GSS Mission Statement: The Graduate Student Society of UBC Vancouver represents and advocates on behalf of all UBC Graduate Students to the University, the Government, and the public. We provide academic, professional, social, and recreational services to our members, and act as stewards of the Thea Koerner House Graduate Student Centre.
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1. General

1.1. Relationship Between the Bylaws and the Policy Manual of the Society

1.1.1. In accordance with Bylaw 13, these policies constitute the Policy Manual of the Society.

1.1.2. In the event that a policy is in conflict with a Bylaw, the latter shall prevail.

1.1.3. This manual comprises all the policies of the Society.

1.2. Procedure for Amending the Policy Manual

1.2.1. The policy manual may be amended if:

(a) the proposed amendments are presented to Council using the Member Policy Revision Form contained in Appendix XII,

(b) the policy revision form is posted on the Society website at least seven days before the motion, and

(c) the policy revision form is emailed to all Council members at least seven days before the motion, and

(d) the proposed amendment is approved by:

i. ordinary resolution of the members, or special resolution in Council.

2. Membership in the Society

2.1. Ordinary Members

2.1.1. An ordinary member is as stated in Bylaw 3.1.

2.2. Honorary Members

2.2.1. An honorary member is as stated in Bylaw 3.2.

2.3. Associate Members

2.3.1. An associate member is as stated in Bylaw 3.3.

2.3.2. Associate membership is granted once the application is approved by ordinary resolution at Council
2.3.3. An application for associate membership must include:

(e) the name and student number of all students represented by the organization,

(f) a resolution passed by members of the organization to join the Society,
   ii. means by which the fee shall be paid to the Society, and
   iii. means by which the Society shall have access to annual updates for the number of students represented by the organization.

2.3.4. The fee for associate membership is twenty-five dollars per student until revoked or revised by ordinary resolution of Council as per Bylaw 3.9.3.

2.3.5. Associate membership is indefinite.

2.3.6. Associate membership may be rescinded by the organization or at the discretion of Council.

2.3.7. Council may grant a non-voting seat per organization subscribing to the associate membership.

2.4. Supporting Members

2.4.1. A supporting member is as stated in Bylaw 3.4.

2.4.2. The fee shall be forty dollars until revoked or revised by an ordinary resolution of Council.

2.5. Affiliate Organization

2.5.1. An affiliate organization is as stated in Bylaw 3.5.

2.5.2. Affiliate organization status is granted to Departmental Graduate Student Associations and Non-Departmental Student Groups if the application is approved by Council.

2.5.3. An application for affiliate organization status must include:

   (a) the number of students represented by the organization, and
   (b) a resolution passed by members of the organization to join the Society.
2.5.4. Affiliate organization status may be rescinded by the organization or at the discretion of Council.

2.5.5. A Departmental Graduate Student Association:

(a) is any organization that represents graduate students within a particular department, and

(b) is composed of ordinary members of the Society.

2.5.6. A Non-Departmental Student Group

(a) be ratified by the Council.

(b) is any organization that does not represent graduate students of one particular department, but does represent a defined community of graduate students as recognized by discretion of Council,

(c) is in part composed of members of the Society, and

(d) has membership open to all graduate students.

i. A Non-Departmental Student Group may have one representative attend Council meetings as a non-voting member.

3. Council

3.1. Procedures of Council

3.1.1. Council shall meet on the third Thursday of each month in the Centre.

3.1.2. Council may vote by special resolution to change the meeting date to an alternative Thursday within the same calendar month as the originally scheduled council meeting.

3.1.3. The Agenda form contained in Appendix VI shall be used for all regular Council meetings.

3.1.4. At the meeting following completion of the requirements stated in 4.1.1 and 4.1.2, the Chair shall recognize and seat new councillors at the beginning of the meeting.

3.1.5. Only after having been seated formally will new councillors be included in the calculation of quorum.
3.1.6. For any appointments or contracts requiring approval by Council, all candidates or directly involved parties may be asked to leave for the duration of the vote at the discretion of the Chair.

3.1.7. Members of the Society who are currently employed by the Society shall not be entitled to serve on Council, or serve on any committee in a voting capacity.

3.1.8. Conducting discussions in camera:

(a) At the request of any three members, Council may be moved in camera for further discussion. Upon moving in camera, the members shall state their reason entering into camera.

(b) While in camera, Council shall then decide whether to stay in camera by special resolution.

(c) No other vote shall be held in camera.

(d) Only members of Council may be present when in camera.

(e) Council may also invite specified individuals who are not members of Council to attend the in camera portion of a meeting.

(f) Individuals attending the in camera portion of a Council meeting shall not disclose any information discussed in camera to anybody, including other Councillors, without the authorization of Council.

3.2. Attendance at Council

3.2.1. Only ordinary members, honorary members, Councillors, Executive Officers, staff members of the Society, student representatives of the Board of Governors, and guests of Council may attend Council meetings.

3.2.2. Ordinary members, honorary members, Councillors, Executive Officers and guests of Council shall have voice at Council meetings.

3.2.3. Members of the Society who are employees of the Society retain all other rights as members of the society, including:

(a) the right to attend Council or committee meetings,

(b) the right of voice, and

(c) the right to engage in any activities of ordinary membership, except Council-related voting activities.
3.2.4. Councillors and Executive Officers may invite anyone to attend a Council meeting as a guest of Council to deal with a specific issue. These guests:

(a) may speak on the specific issue for which they have been invited,

(b) shall attend the meeting only when that specific item is under consideration, and

(c) must leave when that item has been dealt with.

3.3. Conflicts of Interest

3.3.1. A conflict of interest occurs when a councillor, relative, or close friend of that councillor may benefit in a financial manner or in any other significant material manner from a Council decision.

3.3.2. Any member with a potential conflict of interest shall immediately declare the nature of the conflict. Council shall decide whether the nature of the situation is truly a conflict of interest.

3.3.3. No member shall vote on decisions where they have a conflict of interest.

3.3.4. The provisions outlined in this section shall not override any other specific provisions describing specific situations of conflict of interest, or handling of specific potential conflicts of interest.

3.3.5. If a Councillor is concerned that another member of Council is in a potential conflict-of-interest situation that they have not declared, then that Councillor can bring this to the attention of Council. Council shall decide whether the nature of the situation is truly a conflict-of-interest.

4. Executive Officers

4.1. Powers and Duties of Members

4.1.1. The President shall, in addition to duties outlined in the Bylaws:

(a) ensure all reasonable efforts are made to send copies of the minutes of the previous Council meeting, the agenda of the upcoming Council meeting, and any other relevant material to each Councillor in advance of each regular council meeting,

(b) review incomplete affidavit of election forms for departmental representative seatings submitted to the Society and approve at their discretion,
(c) Maintain liaisons with any non-voting Council representatives not defined in 5.6.1,
(d) Ensure a record of proxies for Council meetings is being maintained,
(e) Ensure a record of committee meeting minutes are being maintained,
(f) Ensure the bylaws and policy manuals are up to date,
(g) Serve as proxy for the VP Students to administer the GSS Event Fund,
(h) Set the date for the election,
(i) Ensure the Parking policies are followed, and
(j) Ensure the Society is following the Personal Information and Protection Act.

4.1.2. The Vice-President, Students shall, in addition to the duties outlined in the Bylaws:

(a) Administer the GSS Event Fund as per policy section 9.

4.1.3. The Vice-President, University and Academic Affairs shall, in addition to the duties outlined in the Bylaws:

(a) Administer the Graduate Student Emergency Fund,
(b) Serve as ex officio member of Graduate Council, and
(c) Serve as Chief Electoral Officer in the event that no suitable candidate is available.

4.1.4. The Vice-President, External Relations shall, in addition to the duties outlined in the Bylaws:

(a) Ensure the Society's policies on position statement expiration are followed.

4.1.5. The Financial and Executive Oversight Officer (FEOO) shall, in addition to the duties outlined in the Bylaws:

(a) Ensure the Society's policy on Signing Authority is followed, and
(b) Ensure the Society's policies on executive spending are followed.

4.2. Executive Vacation Policy
4.2.1 Executive Officers shall be entitled to a total of two weeks of vacation during their term, not including the time of closure of the Centre over the Winter closure as defined by the UBC Academic Calendar.

4.2.2 Executive Officers elected for terms shorter than 12 months shall be entitled to the same percentage of vacation time proportional to the length of their term.

4.2.3 Executive Officers must provide the Chair of the Executive Oversight Committee notice of vacation time or a leave of absence, including their date of departure and date of return to the Society, prior to their departure.

4.2.4 During their vacation, the Executive Officers shall continue to receive their honoraria.

4.2.5 During their vacation, the Executive Officer shall make all reasonable efforts to stay connected to the Society by email or phone.

4.2.6 In case of special circumstances, including but not limited to research-related travel or field work, family emergencies, and medical reasons, an Executive Officer may take additional time off, but this time shall be considered a leave of absence.

4.2.7 Council may appoint a temporary Executive Officer should the elected Executive Officer take a leave of absence or are absent from their position for longer than consecutive 4 weeks.

4.2.8 Executive Officers shall not receive an honorarium while on a leave of absence or when they exceed their allotted vacation time.

5. Executive Officer Spending

5.1 Local Transportation

5.1.1 Cost for transportation when traveling locally to and from events required for Society business may be reimbursed. Modes of transportation can include but not limited to car rental, public transportation, taxi, co-op cars, and ferry.

5.1.2 Executives are expected to take the cheapest form of transportation within reason when possible. When safety or practicality prohibits the use, members should use a taxi service, co-op car, rental or their own car.

5.1.3 Executives are expected to car pool when possible.

5.1.4 Executives should record and claim reimbursement for mileage over and above the mileage from the Executive's residence to their regular workplace. Where the mileage from the Executive's residence to the destination is less than the mileage from the Executive's residence to their regular workplace no claim should be made.
Executives who use their own vehicle for approved Society business will be reimbursed per kilometer travelled at the current rate. Executives who use their own vehicle for Society business will be reimbursed per kilometer travelled at the current rate described in 5.1.6.

5.1.5. When trips are made to and from the event during the day, 100% of the mileage may be claimed. When trips are made on the way to the Society or on the way home from the Society, to an event that causes an Executive to go out of their way, only the mileage of the detour should be claimed. When the distance to the event for the day is the equivalent of going to the office or less, no claim should be made.

