff members' rights and responsibilities related to conduct and performance are outlined in the Society's Collective Agreement. It is a violation of the Collective Agreement for any individual aside from Management to direct, train, support or discipline unionized Society staff.

7.10.5 Management Society staff members' rights and responsibilities related to conduct and performance are outlined in their job contracts. It is the responsibility of their supervisor to direct, train, support or discipline Management Society staff.

7.11 Penalties

7.11.1 The Elections Committee may impose the following penalties for electoral infractions:

a) A written warning,
b) Restrictions on number and type of campaign materials,
c) Restrictions on campaigning, and
d) Disqualification of a candidate or referendum side, subject to the limits of this policy.
e) The Elections Committee may only impose disqualification if the infraction is intentional and involves harassment; defamation; improper inducement; an overt attempt to interfere with the electoral process; or repeated and serious infractions where the Elections Committee determines that a lesser penalty is inadequate to maintain the integrity of the electoral process.

7.12 Invalidation of Election or Referendum Results

7.12.1 If the Elections Committee determines, on a balance of probabilities, that significant misconduct or unfairness has occurred that undermines the integrity of the electoral process, the Electoral Officer may invalidate the results of the election or referendum.

7.12.2 The Elections Committee must make all reasonable attempts to address the misconduct or unfairness by other means before resorting to invalidating election or referendum results.

7.13 Vacancies Resulting from Disqualification or Invalidation

7.13.1 If an Executive Board candidate who received the most votes in their race is disqualified after the conclusion of the voting period or the Electoral Officer invalidates the election results, the unfilled Executive Board position(s) shall be declared vacant and filled in accordance with Bylaw 4.12 if all of the following apply:

a) The appeal period has elapsed and either no appeal has been filed, or the appeal has been concluded, and
b) At least one week remains before the Semi-Annual General Meeting in accordance with Bylaw 4.12.

7.13.2 In all other cases, the Executive Board position shall be declared vacant and filled in accordance with Bylaw 11.

7.14 Appeals

7.14.1 Decisions made by the Elections Committee are final. However, if there is new evidence that could not reasonably be made available to the Elections Committee when considering the original complaint, and the Elections Committee determines that the new evidence could reasonably have affected the original decision had it been available, the Elections Committee shall review the new evidence under the same standards outlined in the Complaints sections of this Policy and the Elections Committee Terms of Reference.

7.14.2 Decisions of the Appeals Elections Committee must be provided in written form and made public.

7.15 Electoral Report

7.15.1 Following the finalization of election or referendum results, the Electoral Officer shall provide a written report to the Society membership which includes:

a) Official election or referendum results,
b) A description of any complaints, appeals and associated decisions and penalties,
c) The number of hours spent by the Electoral Officer on complaints and elections/referenda administration,
d) The number of hours spent by the Elections Committee on complaints and appeals, and
e) Any recommendations to improve the efficiency and/or fairness of future electoral events.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Electoral Officer.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Bylaw 4 – Elections and Referenda; Bylaw 11 – Vacancies on the Executive Board.

RESOURCES, REFERENCE DOCUMENTS USED

UVic Students' Society, Electoral Policy, effective January 1, 2021.

DOCUMENT CONTROL

Next Review Date:
Date Amended: September 16, 2026
Last Reviewed:
First Approved: February 22, 2022 (GRC)

Date: _____

7. EXECUTIVE BOARD ELECTION AND REFERENDUM POLICY

POLICY STATEMENT/SUMMARY

Executive Board elections and referenda shall be conducted according to the following principles:

- Respect for the democratic rights of members to participate fully and equitably,
- Fairness and impartiality in all aspects of the process,
- Accessibility and inclusivity, and
- Promotion of the engagement of all Society members through all means of participation in the electoral process.

DEFINITIONS

Campaign material means any verbal (e.g., speech, classroom talk, video), digital (e.g., electronic, website, social media) or physical (e.g., paper, chalking, advertising) material produced by or on behalf of a candidate or referendum side to promote their campaign.

Campaign period means the time during which campaigning may occur as defined in Bylaw 4.7.

Candidate means an Executive Board candidate.

Complaints period means the time during which a complaint to the Electoral Officer may be filed, as specified by Bylaw 4.3.

Day means calendar day, unless otherwise specified.

Defamation means any intentional false communication that is written (libel), spoken (slander), or otherwise transmitted, including via social media, that harms a person's reputation; decreases the respect, regard, or confidence in which a person is held; or induces disparaging, hostile, or disagreeable opinions or feelings against a person.

Electoral event means an Executive Board election or a referendum of the Society membership.

Electoral infraction means an action contrary to Society bylaws, this policy or the procedures to this policy. Electoral infractions may include but are not limited to: improper inducement, intimidation or defamation of voters, candidates or referendum sides, exceeding spending limits, knowingly spreading misleading information about a candidate, referendum side, or electoral event, and other actions impeding the fair administration of the election, voting, or vote counting.

Electronic voting means voting using a secure, internet-based interface with measures in place to ensure each member has only one vote and to uphold the secrecy and integrity of the ballot.

Electronic voting platform means a specific brand and model of electronic voting application.

Improper inducement means any incentive offered to an individual voter on the condition that they vote or do not vote in a particular way. Also sometimes called vote buying.

Nomination period means the time during which nominations for Executive Board candidates or referendum sides may be received by the Electoral Officer as defined in Bylaw 4.7.

Physical ballot voting means voting using a physical ballot, either in-person or by mail, with measures in place to ensure each member has only one vote and to uphold the secrecy and integrity of the ballot.

Society representative means an Executive Board member, GRC member, Society committee member or Society volunteer.

Voting period means the time during which voting may occur as defined in Bylaw 4.7.

Administrative fairness, as defined by the University of Victoria Ombudsperson, focuses on decisions made by public bodies that impact people. This includes the decisions made by representatives of the Society who make decisions that impact others on campus. To help see if a situation was fair or not, it can be helpful to break it down to three categories:

i. Procedural: Was the electoral process leading up to the complaint fair? How were decisions leading up to the complaint made? Were all GSS regulations followed in the creation of the electoral process for this electoral event?
ii. Relational: Were all candidates/referendum sides, etc. treated fairly? For example, did all candidates/referendum sides having equal access to resources, consistent rules, etc.
iii. Substantive: What decisions were made leading up to the complaint (for example, the setting of electoral procedures by the Electoral Officer)? Were these decisions fair?

Natural justice refers to the right to fair treatment that includes the following principles:

i. The right to be heard: this means that all individuals involved in a complaint have the right to be notified of the complaint against them in a timely manner and have sufficient time to respond.
ii. The right to review free from bias on the part of decision makers.
iii. The right to reasons for decisions: all individuals involved in a complaint have the right to receive the reasons for the decision. Such reasons must be detailed and adequate so the individuals concerned know the facts that were relied on and the reasoning behind the decision.

PURPOSE/BACKGROUND

The purpose of this policy is to provide key principles and requirements for conduct of electoral events.

JURISDICTION/SCOPE

This policy applies to all electoral events conducted by the Society. This policy does not apply to GRC elections.

POLICY DETAILS

7.1 Accessibility

7.1.1 The Society is committed to ensuring accessibility of electoral events to all Society members.

7.1.2 The Electoral Officer and Society staff shall make all reasonable efforts to meet accommodation requests of Society members to ensure their full participation in electoral events, in accordance with relevant human rights legislation**.**

7.2 Method of Voting

7.2.1 On the recommendation of the Electoral Officer, the Executive Board shall approve any changes to the method of voting in an electoral event, including a change between electronic voting and physical ballot voting or a change between different electronic voting platforms, a minimum of 30 days before the nomination period begins.

7.2.2 If physical ballot voting is used, Society members voting off-campus shall only receive a physical ballot upon their request.

7.2.3 If a physical ballot vote is implemented under this section, co-op and distance students may be assigned a longer voting period than on-campus students.

7.2.4 In the event that the electronic voting platform is compromised during the conduct of an electoral event, the Electoral Officer will determine if the issue may be quickly resolved and if so, will notify all Society members and adjust voting times accordingly. If the issue cannot be quickly resolved, the Electoral Officer may implement a physical ballot vote in accordance with this policy and Society bylaws. This shall be done as expediently as possible with regular updates to the Society membership.

7.3 Voting Period

7.3.1 The voting period for an Executive Board election must end at least five days prior to the end of the Executive Board's term of office.

7.3.2 The voting period for a fee referendum must end at least **ten** ~~five~~ business days prior to the deadline for submission of student fee changes to the University of Victoria Board of Governors for the first semester in which the fee is to be collected.

7.4 Election Procedures

7.4.1 Prior to each electoral event, the Electoral Officer shall enact procedures addressing the following:

- **a)** The nomination, campaign, voting and complaints period~~s~~, including exact start and end times,
- **b)** The nomination process and any required forms and deadlines,
- **c)** Type, quantity and location of campaign materials permitted, which shall be the same for each candidate and for each referendum side but may be different for candidates in comparison with referendum sides, and shall comply with University of Victoria policies and procedures,
- **d)** Spending limits permitted, which shall be the same for each candidate and for each referendum side but may be different for candidates in comparison with referendum sides, and
- **e)** The complaint process and any required forms and deadlines.

7.4.2 Election procedures shall be publicly available from the start of the nomination period to the end of the complaints period.

7.5 Powers of the Electoral Officer

7.5.1 The Electoral Officer has the sole power to approve campaign materials but may delegate this power to Society staff.

7.5.2 The Electoral Officer may remove any unapproved campaign materials, whether or not they are produced or displayed by a candidate or referendum side.

7.5.3 The Electoral Officer shall communicate any complaints submitted to the Elections Committee within 2 business days and call a meeting to review the complaint per the Elections Committee Terms of Reference.

7.6 Responsibilities of Candidates

7.6.1 Candidates shall not engage in harassment, defamation, improper inducement, or any other interference with the electoral process.

7.6.2 Candidates shall comply with all regulations set out in the Society Bylaws, this policy, and all procedures set forth by the Electoral Officer.

7.7 Referendum Sides

7.7.1 Each referendum side for a referendum question may include multiple individuals.

7.7.2 Referendum sides shall comply with all regulations set out in the Society Bylaws, this policy, and all procedures set forth by the Electoral Officer.

7.7.3 Each referendum side shall select a lead contact between the side and the Electoral Officer.

7.7.4 If multiple individuals submit nominations for a side of the same referendum question and are unable to come to agreement to share resources, the Electoral Officer shall determine how resources are distributed between those individuals.

7.8 Informal Dispute Resolution

7.8.1 A person may request that the Electoral Officer meet informally with a candidate or referendum side to discuss whether the candidate or referendum side may be committing an electoral infraction.

7.8.2 Informal dispute resolution is the lowest possible level of problem solving. The informal dispute resolution process cannot be used to seek invalidation of election or referendum results, as defined in this policy, section 7.13. Informal dispute resolution requests may only be submitted prior to the start of voting period, as defined in Bylaw 4.7.

7.8.3 A decision to engage in informal dispute resolution is at the Electoral Officer's discretion.

7.8.4 Informal dispute resolution is intended to explore options for directly resolving issues in an impartial, voluntary, co-operative way. It may involve the Electoral Officer providing coaching to candidates, referendum sides and Society representatives on the regulations regarding elections/referenda, or clarifying procedures.

7.8.5 If, during the informal dispute resolution process, the Electoral Officer determines that further clarification is required for any of the procedures set out in section 7.4 above, the Electoral Officer shall issue a statement clarifying said procedures in writing to all candidates and referendum sides.

7.8.6 The Electoral Officer shall advise the person requesting informal dispute resolution of its outcome upon the person's request.

7.9 Complaints

7.9.1 Any person may make a complaint to the Electoral Officer regarding the conduct of a candidate, referendum side, Society representative or the electoral process.

7.9.2 Complaints must be submitted in written form. Complainants are encouraged to ensure that their complaint contains all relevant information for the Elections Committee to review and adjudicate their complaint.

7.9.3 The Electoral Officer is responsible for timely communication with the Elections Committee to ensure that all complaints may be reviewed within 4 business days.

7.9.4 The respondent has the right to a representative or advocate throughout the complaint process.

7.9.5 The Elections Committee shall render a decision on each complaint in accordance with principles of administrative fairness and natural justice.

7.9.6 Decisions of the Elections Committee must be provided in written form and made public, with the removal of the complainant's personal information upon the complainant's request.

7.10 Electoral Infractions

7.10.1 If the Elections Committee determines, on a balance of probabilities, that a candidate, referendum side, Society representative or Society staff member has committed an electoral infraction, the Electoral Officer may:

a) In the case of a candidate or referendum side, impose a penalty as defined in 7.11 below,
b) In the case of a Society representative, forward the complaint for investigation by the Conduct Committee in accordance with the Society's Conduct Policy (Policy 5), and
c) In the case of a Society staff member, forward the complaint to the staff member's supervisor or an excluded manager for investigation in accordance with the Society's employment policies. The responsible manager will report the outcome of the investigation to the Electoral Officer.

7.10.2 The Elections Committee shall recognize the specific roles and authority of the Executive Director, Executive Board, GRC and Society membership. The Elections Committee has sole discretion to impose penalties on candidates and referendum sides only. The Elections Committee does not have the authority to impose penalties on other Society representatives or staff.

7.10.3 Society representatives' rights and responsibilities related to conduct are the sole discretion of the Conduct Committee.

7.10.4 Unionized Society staff members' rights and responsibilities related to conduct and performance are outlined in the Society's Collective Agreement. It is a violation of the Collective Agreement for any individual aside from Management to direct, train, support or discipline unionized Society staff.

7.10.5 Management Society staff members' rights and responsibilities related to conduct and performance are outlined in their job contracts. It is the responsibility of their supervisor to direct, train, support or discipline Management Society staff.

7.11 Penalties

7.11.1 The Elections Committee may impose the following penalties for electoral infractions:

a) A written warning,
b) Restrictions on number and type of campaign materials,
c) Restrictions on campaigning, and
d) Disqualification of a candidate or referendum side, subject to the limits of this policy.
e) The Elections Committee may only impose disqualification if the infraction is intentional and involves harassment; defamation; improper inducement; an overt attempt to interfere with the electoral process; or repeated and serious infractions where the Elections Committee determines that a lesser penalty is inadequate to maintain the integrity of the electoral process.

7.12 Invalidation of Election or Referendum Results

7.12.1 If the Elections Committee determines, on a balance of probabilities, that significant misconduct or unfairness has occurred that undermines the integrity of the electoral process, the Electoral Officer may invalidate the results of the election or referendum.

7.12.2 The Elections Committee must make all reasonable attempts to address the misconduct or unfairness by other means before resorting to invalidating election or referendum results.

7.13 Vacancies Resulting from Disqualification or Invalidation

7.13.1 If an Executive Board candidate who received the most votes in their race is disqualified after the conclusion of the voting period or the Electoral Officer invalidates the election results, the unfilled Executive Board position(s) shall be declared vacant and filled in accordance with Bylaw 4.12 if all of the following apply:

a) The appeal period has elapsed and either no appeal has been filed, or the appeal has been concluded, and
b) At least one week remains before the Semi-Annual General Meeting in accordance with Bylaw 4.12.

7.13.2 In all other cases, the Executive Board position shall be declared vacant and filled in accordance with Bylaw 11.

7.14 Appeals

7.14.1 Decisions made by the Elections Committee are final. However, if there is new evidence that could not reasonably be made available to the Elections Committee when considering the original complaint, and the Elections Committee determines that the new evidence could reasonably have affected the original decision had it been available, the Elections Committee shall review the new evidence under the same standards outlined in the Complaints sections of this Policy and the Elections Committee Terms of Reference.

7.14.2 Decisions of the Appeals Elections Committee must be provided in written form and made public.

7.15 Electoral Report

7.15.1 Following the finalization of election or referendum results, the Electoral Officer shall provide a written report to the Society membership which includes:

a) Official election or referendum results,
b) A description of any complaints, appeals and associated decisions and penalties,
c) The number of hours spent by the Electoral Officer on complaints and elections/referenda administration,
d) The number of hours spent by the Elections Committee on complaints and appeals, and
e) Any recommendations to improve the efficiency and/or fairness of future electoral events.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Electoral Officer.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Bylaw 4 – Elections and Referenda; Bylaw 11 – Vacancies on the Executive Board.

RESOURCES, REFERENCE DOCUMENTS USED

UVic Students' Society, Electoral Policy, effective January 1, 2021.

DOCUMENT CONTROL

Next Review Date:
Date Amended: September 16, 2026
Last Reviewed:
First Approved: February 22, 2022 (GRC)

Date: _____

8. UNIVERSITY AND EXTERNAL COMMITTEE REPRESENTATION POLICY

POLICY STATEMENT/SUMMARY

Representation of graduate students on University advisory and decision-making bodies is a fundamental principle of the Society as expressed in sections 2(a) and 2(b) of the Society's constitution. The Society also has representation on some external committees of relevance to graduate students. Society and graduate student representation on University and external committees shall reflect the following principles:

- Election of representatives to University and external committees is a democratic process conducted by Society governing bodies independent of the University.
- Election of representatives shall be restricted to members of the Executive Board when knowledge of Society operations and policies is necessary.
- Where an election is not restricted to Executive Board membership, reasonable efforts shall be made to recruit from the general graduate student population.
- Representatives are expected to consult the Society's governing bodies and membership as appropriate to inform their work.
- Representatives are accountable to the Society and its membership for their actions.
- Society members are aware of the identity of representatives and are able to contact them.

DEFINITIONS

Committee means both a University committee and an external committee unless otherwise specified.

Representative means a Society member, Executive Board member or Society staff member elected to a University or external committee.

Incumbent means the most recent representative elected to a committee provided that they held office in the current or immediately prior calendar year.

University committee means any advisory or decision-making body whose authority derives from the University of Victoria, and includes, but is not limited to, Senate standing committees, advisory committees, search and hiring committees, awards adjudication committees, faculty and academic unit-level councils and committees and ad-hoc committees.

External committee means an advisory or decision-making body whose authority derives from an organization or agreement external to the Society, not including the University of Victoria.

PURPOSE/BACKGROUND

The purpose of this Policy is to provide direction on the election, duties and responsibilities and removal of committee representatives.

JURISDICTION/SCOPE

This Policy applies to all elections of representatives by the Society to UVic and external committees. This Policy does not apply to representation of graduate students in a particular program or academic unit on

a University committee where the committee's terms of reference state that the representative(s) are to be elected only by students in the program or academic unit.

POLICY DETAILS

8.1 Election Criteria

8.1.1 All representatives must be members of the Society at the time of their election, unless the Executive Board determines that the committee is of such a specialized nature that the knowledge and experience of a Society staff member is required to adequately represent the Society.

8.1.2 All representatives elected to committees listed in Appendix A of this Policy must be members of the Executive Board.

8.1.3 For committees not covered by section 7.1.2, the incumbent representative will be re-elected to the committee provided that the incumbent:

a) Remains a member of the Society,
b) Wishes to serve another term on the committee, and
c) Is deemed by the Executive Board to have adequately carried out their duties.

8.1.4 A former representative who was removed for cause, or who did not adequately carry out their duties, is not eligible for committee appointments.

8.2 Election

8.2.1 Representatives may be elected by the Executive Board or the Graduate Representative Council.

8.2.2 Where sections 7.1.1 or 7.1.2 do not apply, committee positions will be advertised for a reasonable notice period, unless the Executive Board determines that representation on the committee is time sensitive.

8.3 Term of Office

8.3.1 A representative's term of office is deemed to end twelve months from the date of their election unless the committee's terms of reference specify an earlier date.

8.4 Duties and Responsibilities of Representatives

8.4.1 Representatives have the following duties and responsibilities:

a) To participate actively in their committee to the best of their ability,
b) To consult with the Executive Board, Graduate Representative Council, Society members or specific constituencies as appropriate to the work of the committee, and
c) To report to the Executive Board or Graduate Representative Council when requested to do so.

8.5 Removal of Representatives

8.5.1 A representative whose membership in the Society ceases is deemed to have resigned from the committee on the date their Society membership ceased.

8.5.2 A representative whose Executive Board membership ceases is deemed to have resigned from a committee listed in Appendix A on the date their Executive Board membership ceased, unless the Executive Board determines that it would be in the best interests of the Society for the current representative to continue on the committee.

8.5.3 The Executive Board may remove a representative for cause based on one or more of the following criteria:

a) The representative has been found in dereliction of their duties,
b) The representative has failed to report to the Executive Board or Graduate Representative Council when requested to do so, or
c) The representative has contravened the Society's conduct policy.

8.6 External Committees with Society Representation

8.6.1 All external committees with Society representation are listed in Appendix B of this Policy.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Executive Board.

IMPLEMENTATION AUTHORITY

The Society Chair.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

The Society's Constitution, sections 2(a) and 2(b); Society Bylaws, sections 8.1 and 9.1.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended: Dec. 7, 2021 (Executive Board)
Last Reviewed: August 8, 2025
First Approved: March 9, 2004 (Exec Board)
Earlier Iteration: Governance 5. (UVic) Committee Appointment Policy, July 19, 2016 (GRC) Governance 6. Procedures for Seeking Graduate Student Representatives for (UVic) Committees Policy, July 5, 2006 (Exec Board)

APPENDIX A: COMMITTEES REQUIRING EXECUTIVE BOARD REPRESENTATION

The following committees require representation by a member of the Executive Board.

Committees requiring Executive Board representation due to Society bylaws are denoted with an asterisk (*) followed by the specific Board member, if any, required by the bylaws.

University Committees

- Committees responsible for development of University-wide strategic plans (e.g., Campus Planning Committee)
- Faculty of Graduate Studies Executive Committee
- Faculty of Graduate Studies Council
- Graduate Fee Reduction Appeals Committee*
- Graduate Recruitment, Retention and Success Implementation Committee
- Mandatory Temporary Medical Insurance Opt-out Appeal Committee
- Search, hiring and review committees for senior university positions (e.g., the University President, Vice-Presidents, Associate Vice-Presidents, University Secretary, Chancellor)*
- Orientation Committee(s)* (Director of Student Life and Director of Internal/University Relations)
- Vice-President Research Advisory Committee

External Committees

- Graduate Students' Societies of BC Executive Committee
- UVSS Clubs Council* (Director of Student Life)
- UVSS Ombudsperson Advisory Committee* (Director of External Relations)
- Victoria Regional Transit Commission Student Transit Advisory Committee (the Society representative on this committee shall also represent the Society on the UVSS Make Transit Work Coalition)

APPENDIX B: EXTERNAL COMMITTEES WITH SOCIETY REPRESENTATION

The following UVic Senate committees have Society representation:

- Senate Committee on Academic Standards
- Senate Committee on Appeals
- Senate Committee on Awards
- Senate Committee on Continuing Studies
- Senate Committee on Learning and Teaching
- Senate Committee on Libraries
- Senate Committee on Planning

The following UVic committees have Society representation:

- Faculty of Graduate Studies Council – Faculty of Engineering & Computer Science or Faculty of Science

- Faculty of Graduate Studies Council – Faculty of Business, Education or Law
- Faculty of Graduate Studies Council – Faculty of Human and Social Development or Division of Medical Sciences
- Faculty of Graduate Studies Council – Faculty of Fine Arts, Humanities, or Social Science
- Faculty of Science EDI Council
- Faculty of Social Science Awards and Recognition Committee
- Faculty of Social Science Dean's Advisory Forum on Indigenization
- Faculty of Social Science Graduate Curriculum Committee
- Committee on Equity and Diversity
- UVic Accessibility Committee
- Child care Advisory Committee
- Society for Students with a Disability
- Campus Overdose Prevention and Response Committee
- Health Promotion and Outreach Committee
- Faculty of Graduate Studies Equity Review Working Group
- Orientation Advisory Committee
- Graduate Fee Reduction Appeals Committee
- UVSS Liaison
- Clubs Council
- UVic Integrated Steering Committee for Climate Sustainability Action Plan
- VP Research Advisory Committee
- Campus Planning
- Graduate Supervision and Mentorship Award
- Student Life Grant Committee
- Convocation Committee
- Harry Hickman Alumni Award in Teaching and Educational Leadership
- Gilian Sherwin Alumni Award for Excellence in Teaching
- Award for Inclusive and Innovative Course Design
- Ombudsperson Council
- Nəc̓əmaat kʷəns čeʔi ʔaẏ šqʷeləqʷən | ĆÁNEUEL OL ÍY, ŚḰÁLEȻEN | Work together with a good heart and mind (Award for Decolonization and Anti-Indigenous Racism)
- Multifaith Service Advisory Committee

The following non-UVic committees have Society representation:

- Graduate Students' Societies of BC
- Gordon Head Community Association Victoria Regional Transit Commission's Student Transit Advisory Committee

9. CONFLICT OF INTEREST POLICY

POLICY STATEMENT/SUMMARY

The Society shall ensure that persons representing the Society shall act at all times in the best interests of the Society and not in the furtherance of any private interests.

DEFINITIONS

Conflict of interest means a situation when a person's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the person's duties or responsibilities to the Society in such a way that:

a) The person's ability to act in the Society's interest could be impaired, or
b) The person's actions or conduct could undermine or compromise:
    i) The confidence of the Society membership in the person's ability to discharge their Society responsibilities, or
    ii) The trust that the Society membership places in the Society.

Real conflict of interest means one that exists at the present time.

Apparent conflict of interest means once that could be perceived to exist by a reasonable observer.

Potential conflict of interest means one that could reasonably be foreseen to exist in the future.

PURPOSE/BACKGROUND

The purpose of this policy is to ensure that persons acting on behalf of the Society make potential, real and perceived conflicts of interest transparent and allow them to be appropriately managed.

JURISDICTION/SCOPE

This policy applies to Executive Board members, staff members, Graduate Representative Council members, committee members and volunteers of the Society.

POLICY DETAILS

9.1 Declaration of Interests

9.1.1 Upon assuming office, each Executive Board member shall disclose all interests which might cause conflict of interest, including but not limited to employment, membership in clubs, departmental student associations, other executives or boards, and financial interests (holdings, shares, etc.)

9.2 Electoral Conflict of Interest

9.2.1 The Executive Board and GRC may not endorse candidates in a Society election but may endorse referendum sides.

9.3 Identification of Conflict of Interest, Declaration and Recusal

9.3.1 A person who identifies a real, apparent or potential conflict of interest arising from their powers, duties or responsibilities to make decisions on behalf of the Society must declare the

conflict of interest. Executive Board Members, GRC members and committee chairs must declare conflicts of interest to the Chair. Committee members must declare conflicts of interest to the committee chair. Volunteers must declare conflicts of interest to an Executive Board Member. Staff must declare conflicts of interest to their supervisor or the Executive Director. The Executive Director must declare conflicts of interest to the Chair. The Chair must declare conflicts of interest to the Executive Board.

9.3.2 When a person declares a conflict of interest, they should consider recusing themselves from any decisions or activities related to the conflict of interest.

9.3.3 A person is not in a conflict of interest simply because they are a member of a broad class of persons who may benefit from a decision or activity taken by the person.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Society Chair, Committee Chairs, Management Staff and delegated supervisors.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Society Bylaw 9.1.g; Policy 11 – Employment Policy.

RESOURCES, REFERENCE DOCUMENTS USED

Government of British Columbia. Human Resources Policy 09 – Standards of Conduct for BC Public Service Employees. Last updated December 15, 2021.

Kenneth Kernaghan & John W. Langford. *The Responsible Public Servant*. Toronto: Institute of Public Administration of Canada, 2014.

UVic Students' Society. Board of Directors Policy, Section 1, Part 2 – Conflict of Interest. Effective December 6, 2021.

DOCUMENT CONTROL

Next Review Date:
Date Amended: January 25, 2022 (GRC)
Last Reviewed: January 25, 2022 (GRC)
First Approved: March 29, 2004 (Exec Board)

10. ACCEPTABLE USE OF SOCIETY RESOURCES POLICY

POLICY STATEMENT/SUMMARY

The Society shall ensure that persons with access to Society resources use these resources only for the benefit of the Society and in a manner that does not bring the Society into disrepute.

DEFINITIONS

Society resource means any real or personal property in the possession or control of the Society, and includes:

a) physical assets (e.g., office space, equipment),
b) digital assets (e.g., email accounts, file sharing sites, websites, social media channels), and
c) intellectual assets (e.g., logos, names, graphics).

Acceptable use means a use of Society resources that:

a) directly relates to the Society roles and responsibilities of the user,
b) complies with applicable federal and provincial laws and local government bylaws,
c) complies with the Society's constitution, bylaws and policies, and
d) in the estimation of a reasonable observer, would not bring the Society into disrepute.

Unacceptable use means any use of Society resources that does not fall under the definition of acceptable use and includes personal use unrelated to Society business.

PURPOSE/BACKGROUND

The purpose of this policy is to ensure that resources belonging to the Society are used only for the benefit of the Society.

JURISDICTION/SCOPE

This policy applies to any individual who has access to Society resources, including Executive Board members, staff members, GRC members, committee members and volunteers of the Society.

POLICY DETAILS

10.1 General

10.1.1 Individuals shall only use Society resources in a manner defined as acceptable use.

10.2 Authorization

10.2.1 The following individuals shall authorize use of Society resources:

a) Executive Board members, for use of Society resources associated with their portfolio by other Executive Board members, GRC members, committee members or volunteers,
b) Committee Chairs, for use of Society resources associated with their committee by members of their committee,
c) The Chair, Management Staff or delegate, for use of any other Society resources by Executive Board members, GRC members, committee members or volunteers, and
d) Management Staff or delegate, for use of Society resources by staff.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Society Chair, Executive Board, Committee Chairs, Management Staff and delegated supervisors.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

None.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: Feb. 22, 2022 GRC
Earlier Iteration: Separated from Policy 7, Conflict of Interest and Resource Use Policy, March 29, 2004 Exec Board

GSS POLICIES: MANAGEMENT AND OPERATIONS

11. EXECUTIVE BOARD JOB DESCRIPTION POLICY

POLICY OR POSITION STATEMENT SUMMARY:

This policy shall define the duties of individual Executive Board members.

PURPOSE/BACKGROUND

To define the scope of work expected of each Executive Board position as well as common areas for duty-sharing.

JURISDICTION/SCOPE

This policy shall apply to the Executive Board.

POLICY STATEMENT DETAILS

1. The Chair shall:

a) Regularly chair meetings of the Executive Board and the Grad Council except where another meeting chair is appointed by the Executive Board for a governance meeting;
b) Be responsible for coordinating the activities of the Executive Board and Graduate Representative Council;
c) Coordinate the development of the Annual Plan;
d) Provide support, guidance, and direction to Executive Board and Graduate Representative Council members in actioning the Annual Plan;
e) Work with Executive Board and other committees of the Society to develop consistent messaging and communications for all Society campaigns;
f) Provide communication pathways between the board and Management;
g) Coordinates supervision of the Executive Director;
h) Chair of the Bylaw and Policy Committee; and
i) Other duties as assigned by the Board

2. The Director of Internal/University Relations shall:

a) Act as the primary liaison with members of the university administration;
b) Act as the primary liaison between the Executive Board and the University's Senate and the Board of Governors, Faculty of Graduate Studies, and Graduate Executive Committee;
c) Be responsible for coordinating campaigns as directed by the Executive Board which target the University of Victoria;
d) Be responsible for supporting our University partners in providing an annual graduate student research day;
e) Meet with members regularly at GSS events to be apprised of any issues being raised and raise the profile of the Board with membership;
f) Collaborate with the Director of External Relations;

g) Normally sit on the UVic Campus Planning Committee;
h) Serve as Vice-Chair of the Appeals Committee and Advocacy and Campaigns Committee; and
i) Other duties as assigned by the Board

3. The Director of External Relations shall:

a) Be responsible for coordinating campaigns as directed by the Executive Board which target all levels of government and off-campus partners;
b) Support the Chair, as a spokesperson of the Society, in communicating with media outlets;
c) Prepare public statements to GSS members on matters relevant to GSS work;
d) Liaise with off-campus partners on matters related to advocacy campaigns;
e) Provide support, guidance, and direction to volunteers, GRC reps and members on advocacy campaigns;
f) Meet with members regularly at GSS events to be apprised of any issues being raised and raise the profile of the Board with membership;
g) Collaborate with the Director of Internal/University Relations;
h) Liaise with Student Wellness Centre;
i) Normally sit on the Victoria Regional Transit Commission Student Advisory Group;
j) Sit on the Ombudsperson Advisory Committee;
k) Chair the Advocacy and Campaigns Committee; and
l) Other duties as assigned by the Board

4. The Director of Finance shall:

a) Prepare the annual budget with assistance from Management;
b) Present budgets and audited financial statements to General Meetings for ratification by the members;
c) Be responsible for development and negotiation of staff and external contracts in conjunction with the Executive Board;
d) Act as primary signing authority for the Society;
e) Investigate and adapt financial policies to improve the internal financial structure of the GSS;
f) Normally act as the Personnel Officer for the Society;
g) Normally sit on the UVic Graduate Fee Reduction Appeals Committee;
h) Normally sit on the Mandatory Temporary Medical Insurance Opt Out Appeals Committee;
i) Chair the Finance Committee and the Appeals Committee; and
j) Other duties as assigned by the Board

5. The Director of Student Life shall:

a) Be responsible for planning Society-sponsored social activities;
b) Liaise with Grad House, D. Internal/University, D. External, and GSS staff to provide a comprehensive events schedule for the GSS;
c) Coordinate social, recreational, academic, and professional events with on-campus partners;
d) Coordinate event volunteers by recruiting volunteers regularly, maintaining active volunteer lists, scheduling, and training volunteers with assistance from the Events Coordinator;
e) Assist the Events Coordinator with managing the GSS events budget;
f) Solicit door prizes and other donations from community partners to support GSS events;

g) Coordinate department orientation presentations with Executive Board members with assistance from the Communications Coordinator;
h) Sit on Clubs' Council;
i) Sit on the University's Orientation Committee;
j) Chair the Events Committee; and
k) Other duties as assigned by the Board.