5.1.6. The current rate per kilometer may be obtained from the Society administration office, and shall be fixed from time to time in accordance with the mileage rate allowed by the Canada Revenue Agency for tax purposes.

5.2. **Out of Town Transportation and Accommodation**

5.2.1. The Society shall pay for transportation and/or accommodation expenses when an Executive must travel out of town for the purpose of Society business. Transportation and/or accommodation bookings should be made through the Society administrative office staff. An Executive may be reimbursed for transportation and/or accommodation bookings under exceptional circumstances as determined at the discretion of the FEOO.

5.2.2. Executives are expected to take the cheapest mode of transportation within reason.

5.2.3. Executives will only get reimbursed for the cost of an economy or coach ticket.

5.2.4. If a rental car is the most appropriate option, Executives should use the following guidelines:

   (a) Minimize cost by researching rates of available rental companies and car models.

   (b) The rental should include unlimited mileage (the Society does not pay for rental car mileage).

5.2.5. Out of town transportation and/or accommodation expenses not otherwise accounted for in an Executive’s annual budget must be approved by the FEOO prior to booking.

5.3. **Out of Town Personal Expenses**
5.3.1. Up to $60 (CAD), or such other amount set by the FEOO when traveling outside of Canada, per day may be claimed for necessary personal expenses including but not limited meals and personal care items.

5.3.2. Where necessary, the per diem will be provided in advance of departure.

5.3.3. Expenses for transportation, accommodation and parking are over and above the necessary personal expense per diem referred to in 5.3.1. They will be reimbursed separately.

5.3.4. If meals are included in the event plans, Executives are expected to eat the meals provided, however, alternative meals may be reimbursed in exceptional circumstances (i.e. for dietary, allergy, ethical reasons, etc.)

5.3.5. Liquor is not an allowable expense.

5.3.6. When out of town for Society business, Executives are expected to use phone cards.

5.4. **Tipping**

5.4.1. Tipping is appropriate where it is customary. Tipping expenses more than 18% will not be covered by the Society, where the Executive has discretion on the amount or percentage.

5.5. **Parking Fees**

5.5.1. When attending meetings on behalf of the Society, or staying at hotels with pay parking, parking fees will be reimbursed by the Society up to $15 per day. Executives are expected to research and utilize the most economical parking available. Valet parking services will not be reimbursed.

5.6. **Traffic Fines**

5.6.1. The Society does not endorse speeding, illegal parking, or other traffic infractions. Any tickets, violations or fines received during the course of Society business are solely the responsibility of the Executive.

5.7. **Conferences**

5.7.1. Conference expenditure not otherwise accounted for in an Executive's annual budget must be approved by Council after consultation with the FEOO.

5.8. **Non-Allowable Expenses**
5.8.1. Expenses that are not eligible for reimbursement include, but are not limited to:

(c) Liquor as per 5.3.5,

(d) Entertainment not otherwise necessary,

(e) Traffic fines as per 5.6.1,

(a) Gratuities beyond 18% as per 5.4.1, and

(b) Hotel charges for additional services not otherwise included in 5.2, and

(c) Valet parking as per 5.5.2.

5.9. **Operational Spending**

5.9.1. Whenever possible, Executives shall direct requisitions or spending requests for expected operational expenses to the Administrative Assistant, Office Manager or Events Director.

5.9.2. When an Executive is faced with an unexpected operational expense that cannot otherwise be dealt with in accordance with 5.9.1, an Executive may incur said operational expense on his or her own account for later reimbursement subject to approval by the FEOO as outlined in 5.10.

5.10. **Reimbursement Process and Exceptions**

5.10.1. All reimbursements are subject to approval by the FEOO.

5.10.2. A claim form including receipts must be submitted to the FEOO no later than 2 months after the end of the event (e.g. conference, meeting, etc...) that occasioned the expense. The receipts must agree with the date and time of departure and return.

5.10.3. Where a per diem has been provided to an Executive in advance, any portion of their per diem that cannot be satisfactorily accounted for with appropriate receipts must be refunded to the Society.

5.10.4. If a receipt cannot be produced, a missing receipt form must be submitted to and approved by the FEOO. Expenses greater than $50 cannot be claimed using a missing receipt form.

5.10.5. Claim forms shall be approved by the FEOO and funds shall be reimbursed no later than 20 working days after submission.
5.10.6. Where the expenditure is not authorized within this policy, no reimbursement shall be provided.

5.10.7. If the FEOO denies reimbursement, the Executive may appeal their decision to Council for final determination.

6. Councillors

6.1. General

6.1.1. Councillors shall fall into five (5) distinct groups:

(a) Departmental Representatives,

(b) Graduate Council Representatives,

(c) Alma Mater Society Council Representatives,

(d) Student Senators representing the Faculty of Graduate Studies and Postdoctoral Studies,

(e) Non-Voting Representatives, and Executive Officers.

6.1.2. Prior to being seated on Council, all Councillors, including all Departmental and Non-Departmental Representatives, are required to submit to the Society Office either a completed:

(a) "Affidavit of Election" found in Appendix II for all Departmental Representatives, or

(b) "Councillor Information Form" found in Appendix XII, for all non-Departmental Councillors; and

(c) "Confidentiality Agreement" and "Protection of Personal Information Agreement" found in Appendix IX, for all Councillors.

6.1.3. Each Councillor shall endeavor to join at least one Committee of Council and participate in its activities.

6.1.4. Employees of the Society shall not be permitted to serve as voting Councillors.

6.2. Departmental Representatives

6.2.1. A Departmental Representative must be democratically elected from a Department in good standing as defined in Bylaw 2.7.
6.2.2. All incoming Departmental Representatives must submit a completed Affidavit of Election, found in Appendix II, to the Society Office before they can be seated on Council.

6.2.3. An incomplete Affidavit of Election form or reasonable substitute may be accepted at the discretion of the President for seating a Departmental Representative.

6.2.4. Only after having been seated formally will the Departmental Representative be included in the calculation of quorum.

6.2.5. Pursuant to Bylaw 5.2.1, Departmental Representatives are voting members of Council.

6.3. **Graduate Council Representatives**

6.3.1. Council may appoint five (5) members in a good standing as representatives to the Graduate Council of the Faculty of Graduate and Postdoctoral Studies provided such appointments are advertised in student publications at least one (1) week in advance.

6.3.2. Representatives will be appointed by Council at the September Council meeting for a one-year term.

6.3.3. From the six (6) individuals (including the VP, Academic and External as ex officio) who represent the Society to the Graduate Council, Council shall elect a Head Representative who are responsible for:

   (a) giving an oral report at each Council meeting summarizing the activities of the Graduate Council.

   (b) be responsible for the orientation of all Graduate Council Representatives, including advising them of their duties and responsibilities, and for the effective operation of the representative team including:

   i. ensure all representatives are notified of the time, place and proposed agenda for all Graduate Council meetings.

   ii. designating a substitute Head Representative for Graduate Council meeting if they are unable to attend a meeting, and

   iii. encourage Graduate Council Representatives to actively engage and contribute to the Committees of the Graduate Council.

6.3.4. Pursuant to Bylaw 5.2.1, Grad Council representatives are voting members of Council.
6.4. **Alma Mater Society Council Representatives**

6.4.1. In accordance with the Graduate Student Association and the AMS Bylaws and Codes, Council may appoint seven (7) representatives to the AMS as required.

6.4.2. Elections for these positions must be advertised in student publications at least one (1) week in advance.

6.4.3. Representatives are appointed by Council at the September Council meeting for a one-year term.

6.4.4. From these representatives, Council shall elect a Head Representative who are responsible for:

(a) giving an oral report at each Council meeting summarizing the activities of the Alma Mater Society Council.

(b) the orientation of all AMS Representatives, including advising them of their duties and responsibilities, and for the effective operation of the representative team including:

i. ensure all AMS Council Representatives are notified of the time, place and proposed agenda for all AMS Council meetings,

ii. designating a substitute Head Representative for AMS Council meetings if they are unable to attend a meeting, and

iii. encourage AMS Council Representatives to actively engage and contribute to the Committees of the AMS Council.

6.4.5. Pursuant to Bylaw 7.2.1, representatives to AMS Council are voting members of Council

6.5. **Student Senators representing the Faculty of Graduate and Postdoctoral Studies**

6.5.1. Student Senator representatives of the Faculty of Graduate and Postdoctoral Studies are elected in accordance with policies stated section 9 of this manual.

6.5.2. Pursuant to Bylaw 7.2.1, Student Senators representing the Faculty of Graduate and Postdoctoral Studies are voting members of Council.

6.5.3. Council shall provide the Student Senators representing the Faculty of Graduate and Postdoctoral Studies the opportunity to provide updates on the activities of Senate at each Council meeting.
6.6. **Non-Voting Representatives**

6.6.1. Pursuant to Bylaw 7.2.2, Non-Voting Representatives will consist of non-Departmental Affiliate Organization Representatives, (bylaw 5.4.1) and Society Representatives to other organizations not previously mentioned.

6.6.2. Council Representatives to other organization are required to:

(a) participate in the appropriate committees of the Society,

(b) report to Council on the activities of the organizations,

(c) regularly report to the President outside of Council meetings, and

(d) obtain advice from Council, or if time does not permit the Executive, if called to speak on behalf of the Society.

6.7. **Proxies**

6.7.1. Any Councillors may leave one proxy with the President, authorizing another graduate student to attend and participate in Council meetings in their place.

6.7.2. Meetings missed by proxies count towards a Councillors attendance record pursuant to Policy 5.1.4.

6.7.3. A proxy shall be any ordinary member of the Society in good standing.

7. **General Committee Policy**

7.1. **General**

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

7.1.2. A meeting of a Committee may be called by the Chair of the Committee or any two members of the Committee.

7.1.3. Any member of a Committee, except the Chair, may appoint a proxy from among the members of the Society. The Chair may designate another member of the Committee as an acting chair, during the Chair's absence.

7.1.4. The quorum of a Committee shall generally consist of at least greater than one half of the members of the Committee but no less than three. Committee members who gave regrets in advance of the meeting to the Chair and have a legitimate reason for missing the meeting are excluded from the calculation of quorum.
7.1.5. No member shall hold more than one vote at any Committee meeting, even in the case of joint meetings of two or more Committees.

7.1.6. A Committee member other than an ex officio member who misses two consecutive meetings without providing regrets and a legitimate reason for missing the meeting shall be removed from the Committee.

7.1.7. All committee meetings must be called at least forty-eight hours in advance with the time, agenda and place posted on the Society website.