6. The Executive Board shall elect a Vice Chair from among their members in April (or within one month of an Executive Board election) of each year;

7. Chair and Personnel Officer shall meet with Management monthly;

8. Chair and Personnel Officer shall jointly lead the Executive Director Annual performance review.

DEVELOPMENT AUTHORITY

Executive Board and Stipend Review Committee

APPROVAL AUTHORITY

Graduate Representative Council

IMPLEMENTATION AUTHORITY

GSS Chair and Stipend Review Committee.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

All GRC Committee Terms of Reference

RESOURCES, REFERENCE DOCUMENTS USED

Materials or sources used in the policy's development.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed: August 8, 2025
First Approved: December 2023
Earlier Iteration: (version history notes if applicable e.g. if policies combined) Bylaw 9 from GSS bylaws prior to 2023.

12. EXECUTIVE BOARD MEETING POLICY

POLICY STATEMENT/SUMMARY

The Executive Board will ensure that Board members receive reasonable notice of Board meetings and meeting materials and are afforded full participation in preparation and conduct of Board meetings.

DEFINITIONS

Day means calendar day.

Meeting means an Executive Board meeting unless otherwise specified.

PURPOSE/BACKGROUND

The purpose of this Policy is to provide direction on preparation for and conduct of Executive Board meetings.

JURISDICTION/SCOPE

This Policy applies to the Executive Board.

POLICY DETAILS

12.1 Scheduling

12.1.1 Meetings shall be held at least once per month as required by Society bylaws.

12.1.2 Notice of meetings, including circulation of the meeting agenda and any accompanying materials, shall be provided at least 24 hours prior to the meeting as required by Society bylaws, and at least two days prior to the meeting unless prevented by extenuating circumstances.

12.2 Agenda

12.2.1 A call for agenda items shall be sent to all Executive Board members at least four days prior to the meeting, with notice of the deadline to submit agenda items.

12.2.2 No Executive Board member shall be prevented from submitting an agenda item.

12.3 Meetings

12.3.1 Meetings shall be held in a format (in-person, virtually, or a combination) that ensures participation by all Executive Board members.

DEVELOPMENT AUTHORITY

The Executive Board.

APPROVAL AUTHORITY

The Executive Board.

IMPLEMENTATION AUTHORITY

The Society Chair.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Society bylaws, section 8.4.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended: January 18, 2022 (Exec Board)
Last Reviewed: January 18, 2022
First Approved: December 16, 2004 (Exec Board)

13. IN-CAMERA POLICY

POLICY STATEMENT/SUMMARY

The purpose of this policy is to ensure that the Society's use of in-camera sessions:

- Protects the privacy of individuals,
- Protects the Society from legal liability, and
- Maintains the greatest level of openness and transparency to the membership that is consistent with the Society's legal obligations.

DEFINITIONS

In Camera session means a closed and confidential meeting that is not publicly recorded.

Authorized person means a member of the Executive Board or committee which held an in-camera session, as well as designated Society staff.

PURPOSE/BACKGROUND

The purpose of this policy is to set out principles for use of in-camera sessions.

JURSIDICTION/SCOPE

This policy applies to the Executive Board, committees of the Executive Board and committees of GRC that deal with matters requiring confidentiality (e.g., Appeals Committee).

POLICY DETAILS

13.1 Requirements of In-Camera Sessions

13.1.1 For Executive Board meetings, notice of in-camera sessions must be provided.

13.1.2 In-camera sessions may only be held for the following:

a) Matters relating to individuals where protection of the individual's privacy is required, including personnel matters,
b) Matters covered by solicitor-client privilege, litigation privilege or settlement privilege, and
c) Matters relating to contracts where confidentiality is required.

13.1.3 The Executive Board and Executive Board committees may discuss personnel matters in-camera without staff present.

13.1.4 No motions shall be moved during in-camera sessions of the Executive Board other than for instruction to legal counsel or staff discipline short of dismissal.

13.2 Confidentiality

13.2.1 Matters discussed during in-camera sessions are strictly confidential and participants are not to disclose information from in-camera sessions, or enable such information to be disclosed, to anyone other than authorized persons, except as required by law.

13.2.2 Records of in-camera sessions shall be stored in a secure manner and only shared with authorized persons.

13.2.3 No audio or video recordings shall be made of in-camera sessions.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee.

APPROVAL AUTHORITY

The Graduate Representative Council.

IMPLEMENTATION AUTHORITY

The Society Chair.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Personal Information Protection Act, SBC 2003, c 63.

RESOURCES, REFERENCE DOCUMENTS USED

UVic Students' Society, Board of Directors Policy, s. 3.14 In Camera Sessions, effective December 6, 2021.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: 2022-06-22 GRC

14. EXECUTIVE BOARD ANNUAL PLAN POLICY

POLICY STATEMENT/SUMMARY

The Executive Board will create an Annual Plan early in their term of office that will set the Board's priorities for the year. The Board will monitor and report its progress on Annual Plan priorities.

DEFINITIONS

Annual Plan means a one-year strategic plan for the duration of the Executive Board's term of office that sets out the internal and external context facing the Society, a list of the Board's priorities for the year and goals linked to each priority, with appropriate historical context and details.

PURPOSE/BACKGROUND

The purpose of this Policy is to provide direction on creation of the Annual Plan.

JURISDICTION/SCOPE

This Policy applies to the Executive Board.

POLICY DETAILS

14.1 General

14.1.1 The Executive Board shall develop and approve an Annual Plan within the first four months of their term of office.

14.1.2 The Annual Plan shall be presented to GRC at its first meeting in the Fall semester.

14.1.3 The Annual Plan shall be publicly available after its presentation to GRC.

14.1.4 The Board shall review its progress on Annual Plan goals within six months of the Plan's adoption.

14.1.5 The Board shall report its progress on Annual Plan goals to the Society's Annual General Meeting and Semi-Annual General Meeting.

DEVELOPMENT AUTHORITY

The Executive Board.

APPROVAL AUTHORITY

The Executive Board.

IMPLEMENTATION AUTHORITY

The Society Chair.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

None.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: January 18, 2022 (Exec Board)
Earlier Iteration: Preparation and Training, March 29, 2004 (Exec Board)

15. EXECUTIVE BOARD TRAINING POLICY

POLICY STATEMENT/SUMMARY

The Executive Board will provide training for Board members on necessary skills and knowledge to enable them to serve the Society effectively.

DEFINITIONS

None.

PURPOSE/BACKGROUND

The purpose of this Policy is to provide direction on training required for Executive Board members.

JURISDICTION/SCOPE

This Policy applies to the Executive Board.

POLICY DETAILS

15.1 General

15.1.1 The Executive Board shall provide the following training to Board members either before they take office or within the first three months of their term of office:

a) Non-profit board governance
b) Human resources, including development of a workplan, performance conversations, performance evaluation and discipline
c) Management-side labour relations
d) Anti-racism, equity and human rights
e) Anti-sexualized violence, including promoting a culture of consent and supporting survivors
f) Indigenous cultural safety

DEVELOPMENT AUTHORITY

The Executive Board.

APPROVAL AUTHORITY

The Executive Board.

IMPLEMENTATION AUTHORITY

The Society Chair.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

None.

RESOURCES, REFERENCE DOCUMENTS USED

University of Victoria policies: Sexualized Violence Prevention and Response policy; Discrimination and Harassment policy; Indigenous Cultural Acumen Training; Anti-Oppression Education Program; Policy on Human Rights, Equity and Fairness.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed: August 8, 2025
First Approved: January 18, 2022 (Exec Board)
Earlier Iteration: (Executive Board) Meeting Process, Agenda Preparation and Training, March 29, 2004 (Exec Board)

16. EXECUTIVE STIPEND

STIPEND FOR EXECUTIVE MEMBERS

16.1 The Executive stipend rates are appended to the policy as Appendix C. The Appendix is amended annually to reflect the decision of the members at the SAGM.

16.2 The Executive stipend rates are tied to the Teaching Assistant hourly rate from September the previous calendar year.

16.3 The hours are not meant to reflect hours of work.

ACCOUNTABILITY REPORTS

16.4 The Executive Board Director reports to the GRC on a monthly basis, titled "Member report to Graduate Representative Council."

16.5 The report will be in a format based on the obligations for each Executive Board member stipulated by the Bylaws.

16.6 The report will include an overview of goals accomplished in the month and set for the following month**.**

16.7 The report will include a list of actions taken, the date(s) action taken, the amount of time spent on the action, and the amount of preparatory time for the action. The actions are categorized into "Executive Duties," "GRC Duties," "Committee Duties," "Administrative Duties," and "Other Duties."

16.8 The report will conclude with a running time summary of hours completed each month.

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

ABILITY FOR GRC TO PROVIDE A TOP UP

If there is contingency in the budget, an amount of approximately $2000 will be set aside for the GRC to allocate top up(s) for extra duties assigned or undertaken in a given month by directors.

Policy 19.3.a will be implemented if UVic graduate student enrolment increases by 5% or more September 2010.

DOCUMENT CONTROL

Next Review Date:
Date Amended: GRC Feb 25, 2020 GSS SAGM March 30, 2010
Last Reviewed: August 8, 2025
First Approved: GSS SAGM March 27, 2007

APPENDIX C: EXECUTIVE BOARD STIPEND

The stipend is an honorarium. The hours are an estimate of the average hours an Executive will work each month, tied to the Teaching Assistant rate from the previous year. The Stipend Review Committee shall put forward a motion to be voted on by the GRC to provide Executives who exceed these hours with top ups. Moneys available for top ups are based on the current budget and will be determined on a semi-annual basis.

In September 2024 the Teaching Assistant rate was $31.49/hour.

The Executive Board stipends in 2025-26 are set as:

Chair	$ 1076.66/month
Director of Finance	$ 1076.66/month
Director of Internal/University Relations	$ 1076.66/month
Director of External Relations	$ 1076.66/month
Director of Student Life	$ 1076.66/month

17. ACCESS TO OFFICE AND RESOURCES

February 2020 Review Status: MINOR REVISIONS REQUIRED

EXECUTIVE ACCESS TO GSS OFFICES

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

RESOURCE PRIVILEGES FOR GRAD REPS

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 academic unit council for grad students; with the following provisos:

- That these posters be required to carry the GSS logo; AND
- That one copy is given to the GSS for our records.

RESOURCES FOR BC UWU MEMBERS

The GSS will provide free meetings space for membership meetings of BC Union Workers Union for unionized GSS staff members.

DOCUMENT CONTROL

Next Review Date:
Date Amended: Executive March 23, 2010
Last Reviewed:
First Approved: Executive May 16, 2005

18. MANAGEMENT HIRING POLICY

POLICY SUMMARY:

The GSS Executive Board is committed to conducting fair, open, thoughtful, well-planned and transparent management search and hiring processes. To this end, in the event of a management vacancy, the Executive Board will strike a Management Hiring Committee, following the approved MHC Terms of Reference, to conduct any management searches and make recommendations to the Executive Board for interim or permanent hiring.

The responsibility to ensure that the GSS is prepared for any management transitions and vacancies falls under the portfolio of the Personnel Director.

DEFINITIONS

GSS managers are permanent, salaried positions, exempt from the BCUWU Collective Agreement.

PURPOSE/BACKGROUND

No statement.

JURISDICTION/SCOPE

This policy applies to the hiring of any union exempt, management positions, including the GSS Executive Director, Operations and Services Manager and Restaurant Manager.

POLICY STATEMENT DETAILS, RESPONSIBILITY AND AUTHORITY

See GSS Management Hiring Committee Terms of Reference for implementation details.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

GSS BCUWU Collective Agreement 2025-28 Letter of Understanding #1.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended: June 16, 2025
Last Reviewed: August 8, 2025
First Approved: Nov. 2, 2020 Executive

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19. EMPLOYMENT POLICY

PURPOSE

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.

EMPLOYEE DEFINITIONS

Management The Executive Director and Operations and Services Manager are management employees.

Unionized Office Employees (BC Union Workers Union)

Non-management office staff are members of the BC Union Workers Union (BC UWU).

Food and Beverage Employees (BC Union Workers Union) Non-management staff of GSS Food and Beverage services are Food and Beverage Employees and are members of the BC Union Workers Union (BC UWU).

NEW/RESTRUCTURED EMPLOYMENT POSITION APPROVALS

All new or restructured employments 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.

REMUNERATION, VACATION, AND BENEFITS

19.1 Management

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.

19.2 FOOD AND BEVERAGE HOURLY STAFF

19.2.1 Remuneration will be set in accordance with the wage schedule in the Collective Agreement, and overtime must be approved by the Operations and Services Manager.

19.2.2 Vacation benefits are set according to the BC Employment Standards Act and with the Collective Agreement.

19.3 PERMANENT FOOD AND BEVERAGE EMPLOYEES

19.3.1 Hourly remuneration will be set in accordance with the wage schedule in the Collective Agreement, and overtime must be approved by the Operations and Services Manager.

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

19.4 UNIONIZED EMPLOYEES

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

HIRING PROCESS

19.5 Management Hiring

19.5.1 Management hiring committees must be struck by the 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.

19.5.2 All hiring decisions for Management Employees are subject to Executive Board Ratification.

19.6 Unionized Employee Hiring

19.6.1 Hiring of unionized office employees is the responsibility of the Executive Director.

19.6.2 Hiring procedures for Unionized Office Employees is subject to the Collective Agreement.

19.7 Food and Beverage Employee and Staff Hiring

19.7.1 Hiring of the Food and Beverage Employees and staff is the responsibility of the Operations and Services Manager.

19.8 Minimum Hiring Committee Membership

19.8.1 Formation of hiring committees for management positions should be in accordance with the Management Hiring Committee Terms of Reference.

19.8.2 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.

19.8.3 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.

19.8.4 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.

19.9 Graduate Student Hiring Preference Where Equivalent Qualifications

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

19.10 Postings

Postings for any positions will clearly state the position, remuneration, anticipated days and hours of work and job duties and qualifications. Postings and their advertisement should be set in accordance with the Collective Agreement.

CONFLICTS OF INTEREST

19.11 General

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.

19.12 Executive Board

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.

EMPLOYEE FILES AND DISCIPLINE

19.13 Employee files

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

19.14 Discipline procedures

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

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

19.14.2 Appropriate penalties will be assessed considering the nature of the offense and the employee's past warnings.

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

PERSONNEL OFFICER

19.15 Personnel Officer

The Executive Board shall appoint one of its members to act as the Personnel Officer. The Personnel Officer shall:

19.15.1 Ensure the Executive Director

a. receives an annual performance review and contract renewal
b. is following the direction of the Executive Board
c. is implementing the GSS annual plan
d. in informed of any feedback from the Executive Board regarding performance

19.15.2 Sit on the Personnel Committee with the Executive Director and keep in regular contact with the Executive Director regarding general GSS staffing issues;

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

19.15.4 Be informed of and monitor on a periodic basis all discipline carried out by the Executive Director and Operations and Services Manager;

19.15.5 Be authorized to reallocate hours among management staff with their consent;

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

19.15.7 Normally be a member of hiring committees for all GSS management positions

19.15.8 Normally represent the Executive Board in collective bargaining and committees related to GSS-Union relations.

DOCUMENT CONTROL

Next Review Date:
Date Amended: August 8, 2025
Last Reviewed:
First Approved: Executive March 9, 2004

20. MANAGEMENT EMPLOYEE BENEFIT POLICY

February 2020 Review Status: MINOR REVISIONS NEEDED

PURPOSE

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

RELATION TO EMPLOYEE CONTRACTS

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.

PROBATION FOR NEW EMPLOYEES

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).

20.1 Paid Holidays

Employees shall be entitled to all statutory holidays with pay.

20.2 Paid Vacation

20.2.1 In addition to the winter shutdown, employees are entitled to paid vacation as follows:

a. 10 days during the first year
b. 15 days during the second year
c. 17.5 days during the third year, and
d. 20 days during the fourth year and thereafter.

20.2.2 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.

20.3 Paid Sick Leave

20.3.1 Employees are entitled to paid sick leave as follows:

a. 2 days per month cumulative during the first year,

b. 24 days per year thereafter.

20.3.2 No carryover shall be allowed, and a doctor's note may be required to substantiate paid sick leave.

20.4 Maternity/Parental Leave and Top-Up

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.

20.5 Unpaid Leave

20.5.1 Employees may take unpaid leaves with 30 days' notice as follows:

a. up to 6 months as of the second year,

b. up to 1 year as of the third year and thereafter.

20.5.2 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.

20.6 Other Short-term Emergency Leaves

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.

20.7 Medical Services Plan

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

20.8 Extended Health/Dental/VISION PLAN

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.

20.9 RRSP Contribution

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

20.10 Arrest/Incarceration Related to Work

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.

DOCUMENT CONTROL

Next Review Date:
Date Amended: Executive March 23, 2010
Executive February 2, 2005

Last Reviewed:

21. MANAGEMENT EMPLOYEE LEAVE FOR JURY AND WITNESS DUTY

February 2020 Review Status: MINOR REVISIONS REQUIRED

LEAVE FOR JURY DUTY

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

21.1 Leave where subpoenaed as a witness

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.

21.2 Remittance of juror and witness fees

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.

21.3 Proceedings arising from a member's private affairs

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.

NOTICE

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.

21.4 Notice of layoff/termination without cause

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.

22. JOB DESCRIPTION REVIEW POLICY

POLICY STATEMENT/SUMMARY:

As per the Society's Collective Agreement and human resources best practices, the Society commits to conducting job description reviews with office staff on a biennial basis as part of annual performance reviews or separately on an as-needed basis to comply with the Society's Collective Agreement or at the instruction of the Labour Management Committee.

PURPOSE/BACKGROUND

This policy lays out the scope, schedule, and format of job description reviews for office and Management staff at the GSS.

JURISDICTION/SCOPE

This policy applies to office and Management staff at the GSS.

POLICY DETAILS

The Executive Director and Personnel Director share joint responsibility for implementing job description reviews on a regular basis and in compliance with the Collective Agreement for unionized staff at the GSS. Staff will be responsible for completing their sections of the review and meeting with management to complete the review.
The Personnel Director and the Executive Board shall be responsible for conducting a job description review with the Executive Director on a triennial basis.

DEVELOPMENT AUTHORITY

The Labour Management Committee.

APPROVAL AUTHORITY

The Executive Board.

IMPLEMENTATION AUTHORITY

Management Staff and the Personnel Officer.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

BCUWU Collective Agreement 2025-28.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:

Date Amended: June 16, 2025
Last Reviewed:
First Approved: Feb. 15 2022, Executive

23. EMPLOYEE PERFORMANCE REVIEW POLICY

POLICY STATEMENT/SUMMARY:

Unionized employee performance reviews will be conducted as specified in the Collective Agreement. Performance reviews of Management staff excluding the Executive Director will be conducted in the same manner as unionized employees, which additional review criteria set by the Executive Director as required. Performance reviews of the Executive Director will be conducted in a manner set by the Executive Board.

PURPOSE/BACKGROUND

The Society aims to create a well-supported, effective, and empowered work-force. The purpose of this policy is to enable annual employee performance reviews that allow staff and management to come together regularly to set goals for the next year, assess training needs, and review performance in a constructive, non-punitive manner.

JURISDICTION/SCOPE

This policy applies to unionized Society staff.

POLICY DETAILS

23.1 General

Labour Management Committee shall review the procedures for this policy, which shall include a performance review template, once every three years to ensure continued effectiveness of annual performance reviews.

DEVELOPMENT AUTHORITY

Labour Management Committee.

APPROVAL AUTHORITY

The Approval Authority for this policy shall be the Executive Board.

IMPLEMENTATION AUTHORITY

Management Staff and the Personnel Officer.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

BCUWU Collective Agreement 2025-28.

RESOURCES, REFERENCE DOCUMENTS USED

Materials or sources used in the policy's development.

DOCUMENT CONTROL

Next Review Date:
Date Amended: June 16, 2025
Last Reviewed:
First Approved: Feb. 15, 2022 Executive

24. WORK STUDY POLICY

POLICY STATEMENT/SUMMARY:

The GSS may apply for and hire staffing through the University of Victoria's Work Study program in order to support non-unionized work in the Society. In order to ensure that Work Study positions align with the GSS Annual Plan and comply with the Collective Agreement, both Labour Management Committee and the Executive Board shall have the opportunity to review Society applications to the University for the creation of Work Study positions.

DEFINITIONS

BCUWU means the British Columbia Union Workers Union, representing Society staff.

CUPE 951 means the union representing University of Victoria employees.

Employer means the University for Work Study positions.

Supervisor means the supervising organization/person who submitted a request for Work Study hours and who will oversee the hiring, onboarding, and supervision of the Work Study position(s). The Supervisor of the Work Study positions in the Society shall be the Executive Director.

University means the University of Victoria.

Work Study Position means a job posted under and funded by the Work Study program at the University.

PURPOSE/BACKGROUND

The Society is committed to providing relevant, decent work with decent wages to Society members wherever possible. In order to create employment opportunities for members, the Society may apply for and hire Work Study hours through the University's Student Awards and Financial Aid (SAFA) program.

The creation of Work Study positions in the Society represents concrete action towards the Society's mission to provide support to and increase representation for graduate students at the University. These positions also allow the Society to reduce scope drift among staff, the Executive Board, and GRC Reps and increase the Society's capacity to achieve the goals set out in Society Annual Plans by increasing available work hours.

The purpose of this policy is to define the scope of Work Study positions the Society can apply for, record the location of agreements regarding Work Study positions that exist outside this policy, and define the process for applying for and supervising Work Study positions.

JURISDICTION/SCOPE

This policy applies to the Executive Board and Management staff.

Policy Statement Details

Work Study positions are funded by the University, with supervisors able to add a top-up to hourly wages. The University is considered the employer for all Work Study positions. The organization hosting the position is considered the "supervisor."

Because Work Study positions are University positions, Work Study positions in the Society are not eligible to join BCUWU. CUPE 951 consults with the University on each position to determine its eligibility for CUPE 951. As of 2020, only clerical, technical, and childcare positions were considered CUPE 951 eligible.

24.1 Scope of Work

24.1.1 All Work Study position(s) and hours must not include work that is included in job descriptions of any BCUWU position in the Society.

24.1.2 Work Study positions shall only include discreet tasks not included in the normal operation of GSS services such as:

a. Policy research for issues related to the Annual Plan
b. Policy research for governance issues beyond the scope of the Officer Coordinator – Governance position, or
c. Office assistance outside the scope of the Office Coordinator positions

24.2 Approval Process

24.2.1 The creation of new Work Study positions must be approved by the Executive Board and reviewed by the Labour Management Committee to ensure compliance with this policy.

DEVELOPMENT AUTHORITY

The Labour Management Committee.

APPROVAL AUTHORITY

The Executive Board.

IMPLEMENTATION AUTHORITY

Management Staff and the Personnel Officer.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

BCUWU Collective Agreement 2025-28.

University of Victoria Work Study Program Contract for Supervisors.

RESOURCES, REFERENCE DOCUMENTS USED

University of Victoria, "Work study information for supervisors." (website)

DOCUMENT CONTROL

Next Review Date:
Date Amended: June 16, 2025

Last Reviewed:
First Approved: Feb. 15, 2022 Executive

25. REMOTE WORK POLICY

POLICY SUMMARY

The GSS recognizes that employees may carry out GSS work remotely due to a variety of circumstances, some of which may be externally induced (e.g. a public health emergency, road closures) or internally motivated (e.g. employee accommodation, family care obligations, etc.).

The GSS is committed to ensuring GSS standards for member engagement, member service, good governance, privacy and accountability are maintained regardless of where GSS work is conducted. The GSS is also committed to ensuring employee health, safety and benefits are upheld regardless of worksite.

When mutually agreed that an employee will use their own home to conduct GSS work, the employer and employee will complete a 'work at home agreement'. A basic agreement has been appended to this policy and is expected to be mutually modified as appropriate, keeping to the principles of this policy.

DEFINITIONS

This policy applies to employees whose designated work location is not at the Halpern Centre. This policy differentiates between remote work that may be a long term, vs. casual, reoccurring or temporary occurrences.

25.1 *Remote working* is a permanent or temporary agreement for employees to work from a non-Halpern Centre location for at least 50% of their work time for an extended period (a minimum of 4 weeks). It is expected that CRA guidelines for employees to be eligible to claim 'work-from-home' expenses will be followed. A formal agreement signed by both management and the employee that includes remote work start dates and review dates of this agreement is required prior to the initiation of remote working.

25.2 Remote working requests will be considered based on the suitability of the job and employee for remote work and an evaluation of their supervisor's ability to manage remote workers. The employer commits to reviewing all submitted requests for remote work and assessing request fairly based on the above noted criteria. However, the employer maintains the right to deny requests within reason (e.g. where a fundamental part of the employee's role cannot be conducted effectively remotely.)

25.3 *Working from home* is when an employee conducts GSS work away from the Halpern Centre on a temporary or a recurring basis to accommodate personal situations such as parenting obligations or medical issue or due to organizational or productivity reasons (e.g. for regularly designated undistracted administrative work), or due to temporary emergency situations such as road closures. In these circumstances, CRA regulations may or may not apply.

PURPOSE/BACKGROUND

Prompted by the public health emergency and university closure in 2020, this policy was developed to provide clear guidance regarding the employee and organizational expectations and obligations when an employee is required to, or requests, to complete their GSS work using a personal location.

JURISDICTION/SCOPE

This policy applies to unionized office staff and managers. This policy does not apply to Food and Beverage Services staff.

DETAILS

Remote work or work from home may only be conducted in British Columbia. Out-of-province and international work is not permitted due to increased liabilities for insurance and payroll taxes.

25.4 Situations that may be considered for temporary off-site work (i.e. working from home):

25.4.1 Safety concerns in arriving to and departing from the workplace (e.g. inclement weather)

25.4.2 Employees who request to work remotely to support productivity.

25.4.3 Employees who are primary caregivers.

25.4.4 Employees with short-term/long-term disabilities or emergent medical situations may agree to longer periods of remote working with their manager and HR. However, supports for medical leave provided in the Collective Agreement or the Management Benefit Booklet remain accessible to all employees. Employees are encouraged to take their sick time.

25.5 Situations which may be considered for a longer-term or permanent off-site work (i.e. remote work):

25.5.1 Medical accommodation

25.5.2 Personal extenuating circumstances

Employees who wish to work remotely must submit a request in writing to their supervisor/Executive Director. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful remote workers, and an evaluation of their supervisor's ability to manage remote workers. All remote workers must sign an agreement prior to initiating remote work. Performance and productivity concerns that cannot be resolved through performance management may result in the revocation of remote work arrangements.

See Appendix D document 'example remote work agreement'.

EQUITY OF ACCESS:

In order to ensure all GSS staff have access to work from home days, the following provisions are required when establishing an off-site work agreement:

25.6 Sufficient in-office staffing will be deemed to be a minimum of two office staff for the duration of opening hours

25.7 Staff with duties which must be performed in person (e.g. front desk coverage, POS entry, events facilitation, etc.) shall not be eligible for working from home arrangements on days which require on-site work. Staff with medical accommodations may have these duties temporarily re-assigned as part of a formal, written accommodation plan.

25.8 All staff requests for regularly schedules work from home days (e.g. one day per month for administrative work) for the purposes of improving efficiencies shall be reviewed semesterly to ensure that all staff have equitable access to remote working hours and that employee performance remains satisfactory.

25.9 Remote work agreements related to medical accommodation or personal extenuating circumstances shall take priority over working from home requests. However, staff members with long-term remote work agreements shall receive lower priority for work-from-home days in order to allow staff who work primarily in-office to access off-site working hours.

RESPONSIBLE FOR IMPLEMENTATION

Executive Director; Management

AUTHORITY

The GSS Executive Board has authority for Operations policy approval and revocation, including human resource policies.

RELATED DOCUMENTS

BCUWU Collective Agreement 2025-28.

Worksafe BC and all other provincial labour standards policies and requirements.

REFERENCES

None.

RESOURCES, REFERENCE DOCUMENTS USED

Workable Resources for Employers “Work from home policy” (webpage).

DOCUMENT CONTROL

Next Review Date:
Date Amended: June 16, 2025
Last Reviewed:
First Approved: June 2023

APPENDIX D: EXAMPLE REMOTE WORK AGREEMENT

GSS Managers and Employees may work remotely on a permanent or temporary basis.

This agreement outlines unique responsibilities of a remote employee, as well as the responsibilities of the GSS organization to support and compensate the employee for using their personal home/space/property to conduct GSS business.

EMPLOYEE OBLIGATIONS

25.10 To ensure that employee performance will not suffer in remote work arrangements, remote employees are required to:

25.10.1 Check in/out via instant messenger at the beginning/end of every shift as per WorkSafe BC working alone guidelines.

25.10.2 Maintain their off-site workspace in a safe condition, free from hazards and other dangers to the employee or equipment. This may include signing a liability waiver stating that accidents or injuries caused by the home environment that are not an essential part of their GSS role shall be ineligible for WorkSafe BC compensation.

25.10.3 Keep any GSS materials in the designated work area at home and in a manner compliant with applicable privacy legislation or regulation.

25.10.4 Be available by virtual communications during working hours.

25.10.5 Choose a quiet and distraction-free working space.

25.10.6 Be willing to have a superior internet connection and reasonable office equipment installed in their homes. Employees requiring an upgrade to their internet connection to support remote work arrangements should consult with their Managers.

25.10.7 Dedicate their full attention to their job duties during working hours.

25.10.8 Adhere to break and attendance schedules agreed upon with their supervisor as per their collective agreement or contract.

25.10.9 Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.

25.10.10 Not use their personal home or cell phones for GSS work. Cisco Jabber shall be used in place of home/cell phones.

25.10.11 Employees on off-site working arrangements shall be subject to regular reviews of their productivity and compliance with off-site working requirements to ensure the GSS services and operations run smoothly.

Failure to comply with the above may result in the revocation of a remote work agreement and progressive discipline as outlined in the Collective Agreement.

COMPLIANCE WITH POLICIES

All employees must follow GSS policies in conducting their work.

EQUIPMENT AND SECURITY

The GSS will provide all employees working off-site with equipment, software, and office supplies that are essential to job duties. The GSS will arrange for technical support to ensure the safe installation and maintenance of the equipment.

Employees on a remote work arrangement shall discuss their furnishing and ergonomic needs with management as part of the formation of their remote work agreement. The GSS retains the right to consider the financial implications of supporting remote work sites as part of their decision making for remote work arrangements.

Equipment provided is the property of the GSS. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.

GSS OBLIGATIONS TO EMPLOYEES

With a remote work agreement the GSS will provide the employee with the appropriate CRA form to be able to claim for 'work-in-home' expenses after the employee has been remote working for 4 weeks.

Office supplies will be reimbursed only if the expenses received prior approval from Management. A loaner laptop or other short-term use equipment may be provided when available. Loaner computers will vary in performance and configuration. All GSS equipment must be returned upon request.

COMPENSATION AND BENEFITS

Compensation and benefits are determined by the Collective Agreement (or individual employee contracts for Management) are not altered by a remote working agreement. Management will provide any needed documentation for taxable benefits for remote working arrangements in line with the CRA requirements. However, the company will not provide tax guidance nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications of working from home.

INSURANCE AND LIABILITY PROTECTION

The GSS will provide adequate personal and equipment insurance and liability protection for any employee conducting work from their own home.

The employee's remote workspace will be considered an extension of the company's workspace. Therefore, the company will continue to be liable for job-related accidents that occur in the employee's remote workspace while the employee is conducting work.

The company will be liable for injuries or illnesses that occur while the employee is conducting GSS work and during the employee's agreed upon work hours. The employee's at-home work hours will conform to a schedule agreed upon by the employee and their supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began remote working.