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

7.1.9. 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.

7.1.10. Meetings of the Committees can consist of two sessions, an open session and an in camera session:

(a) The business of the Committee will normally be conducted during the open session unless the nature of the business necessitates otherwise. Minutes of the open session will be publicly available.

(b) In camera sessions shall be open to Committee members and invited guests only. Minutes of any closed session will be available only to the members of the Committee and the Executive Committee. A Committee needs to record the result of an in camera session decision (if any) as part of the minutes of an open session and is encouraged to do so whenever possible.

7.1.11. All standing committees of Council shall be required to submit and present a written annual plan to Council each December which outlines their desired goals and initiatives over the next twelve months.

7.1.12. All Committees should keep detailed minutes of Committee meetings. Committees shall post minutes online and provide electronic copies to the President within seven days of the meeting.

7.1.13. Committee minutes are not put online until approved by council.

7.2. Committee Structure

7.2.1. Every standing Committee shall have the following number of seats:

(a) 5 seats for councilors,
(b) 3 seats for ordinary members not seated on council, and

(c) as many as required in the committee’s terms of reference for ex officio members.

7.3. Appointment of Committee Members

7.3.1. Committee members are appointed by ordinary resolution at Council

7.3.2. Nominations can be made either in person at Council or by prior request to the Speaker of Council

7.3.3. Should the number of persons nominated for either Councillor or ordinary member positions on a committee exceed the number of vacant seats for the relevant position type, there will be an election in council of which the speaker of Council shall determine the procedure.

7.3.4. Prior to attending any committee meeting in their capacity as a member of that committee, any person appointed to a committee must submit to the Society Office completed copies of the “Confidentiality Agreement” and “Protection of Personal Information Agreement” found in Appendix IX of the Policy Manual, if they have not otherwise done so.

7.3.5. Any person appointed to a committee who fails to submit completed copies of the “Confidentiality Agreement” and “Protection of Personal Information Agreement” found in Appendix IX within 30 days of being appointed as a member of said committee shall be automatically removed from that committee.

7.3.6. All standing committee memberships shall be re-seated at the October Council meeting

7.3.7. Should a vacancy occur in a Council-elected position on a Committee, Council shall elected a replacement member as soon as possible to complete the term of the previously appointment member

7.4. Ad-Hoc Committees

7.4.1. Ad-Hoc Committees shall be created by ordinary resolution at Council

7.4.2. The recommendation to establish an Ad-Hoc Committee must include a mandate of the proposed Ad-Hoc Committee, duration with an approximate end date, the member composition, and proposed recruitment.

7.4.3. Ad-Hoc Committees are required to follow the same procedures outlined in section 6 of this Policy Manual.
7.4.4. The mandate of Ad-Hoc Committees shall expire at the Annual General Meeting.

7.5. **Sub-Committees**

7.5.1. Any Committee can establish a Sub-Committee by a majority vote of the Committee.

7.5.2. The recommendation to establish a Sub-Committee must include a mandate of the proposed Sub-Committee, duration with an approximate end date, the member composition, and proposed recruitment.

7.5.3. All Sub-Committee are required to provide regular reports to the Committee they were established by.

7.5.4. The Committee shall be responsible for any action taken by the Sub-Committee and must ensure that Society policy and procedures are followed.

7.5.5. The Sub-Committee may not take any action that would contravene the Committee's Terms of Reference.

7.6. **Committee Chairs**

7.6.1. Council may elect a Committee Chair by ordinary resolution.

7.6.2. If Council does not elect a chair, then a Committee shall elect a Chair from among its members who are also members of Council, unless a different procedure has been included in the Committee's Terms of Reference.

7.6.3. In the event of the absence of a Chair to fulfill their duties, one of the ex officio Executives shall chair the meeting. They will not receive additional remuneration.

7.6.4. Chairs will received an honorarium of $100 per month.

7.6.5. The Chair of each Committee shall:

(a) present to Council the Committee's annual plan (December meeting after committee reseating), including plans for the subsequent 12 months.

(b) give at each Council meeting an oral report of no more than three minutes in duration about the Committee's work. In the case of a standing Sub-Committee, updates of the Sub-Committee's progress must be included in this presentation.

(c) notify all Committee members of the time, place and proposed agenda of all meetings of the Committee at least forty-eight hours in advance of the meeting,
(d) be responsible for committee minutes,

(e) liaise with other committees when appropriate,

(f) be responsible for the orientation of Committee members, advising them of their duties, and

(g) be responsible for the effective operation of the Committee including:

i. designate a substitute Chair for meetings the Chair is unable to attend,

ii. initiate their replacement on the Committee by Council, in the event they must step down,

iii. strive to have the Committee meet at regular times and places,

iv. run meetings efficiently, and addressing complaints from Committee members about conduct at meetings,

v. encourage members to actively contribute to the work of the Committee,

vi. encourage open discussion of items or topics,

(h) shall make sure the Committee minutes are passed within two Committee meetings

7.6.6. The Chair has the discretion to apply Robert’s Rules of Order at Committee meetings.

7.7. Committee Disputes and Deadlocks

7.7.1. Any ordinary member of the society may appeal any Committee decision to Council; with the exception of the Elections Committee whose decision shall be final.

7.8. Committee Restructuring

7.8.1. If a Committee, in the view of a single member of the Society, has not been functioning according to the letter and spirit of the Constitution, Bylaw or the Policy Manual, the member may recommend to Council that the Committee’s membership be reconstituted.

7.8.2. Council may by special resolution remove a member of a Committee, if the member to be removed has been given written notice of the motion ten days
before the Council meeting, including reasons for which their removal is being considered.

8. Standing Committees: Terms of References

8.1. Standing Committees

8.1.1. The Standing Committees of the Society are:

(a) Academic & External Affairs,

(b) Code & Policy,

(c) Election

(d) Executive Oversight,

(e) House & Finance,

(f) Human Resources,

(g) Services, and

(h) Safety & Sustainability

8.1.2. All Standing Committees shall operate according to Policy 5, above, and the terms of reference for the Committee, set out below in this article.

8.2. Executive Committee

8.2.1. The Executive Committee shall:

(a) Consist of all Executive Officers as voting members and the FEOO as a non-voting member,

(b) Seat any Councillor appointed by Council by special resolution as voting member,

(c) Prepare policy and budget proposals for consideration by Council, and

(d) Not be empowered to make decisions on behalf of the Society unless specifically directed by Council.

8.3. Academic and External Committee

8.3.1. The Academic and External Committee shall:
(a) Consider and make recommendations regarding university-wide affairs in so far as they affect graduate students, which include but are not limited to changes in tuition fees, financial support, campus construction and zoning, student housing, and academic affairs,

(b) Administer the Graduate Student Emergency Fund,

(c) Lobby the municipal, provincial and federal government on behalf of graduate students, and

(d) Perform other duties as directed by Council.

8.3.2. Ex-officio members of the Academic & External Committee shall be:

(a) The President,

(b) The Vice-President, Academic and External Affairs,

(c) One graduate student member of the Board of Governors or Senate, and

(d) The lead representatives for the Society to the:

   i. AMS,

   ii. Faculty of Graduate Studies, and

   iii. The Chair of the Academic & External Affairs Committee.

8.4. Code and Policy Committee

8.4.1. The Code & Policy Committee shall:

(a) review the policies in the Policy Manual;

(b) review the Constitution and Bylaws of the Society,

(c) bring suggested changes to the Policy Manual to Council meetings,

(d) bring suggested changes to the Constitution and Bylaws to Council meetings for review by Council before a general meeting of the Society,

(e) review the wording of suggested motions to amend the Constitution, Bylaws, and Policy Manual (code) to the current code, but shall not revise the spirit of the motion

(f) work with the President of the Society to update and maintain a current version of the Bylaws and Policy Manual,
(g) perform other duties related to the Constitution, Bylaws, and Policy Manual, as directed by Council.

8.5. **House–Finance Committee**

8.5.1. The House–Finance Committee shall:

(a) Ensure the financial stability and accountability of all Society operations,

(b) Ensure the annual audit is organized at the end of the fiscal year and is completed for presentation to Council before the commencement of the Annual General Meeting,

(c) Recommend to the Annual General Meeting the name of the Auditor for the upcoming fiscal year,

(d) Ensure monthly profit and loss statements are generated and reviewed by executive, staff and committee

(e) Review and make recommendations to Council on all budgets,

(f) Review overall progress with regards to the achievement of budget expectations,

(g) Ensure that accounting for the Society is performed by someone external to the Society,

(h) Review quarterly reports from the General Manager on usage of physical facilities and equipment,

(i) Prepare an annual report on the use of the physical facilities and equipment of the Centre, to be presented at the May Council meeting, alongside the budget,

(j) Advise on the maintenance and operation of the physical facilities of the Centre,

(k) Oversee the implementation of facility improvement proposals,

(l) Make recommendations to Council with regards to the Society Booking Policy and ensure it is updated and complied with,

(m) Make recommendations regarding access control (i.e. issuance and withdrawal of keys) to all Society spaces,

(n) Advise on any business activities of the Society,
(o) Liaise with other committees on all financial matters,

(p) Obtain advice from the Society's Lawyer regarding any issues requiring legal input, and

(q) Formulate the rules of the Centre subject to the Bylaws and this manual.

8.6. **Elections Committee**

8.6.1. The Elections Committee shall carry out the duties outlined in Section 12 of this manual.

8.7. **The Executive Oversight Committee**

8.7.1. The purpose of the Executive Oversight Committee is to provide a review of the functioning of the elected Executive Officers as both individuals and as a group, and identify ways for the Executive Officers to enhance their performance as individuals and as a team.

8.7.2. The Executive Oversight committee shall:

   (a) Be chaired by the FEOO as per bylaw 8.5.6 (c) notwithstanding the terms of policy 7.6,

   (b) Develop evaluation criteria for performance evaluations for executive officers.

   (c) Facilitate goal setting training sessions for incoming Executive officer in the month of April,

   (d) Conduct three formal performance evaluations:

      i. First evaluation in June,

      ii. Midterm evaluation in November, and

      iii. Final evaluation in March.

   (e) Provide informal performance evaluations and feedback to Executive officers on a monthly basis or when necessary

   (f) Present a summary of performance evaluations to Council at the first Council meeting following each evaluation

   (g) Support conflict and complaint resolution with respect to activities of the Executive officers by:
i. Receiving complaints and discussing these with the appropriate interested parties,

ii. Taking steps to discuss issues of conflict in confidence notwithstanding whether a specific complaint has been made, and

iii. Facilitating meetings between the interested parties, the FEOO, and one other member of the EOC to resolve the conflict or complaint.