The company assumes no liability for injuries occurring in the employee's remote workspace outside the agreed upon work hours or where the employee is not conducting GSS work.

The company is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

The Executive Director will discuss insurance needs with employees. Employees may have to take up homeowner's insurance to cover the cost of company equipment and workplace liability and will be compensated accordingly.

EMPLOYEE NAME:

REMOTE WORK SITE ADDRESS:

TYPE OF WORK OFF-SITE AGREEMENT:

ADDITIONAL ACCOMMODATIONS OR SUPPORTS REQUIRED:

OFFICE SUPPLY, EQUIPMENT, AND SOFTWARE NEEDS:

FURNISHING/ERGONOMIC NEEDS (CONSIDERED FOR LONG TERM REMOTE WORKING EMPLOYEES ONLY):

DATE EFFECTIVE:

DATE TO BE REVIEWED, REVOKED or EXTENDED:

APPROVED BY:

26. RECORDS AND ARCHIVING POLICY

February 2020 Review Status: MAJOR REVISIONS REQUIRED

PURPOSE

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

RECORDS AND ARCHIVE PRACTICE

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.

PUBLIC/PRIVATE NATURE OF RECORDS

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.

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.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: Executive March 9, 2004

27. BUDGET PLANNING AND FISCAL POLICY

DEFINITIONS

Audit means Chartered Professional Accountant's independent review of our finances and financial management, audit must be presented at AGM (required by the University Act and Societies Act)

Budget means A financial plan for the fiscal year.

Fiscal Year means One year of financial records, the GSS's fiscal year runs April 1 – March 31
Internally Restricted Fund means a reserve of money that can only be used for specific projects and purposes as outlined in the Funds terms of reference. The internally restricted Funds for the GSS are the Building Fund, Capital Fund, Employee Leave Fund, and Student Advocate Fund.
Unrestricted Fund means funds which can be used for purposes compliant with this policy and GSS bylaws and constitution. The unrestricted Funds for the GSS are the Operating Fund, Food and Beverage Fund, and Health and Dental Fund. The general uses of these Funds are outlined in this policy.

PURPOSE

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.

OVERARCHING PRINCIPLES

The budget shall be prepared using the following overarching principles:

27.1 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
27.2 Attempt to obtain estimates for potential enrollment and major expenses from suppliers
27.3 Budgeting shall be done on a break-even or better basis depending on the nature of the Fund
27.4 A contingency amount should be set aside on an annual basis for unexpected issues that may occur.

PRIORITIES FOR ALLOCATION OF EXISTING AND NEW REVENUE

Existing funding and new ongoing revenue shall be budgeted in the following priority:

27.5 Existing and ongoing contractual and bylaw obligations (employee, building maintenance, etc.)
27.6 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
27.7 Other priorities as determined (e.g. service supplement, new services, new employee positions, etc.)
27.8 FEES FOR THE UNIVERSAL BUS PASS, Fees Distributed to Campus Partners Per Referenda (e.g. constituency groups, campus food bank, etc.)

These fees shall not be part of the budget process as the net revenue shall be automatically remitted to the appropriate organizations.

FEE INCREASES

Updated Graduate Representative Council November 27, 2012.

In order to counteract the effect of inflation on the buying power of the GSS Core Fees, the membership authorized the General Meeting to increase Core Membership Fees on annual basis using the Consumer price index.

27.9 The GSS will use BC Fiscal Year Annual Average index.
27.10 The increased amount shall become the base amount for potential increases next year.
27.11 The increase shall be effective May 1, 2004 (i.e. all three terms during the fiscal year).
27.12 Fee increases outside of CPI shall take effect in accordance with the appropriate referendum.

CAPITAL ITEMS

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.

FUND ACCOUNTING

Amended by Executive Board March 23, 2010

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.

Operational funds (see the Operational Funds Policy for Terms of Reference for these accounts)

27.13 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.
27.14 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.
27.15 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.

27.16 Student Advocate fund – This fund carries all fees collected per the 2019 referendum intended to create an independent Student Advocate Office on campus. This referendum was initially run jointly with the University of Victoria Students' Society (UVSS), however, due to the failure of the UVSS referendum, no Student Advocate Office was ever created. Specific Terms of Reference related to the administration of this fund to ensure that it both meets the intended purposes of the original referendum and to ensure monies collected would be available in the event of the creation of a Student Advocate Office.

Contingency funds (see the Contingency Funds Policy for Terms of Reference for these accounts)

27.17 Capital fund – This fund carries all of the revenue and expenses associated with the capital of the GSS, debt amortization, major renovations or addition to the Grad Centre. 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.

27.18 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.

27.19 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, Health and Dental, and Food and Beverage funds will be used to replenish this fund annually.

27.20 Health Plan Stabilization fund – This fund shall be used to cover extraordinary health and dental premium expenses related to the provision of the GSS Extended Health and Dental Plans.

FISCAL UPDATES AND BUDGET AMENDMENTS

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.

PAYMENTS AND SIGNING AUTHORITY

Approved by the Executive Board 2006-05-20

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

Amended by the Executive Board 2006-11-30

The signers on the GSS accounts at Vancity will be the Executive Director, the Operations and Services Manager, the Director of Finance, and the GSS Chair, and there will be two signatures required on all cheques. Wherever possible, the two signers will include one board member and one manager.

INVESTMENT IN SECURE FUNDS ONLY

Approved by the Executive Board 2006-05-20

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

DOCUMENT CONTROL

Next Review Date:
Date Amended: March 3, 2025
Last Reviewed: April 4 2024
First Approved: Executive March 29, 2004

28. CREDIT CARD USE AND CONTROL

PURPOSE

The primary reason for the supply of all GSS (Graduate Students Society) Credit Cards, is the ability of GSS Staff to make purchases without spending personal money "out of pocket". These cards are to be used for any purchases made by a GSS Staff member, that is for the purpose of GSS business.

SPENDING LIMITS

Due to the differing nature of each GSS Staff position that holds a credit card, there are different spending limits for each. The credit card will only have the following limits set and may not be changed by the individual card holders. These are broken down as follows:

28.1 Food and Beverage Fund Credit Card

- To be held by the GSS Operations and Services Manager
- Monthly spending limit: $10,000

28.2 Executive Director and Office Credit Card

- To be held by the GSS Executive Director
- Monthly spending limit: $5,000

28.3 Events Credit Card

- To be held by the GSS Events Coordinator
- Monthly spending limit: $1,000

RESTRICTIONS ON CREDIT CARD USE

The following uses of any GSS credit cards are not permitted:

28.4 Personal or private expenses,
28.5 Expenses for projects or events organized by partner groups (such as an event endorsed by the GSS),
28.6 To obtain cash advances, negotiable securities, ATM withdrawals, bank drafts or money orders,
28.7 Training that is a taxable benefit,
28.8 Alcoholic beverages (except purchases made for The Grad House Restaurant inventory by the GSS Operations and Services Manager),
28.9 Cannabis products or other restricted substances,
28.10 Personal entertainment,
28.11 Equipment or capital expenses greater than $500 which are not included in the annual budget without express permission from the Executive Board. Permission from the Executive Board can come in the form of written correspondence from both board signing authorities or a formal board motion.
28.12 Lease of space or equipment for longer than one week.

FINANCIAL CONTROLS AND PROCEDURE

All GSS Credit Card holders will abide by the following set of controls and general procedures:

28.13 The card is to be kept on the person of the card holder or always locked in a secure location.

28.14 Only the person whose name appears on the card may use the card.

28.15 Original receipts must be submitted to the Operations and Services Manager as soon as possible after a purchase has been made.

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

28.17 Monthly statements are subject to review from the Director of Finance or the Finance Committee if warranted, for approval.

28.18 The Director of Finance, upon review of monthly statements, is required to report any concerns to the Executive Board immediately upon a concern arising.

28.19 Approved monthly statements are submitted to the bookkeeper.

28.20 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.

28.21 Failure to adhere to this policy can result in loss of card holder privileges and/or other disciplinary actions.

28.22 Card holders, upon termination of employment, are to return their issued card to GSS Management.

DOCUMENT CONTROL

Next Review Date:
Date Amended: August 16th, 2023
Last Reviewed: June 2nd, 2023
First Approved: Executive July 20, 2007

29. ATTENDANCE OF OUT OF TOWN CONFERENCES

February 2020 Review Status: MINOR REVISIONS REQUIRED

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

GSS delegates sent to out-of-town conferences where food is not provided will be issued a per diem of $40.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: Executive January 25, 2005

GSS POLICIES AND TERMS OF REFERENCE: FUND MANAGEMENT

30. BUILDING FUND POLICY

PURPOSE

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.

ADDITIONS/TRANSFERS TO THE FUND

Monies may be added/transferred to the fund by the following methods:

30.1 Ordinary budget resolution and/or other expenditure resolutions in accordance with the constitution and bylaws; or

30.2 Reallocation of a portion of the GSS Core Membership Fees in accordance with the Constitution and Bylaws.

30.3 Levying additional GSS Core Membership Fees through the use of referendum (e.g. Building Fee).

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.

The following monies shall be automatically added/transferred to the fund:

30.4 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;

30.5 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

All of these ceilings are stated in 2010 dollars, and the ceilings shall be adjusted annually by CPI.

EXPENDITURES/TRANSFERS FROM THE FUND

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.

Monies may be expended/transferred from the fund using the following methods:

30.6 Referendum; or

30.7 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.

INTEREST/INVESTMENT OF FUND

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.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: GSS SAGM March 30, 2004

31. EMPLOYEE LEAVE AND EMERGENCY HIRE FUND TERMS OF REFERENCE

PURPOSE OF THE FUND

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 theses 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.

ADDITIONS/TRANSFERS TO THE FUND

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

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

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

31.3.1 Food and Beverage Fund: $250

31.3.2 Operating Fund: $500

31.3.3 Health and Dental Fund: $250

31.4 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.

APPROVAL OF EXPENSES PAID FROM THE FUND

31.5 The Executive Board will allocate the funds on an as needed bases and in accordance with the Collective Agreement and Management Benefits Policy.

31.6 Where gaps in staff availability occur due to leaves/absences not covered under the Collective Agreement or Management Benefits Policy, the Employee Leave Fund may be used for emergency hires as may be required during busier times of the GSS operational year, such as September.

INTEREST/INVESTMENT OF FUND

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

31.8 Interest/returns accrued by the fund shall be retained/reinvested within the fund.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: GSS SAGM March 30, 2010

32. STUDENT ADVOCATE FUND TERMS OF REFERENCE

DEFINITIONS

Fund in this policy means the Student Advocate fund.

Individual advocacy means support and assistance provided to a graduate student regarding an appeal or dispute with the University that is governed by University policies and procedures and may include interviewing the student or witnesses, advising the student, preparing written submissions, attending hearings or meetings with or on behalf of the student, research, mediation or provision of legal counsel.

Systemic advocacy means campaigns and lobbying to improve University policies and procedures in the interests of graduate students and may include research, letter writing, petitions, meetings with University officials or other stakeholders, media releases, or public events.

Information and education mean provision to graduate students of information, referrals to University or other resources, and education regarding students' rights and responsibilities under University policies and procedures and may include direct service, publications or workshops.

Office of the Ombudsperson refers to the Office of the Ombudsperson, University of Victoria.

Equity and Human Rights Office (EQHR) refers to the University of Victoria Equity and Human Rights Office.

PURPOSE/BACKGROUND

In 2019, Society members voted in a referendum to establish a Student Advocate fund fee. This policy outlines the process for accessing and restricting access to these funds.

JURISDICTION/SCOPE

This Policy applies to the Student Advocate fund.

POLICY DETAILS

32.1 Additions/Transfers to the fund

32.1.1 Revenues to the fund are from the following sources:

a) Fees collected as a result of a referendum to establish or increase the Student Advocate Fund fee,
b) Ordinary budget resolution and/or other expenditure resolutions in accordance with the Society's constitution and bylaws,
c) Reallocation of funds in accordance with the Budget Planning and Fiscal Policy, and
d) Donations from individuals.

32.2 Purposes of the fund

32.2.1 The fund shall be allocated to the following purposes:

a) Individual advocacy,
b) Systemic advocacy, and
c) Information and education.

32.2.2 Pursuant to the Purposes of the fund, the GSS may:

a) hire staff to conduct individual or systemic advocacy and disseminate information and education to GSS members,
b) fund advertising or other information sharing ventures to disseminate information and education,
c) contract external experts to advise on systemic advocacy campaigns,
d) contract legal counsel in accordance with 30.4.

32.3 Allocation of the fund

32.3.1 The fund shall be allocated as approved in the Society's annual budget.

32.3.2 At least 10% of the annual revenue of the fund shall be allocated to contingency reserve.

32.3.3 Funds unused at the end of the fiscal year shall be allocated 50% to contingency reserve and 50% to the annual revenue of the next fiscal year.

32.3.4 Unbudgeted requests for funds shall be approved as required by Bylaw 14.

32.3.5 Allocation of funds to specific cases for individual advocacy shall be approved by the Executive Board.

32.4 Allocation of funds to Individual Cases

32.4.1 The Fund is for use to support Society members, including members currently on leave.

32.4.2 Members benefitting from the Fund will make reasonable efforts to limit the expense of their case. This can be done by ensuring they have a reasonable understanding of the applicable university policies, preparing and collating relevant materials, and drafting a written summary of their concern where appropriate.

32.4.3 Discussion regarding the request for funds, and any details related to the individual student or the case will be held in camera. The motion to approve allocation of funds will be made in open session. The motion will include the estimated amount of funds allocated, the expected timeline for contract completion, the party to be contracted, if known, and the scope of work.

32.4.4 When allocating funds to an individual case, the Executive Board will consider whether:

a) the request is in keeping with the Society's Purposes,
b) the individual case is significant to the Society's membership as a whole,
c) legal or other professional services are more cost effective than staff time spent on the same tasks,
d) outside legal advice is more appropriate than staff involvement,
e) the case should be referred to the Ombudsperson, a shop steward, or to the personal legal counsel of the student(s), and
f) it will produce the best outcome for the student(s).

32.4.5 When the Society engages a lawyer on behalf of a student, the lawyer works for the Society. The Fund cannot be used to act against the Society or take actions that put the Society at risk.

32.4.6 Any information collected by the Society will be protected and used in compliance with applicable privacy legislation.

Kyla's potential re-write:

32.5 Allocation of Funds for Contracting Legal Counsel for Individual Cases

32.5.1 The Fund is for use to support Society members, including members currently on leave.

32.5.2 Members requesting use of these Funds shall demonstrate in their request for funds how they have exhausted available campus supports, including the Equity and Human Rights Office and the Office of the Ombudsperson, prior to requesting funds for external legal counsel.

32.5.3 Members benefitting from the Fund will make reasonable efforts to limit the expense of their case. This can be done by ensuring they have a reasonable understanding of the applicable university policies, preparing and collating relevant materials, and drafting a written summary of their concern where appropriate. Where support is required in making a reasonable effort to limit expenses, members shall be referred to the Office of the Ombudsperson.

32.5.4 Discussion regarding the request for funds, and any details related to the individual student or the case will be held in camera. The motion to approve allocation of funds will be made in open session. The motion will include the estimated amount of funds allocated, the expected timeline for contract completion, the party to be contracted, if known, and the scope of work.

32.5.5 When allocating funds to contracting legal counsel for an individual case, the Executive Board will consider whether:

a) the request is in keeping with the Society's Purposes,
b) the individual case is significant to the Society's membership as a whole,
c) support from available campus resources with a mandate to assist students in matters of equity, human rights, fairness, workplace health, safety, and employment related concerns, etc. have been exhausted,
d) legal or other professional services are more cost effective than GSS staff time spent on the same tasks,
e) outside legal advice is more appropriate than GSS staff involvement,
f) the case should be referred exclusively to existing resources such as the Ombudsperson, a union steward, or to the personal legal counsel of the student(s), and
g) it will produce the best outcome for the student(s).

32.5.6 When the Society engages a lawyer on behalf of a student, the lawyer works for the Society. The Fund cannot be used to act against the Society or take actions that put the Society at risk.

32.5.7 Any information collected by the Society will be protected and used in compliance with applicable privacy legislation.

32.6 Ineligible Expenses

32.6.1 The Fund cannot be used for the following purposes:

a) Actions in which the GSS, its officers or staff are the respondent,
b) Matters unrelated to university policy and procedures,
c) Matters related to work where the student is represented by a union,
d) Undergraduate student cases, or cases where the primary beneficiary of support is not a member of the GSS,
e) Appeals on admission decisions, and
f) Reimbursements for legal costs already incurred.