(h) Maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended.

8.8. **The Human Resources Committee**

8.8.1. The Human Resources Committee shall

(a) Set the human resources vision for the Society,

(b) Set and oversee the observance of the procedures and policies in the Human Resources Handbook,

(c) Assist the Executive Committee in evaluating and reviewing the performance of the General Manager at regular intervals,

(d) Assist the Executive Committee in hiring and terminating the General Manager, and

(e) Assist the Executive Committee in determining all aspects of hiring agreements for the General Manager, including benefits and salary.

8.9. **Services Committee**

8.9.1. The Services Committee shall:

(a) Assist in the planning and implementation of programs for the academic, social, cultural, and recreational needs of the members of the Society,

(b) Create and develop programming that supports the mental health and well-being initiatives for graduate students,

(c) Oversee the annual Society orientation,

(d) Evaluate events, classes and programming based on collected data and make suggestions for improvement,
(e) Develop and maintain a volunteer database,

(f) Contribute to marketing of programs and event including the social media, and

(g) Assess student proposals for events, classes and programming.

9. GSS Event Fund

9.1. Intention and Purpose

9.1.1. The GSS Event is a rebate of expenses aims to make Affiliate Organizations (AO) a vital part of the Society and of the Centre by supporting AO in creating and organizing events that will be of social, cultural or academic interest to their fellow graduate students, with an emphasis on events held at the Centre as well as interdisciplinary events.

9.1.2. The fund is a rebate of expenses for events organized and held by AO.

9.2. Conditions for Rebate

9.2.1. The AO(s) holding the event must be recognized by the Society at the time of the event (see Appendix VII).

9.2.2. The name and logo of the Society must be prominently displayed at the event and in all promotional materials for the event.

9.2.3. The event must be targeted at and promoted to Graduate Students.

9.2.4. The event must be non-profit.

9.3. Procedure

9.3.1. The AO shall submit an event proposal including a written budget to the Vice President Students of the Society, no later than four (4) weeks prior to the start date of the event:

9.3.2. Rebate shall be based on the guidelines devised by the Services Committee during the annual budgeting process.

9.3.3. The decision is made by the Vice President Students in conjunction with the Finance and Executive Oversight Officer. Should either of these executives be absent, the President shall act as proxy.
9.3.4. If the Vice President Students and Finance and Executive Oversight Officer do not agree, the application shall be deferred to the Finance Committee for approval.

9.3.5. The AO may appeal to the Services Committee to reconsider the application within 30 days of the initial application decision.

9.3.6. Requests for the fund that are submitted after the activity has occurred will not be considered.

9.3.7. Money will be disbursed after the event is completed, and:

   (a) a statement of expenditures with original receipts attached, has been submitted within thirty (30) days of the event. It will be reviewed by the Finance and Executive Oversight Officer. If requested and on demonstration of special circumstances, the Finance and Executive Oversight Officer may return hard copies of original receipts after disbursement to the respective AO.

   (b) a report sheet of the event has been submitted to the Vice President Students.

9.3.8. The Finance and Executive Oversight Officer shall report to the Services Committee monthly on all processed applications.

9.4. Limitations

9.4.1. The maximum level of financial support for any event held in the Centre will be the lesser of:

   (a) net costs of the event incurred by the organizing AO(s), and

   (b) $500 per AO involved in organizing the event

9.4.2. The maximum level of support for any other event will be the lesser of:

   (a) the net costs of the event incurred by the organizing AO(s), and

   (b) $300 per AO involved in organizing the event.

9.4.3. In case of budgetary constraints of the Society, priority will be given to the first-time applicants and interdisciplinary events.


10.1. House Rules
10.1.1. The house rules are for the convenience and safety of members using the facilities of the Centre. Compliance with the rules will ensure congenial surroundings that may be enjoyed by all graduate students.

10.1.2. Members and their guests are expected to demonstrate care for the Centre at all times. Damage to the Centre or theft of Centre’s properties, whether through willful or careless action, is a breach of house rules.

10.1.3. Any suggestions or complaints concerning operation of the Centre should be brought to the attention of the General Manager.

10.1.4. No alcohol shall be brought into the building without receiving direct authorization from the General Manager.

10.1.5. Any member found by the House–Finance Committee or its representatives to be in breach of the house rules may have their membership rights suspended under Bylaw 2.8. The House–Finance Committee reserves the right to impose further penalties.

10.1.6. The House–Finance Committee may confirm, rescind, or extend the ban of any person from the Centre.

10.2. **General Business Rules**

10.2.1. Policies 10.2 and 10.3 are intended to guide, support and monitor the Centre’s business operations (“Society Business Operations”), which comprises of room bookings.

10.2.2. Society operations, programs, and events shall be operated in accordance with all relevant legislation including but not limited to the Liquor Control and Licensing Act of the Province of British Columbia, the Occupiers Liability Act, and all applicable University of British Columbia policies, as amended, and its regulations.

10.2.3. The Society shall comply with and abide by all policies of insurance, and the insurers thereunder and the underwriters thereof, from time to time in force with respect to any improvement or operation on, or any condition, use or occupation of the premises or to any liability which might arise therefrom.

10.2.4. The General Manager shall ensure the smooth functioning of the Society room booking services and ensure the accountability of these services to the members of the Society as expressed primarily through the House–Finance Committee and Council.

10.2.5. To avoid a conflict of interests,
(a) No Councillor may be an employee of the Society, but any member who is an employee may participate in discussion and debate about the operations, and

(b) The Society office manager will perform bookkeeping, but will use an external accountant for accounting and auditing of Society operations, programs, events, and services.

10.2.6. The FEOO and General Manager shall

(a) Prepare an annual budget and work to issue monthly profit and loss statements reflecting the revenues and expenses of the Society Business Operations.

(b) Submit the budget and the profit and loss statements to the House-Finance Committee for review, within five weeks of the end of the month to be reviewed.

(c) Present the budget to Council no more than one month after submitting it to the House-Finance Committee, and

(d) Manage operations within the budgets, subject to special expenses approved by the House-Finance Committee and to emergency expenses that are necessary to avoid immediate, substantial adverse effects on the Society. The FEOO report any emergency expenses to the next meeting of the House-Finance Committees.

10.3. Bookings

10.3.1. Subject to the rules in Policy 10 and approval of the House-Finance Committee, the Events Director is responsible for the booking operations of the Centre, including

(a) bookings contracts, client relations, and invoicing,

(b) marketing and business planning, and

(c) setting prices for rooms, equipment, and special functions and services, subject to approval by the House-Finance Committee, and

10.3.2. The general rules for bookings are:

(a) Rooms at the Graduate Student Centre are available for booking by students, staff and faculty or the general public. Each booking covers a single event.
(b) Bookings may be for intervals of 4 hours or all day. An all-day event is typically considered to be eight hours in duration. Events lasting longer than eight hours may be charged extra costs, on an hourly basis.

(c) Room charges do not include labour for set-up & clean-up or event supervision. A minimum labour charge of 4 hours will be added to the final booking charge. Room charges do not cover the use of any equipment, labour for bar services staff, or SOCAN fees for functions with music.

(d) Any damage to any room or its contents will be charged back to the client and may result in the permanent banning of that client from booking space at the Graduate Student Centre. Any room not cleaned up after a function will result in an extra cleaning levy applied to the final invoice.

(e) Room booking rates are set by the Events Director and General Manager to reflect benchmarked competitive pricing of local, similar facilities and are posted on the Society's website. The Event Director shall undertake a survey of like facilities on campus and the local community and provide a report about the survey results and containing recommendations to be included in budget presentations by the FEOO and the General Manager to the House–Finance Committee. Bookings are confirmed only when the renter has signed a contract and paid a deposit, pursuant to Policy 10.3.4. Until then a room may be offered to another party, provided the Events Director has given 72 hours' notice to a group that has booked a room but not paid the full deposit.

10.3.3. Bookings require a deposit to be set at the discretion of the FEOO and the General Manager. The deposit is not considered a partial payment. Clients will be invoiced following the event for the entire amount and the deposit will either be returned or voided.

10.3.4. Any booking cancelled less than 5 business days prior to the event causes the forfeiture of the deposit made under Policy 10.3.4.

10.3.5. The liquor licensing rules for bookings are:

(a) Special Occasion Licenses are required for any event any space operated by the Society in the Center as these spaces are not licensed. The client must apply for a Special Occasion License and provided a copy to the Society at least 14 days prior to the event.

(b) Any breach of these licensing rules will cause the immediate cancellation of a function. The client must pay the full charge for a function so cancelled.
10.3.6. There are three classifications for bookings:

(a) GSS internal bookings (Council and committees),

(b) AO bookings

(c) Commercial bookings.

10.3.7. Society internal bookings and AO bookings qualify for free use of rooms and equipment (if available), but the client must pay for any variable costs.

10.3.8. The Society charges regular rental rates for commercial bookings.

10.4. Koerner's Pub

10.4.1. The use of Koerner's Pub is governed by the Joint Venture Agreement entered between the Society, HK Commerce and Industry Suppliers Ltd, and the Third Party Agreement between the Society, HK Commerce and Industry Suppliers Ltd, and UBC.

11. Signing Authority

11.1. The Financial and Executive Oversight Officer and the President shall have overall signing authority for the Society.

11.2. In case of absence of either, the VP Academic will have signing authority but they cannot sign for both.

11.3. Council may by special resolution authorize other Executive Committee members to share signing authority.

11.4. In consultation with the Financial and Executive Oversight Officer and President, Council may by special resolution delegate to Society staff limited signing authority to deal with the day-to-day business of the Society.

11.5. The Executive Oversight Committee by special resolution may rescind any delegated Society signing authority. A report on any such action must be made by the Financial and Executive Oversight Officer to the following meeting of Council.

12. Election Procedure

12.1. Elections Committee
12.1.1. The Elections Committee shall:

(a) be responsible for conducting Society elections in accordance with Bylaw 8.2 and with the procedures described in section 12 of this manual, and

(b) not impose any additional rules or procedures other than those defined here, unless Council delegates responsibility for conducting the election to an organization outside of the Society. Any new rules or procedures must be proposed as amendments to this manual as per section 1.2 and approved by Council.