32.7 Accountability

32.7.1 **30.6.1** The GSS Executive Board will report annually on the use of the fund to the Graduate Representative Council. This report will respect confidentiality, and will include:

a) Number of individual advocacy cases receiving assistance from the Fund and their outcome,
b) Systemic advocacy campaigns supported by the Fund, and their outcome, and
c) Number of events, staff hours and publications providing information and education supported by the Fund.

32.8 Interest/Investment of Fund

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

32.8.2 Interest/returns accrued by the Fund shall be retained/reinvested within the Fund.

32.9 INTEREST/INVESTMENT OF FUND

32.9.1 Interest/returns accrued by the fund shall be retained/reinvested within the fund.

DEVELOPMENT AUTHORITY

The GRC Finance Committee.

APPROVAL AUTHORITY

General Meetings of the Society.

IMPLEMENTATION AUTHORITY

The Director of Finance.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Personal Information Protection Act, SBC 2003, c 63.

GSS Budget Planning and Fiscal Policy.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL

Next Review Date:
Date Amended: March 22, 2022 (SAGM)
Last Reviewed:
First Approved: October 29, 2019 (AGM)
Earlier Iteration: (version history notes if applicable e.g., if policies combined)

33. CONTINGENCY FUNDS POLICY

DEFINITIONS

Capital purchase means substantial investments in long-term, fixed asset, e.g. equipment, land/building, furniture, and fixtures.

PURPOSE

The Society maintains a total of nine bank accounts (as of 2024) for a variety of distinct purposes. The Society recognizes the need for contingency funds to deal with extraordinary emergencies, as well as the need to save and plan for major capital purchases or building/space expansions, and to save and plan to meet our contractual obligations in the event of an employee leave of absence. The contingency funds fulfill these specific purposes, and this policy provides terms of reference regarding these funds. It outlines the purposes, uses, and restrictions for the following accounts (previously Funds):

The Building fund (account ending 29)

The Capital fund (account ending 11)

The Employee Leave and Emergency Hiring fund (account ending 37)

Building Fund Terms of Reference

PURPOSE OF THE FUND

The Building fund (previously Rainy Day fund) is the Society's 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 Building fund fulfills these specific purposes, and this policy provides terms of reference regarding this fund.

ADDITIONS/TRANSFERS TO THE FUND

33.1 Monies may be added/transferred to the fund by an ordinary Board resolution.

33.2 Monies which may be allocated to the fund include only surpluses in the Operating and Capital fund accounts at the end of the previous fiscal year.

33.3 The Board is recommended to make these transfers at fiscal year end or after the receipt of the audited financial statements for the prior fiscal year.

EXPENDITURES/TRANSFERS FROM THE FUND

33.4 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.

33.5 Monies may be expended/transferred from the fund using the following methods:

a. Referendum for building/space expansion or major renovation; or

b. 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.

INTEREST/INVESTMENT OF FUND

33.6 The funds may be invested in short term GICs at the discretion of the Executive Board.
33.7 Interest/returns accrued by the fund shall be retained/reinvested within the fund.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: GSS SAGM March 30, 2004

34. CAPITAL FUND TERMS OF REFERENCE

PURPOSE OF THE FUND

The Capital fund is the Society's long-term savings fund for capital purchases and for repayment of long-term debts.

ADDITIONS/TRANSFERS TO THE FUND

34.1 Monies may be added/transferred to the fund by the following methods:

a) Fees collected as a result of a referendum to establish or increase the Capital Fee; or
b) Ordinary budget resolution and/or other expenditure resolutions in accordance with the constitution and bylaws; or
c) Reallocation of a portion of the GSS Core Membership Fees in accordance with the constitution and bylaws.

34.2 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.

EXPENDITURES/TRANSFERS FROM THE FUND

34.3 The expenditures from the Fund shall include:

a) Debt amortization where the debt was incurred for building renovations or capital purchases
b) Capital purchases, where included in the annual budget or where approved for a budget amendment by the GSS bylaws
c) Minor building renovations

34.4 Monies may be expended/transferred from the fund using the following methods:

a) Ordinary budget resolution and/or other expenditure resolutions in accordance with the Society's constitution and bylaws for capital purchases,
b) Reallocation of funds in accordance with the Budget Planning and Fiscal Policy,
c) Ordinary Board or GRC resolution in the event of emergency expenses up to the limits included in the Society's constitution and bylaws for budget amendments.

INTEREST/INVESTMENT OF FUND

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

34.6 Interest/returns accrued by the fund shall be retained/reinvested within the fund.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: GSS SAGM March 30, 2004

35. OPERATIONAL FUNDS POLICY

DEFINATION

PURPOSE

The Society maintains a total of nine bank accounts (as of 2024) for a variety of distinct purposes. The Society recognizes the need to maintain unique accounts for the fees collected from members for specific services provided by the GSS, such as the Grad House Restaurant and the GSS Extended Health and Dental Insurance plans. Additionally, the Society recognizes the need to separate fees created by referendum for a specific purpose, such as the Student Advocate Fee. The operational funds fulfill these specific purposes, and this policy provides terms of reference regarding these funds. It outlines the purposes, uses, and restrictions for the following accounts (previously Funds):

The Food and Beverage fund (account ending 92)

The Operating fund (account ending 45)

The Student Advocate fund (account ending 40)

The Health and Dental fund (account ending 41)

food and beverage fund Terms of Reference

PURPOSE OF THE FUND

The Food and Beverage fund is the Grad House Restaurant bank account. It receives funds and bears expenses related to the provision of services of the restaurant.

ADDITIONS/TRANSFERS TO THE FUND

35.1 Monies shall be added to the fund which were collected by the University of Victoria from Society members through the tuition office for the Food and Beverage Fee category of Core Membership Fees.

35.2 Additionally, the fund shall receive all revenues generated by the operation of the Grad House Restaurant.

EXPENDITURES/TRANSFERS FROM THE FUND

35.3 Expenses related to the operations of the Grad House Restaurant, including labour, costs of good sold, equipment maintenance, repair and replacement, advertising, promotions, etc. will be paid through the Food and Beverage fund.

35.4 Expenses are allocated through ordinary budget resolution and/or other expenditure resolutions in accordance with the Society's constitution and bylaws.

INTEREST/INVESTMENT OF FUND

35.5 Interest/returns accrued by the fund shall be retained/reinvested within the fund.

36. OPERATING FUND TERMS OF REFERENCE

PURPOSE OF THE FUND

The Operating fund is the Society's main bank account for the day-to-day operations of the Society.

ADDITIONS/TRANSFERS TO THE FUND

36.1 Monies may be added/transferred to the fund by the following methods:

a) Fees collected as a result of a referendum to establish or increase the Operating Fee; or
b) Ordinary budget resolution and/or other expenditure resolutions in accordance with the constitution and bylaws; or
c) Revenues generated through members opting into the UPASS; or
d) Sales of goods and services such as handbook ads, event tickets etc.

36.2 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.

EXPENDITURES/TRANSFERS FROM THE FUND

36.3 The expenditures from the Fund shall include those related to the operations of the Society and its premises, including but not limited to:

a) labour, including Board stipends, Mandatory Employment Related Costs, employee benefits;
b) utilities, building maintenance and repair;
c) equipment and software purchase, maintenance and repair;
d) insurance;
e) services such as department grants and the GSS handbook;
f) events, meetings, and entertainment;
g) administrative costs, including professional fees, advertising, memberships, etc.

36.4 Monies may be expended/transferred from the fund using the following methods:

a) Ordinary budget resolution and/or other expenditure resolutions in accordance with the Society's constitution and bylaws for capital purchases,
b) Reallocation of funds in accordance with the Budget Planning and Fiscal Policy

INTEREST/INVESTMENT OF FUND

36.5 Interest/returns accrued by the fund shall be retained/reinvested within the fund.

37. HEALTH AND DENTAL FUND TERMS OF REFERENCE

PURPOSE OF THE FUND

Pursuant to the University's Act, the Society provides extended health and dental insurance to all full-time, on-campus graduate students enrolled at the University of Victoria. The University of Victoria collects fees, the GSS Health Fee and GSS Dental Fee, for the students who meet the automatic assessment criteria set by the Society (subject to revision through referendum). The Society further collects fees from students who have not been assessed the fees on their tuition account and family members of Society members who wish to access GSS Extended Health and Dental insurance plans.

ADDITIONS/TRANSFERS TO THE FUND

37.1 Monies may be added/transferred to the fund by the following methods:

a) Fees collected as a result of a referendum to establish or increase the GSS Health and GSS Dental Fee; or
b) Fees collected from members or families opting into the GSS Extended Health and Dental plans; or
c) Ordinary board motion to release funds from the Health Plan Stabilization fund for extraordinary expenses for health and dental premiums.

APPROVAL OF EXPENSES PAID FROM THE FUND

The Health and Dental fund bears 100% of health and dental premiums related to the GSS student extended health and dental insurance plans. Additionally, the fund bears 100% of labour costs for the Health and Dental Coordinator position and 15% of overhead for the operations of the Society.

DEVELOPMENT AUTHORITY

The GRC Finance Committee.

APPROVAL AUTHORITY

General Meetings of the Society.

IMPLEMENTATION AUTHORITY

The Director of Finance.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Personal Information Protection Act, SBC 2003, c 63.

GSS Budget Planning and Fiscal Policy.

RESOURCES, REFERENCE DOCUMENTS USED

None.

DOCUMENT CONTROL (STUDENT ADVOCATE FUND TOR ONLY)

Next Review Date:
Date Amended: March 22, 2022 (SAGM)
Last Reviewed: April 9 2024
First Approved: October 29, 2019 (AGM)
Earlier Iteration: (version history notes if applicable e.g., if policies combined)

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38. GSS OFFICIAL POSITION STATEMENTS (CAMPAIGN POLICIES)

SECURITY CERTIFICATES

Approved by Executive Board March 1, 2005

The GSS is opposed to Canada's use of the Security Certificate Process.

GSS COMMITTEE TERMS OF REFERENCE

39. GSS COMMITTEE TERMS OF REFERENCE – GENERAL

February 2020 Review Status: MINOR REVISIONS REQUIRED

Approved by: Executive Board on April 10, 2006
Amended by Executive Board on March 23, 2010
Amended by the Graduate Representative Council on July 19, 2016

PURPOSE

This policy provides guidelines regarding the processes, structures, and operations associated with the GSS committees.

GENERAL

39.1 Every standing Committee shall have a Terms of Reference that must be included in this Policy Manual or in the Society's Bylaws, and posted on the Society's website.

39.2 A committee member is someone seated on a committee in accordance with the terms of reference of the appropriate committee.

39.3 Committee meetings may be called by the Chair of the Committee or any two members of the Committee.

39.4 Regrets for attending a committee meeting shall consist of written notification to the committee chair in advance of the meeting.

39.5 Regrets shall be given at least twenty-four (24) hours before the start of the meeting except in extenuating circumstances.

39.6 The quorum of a Committee shall be half of the voting members of the Committee but no fewer than three. Committee members who give regrets to the committee Chair in advance of the meeting are excluded from the calculation of quorum.

39.7 Excepting the Stipend Review Committee and the Electoral Appeals Committee, in the event that an alternate chair the Executive Board shall appoint a replacement committee Chair.

39.8 The committee Chair may designate another member of the Committee as an acting chair during the committee Chair's absence, or in the event an alternate chair is not appointed, an alternate committee Chair shall be elected for the meeting from the members of the committee.

39.9 No committee member shall hold more than one (1) vote at any Committee meeting.

39.10 Notice of committee meetings must be sent issued at least one week in advance. Notice shall include the time, agenda and place of the meeting. Notice shall be circulated to committee members and made available through the Society website.

39.11 Any member of the Society may attend any open Committee meeting with voice but without vote.

39.12 No committee member may be excluded from any meeting of the Committee to which they belong, and Committee members shall have both voice and vote at all meetings of their

Committee. However, members may be ejected from meetings and/or removed from the committee for abusive behaviour.

39.13 All Committees shall keep detailed minutes of Committee meetings. Electronic copies shall be provided to the Chair of the Society within seven (7) days of the meeting, and approved Committee minutes shall be posted online within a reasonable time.

APPOINTMENT OF GSS INTERNAL COMMITTEE MEMBERS

39.14 Committee members shall be appointed by ordinary resolution of GRC and/or through the annual intake process for GRC members

39.15 Initial committee appointments through the annual intake process shall be made by the Executive Board

39.16 Committee members are appointed for a term of up to one year

39.17 Committee members' terms expire with the end of the Council term

39.18 Unfilled CML Committee Seats will be assigned, with consent, to any member of the GSS satisfying the CML criteria who attends two (2) consecutive committee meetings. CML Committee Seat members have all voting and voice privileges granted to ordinary members of a committee.

UNSEATING OF COMMITTEE MEMBERS

A committee member other than an ex-officio member who misses two (2) consecutive meetings without providing regrets shall be automatically removed from the Committee. Notice of members automatically unseated will be given at the next meeting of GRC.

COMMITTEE CHAIRS

39.19 Excepting the Stipend Review and Electoral Appeals committees, committee chairs will normally be the Executive member who is seated on the committee.

39.20 The Chair of a committee shall:

a) call meetings, set agendas and issue notice of meetings at least one week in advance of the meeting;
b) chair meetings;
c) ensure there are regular reports on Committee activities to Council;
d) be responsible for Committee minutes;
e) report all CML appointments on the committee at the next GRC meeting;
f) report all committee unseatings to the next GRC meeting; and
g) shall make sure the Committee minutes are passed within two Committee meetings.

AD-HOC COMMITTEES

39.21 Ad hoc committees shall be formed by an ordinary resolution of Council.

39.22 Ad hoc committees shall be automatically dissolved at the end of the term of Council in which they were formed.

39.23 Ad hoc committee shall be formulated with a terms of reference including specific tasks, member composition, and an expected end date for the desired outcome of the committee's work.

39.24 Ad hoc committees must follow general policies in (Section 1).

a) Committee Members' Rights, Duties and Expectations

b) Members of a committee sit in a capacity to represent the interests of members at large
c) As a best practice, committee members are expected to broadly consult the members of the Society, including the Executive Board, GRC and the members of their academic units.
d) The GSS bulletin board and email bulletin may be used by the committee to solicit information
e) All committee members, except non-voting members, of committees have the right to voice in meetings, the right to move, second and vote on motions, and the right to submit agenda items;
f) All non-voting members of committees have the right to voice in meetings and the right to submit agenda items.
g) All members of a committee are voting members except where defined in a committee terms of reference.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed:
First Approved: GSS AGM Oct 29, 2019

40. GRC STANDING COMMITTEES

THE STANDING COMMITTEES OF THE GSS GRC ARE:

1. Advocacy & Campaigns
2. Appeals
3. Bylaw and Policy
4. Electoral Appeals
5. Events
6. Finance
7. Stipend Review

THE CURRENT EXECUTIVE BOARD POSITIONS OF THE GSS ARE:

1) Chair
2) Director of Internal/University Relations
3) Director of External Relations
4) Director of Finance
5) Director of Student Life

41. ADVOCACY AND CAMPAIGNS COMMITTEE

TERMS OF REFERENCE

PURPOSE

The Advocacy and Campaigns is informed by and responds to the issues raised by the GRC.
To research issues of concern for graduate students and to advocate for graduate student interests.

DUTIES

41.1 Propose, plan and organize political action campaigns approved by GRC;
41.2 Propose, plan and organize advocacy work on graduate student issues;
41.3 Identify and research issues affecting the membership;
41.4 Develop and implement GSS campaigns and actions outlined in the Annual Plan;
41.5 Communicate progress on advocacy campaigns to the membership;
41.6 Identify campaign issues and strategies to recommend for the next Annual Plan.

MEMBERSHIP

1) The Director of External Relations (Chair)
2) The Director of Internal/University Relations (Vice-Chair)
3) Executive Director (non-voting)
4) Up to ten (10) GRC members elected by the GRC; and
5) Up to ten (10) CMLs.

Advocacy and Campaign Volunteers as needed. Advocacy and Campaigns volunteers shall not have to meet the standards of CMLs for meeting attendance (non-voting).

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed: August 8, 2025
First Approved: WHEN DID WE FORM THIS COMMITTEE?

42. APPEALS COMMITTEE

PURPOSE

42.1 To adjudicate GSS members' appeals related to the mandatory extended health and dental plans and universal bus pass program

42.2 To protect graduate students and the GSS against insurance fraud as per our contract with Pacific Blue Cross.

42.3 To make the process of opting out by those who are eligible as efficient as possible.

42.4 To receive member input on the extended health and dental plans and universal bus pass program.

DUTIES

42.5 To communicate all relevant information regarding extended health and dental appeals and universal bus pass program with UVic Accounting Services.