(c) have a Chief Electoral Officer who shall be:

   i. appointed no later than three months before the election of each year

   ii. appointed by council by a special resolution,

   iii. disallowed to stand for election, and

   iv. whose duties shall, if a suitable candidate is not available, be fulfilled by the Vice-President, University and Academic Affairs, in accordance with Bylaw 6.6.5,

(d) report to the Council meeting following the election and make such recommendations on the election process and procedure as it deems proper,

(e) prescribe and employ the necessary advertising strategies to call for nominations and to announce the date, time and place or method of Polling,

(f) prescribe the procedures for counting the ballots and communicate these procedures to the Candidates before the counting begins, and

(g) announce the results of the election to the Society membership via the Society website.

12.1.2. The Elections Committee shall:

(a) meet with all candidates to present the rules and procedures governing the Elections after the nomination period closes.

(b) organize at least one meet-the-candidates meeting and/or candidates' debate before the opening of the polls. These events can be held on-campus or off-campus.
(c) organize an Elections page on the Society website with a section that provides the candidates an opportunity to present their backgrounds, platforms, and intended goals for their term should they be elected.

12.2. Dates for Elections

12.2.1. The dates for Society elections shall be set and announced to the membership of the Society by the President no later than two months prior to the start of voting.

12.2.2. The period of nominations shall be set and announced to the membership of the Society by the Chief Electoral Officer no later than one week prior to the start of the nomination period.

12.2.3. The period of campaigning shall be set and announced by the Chief Electoral Officer no later than one month prior to the start of the campaigning period.

12.3. Nominations

12.3.1. Any ordinary member of the Society may be nominated for any position to be contested in the election.

12.3.2. Nominations shall be effected by submission of a completed copy of the approved nomination form with signatures of three ordinary members in support of the nomination and the nominee themselves.

12.3.3. The form can be picked up in person from the Society office or downloaded from the Society website, and it shall be returned in person by candidates to the Society office so a Society staff member may witness the candidate signature.

12.3.4. The nomination form shall follow the format in Appendix II. It may be incorporated as a part of other materials, and aesthetic adjustments are allowed.

12.3.5. Nominations are to be open for at least a period of two weeks and shall close one week prior to the opening of Polling. Nominations are to close on the last day of the nomination period at the close of business of the Society's office.

12.3.6. Extensions to the nomination period, for all positions together as a whole, up to the last business day prior to the opening of Polling, may be allowed in extraordinary circumstances at the discretion of the Elections Committee. Any decision taken for extending the nomination period, along with the relevant reasons, must be presented to Council.

12.3.7. Nominations shall be filed with the Chief Electoral Officer or their designate.

12.4. Campaigning
12.4.1. The period of campaigning may extend until the closing of polls at the discretion of the Chief Electoral Officer.

12.4.2. The cost of a candidate's campaign shall not exceed one hundred and fifty dollars. Material used in previous campaigns shall be valued at original cost. The Society will reimburse candidates up to one hundred and fifty dollars for new campaign materials. A signed statement of expenses with receipts must be submitted to the Chief Electoral Officer at the close of the campaigning period, and is subject to audit.

12.4.3. Candidates may not use any portion of their campaign budget to provide financial or in-kind benefit as an incentive for votes.

12.4.4. Campaign material must be posted in accordance with UBC Building Policy.

12.4.5. There shall be no campaigning within ten meters of:

(a) the polling booth when polls are open, in the case of paper ballot, and

(b) any member known to be using a device currently logged in to the electronic voting, in the case of an electronic voting system

12.4.6. Candidates may not use Society or any email distribution lists administered by UBC, its Faculties, or Departments during their campaign.

12.4.7. Candidates may not run in slates, real or apparent, or share expenses for campaign material. A slate means a group of two or more candidates that campaign together for any position elected during the Society’s elections on a similar platform for mutual advantage. This includes, but is not limited to, the following activities:

(a) appearing on another candidate’s campaign materials, including but not limited to posters, banners, flyers, handouts, websites, and social media campaign groups;

(b) producing posters or other campaign materials that closely resemble those of another candidate in design, colour, branding or appearance; and

(c) using the same slogan or slogans as one or more other candidates.

12.4.8. At its discretion, the Elections Committee may prohibit other activities that resemble a slate.

12.4.9. Candidates are expected to campaign independently, but if joint campaign activities, including but not limited to classroom announcements and leafleting, do occur, they must be reported to the Elections Committee. Such reports must be
made as they happen every seventy-two (72) hours. At its discretion, the Elections Committee may approve such activities or order them to cease.

12.4.10. Notwithstanding the rules against slates in Policies 12.4.7 through 12.4.9 above, candidates may endorse a maximum of two other candidates.

12.4.11. Candidates are required to attend the All-Candidates Meeting or should they be unable to attend the scheduled time of this meeting, they are required to make alternate arrangements for a make-up meeting with the Chief Electoral Officer that must take place no later than five business days after the general All-Candidates Meeting. If a candidate misses the All-Candidates Meeting and has not made alternate arrangements for a make-up meeting with the Chief Electoral Officer that shall take place within the specified five business days after the general All-Candidates Meeting, their name shall be withdrawn from the elections by the Elections Committee.

12.4.12. Candidates are required to attend the Elections Debate(s). If a candidate is absent from a Debate, their name will be withdrawn from the elections by the Elections Committee, if the candidate does not provide a legitimate reason for their nonattendance to the committee. The decision of the Elections Committee in discerning the legitimacy of a reason will be final.

12.4.13. Candidates shall not in any way force or dishonestly influence a member into making a voting decision in any way.

12.4.14. Candidates are responsible for informing themselves and anyone campaigning on their behalf as to the contents of this Policy Manual.

12.4.15. Candidates may be held responsible for inappropriate conduct by themselves or anyone campaigning on their behalf.

12.5. Ballot and Voting Procedure

12.5.1. Ballots shall follow the format in Appendix III; the only changes allowed are the listing of candidate names, unless approved by Council.

12.5.2. The ordering of candidates shall be random whenever possible.

12.5.3. The ballots shall carry two extra options for each position, called "Reopen Nominations" and "Abstain". Whenever possible, the ballots should include an explanation of these two options for voters.

(a) The purpose of "Reopen Nomination" is to allow members to call a new election if all the candidates for a position are unsuitable. The votes for "Reopen Nominations" shall be counted as if it were a candidate. If "Reopen Nominations" wins an election, then that position shall be
declared vacant, and a new election (for the respective position only) shall be called by the Chief Electoral Officer.

(b) The purpose of “Abstain” is to allow members to decline voting for or against the candidates for a position.

12.5.4. Whenever possible, an electronic voting system shall be used.

12.5.5. The Elections Committee shall:

(a) designate one of its members to be the electronic voting system administrator (the “Administrator”),

(b) instruct the Administrator to use one of the following options:

   i. a local administration: oversee the installation and configuration of the electronic voting system administration software, ensure the safekeeping of the elections administration software on a computer available for audit, using an account with a unique login and password known only to the Elections Committee, or

   ii. a remote administration: secure a contract for the services of the electronic voting system personnel, where the electronic voting system Administrator can monitor the configuration of the electronic voting system election, population of the voters list, security of the software, and counting of ballots. Furthermore, the contract should make the electronic voting system available for audit.

12.5.6. In the event it is infeasible to use an electronic voting system, paper polling shall be used, and the Elections Committee shall:

(a) designate a clerk or clerks responsible for polling (the “Polling Clerk”), the polling station(s), the polling hours, and the box used for balloting,

(b) ensure each ballot box is placed in a prominent and clearly visible location at the Polling Station,

(c) ensure the safekeeping of the ballots and the ballot box.

12.5.7. In the case of a paper ballot, the Polling Clerk shall:

(a) ensure each prospective voter is an ordinary member of the Society by checking their identification against a register of ordinary members,

(b) maintain a list on which the names and signatures of all voters are recorded;
(c) check identification against the list from (b) in order to ensure that the voter does not cast a vote more than once;

(d) after the preceding three steps have been followed, issue a single ballot to the voter, and witness the voter’s placement of the completed ballet into the box;

(e) clearly post at the polling station the regular polling hours, and, in the case of a temporary closure of the station, post the time at which the polling station will reopen;

(f) designate, as necessary, another staff person to fulfill the functions of the Polling Clerk in order to ensure that the polling hours are adhered to; and

(g) ensure the safekeeping of the ballot box during polling hours.

12.5.8. Only the ballots and ballot box authorized by the Elections Committee shall be used for polling. These materials must be neutral and not influence the voter’s decision in any way.

12.5.9. A member of the Elections Committee shall be responsible for ensuring that the ballot box is in place at the polling station on the beginning of each polling day and is secured at the end of each polling day, and ensure these rules are followed:

(a) One ballot box should be designated as the Ballot Repository, to hold the ballots cast over the course of the election. This box should be locked for the duration of polling.

(b) Upon receiving the ballot box from a poll, the member should ensure the number of ballots cast match the number on the clerk’s sign-in sheet. The ballots and sign-in sheet should be sealed in an envelope, and marked with its location, date and time, and the number of ballots present. This envelope should be placed in the Ballot Repository. This must be done even for a zero-count.

12.5.10. All polling materials must remain secure, and should be locked up when no Elections Committee member is present.

12.6. Counting of the Votes

12.6.1. Each candidate may have one scrutineer present at any stage of the polling, including the counting of the ballots or collecting of an electronic voting system election results. The candidates shall not be present at the counting of ballots or collecting of an electronic voting system election results.
12.6.2. The candidate shall forward in writing the name of their scrutineer to the Chief Electoral Officer.

12.6.3. No member shall be allowed more than one vote in any Society election. If a member is found to have cast more than one vote, all votes shall be voided, and Council may, at their discretion, penalize the member.

12.6.4. After the polls have closed on the last day of polling, the Administrator and the Chief Electoral Officer shall collect the elections results. There shall be at least 2 members of the Elections committee present at the collection of electronic voting system results.

12.6.5. In the case of Paper Ballots:

(a) the Chief Electoral Officer shall begin counting the ballots with at least one additional member of the Elections Committee after the polls have closed on the last day of polling,

(b) all ballot boxes must be verified as present,

(c) counting shall be done in pairs,

(d) each ballot box shall be opened in turn, and checked to ensure that its tally (number of votes) matches that of the poll's sign-in sheet. Once ascertained, the ballots shall be muddled together so as any caster of a ballot cannot be identified,

(e) of each pair, one should read the ballots and the other track the results. The pair should then swap and recount, repeating until the final tallies match.

(f) For each position, all results should be counted, including 'Reopen nominations' and spoilt or blank ballots. Summing these should produce the number of ballots, serving as a check.

12.6.6. In the event of a tie for the most number of votes, the vote shall be decided by the toss of a coin by the Chief Electoral Officer.

12.7. Announcing Results

12.7.1. At the conclusion of counting, the Chief Electoral Officer shall draft a report of the preliminary results and announce the preliminary results within five days of the close of polls. This report shall be signed by all present at counting, including scrutineers. It shall follow the form outlined in Appendix IV and shall be made public immediately.
12.7.2. In the case of an electronic voting system, the full voting report must be released no later than 72 hours following the closing of the polls.

12.7.3. The results are deemed official once ratified by Council.

12.8. **Complaints**

12.8.1. Any complaint by a member of the Society regarding the elections shall be reported in writing to the Chief Electoral Officer as soon as possible, but not later than five business days after the preliminary announcement of the election results (the "Complaints Period").

12.8.2. A candidate may appeal the election results to Council, which may appoint an ad-hoc committee to conduct an official recount.

12.8.3. The Elections Committee may penalize a candidate in the event of a breach of any policies outlined in this section. The Elections Committee shall determine the penalties for such breaches. Any decision taken along with the reasons for such action must be presented to Council. Penalty options include, but are not limited to:

(a) removal of campaign material,

(b) retraction of campaign material,

(c) correction of campaign material,

(d) withholding re-imbursement of campaign expenses,

(e) disqualification of the candidate from the election, or

(f) any combination of the aforementioned penalties.

12.9. **Ratification**

12.9.1. Council shall vote whether to ratify the legitimacy of the Society elections process at the first Council meeting after the conclusion of the elections process and in any event, before the next term begins.

12.10. **By-elections**

12.10.1. By-elections may be called by Council to fill any executive vacancy, subject to Bylaw 8.4.
12.10.2. By-elections shall be conducted under existing Elections Procedure, and shall be conducted by the existing Elections Committee.

12.10.3. Subject to Council's discretion, the By-Election period may be shorter than the regular election period.

13. GSS Contingency Fund

13.1. Definition

13.1.1. The Society shall maintain a financial reserve (the “GSS Contingency Fund”).

13.2. Operation

13.2.1. The GSS Contingency Fund shall be operated such that:

   (g) all monies that are presently in the GSS Contingency Fund must at all times be distinct and separate of the society's operating funds;

   (h) the monies must be invested only in secure cashable vehicles with a maximum of 30 days delay to access; and

   (i) all interest earned on monies in the GSS Contingency Fund which is in excess of inflation rate, shall be transferred to student operation budget of society, and all interest earned up to the inflation rate shall be reinvested in the fund.

13.3. Conditions for removal

13.3.1. Monies may only be removed from the GSS Contingency Fund in the event of either:

   (a) non-transference of student fees by the University, due to

      i. freezing of asset accounts,

      ii. a special resolution of Council, or

      iii. a loss of access to the Centre; or

   (b) all other avenues of funding having been exhausted.

13.4. Accessing the GSS Contingency Fund
13.4.1. Any proposal to access the GSS Contingency Fund shall include a schedule for repayment to return the Fund to its original level.

13.4.2. The Society shall adhere to this schedule, and return the fund to its level prior to access.

14. Position Statements

14.1. Definitions

14.1.1. A “position statement” is the Society's means of expressing an opinion, sentiment or principle. A position statement shall not be used to establish internal procedures for the Society.

14.1.2. A position statement shall:

(a) contain a preamble explaining the reasons for expressing an opinion, sentiment or principle,

(b) contain a resolution declaring the opinion, sentiment or principle, and

(c) identify the individual or Society body that is responsible for carrying out any action items of the statement.

14.2. Briefing Note

14.2.1. A briefing note is a document entailing research rationalizing the proposed stance of the position statement.

14.2.2. All position statements must be brought forward to Council along with a briefing note.

14.3. Adoption of Position Statements

14.3.1. Notice of proposed position statements or amendments to any existing position statements and all accompanying briefing notes must be communicated to Society members through Society communication channels, as well as posted on the Society's website at least seven days before consideration.

14.3.2. Position statements may only be adopted by:

(a) a special resolution of Council, or

(b) an ordinary resolution at a General Meeting.
14.3.3. Council may waive the requirement of notice by adopting the position statement by a three quarters resolution of Council.

14.4. **Expiration of Position Statements**

14.4.1. A position statement shall automatically expire on the third annual general meeting after it was adopted.

14.4.2. The Vice-President External shall give Council notice of a position statement expiration three Council meetings before its expiration. At this meeting Council shall decide whether to extend, modify and refer the statement to the appropriate committee, or not renew the position statement.

14.4.3. A position statement may be suspended or rescinded by a special resolution of Council.

14.5. **Compendium of Position Statements**

14.5.1. All position statements adopted by Council and their associated briefing notes shall be entered into a Compendium of Position Statements, a copy of which shall be posted on the website.

15. **Graduate Student Emergency Fund**

15.1. **Graduate Student Emergency Fund**

15.1.1. The purpose of the Graduate Student Emergency Fund is to provide emergency financial aid to ordinary members in severe financial distress who require financial assistance for the completion of their graduate degree.

15.1.2. The Graduate Student Emergency Fund is not intended to supplant or complement other avenues of funding.

15.1.3. To be eligible to apply for the Graduate Student Emergency Fund, the Applicant must:

(a) be enrolled as a graduate student at the University of British Columbia,

(b) be an ordinary member of the Society in good standing,

(c) be in the final year of their degree,

(d) complete and submit to the Advocacy Officer, both the
(e) Emergency Fund Budget Template, and

(f) Emergency Fund Checklist.

(g) be in financial hardship related to the completion of their graduate degree, and

(h) be able to demonstrate that they have exhausted all other means of funding.

15.1.4. The Academic and External Affairs Committee must determine that the Applicant satisfies the eligibility requirements.

15.1.5. The Applicant will be allowed to reapply within a defined period, at the discretion of the Committee.

15.1.6. The Academic and External Affairs Committee will assess the Applicant's need based on:

   (a) Emergency Fund Budget Template, and

   (b) Emergency Fund Checklist.

15.1.7. The Applicant may also provide to the advocacy officer:

   (a) documentation demonstrating all sources of income supplied through UBC.

   (b) a chronological list of events leading up to the need to apply for the Graduate Student Emergency Fund;

   (c) documentation demonstrating denial from all other funding sources such as a copy of student service account financial information, a letter from student financial aid office, a letter from a financial institution, a letter from the government of home residence, a letter from their academic supervisor that states no additional funding is available, letter(s) from their graduate advisor or department that states no additional funding is available;

   (d) a letter outlining their plan for timely completion of their degree including estimated defense date for thesis or final project and expected graduation date, which has been signed by their academic supervisor or graduate advisor.

   (e) a letter outlining their family situation including number of dependents, marital status, and spouse's income (if applicable) to the advocacy officer
15.1.8. This information shall be provided to the Academic and External Affairs Committee which shall determine whether the case for emergency funding has merit, and if so, the amount to be provided.

15.1.9. The circumstances of each application for emergency financial aid shall be brought to the attention of the Student Financial Aid Office, or such other departments of the University of British Columbia as the Academic and External Affairs Committee deems appropriate, for the purpose of encouraging the University to comply with its stated policy that no student should be denied access to the University for financial reasons.

15.1.10. Funds are subject to availability, thus not every application meeting the requirements in 14.2 and 14.3 shall be approved.

15.1.11. The decision of the Academic and External Affairs Committee shall be final and there shall be no appeal to any other body of the Society.

15.1.12. Any financial aid provided to an Applicant shall be entirely gratuitous and no contract between the Society and the Applicant shall be created as a result of any decision by the Academic and External Affairs Committee.

15.1.13. The maximum level of support for any individual request shall be $6,000 in the form of a grant, subject to available funds.

16. Capital Projects Improvement Fund

16.1. Definition

16.1.1. The Society shall operate a financial reserve, called the Capital Improvement Fund (CIF).

16.2. Intention and Purpose

16.2.1. The purpose of the CIF is to improve the Centre building, grounds or fixtures.

16.3. Definition of Capital Projects Improvements

16.3.1. A project shall be a Capital Improvement if:

(a) it improves the Centre building, grounds or fixtures that have a useful life beyond a minimum of 3 years, and

(b) is not budgeted for in any regular budget item line, and

(c) fulfills any of the following criteria:
(d) a project pertaining to building, grounds or fixtures,  
(e) renovations of venues at the Graduate Student Centre, or  
(f) major purchases of furniture and equipment.

16.4. **Operation and procedure**

16.4.1. The CIF shall be funded by an annual fee collected from each ordinary member.

16.4.2. The fee, which shall continue until revoked or revised by a resolution of the AGM, shall be five dollars (as of September 2005) to be adjusted annually to match increases in the CPI.

16.4.3. CIF funds must be recorded and accounted for separately from the Society’s operating funds.

16.4.4. The funds must be invested in a secure account with no delay to access.

16.4.5. Funds may only be removed from the CIF if following steps have been followed:

(a) a detailed proposal for a Capital Improvement has been presented to the House/Finance committee and subsequently recommended to Council for consideration;

(b) the proposal has been presented to Council; and

(c) a motion to approve the project has been carried with a special resolution of Council.

16.4.6. Approval of projects that meet the criteria outlined in 14. 3 and withdrawals from the CIF are at the discretion of Council.

16.4.7. During completion of the project, the project leader will give regular updates on the progress in the House/Finance committee including statements of expenditures with original receipts attached.

16.4.8. A report shall be given to Council after completion of the project.

16.4.9. Available money not spent during one fiscal year will remain in the CIF and may be spent in following years.

17. **Parking Policy**

17.1. **Purpose**
17.1.1. This policy establishes the principles for the use of the parking lot at the back of the Centre (the “Lot”) that has space for 13 cars, and defines the Society regulations governing parking.

17.2. **Basic principles as per UBC lease agreement**

17.2.1. The parking spaces in the Lot are to be used only for Society work-related purposes.

17.2.2. Persons permitted to park in the Lot shall agree to follow the rules specified this policy.

17.2.3. No overnight parking of any vehicle in the Lot is allowed.

17.2.4. No advertisement of whatever nature without the prior written approval of the University shall be posted or allowed or suffered to be posted on the Lot or any part thereof.