42.6 To communicate decisions regarding extended health and dental appeals and universal bus pass program appeals to appellants.

42.7 To compile member input on the extended health and dental plan and universal bus pass program, and provide an annual report to the Executive Board regarding this input.

2.1.3 MEMBERSHIP

1) The Director of Finance, (Chair)
2) The Director of Internal/University Relations (Vice-Chair)
3) At least two graduate students, selected by and from the Graduate Council
4) The Finance and Benefits Coordinator (non-voting)

QUORUM

Quorum shall be one of the Executive members and any other two (2) voting committee members.

MEETINGS

All committee members will be notified of meetings at least one week in advance. Meetings shall occur as necessary at the call of the Director of Finance.

APPEALS

Appeals shall be submitted in writing to the committee and heard within 30 days of receipt of the appeal excluding GSS Office Closures and suspension of the standing committee in September. GSS Office Closures do not include weekends. Response shall be given in writing in a timely manner outlining the result of the appeal, reasons for the decision and the process to appeal the decision, as outlined below. The Executive Board shall ratify general criteria for appeals as established by the committee.

APPEALING THE DECISION OF THE APPEALS COMMITTEE

42.8 A member may not appeal a decision of the Appeals Committee based solely on a disagreement with the result of the decision.

42.9 A member may appeal a decision of the Appeals Committee to the Executive Board under specific circumstances. Sufficient grounds for an appeal of the Appeals Committee decision include:

a. the member believes that the hearing or decision was biased; and
b. the process or procedure for the appeal was not followed.

42.10 A member wishing to appeal a decision on one of the above grounds shall submit a written request for appeal of the decision to the Executive Board of the Society, outlining the grounds for and facts related to the appeal of the decision.

42.11 If the Executive Board finds, by majority vote, that the grounds for the appeal of the decision are founded, the Executive Board shall take steps to ensure that the initial appeal is heard in a manner that addresses the findings of the Executive Board's decision. The Executive Board shall not consider the merits of the appeal itself.

CONSIDERATION OF NEW INFORMATION AFTER AN APPEAL

42.12 In the event that new information is provided to the Appeals Committee after a decision, the Appeal committee will hear a second appeal from the student. If the appellant makes any subsequent appeals, the Appeals Committee may, by a majority vote, decide to hear the appeal again as a new appeal. The original decision does not need to be appealed in this instance."

42.13 Appeal of an Appeal, The Ombudsperson's recommendations, included that:

a) The first Appeal decision should never be considered final. The Ombudsperson suggested that the majority of people who appeal do not realize what information is pertinent until they receive the letter of rejection.
b) Students who want to more about the process should be sent to the Ombudsperson's Office, or someone else who is independent, who can help prepare documents for a second Appeal.
c) That the Ombudsperson's contact information be provided on the appeal forms.
d) The appellant consistently receive feedback on the results and rationale of the Appeal Committee.
e) The student appellant be given the criteria as to when an appeal of the Appeal Committee's decision would be accepted e.g. if the decision was biased.
f) If new information or evidence comes to light, it should be considered a new Appeal, not an appeal of the first decision.

TERM OF OFFICE

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.

DOCUMENT CONTROL

Next Review Date:
Date Amended: GRC July 20, 2021 GRC June 21, 2022

GRC Feb 2023
Last Reviewed: August 8, 2025
First Approved: GSS AGM Oct 29, 2019

43. BYLAW AND POLICY COMMITTEE

PURPOSE

Oversee the development and maintenance of the Society's policies and bylaws.

DUTIES

43.1 Serve as the Development Authority for general Governance policies of the Society, and for Governance policies specific to GRC or the Executive Board,
43.2 Serve as the body responsible for recommending changes to the Society's bylaws,
43.3 Monitor policy implementation across the Society and identify areas for improvement,
43.4 Receive all staff requests and referrals from GRC and Executive Board for new policies,
43.5 Determine whether a proposed new policy shall be a Governance or Operations policy,
43.6 Refer proposed new policies to the Development Authority that the Committee deems appropriate, and
43.7 Perform other duties related to the Constitution, Bylaws, and policies as directed by GRC.

MEMBERSHIP

1. The Chair of the Society (Chair),
2. Each Executive Board member who is an Implementation Authority for policies other than committee terms of reference (non-voting)
3. Each member of Management Staff who is an Implementation Authority (non-voting)
4. Up to ten (10) GRC members elected by the GRC, and
5. Up to four (4) CMLs.

DOCUMENT CONTROL

Next Review Date:
Date Amended: GRC July 20, 2021 GRC June 21, 2022
Last Reviewed: August 8, 2025
First Approved: GSS AGM Oct 29, 2019

44. ELECTIONS COMMITTEE TERMS OF REFERENCE

PURPOSE

To adjudicate complaints concerning the integrity and fairness of elections and referenda, and to decide on electoral infractions, penalties, informal dispute resolutions, and invalidation of election or referendum results pursuant to the Executive Board Election and Referendum Policy.

DUTIES

To review and decide on complaints submitted related to the Executive Board elections and referenda in accordance with the Executive Board Election and Referendum Policy.

To communicate decisions regarding electoral complaints to the Society membership.

To review elections/referenda policies and recommend amendments to the Bylaw and Policy Committee.

To review elections/referenda procedures in advance of each election/referendum period in order to support the Electoral Officer in their duties to oversee the operations of all elections, by-elections and referenda.

MEMBERSHIP

44.1 The committee shall consist of four (4) Society full members selected from the Graduate Representative Council, and the Electoral Officer (chair).
44.2 Members of the committee cannot be a nominee for an election to the Executive Board or be a registered member of any referendum side.
44.3 All candidates selected must meet the above listed criteria.
44.4 The Governance Coordinator shall sit as an ex-officio (non-voting) member for interpretation of GSS Bylaw and Policy.
44.5 Committee members may be removed only by Special Resolution by Graduate Representative Council.

QUORUM

Quorum shall be three (3) committee voting members.

MEETINGS

All committee members will be notified of meetings 2 business days in advance. Meetings shall occur within 4 business days of the filing of complaint at the call of the Electoral Officer.

COMPLAINTS

44.6 Any person may make a complaint to the Electoral Officer regarding the conduct of a candidate, referendum side, Society representative, or the electoral process.

44.7 The final deadline for submitting a complaint about an election/referendum is seven (7) days after the release of preliminary results.

44.8 Complaints must be submitted in written form.

44.9 The complainant, or any other party involved, has the right to a representative or advocate throughout the appeal process.

44.10 The Elections Committee shall render a decision on each complaint in accordance with principles of administrative fairness and natural justice, as defined in Policy 7.

44.11 If the Elections Committee finds, by majority vote, that the validity of the complaint or appeal was substantiated, they shall decide on penalties for incurred infractions in accordance with the Executive Board Election & Referendum policy and GSS bylaws and notify the complainant as well as any relevant parties in writing.

44.12 If the Elections Committee finds, by majority vote, that the validity of the complaint or appeal was unfounded, they shall notify the complainant in writing and provide rationale for their decision.

44.13 In the case of sustained complaints (i.e. those found to be valid) about improperly campaigning to such an extent that the result of the electoral event must be considered biased or that the candidates or referendum side disqualified (Executive Board Election and Referendum policy section 7.10, 7.11), the Elections Committee may invalidate the results of the single position or electoral event as a whole. Further, they shall instruct the Electoral Officer to proceed under Executive Board Election and Referendum policy section 5.14: Vacancies Resulting from Disqualification or Invalidation.

44.14 Decisions of the Elections Committee must be provided in written form and made public.

44.15 Decisions of the Elections Committee are final, except when new information is submitted, in which case a new appeal complaint may be filed.

DOCUMENT CONTROL

Next Review Date:
Date Amended: September 16, 2026
Last Reviewed: August 8, 2025
First Approved: February 22, 2022 (GRC)

45. EVENTS COMMITTEE

PURPOSE

To engage the membership through events and activities while highlighting the Society.

DUTIES

45.1 Plan, organize and promote social events that interest the membership throughout the year;
45.2 Present proposed events to the GRC at the start of each term;
45.3 Present an annual written report to the Executive Board to inform the next Annual Plan; and
45.4 Carry out all other duties as directed by the GRC.

MEMBERSHIP

45.5 The Director of Student Life (Chair)
45.6 The Operations and Services Manager (non-voting)
45.7 The Events Coordinator (non-voting)
45.8 Up to ten (10) GRC members elected by the GRC; and
45.9 Up to four (4) CMLs.

DOCUMENT CONTROL

Next Review Date:
Date Amended: GRC June 21, 2022
Last Reviewed:
First Approved: GSS AGM Oct 29, 2019

46. FINANCE COMMITTEE

PURPOSE

Oversee the overall financial administration of the Society.

DUTIES

46.1 Support and advise on transparency of the financial administration of the Society;
46.2 Develop an annual budget for all Society operations;
46.3 Oversee the maintenance of the Society's capital budget, and to make recommendations to the Executive Board on capital expenditures;
46.4 Make recommendations to the Executive Board on all significant matters of financial administration;
46.5 Serve as the Development Authority for financial Governance and Operations policy and restricted fund Terms of Reference; and carry out all other duties as directed by the GRC.

MEMBERSHIP

46.6 The Director of Finance (Chair),
46.7 The Executive Director (non-voting),
46.8 Up to ten (10) GRC members elected by the GRC; and
46.9 Up to four (4) CMLs.

Document Control

Next Review Date:
Date Amended: GRC, July 20, 2020 GRC June 21, 2022
Last Reviewed: April 2022
First Approved: GSS AGM Oct 29, 2019

47. STIPEND REVIEW COMMITTEE

PURPOSE

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

DUTIES

47.1 To make recommendations to the membership on changes to Executive Board stipend;
47.2 To make recommendations to the membership on changes to the Executive Board duties, structure and portfolios;
47.3 To review the balance of work between Executive Board members;
47.4 To review Executive Board reports and recommend their approval to the GRC;
47.5 To survey members of GRC throughout the year on the performance of the Executive Board; and
47.6 To recommend, where appropriate, a 'top up' of the monthly stipend of an Executive Board member due to extraordinary duties performed.

MEMBERSHIP

47.7 Voting membership will be five members elected from the GRC, excluding Executive Board members and Society staff.
47.8 The Executive Director will be a non-voting member of the committee.
47.9 The committee shall elect one voting member to be committee chair.
47.10 The committee may invite current or past members of the Executive Board or GRC to report to the committee.

DOCUMENT CONTROL

Next Review Date:
Date Amended: Amended by GRC, July 20, 2020 Amended by GRC, February 25, 2020
Last Reviewed: August 8, 2025
First Approved: GRC, September 29, 2012

48. EXECUTIVE BOARD STANDING COMMITTEES

February 2020 Review Status: MAJOR REVISIONS REQUIRED

Amended July 19, 2016 by the Graduate Representative Council

PERSONNEL COMMITTEE

48.1 Type

Standing, closed committee of the Executive Board

48.2 Purpose

Oversee all matters related to personnel at the GSS

48.3 Duties

48.3.1 Review policies related to personnel, including the Employee Benefits Policy

48.3.2 Review job descriptions and ensure they are kept up to date

48.3.3 Participate in collective bargaining on behalf of the Executive Board

48.3.4 Represent the Executive Board to the Labour Management Committee for employees covered by the Collective Agreement

48.3.5 Ensure hiring processes

48.4 Members

The Executive Director and the Executive Board Personnel Officer

LABOUR MANAGEMENT COMMITTEE

Revised, Approved by LMC April 30, 2021

First Iteration 2019

48.5 Introduction

This document outlines the protocols mutually agreed to by the GSS Management and GSS Bargaining Unit Employees for the establishment and operation of the Labour-Management Committee (LMC) required under Article 8.01 of the *GSS Collective Agreement*.

48.6 LABOUR MANAGEMENT

48.6.1 The Parties shall establish a Labour-Management Committee, composed of no more than two (2) representatives of the Union, and no more than two (2) representatives of the Employer. Employee membership and participation in Labour Management meetings will vary depending on the topics under discussion, and at the discretion of the Union.

48.6.2 The Committee shall meet at the request of either party for the purpose of discussing issues relating to the workplace and/or the administration of the Collective Agreement. The time and place of meetings shall be at the convenience of both parties. However, the Parties agree that the Committee shall meet a minimum of three (3) times per year unless both Parties mutually agree to waive this minimum.

48.6.3 The procedures of the Labour Management Committee are described in the Labour Management Committee Terms of Reference. These Terms of Reference shall be developed, approved, and amended by agreement of both parties.

48.6.4 The Union will have the right at any time to have the assistance of representatives of BC UWU or any other advisors to the Union when dealing or negotiating with the Employer.

48.6.5 The Employer will have the right at any time to have the assistance of legal counsel or other advisors to the Employer when dealing with the Union.

48.6.6 Employees representing the Union will have the right to attend meetings between the Employer and the Union held within working hours without loss of pay.

48.6.7 These terms of reference may be amended from time to time at any regular or special meeting of the LMC. All LMC, sub-committee or working group members will adhere to them.

48.7 Purpose of the LMC

The purpose of the LMC is to provide a forum for meaningful consultation between employer and bargaining unit representatives where information can be exchanged and views and advice on workplace issues obtained.

48.8 Principles

Consultation is a process for seeking and providing information and advice, exchanging views, and discussing issues, with the parties appropriate to addressing or resolving issues, in an atmosphere of mutual respect and trust. To be effective, the process must be based on an honest and open commitment, by both parties, to the sharing of information and to listening to each other's opinions, observations, and recommendations, prior to decisions being taken.

For clarification, this means that the parties are committed to full disclosure, at the earliest possible opportunity and to the maximum extent possible, of actions, or contemplated actions, with the view of ascertaining the full implications on the legitimate interests of the other party, and to resolving any problems identified. Further, the parties agree to work together in anticipation of outside decisions, influences, and trends that may impact the work or work environment of those they represent.

48.9 Scope/Tasks

Issues for the Labour-Management Committee will include, but are not limited to:

48.9.1 Reviewing job descriptions

48.9.2 Job performance evaluation criteria and procedures

48.9.3 Hiring and exit interview procedures

48.9.4 Confirming the bargaining unit's membership, probation and seniority lists

48.9.5 Developing training and workplace education opportunities

48.9.6 Consultation on development of policy and procedures that affect employees

48.9.7 Informal discussion of collective workplace concerns, suggestions (not individual grievances)

48.9.8 Follow up on implementation of general clauses of the Collective Agreement e.g. new employee welcome package, bulletin boards

48.9.9 Keeping a record of housekeeping items to edit/update in future Collective Agreements

48.9.10 In the event that either party receives information that the workplace may be affected by labour/solidarity action, an emergency LMC meeting will be convened within 1 day of receiving the information to determine the advisability of maintaining operations of the GSS.

48.10 Decision Making Authority

48.10.1 The LMC meetings do not usurp the authority of the Collective Agreement, nor are they authorized to resolve grievances. The LMC is a consultation, communication, and recommendation committee.

48.10.2 The parties agree to refer pertinent discussion/decisions to applicable joint committees and/or other levels of consultation when they are better suited to deal with issues arising.

48.10.3 Immunity to speak freely: Representatives have the right to consult with their constituents and express their opinions on items under consultation without fear or risk of reprisal.

48.10.4 Once consultation is complete, the parties agree that where recommendations are agreed at the LMC, the representatives will support such recommendations fully and completely when reporting to and working with those individuals and groups that they represent.

48.10.5 The LMC will seek to operate on a consensual basis whenever possible. Where all avenues for consensus have been exhausted and issues remain, the LMC will note in its official record any issues that require referral to another committee or resource for further action or any points of disagreement.

48.10.6 In the event of a serious dispute, or the inability for committee members to reach agreement on the interpretation of these Terms of Reference or on key issues that might impede the progress of the work of the LMC, the committee may decide to call upon a third party to mediate and settle the dispute.

48.11 Composition and Structure

48.11.1 The LMC will be structured as per the Collective Agreement, with the exception of increasing the number of potential voting representatives for both Labour and Management to 3.

48.11.2 Meetings will not be held unless each party has two representatives present, unless in exceptional circumstances, and that this right is expressly waived and noted in the minutes.

48.11.3 Sub-committees and/or working groups may be established, by mutual agreement, to study particular topics or issues in detail.