17.2.5. The Society and everybody with a valid parking permit shall take such precautions as may be necessary to prevent the spillage or discharge of oil, petroleum or contaminated water into any sewer or storm-water drain or onto any adjoining land and roads.

17.2.6. The Society shall maintain the existing paved surface and/or drainage within or outside the Lot.

17.2.7. No garage business, car-washing activities, repairing, lubricating or maintenance services of motor vehicles shall be allowed on the Lot.

17.3. **Responsibilities**

17.3.1. The President or their designate shall oversee and assign parking decals on an annual basis.

17.3.2. The President or their designate shall assign the parking spaces and maintain a waiting list for additional requests.

17.4. **Applications and procedures**

17.4.1. Application forms are available at the front desk of Society.

17.4.2. Full time employees of the Society or Executives who wish to have a parking space shall complete and sign a parking application form each year.
17.4.3. Koerner's Pub staff may arrange to park in the Lot with prior consent from the Society.

17.4.4. Councillors, part time employees, or visitors of the Society who wish to have a parking space may apply for a temporary parking decal from the front desk.

17.4.5. Upon approval of a parking application, a parking decal will be assigned.

17.4.6. In the event a person's parking privileges are revoked, the person's parking decal shall be cancelled.

17.4.7. Each person assigned a parking decal must review and sign a copy of the parking policy that will be kept on file, acknowledging notice of the rules conditions herein.

17.5. **Use of the Lot**

17.5.1. All persons shall only use the Lot when on Society related duties and businesses.

17.5.2. Parking decals are non-transferable.

17.5.3. An authorized parking decal must be displayed unobstructed in the upper driver's side corner of the front windshield, when parked in the Lot.

17.5.4. If spaces in the Lot are full, the permit holder may use a public parking lot and submit receipt for reimbursement.

17.5.5. Any change in vehicle must be reported to the President or their designate as quickly as possible.

17.5.6. The President or their designate will monitor the Lot.

17.6. **Penalties**

17.6.1. Violation of any of the parking regulations outlined above may result in a loss of parking privileges, and/or prompt removal of the vehicle by the towing company designated by the Society.

17.7. **Liability**

17.7.1. The Society disclaims any and all responsibility with respect to loss of damage to, or injury, affecting vehicles, property or persons, in the Lot, including but not limited to damage caused by the towing of vehicles, or the negligence of the Society's members, officers or employees.
18. Personal Information Protection Policy

18.1. General Guidelines

18.1.1. The Society is committed to complying with the Personal Information Protection Act of the Province of British Columbia (PIPA).

18.1.2. In accordance with PIPA, the Society shall inform employees, volunteers, members, suppliers, and customers of why and how the Society collects, uses and discloses their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

18.1.3. In addition, the Society shall ensure the accuracy, confidentiality, and security of the personal information received from our employees, volunteers, members, suppliers, and customers, and will allow them to request access to, and correction of, their personal information.

18.1.4. The Society shall communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection, and the Society shall only use or disclose personal information where necessary to fulfill the purposes identified at the time of collection.

18.1.5. The Society shall maintain procedures as a guide for executives, managers, supervisors, co-ordinators, secretaries, and anyone else handling personal information in the Society and make these available upon request to its members.

18.1.6. The Society shall have Privacy Officer being responsible for handling inquiries about the privacy policy.

18.2. Procedure for Handling Inquiries, Concerns, and Requests

18.2.1. This procedure has been developed to handle inquiries, concerns, and requests from individuals regarding the collection, use, and disclosure of personal information by the Society. These inquiries and requests may include requests from individuals to look at and correct their personal information, as well as complaints about the handling of their personal information or about the collection of information without consent.

18.2.2. Following procedure shall be followed:

(a) Individuals who would like to look at or correct their personal information or who feel that a Society department has not followed one or more provisions of PIPA should first deal with the department or departments concerned.
(b) If the individual is unable to obtain satisfaction by dealing directly with the relevant department, they should complete a PIPA Inquiry Form stating their concerns and providing a brief description of the process they went through prior to submitting the form. The form should be submitted to the Society Privacy Officer, who will review the contents of the concern, inquiry, or request and determine the appropriate action to take.

(c) Following a review of the concern and discussions with relevant departments and Society officials as applicable, the Society Privacy Officer will provide a brief written summary of his or her findings with recommendations for appropriate action. Such action may include the disclosure of documents or files to the applicant and/or recommendations for changes in Society procedures. Copies of the Privacy Officer's report will be provided to the applicant and the affected departments.

19. Employee Guidelines

19.1. Guidelines and policies

19.1.1. All guidelines and policies regarding Society employees can be found in the Human Resources Handbook as per Appendix VII.
20. Appendices to the Policy Manual

HONORARY MEMBERS OF THE SOCIETY

Jeff Alexander
David Asgeirsson
Adam Bass
Zohreh Bayatrizi
Aaron Bergbusch
Marcia Braundy
Rob Breton
Catherine Campbell
Dominique Clement
Robert Clift
Michael Coelli
Jeffrey Colpitts
Daniela Constantinescu
Sabrina Crispo
Davor Cubranic
Nicholas Cullingham
Thomas Davis
Brian de Alwis
Nicole Dorfan

Kevin Dwyer
Lincoln Edwards
Alireza Entesari
Jessica Escribano
Mannie Fan
Chris Fennel
Tim Fisher
Tobias Friedel
Annick Gauthier
Carey Hill
Michael Hughes
Jay Joseph
Michele Kalmar
Shona Kelly
Ed Kim
Dave Knott
Aditi Kolachala
Suzie Lavallee
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Appendix I. Affidavit of Election

AFFIDAVIT OF ELECTION TO THE GSS COUNCIL

Student Number: ____

Last Name: ______

First Name: ______

Department: ______

Department Address and Postal Code: ______

Campus Phone E-mail Address: ______

Home Address & Postal Code: ______

Position (Department, AMS, FoGS, Senate Representative): __

I am currently registered in the Faculty of Graduate Studies, or an academic unit which is listed in Bylaw 2 of the Graduate Student Society. I have notified eligible members in the Department at least three days before the election was held.

There were at least two other graduate student members of the Department in attendance, two of whom have signed immediately below.

Student Number: ______  Student Number: ______

Last Name: ______  Last Name: ______

First Name: ______  First Name: ______

Signature: ______  Signature: ______
STATEMENT OF OFFICE: I as a Director of the Graduate Student Society of UBC Vancouver, to the best of my ability, in accordance with section 26 of the Society Act, R.S.B.C. 1996, c. 433, shall

(a) Act honestly and in good faith in the best interests of the Society as a whole.

(b) Exercise the care of a reasonably prudent person; and furthermore,

(c) Shall use the utmost care and discretion in the handling of confidential and privileged information and not use such information for personal benefit or gain;

(d) Not compromise the best interests of the Society as a whole for direct or indirect personal gain, or for personal gain of another director;

(e) Not disclose any information discussed in an in-camera portion of a meeting of Council without the authorization of Council; and in accordance with section 27 of the Society Act, promptly and fully disclose any direct or indirect interest in a proposed contract or transaction of Council, and the nature and extent of the interest.

(f) Attend Council meetings, with the understanding that if absent for three consecutive Council meetings, my position may be declared vacant and nomination called for a replacement.

Signed:____________

Date:____________

The information on this form is being collected to facilitate communications between the Graduate Student Society and its members. It will also be used for administrative purposes of the GSS Council (e.g. to keep a record of attendance at meetings).

All information provided will be kept confidential except:

- Council members’ names, academic units, and emails (as provided on this form) will be posted on the GSS website
- Councillors’ emails will be included in the Council e-mail listserv. This list serve is password protected and may only be accessed by the GSS President and Assistant to the
Executive. Individual emails are not accessible through these postings, but are shown as one group: council@gss.ubc.ca. Members of this list serve may post and receive messages related to GSS activities.

- Councillors’ names and emails will be provided to the chairpersons of all committees on which the Councillor is seated

- Councillors’ emails may also be provided to GSS Executive and staff strictly for the purposes of GSS-related activities and communications

- Council members’ other personal information, as provided on this form, will be kept in hard copy in a binder and electronically in a password protected file, both of which may be accessed only by the President and Assistant to the Executive.

- This protected information may be used on occasion by the President or the Assistant to the Executive, should email communications not be sufficient, but will not be released to other parties without the permission of the Councillor involved.

- From time to time our IT support staff may also access electronic information about Councillors, but shall do so only in direct relation to their jobs

- Councillors’ names and full addresses shall also, by law, be provided annually to the BC Registrar of Companies

In order save paper and to help support the GSS in its sustainability initiatives,

please print this affidavit double-sided.

For GSS Office Use Only

Seated at the ___________________________ Council Meeting.

(Day/Month/Year)

Unseated at the ___________________________ Council Meeting

(Day/Month/Year)
Appendix II. Nomination Form for GSS Elections

UBC Graduate Student Society

Nomination Form for the Executive

(Applicable for all elected offices of the Society)

Name: _______________________________________________________________

Nominated Position: ____________________________________________________

Student #: ____________________________________________________________

Department ___________________________________________________________

Address: _____________________________________________________________

Phone # (Home):  ______________________________________________________

Phone # (Office):  ______________________________________________________

Campaign web-site:

____________________________________________________________________

Nominators: 3 signatures are required. The nominators must be currently enrolled as
Graduate Students at UBC.

Name (please print)    Student #    Department    Signature

1. __________________________________________________________________

2. __________________________________________________________________

3. __________________________________________________________________
I hereby accept the nomination for the above position. I am aware of the responsibilities this position entails. I am willing to abide by the Constitution and Policies of the Graduate Student Society. I, as well as the nominators, are currently registered as Graduate Students at UBC.

Signature of Candidate: ______________ *

*Signature of the candidate must be performed in front of the Office Secretary (or designate) in the Main Office at the Graduate Student Centre. Student I.D. will be required.

Signature of Witness: ______________________

Name of Witness: ________________________

Date: ______________

Nominations must be delivered to the GSS office by [date]
Appendix III. Ballot Layout for GSS Elections

UBC Graduate Student Society Elections 20___

Please make only one hole for each position! Note: If “open nominations” wins the greatest number of votes for that position, a new election for that position will be called.

President
- Candidate a
- Candidate b
- Candidate c
- Reopen nominations

Vice President Administration
- Candidate a
- Candidate b
- Candidate c
- Reopen nominations

Vice President Finance
- Candidate a
- Candidate b
- Candidate c
- Reopen nominations

Vice President Academic and External Affairs
- Candidate a
- Candidate b
- Candidate c

Reopen nominations

**Vice President Student Services**

- Candidate a
- Candidate b
- Candidate c

Reopen nominations

**GSS Senator**

- Candidate a
- Candidate b
- Candidate c

Reopen nominations
Appendix IV. Preliminary Announcement of Election Results

Date: yyyy/mm/dd

The Election Committee reports the following as the results of the GSS Executive Elections of 20XX:

**Candidates for President:**
- Candidate a \( X \) votes
- Candidate b \( Y \) votes
- Reopen Nominations \( Z \) votes
- Total \( N \) votes

**Candidates for Vice-President, Administration:**
- Candidate a \( X \) votes
- Candidate b \( Y \) votes
- Reopen Nominations \( Z \) votes
- Total \( N \) votes

**Candidates for Vice-President, Finance:**
- Candidate a \( X \) votes
- Candidate b \( Y \) votes
- Reopen Nominations \( Z \) votes
- Total \( N \) votes

**Candidates for Vice-President, Academic and External Affairs:**
Candidate a  X votes
Candidate b  Y votes
Reopen Nominations  Z votes
Total  N votes

Candidates for Vice-President, Services:
Candidate a  X votes
Candidate b  Y votes
Reopen Nominations  Z votes
Total  N votes

Candidates for GSS Senator:
Candidate a  X votes
Candidate b  Y votes
Reopen Nominations  Z votes
Total  N votes

There were a total of X ballots cast. Attested to by:

Election Committee:
[name] (Chief Electoral Officer)  [names]  [signatures]

Scrutineers:
[names]  [signatures]
Appendix V. Standard Council Agenda

Agenda for _______ 20__ GSS Council Meeting

Location: ______________, Graduate Student Centre

Date: __________, time: ____________________

I. Call to order, adoption of the agenda and introductions

II. Presentations to Council

III. Executive Remarks

IV. Constituency Reports

V. Committee Reports

VI. Approval of the ________ GSS Council minutes

Be it resolved that the minutes of the ______ GSS Council meeting be approved as presented.

Moved: ____________________  Seconded: ____________________

VII. Seatings/Unseatings/Appointments
Be it resolved that _______ be unseated as GSS Councillors; and _______ be seated as a GSS Councillors.

Moved: Seconded:

VIII. Motions

IX. Notice of Motions

XI. Other Business

XI. Discussion Period

XII. Official Correspondence

XIII. Next meeting and Adjournment
Appendix VI. Departmental Organization Fund Committee Petition

Departmental Committee Petition - Preamble

The Graduate Student Society (GSS) of the University of British Columbia (UBC) has made the provision for the organization of Graduate Students in Departmental Committees. We, the undersigned, being duly registered members of the GSS hereby request the GSS Council to approve the formation of the Committee described below. We understand that membership in the Committee entails the following obligations:

1. Abiding by the Constitution and Policies of the GSS;

2. Electing the requisite number of Representatives to Council of GSS;

3. Undertaking such activities and events as will promote the well being of the members of the Department;

4. Making use of the Thea Koerner House Graduate Student Centre as much as desirable for such activities and events;

5. Supervising the disbursement of funds for such activities and events.

Notes:

(a) A minimum of ten signatures is required.

(b) This petition must be submitted to the GSS office and ratified by Council.
(c) Departmental Committee must be renewed on an annual basis.

(d) **Failure to adhere to the terms of reference may result in withdrawal of Council approval and any benefits to the department.**

We invite all members of the GSS to participate in the Committee and in the activities and events it sponsors. The following have taken advantage of this opportunity by recording their signature, student number and date of signature.

The Graduate Student Society of UBC Vancouver

6371 Crescent Road • Vancouver, BC • V6T 1Z2
Departmental Committee Petition

DEPARTMENT: __

DEPARTMENT SECRETARY'S NAME & PHONE NUMBER: ______

I, the undersigned, have read the preamble and agree to abide by the terms of reference outlined therein and to participate in a Committee for the Department.

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Student number</th>
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FOR OFFICE USE ONLY

Number of Students in the Department: ___

Date Received: _____
Date Ratified by Council: __

Officer’s Signature: _

The Graduate Student Society of UBC Vancouver

6371 Crescent Road • Vancouver, BC • V6T 1Z2
Appendix VII. Human Resources Manual
Appendix VIII. Letter of Engagement for [e.g., Assistant to the Executive]

This letter signifies that you have been offered and have accepted the job of [Assistant to the Executive] under the conditions set out by the Graduate Student Society (GSS) of the University of British Columbia (UBC). This letter indicates that you have agreed to the terms and conditions of the position, including (but not limited to) honoraria, duties, office hours, supervision and termination of position.

This position is part of the portfolio of the [President’s] Department, where your work will be supervised by the [President] of the GSS. You will report your work to the [President]. This position ends March 31, 20__, and is non-renewable, although you may reapply for the position the following term if the position is offered again.

The key components of the job include (but are not limited to) holding three office hours per week at the GSS offices, maintaining an email account and responding in good time to inquiries and tasks related to this, regular and responsible attendance at meetings within your portfolio including GSS Council, professional conduct in all duties, and serving the best interests of graduate students as directed by Council. Duties specific to your portfolio involve:

- Be aware of the programs and policies of Council and the Executive Committee,
- Assist the President in student affairs, organizational issues and administrative tasks,
- Assist the executive committee in discharging its responsibilities, in particular to prepare, co-ordinate and ensure documentation of Council and Executive meetings,
- Aid in communication with the AMS, UBC and students,
- Assist with the orientation,
- Assist Archivist in work related to the President’s office.
Further duties may be added in order to assure effective use of GSS resources.

Failure to complete these duties to the satisfaction of the [President] will result in a written notice, followed by a performance review, and may in extreme cases result in termination. You may appeal decisions to the GSS Council.

Signing this letter indicates that you have received the job description of your position, the transition report and the GSS Privacy and Confidentiality Agreement, that you have read these documents and have had any questions answered by the supervising VP. Signing this letter indicates that you are aware of the conduct and responsibilities required in the position, and that you agree to undertake said responsibilities as set out.

[position]
[name]

President of the GSS
[name]

VP, Administration
[name]
Appendix IX.

Confidentiality Agreement – Confidential Information and Proprietary Data

This confidentiality agreement is made between the Graduate Student Society of UBC – Vancouver (hereon referred to as the "GSS") and a member of the Graduate Student Society of UBC, Vancouver,

__________________

(Hereon referred to as the "Member").

The Member agrees to the terms of this agreement:

1. The Member acknowledges that, in the course of volunteer or paid activities for the GSS, the Member has, and may in the future, come into the possession of certain confidential information belonging to the GSS including but not limited to plans, calculations, concepts, manuals, drawings, photographs, processes, specifications, instructions, research, reports, emails, survey results, identity and description of computerized records, membership and customer lists, supplier identity, marketing plans, financial information, business plans, costs, pricing information, and all other concepts or ideas involving or reasonably related to the operations or prospective business of GSS, or information received by the GSS as to which there is a bona fide obligation, contractual or otherwise, on GSS’s part, not to disclose same.

2. The Member hereby covenants and agrees that he/she/they will at no time, during or after the term of volunteer or paid activities for the GSS, use for his/her/their own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.

3. Upon termination of their formal involvement with the GSS, the Member will maintain the confidentiality of all documents related to the GSS in perpetuity if they are unable to destroy them, including, but not limited to, reports, manuals, drawings, diagrams, blueprints, correspondence, customer lists, computer programs, and all other materials and all copies of
such materials, obtained by the Member during their term of volunteer or paid activities for the GSS.

4. Violation of this agreement by the Member will entitle the GSS to an injunction to prevent such competition or disclosure, and will entitle the GSS to other legal remedies, including attorney's fees and costs.

5. This agreement shall be governed by the laws of British Columbia.

6. If any part of this agreement is judged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

7. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators and assignees. No person shall have a right or cause to cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.

8. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

_____________________________
Member's Name (printed)

_____________________________
Signature of Member

_____________________________
Date
Personal Information Protection Agreement

This confidentiality agreement is made between the Graduate Student Society of UBC – Vancouver (hereon referred to as the "GSS") and a member of the Graduate Student Society of UBC, Vancouver,

__________________

______________________________ (hereon referred to as the "Member").

As a Member of the GSS, I understand that I have a legal obligation to protect personal information and other kinds of restricted information as defined in the Personal Information Protection Act of British Columbia. In accordance with the Protection of Privacy Act, I agree to protect from unauthorized uses and disclosures all restricted information, including personal information, to which I have access in the course of any of my paid or volunteer activities with GSS. I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my paid or volunteer responsibilities. I agree that I will only disclose personal information as permitted by law. When I become aware of personal information that is lost, shared in an unauthorized way, or any other form of privacy breach I understand I am required to notify the GSS’s General Manager immediately. I understand that discipline or sanctions, up to and including possible removal from the Society, may result if I access, collect, use, disclose, or dispose of personal information that contravenes legal obligations or the GSS’s established policies and procedures. I understand that the obligations of this Agreement will survive the termination of my paid or volunteer activities at the GSS and that failure to keep confidential the personal information of individuals is grounds for appropriate disciplinary and/or legal action. By my signature I acknowledge that I have read and will abide by this agreement.

__________________

Member’s Name (printed)
Signature of Member

Date
WARNING! BY SIGNING THIS LEGAL DOCUMENT YOU WILL BE GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUIT. – PLEASE READ CAREFULLY –

THIS DOCUMENT RELATES TO:

Trip/Event/Location: ______

Date: ______

Organization: ______

ASSUMPTION OF RISKS, WAIVER OF CLAIMS, RELEASE OF LIABILITY AND INDEMNITY AGREEMENT

1. Assumption of Risks

I am aware that there are potential risks inherent in my participation in the event and/or trip, which is set out and which is referred to in the rest of this document as “The Event”.

I freely and voluntarily accept and fully assume all such risks, dangers and hazards associated with The Event and the possibility of personal injury, death, violence, property damage or loss during all the time of The Event, which may result from the travel arrangements, attendance and participation in The Event and any related activities.

2. Release of Liability, Waiver of Claims and Indemnity Agreement
In consideration of entitlement to participate in The Event referred to above, I hereby agree as follows