48.11.4 For the GSS Bargaining Unit, one representative will be the Bargaining Unit Chair, and the other two representatives will be confirmed by its members during its Union Days meetings. The Bargaining Unit reserves the right to rotate one or both of the additional positions between differing employment 'units' within GSS, or between members depending on availability.

48.11.5 For Management, one representative will be the Executive Director or their designate; one representative will be the Director of Personnel; and the Executive Board will assign the other representative to a Board member or management personnel.

48.12 Meeting Location, Time and Costs

48.12.1 LMC meetings will be scheduled at a mutually agreed upon standardized date and time, at least once per month, at the GSS Grad Centre. Should no agenda items be submitted 48 hours before the scheduled meeting, the meeting will be considered cancelled.

48.12.2 Additional meetings may be scheduled should urgent matters requiring consultation arise. A meeting must be held within 10 days of being requested by either party.

48.12.3 Seminars may also be organised to allow for broader consultation and dialogue.

48.12.4 Committee representatives will be protected against any loss of regular pay due to preparation for, and attendance at, the meetings.

48.12.5 The parties agree to allocate adequate time and resources to ensure follow-up of commitments made at or between LMC meetings. Where, in extraordinary circumstances, committee members are unable to meet their commitment(s), they should undertake the responsibility of informing their co-representative to assist with delegating the task.

48.13 Rotating Chair/Facilitator

48.13.1 At the first LMC meeting a schedule will be created to assign a rotation of the month's Chair/Facilitator between management and bargaining unit representatives.

48.13.2 The Chair/Facilitator will be responsible for ensuring all employees are aware of the topics to be discussed at each upcoming meeting and that all staff have access to the official record of the meeting.

48.13.3 Agendas and Relevant Materials

48.13.4 LMC members are responsible for posting agenda items in a shared folder on the GSS Z drive and/or Connect drive. Any agenda item that requires review of written documentation (e.g. job descriptions, proposed policies) or support materials must be posted at least 7 days in advance of a scheduled meeting. All active union members must have access to the list of agenda items for each LMC meeting.

48.13.5 The party submitting agenda items will ensure any relevant information is available to all LMC members e.g. technical reports, statistics, financial reports, surveys, manuals, directives etc.

48.13.6 At the start of each meeting, the priority of agenda items will be determined by consensus. Items not dealt with will be carried over to the next LMC meeting. Items not on the agenda may be discussed at the meeting with the approval of the parties.

48.14 Official Record of the Meeting

Management and bargaining unit representatives will take it in turn to record topics discussed at LMC meetings and any joint agreements or recommendations. This record of the meeting will be prepared within 48 hours of the meeting and circulated to attending LMC members for edit and/or approval. The goal is to have the meeting record/minutes posted for all employees on Union bulletin boards and/or distributed via email within 7 days of the LMC meeting.

48.15 Terms of Reference Agreement

The parties agree that from this day forward, they will respect the principles, guidelines and agreements herein during the course of their work together on the Labour-Management Committee, and that these Terms of Reference will be reviewed in full before the end of May 2022.

48.16 Document Control

Next Review Date:
TOR Approved on April 30th, 2021.
Last Reviewed:
First Approved:

MANAGEMENT HIRING COMMITTEE TERMS OF REFERENCE

Revision Approved by GSS Executive Board – November 2nd, 2020

48.17 Purpose of the Committee

The purpose of the GSS Management Hiring Committee (MHC) is to conduct a search and make a recommendation to the Executive Board on filling a management vacancy on an interim or permanent basis as per the GSS Management Hiring Policy.

48.18 Scope/Tasks

Issues/tasks that the Committee will address/work on, include, but are not limited to:

48.18.1 Consult with members, staff, LMC, Executive Board, GRC and related parties as needed to conduct an effective search.

48.18.2 Articulate and communicate hiring priorities.

48.18.3 Design an enticing management position advertisement.

48.18.4 Carry out a robust management search strategy using local, provincial and national hiring platforms, and personal connections. All postings must remain open for a minimum of 14 days.

48.18.5 Develop an application review matrix.

48.18.6 Committee members review all applications using the matrix and submit results to the Chair.

48.18.7 Develop a short list for interviews based on the review matrix scoring.

48.18.8 Develop an interview protocol and schedule of questions/tasks to be performed, as well as a list of questions for referees.

48.18.9 Conduct interviews, oversee presentations and/or stakeholder meetings with short listed candidates.

48.18.10 Contact references.

48.18.11 Recommend a candidate for hiring, or, recommend continuation of the search process. Recommendations will be one of the following:

48.18.12 Unanimous recommendation.

48.18.13 Recommendation with dissent noted. In the event that the committee provides a recommendation for hire with dissent noted, the committee will provide a report on the cause of dissent.

48.18.14 Qualified recommendation. In this event, the committee will provide recommendations (e.g. extended probation, temporary contract, revised offer).

48.18.15 Recommendation to extend the search.

48.18.16 Committee members may be invited to an in camera session of the Executive Board to provide further comment on their recommendation.

48.18.17 Once the hiring process is complete, a member of the hiring committee will notify unsuccessful candidates prior to any public announcement of the hiring decision.

48.19 Authority

48.19.1 The Committee has the authority to conduct management searches, to recommend a temporary/interim hiring, and/or to recommend a candidate to fill a management vacancy.

48.19.2 Sub-committees: This committee will not have subcommittees.

48.20 Composition and Structure

- Chair – Director of Personnel
- Vice-Chair – determined by members of the Committee
- Voting Members
- Director of Personnel
- GSS Chair
- Member of GSS management staff
- BCUWU Designate
- Other persons as required – The Executive Board has the discretion to include another Executive Board member, a GSS member at large, UWU member or an external partner should specific insight, perspective, and/or skills be warranted. Committee members who are not GSS staff, Executive Board, or management may be added as non-voting members.

Note: In the event that committee is struck for a new Executive Director, it is strongly recommended that a member of the committee be a current Executive Director or have experience as an ED.

Note: Members may ask to be replaced should a conflict of interest situation arise.

48.21 Rights of committee members

48.21.1 All staff, management and Executive Board who serve as members of the committee will be full members of the committee with full participation rights, including voice, vote and the ability to submit items to the agenda of committee meetings.

48.21.2 Additional members to the committee may be non-voting consultants who have the right to participate in discussion but not to vote,

48.21.3 Members of the society who are added to the committee may be added as voting or non-voting members.

48.21.4 Work of the committee by BCUWU designate(s) is paid at the current hourly rate of the employee as defined by the collective agreement, with the exception of food service staff, who shall be paid at the Food Service Admin rate.

48.22 Reporting and Communication

48.22.1 Reports to the Executive Board.

48.22.2 Internal committee communication – the Personnel Director will ensure there is a secure Connect site for sharing of applications and other Committee documents.

48.23 Meetings

48.23.1 Meeting frequency: as needed

48.23.2 Meeting location: combination of in-person and online as circumstances warrant, determined by consensus of the committee.

48.23.3 Other considerations:

a. The parties agree to allocate adequate time and resources to ensure follow-up of commitments made at or between Committee meetings.

b. Committees must be conscious of the cost for staff to attend meetings.

48.24 Duties of the Chair

48.24.1 Chair committee meetings

48.24.2 Create a schedule of the hiring process and communicate this schedule to Board and staff

48.24.3 Determine meeting location, setting up secure Connect site for materials sharing

48.24.4 Create a 'training session' to orient Committee members to best practices in search and hiring

48.24.5 Create and circulate agendas and relevant materials

48.24.6 Assign a recorder for each meeting. Ensure minutes are kept and decisions are recorded

48.24.7 Ask for, and address, conflict of interest declarations as candidate applications arrive (or at the time of interview if candidate application

48.24.8 Ensure strict guidelines for confidentiality of information are maintained

48.24.9 Arrange for security and storage of MHC records and documents

48.24.10 Report to the Executive Board

48.24.11 Consult with staff, members and community resources as and when appropriate.

48.25 Duties of the Vice-Chair

48.25.1 Fulfill the duties of the Chair in the Chair's absence.

48.25.2 Other duties as delegated by the Chair.

48.26 Committee Decision Making and Quorum

48.26.1 Where possible the Committee Chair will try to facilitate decisions being made by consensus.

48.26.2 In the event a consensus cannot be reached, a vote will be taken via Roberts Rules procedures, and the majority opinion share prevail.

48.27 Confidentiality

The hiring process is confidential, both during the search process and after the completion of the search. Confidentiality extends, but is not limited to, the names of applicants and their applications, content of consultations, interview questions and assessment tools.

48.28 Records

Management Hiring Committee records are kept on file [hard copy, external drive, and Connect archive] for two years in a secure Executive Board file or external location (not accessible to the successful candidate for the position for which the committee was struck) and then shredded or deleted.

Committee records include:

48.28.1 Candidate applications

48.28.2 Individual committee members' notes from interviews etc.

After the Committee's dissolution, committee members are required to provide all hard copy notes and materials to the Chair or their designate, as well as report when all digital notes, applications etc. have been deleted from all personal and work devices.

48.29 Terms of Reference Member Agreement

I acknowledge that I have read and understand the Committee Terms of Reference and agree to participate under these guidelines to the best of my ability.

FUTURE GOVERNANCE AND POLICY WORK

49. POLICIES CURRENTLY IN DEVELOPMENT

49.1 Anti-bullying/harassment policy (LMC)
49.2 ED Unavailable policy (LMC)
49.3 Student in Crisis Response Policy (LMC)
49.4 Domestic Violence Reporting Policy (LMC)

49.5 AREAS IDENTIFIED FOR POLICY DEVELOPMENT CONSIDERATION

49.5.1 Use of personal electronic devices for GSS business

49.5.2 Confidentiality

49.5.3 Whistleblower protection policy

49.5.4 Expectations of grad students on UVic committees – committee member job description

49.5.5 Expense policy, including mileage rates etc.

49.5.6 Representative accessibility – making names and/or contact information for GRC, Executive and committee members available to the membership.

49.5.7 General membership communication – when, how often, how

49.5.8 Policy on general service provision

49.5.9 Terms of reference for Department grant– purpose of the grants, eligibility criteria

49.5.10 Modo policies – wait list, review dates for graduation etc., if a member hasn't used their membership in last year, 2 years, more?

49.5.11 Policy on GSS social media, online platforms – passwords, access and control over messaging.

49.5.12 GRC – meeting process, agenda setting, Connect Drive, purpose of academic unit reports (for inter-personal sharing or public record) etc. (similar to policy on Executive Board meetings – OR remove the 'policy' on Executive Board meetings as these items are mostly procedural.)

49.5.13 Electoral Policies – terms of reference for the Electoral Officer, Electoral Appeals Committee, in-corporate the hearing process and forms for appeals (2015)

49.5.14 Policy on employee benefits and perks not in collective agreement – equality of access, information

49.6 OTHER ITEMS TO BE CONSIDERED FOR INCLUSION IN MANUAL

49.6.1 GSS organizational chart as reporting policy between staff, management, and Executive.

49.6.2 List of relevant legislation e.g. University Act, BC Societies Act

49.6.3 Guidelines developed by various GSS Committees e.g. Social Media Guidelines

GSS ANNUAL STRATEGIC PLANS

50. PROPOSAL TO INCLUDE CURRENT AND RECENT GSS STRATEGIC PLANS HERE

51. TEMPLATE FOR NEW/REVISED POLICIES

POLICY STATEMENT/SUMMARY

The key principles of the policy.

DEFINITIONS

Term means any term used in the policy for which definition would be helpful.

1. Purpose/background

The purpose of this policy is to… (describe in one sentence).

2. Jurisdiction/Scope

This policy applies to (describe the individuals or body to whom the policy applies, e.g., the Executive Board, GRC, Society membership, unionized staff, excluded management).

3. Policy Details

GENERAL

4.1.1 Provide the standards or requirements set by the policy. Be careful not to get into the level of detail of procedures.

DEVELOPMENT AUTHORITY

The GRC Bylaw and Policy Committee (or another committee, or the Executive Board, etc.).

APPROVAL AUTHORITY

The Graduate Representative Council (or the Executive Board, or General Meetings of the Society).

IMPLEMENTATION AUTHORITY

The Society Chair, Executive Board, Committee Chairs, Management Staff, or delegated supervisors, as appropriate.

RELATED LEGISLATION, AGREEMENTS, OR OTHER SOCIETY POLICIES AND PROCEDURES

Include any relevant legislation, contracts, Society bylaws or policies.

RESOURCES, REFERENCE DOCUMENTS USED

Include any resources used to develop this policy.

DOCUMENT CONTROL

Next Review Date:

Date Amended:
Last Reviewed:
First Approved: February 22, 2022 (GRC)
Earlier Iteration: (version history notes if applicable e.g., if policies combined)

52. TEMPLATE FOR NEW/REVISED TERMS OF REFERENCE

UVIC GRADUATE STUDENTS' SOCIETY

COMMITTEE NAME

TERMS OF REFERENCE

Date Approved

PURPOSE OF THE COMMITTEE

The purpose of the XXX is to:

SCOPE/TASKS

Issues/tasks that the Committee will address/work on, include, but are not limited to:

AUTHORITY

1. Spending authority, decision making authority, or recommendations only? On what issues?
2. Sub-committees and Working Groups: Does the Committee have the authority to create official, standing sub-committees? Working groups?
3. Staff – no Committee of the GRC has authority over staff e.g. to assign work to staff, change staff schedules, etc. Committee Chairs with requests for staff assistance must make the request to the particular staff person and their management supervisor, in writing.

COMPOSITION AND STRUCTURE

1. Chair – as per by-laws and/or Executive Board or GRC election
2. Vice-Chair – determined by members of the Committee
3. Members
    a. GRC members (#'s, special case of co-reps)
    b. CML members
    c. Staff or other ex-officio members

REPORTING AND COMMUNICATION

1. What body does it report to, when, how?
2. Internal Committee Communication – e.g. Connect.

MEETING

1. Frequency of meetings
2. Summer meetings
3. Other considerations:
    a. The parties agree to allocate adequate time and resources to ensure follow-up of commitments made at or between Committee meetings.
    b. Committee participation by GSS members who are distance education students, or who work or are on co-op/practicum, during weekday business hours.

DUTIES OF THE CHAIR

1. Agendas and relevant materials
2. Assigning recorder for each meeting/working session
3. Assigning person to report to GRC
4. [INSERT standard items from existing terms]

DUTIES OF THE VICE-CHAIR

1. Call and chair committee meetings during Executive Board transition period (April, May)
2. Chair committee meetings and fulfill the duties of the Chair in the Chair's absence.

COMMITTEE DECISION MAKING AND QUORUM

1. E.g. where possible the Committee Chair will try to facilitate decisions being made by consensus.
2. In the event a consensus can not be reached, a vote will be taken via Roberts Rules procedures, and the majority opinion share prevail.
3. The Chair and Vice-Chair will provide a vote when a vote is called.
4. When the Committee is recommending a decision to the GRC, the Committee will provide the GRC with adequate notice of motion, create the motion for the GRC agenda, and provide the relevant materials to the GSS Chair and relevant staff, with adequate time for circulation.

COMMITTEE RESOURCES

1. Financial

2. Discretion to consult

3. Designation of usual staff position that can provide support and advice Committees must be conscious of the cost for staff to attend meetings, working groups.

TERMS OF REFERENCE MEMBER AGREEMENT

I acknowledge that I have read and understand the Committee Terms of Reference and agree to participate under these guidelines to the best of my ability.

PRINT NAME	DATE	SIGNATURE

53. TEMPLATE FOR POSITION STATEMENTS

[theme/issue e.g. International Students, Solidarity Statements, UVic Policies or Practices]

POSITION STATEMENT SUMMARY:

The position statement appears here. Only one or two sentences. Should be wording directly from the motion passed.

authorization

Referenda, General Membership Meeting, Graduate Representative Council, or, Executive Board. DATE.

DEFINITIONS

If specific or technical terms are used, and/or clarifying referenced groups or organizations. If no definitions or clarifications given, section is left blank.

PURPOSE/BACKGROUND

If the motion/position appears with 'whereas's' or background information, this can be copied here.

JURISDICTION/SCOPE

Who/where/when the position applies, including if time limited. Blank if not noted.

Position statement implications or implementation

Any elaboration or implications of position statement if given e.g. if implications for GSS operations or policy development were noted. Blank if not noted.

responsibility for oversight (if applicable)

Committee, Director and/or Staff who have primary responsibility for ensuring the Position is upheld.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

List of related policies and documents. Blank if not noted.

RESOURCES, REFERENCE DOCUMENTS USED

Materials or sources used in the development of the position statement. Blank if not noted.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed: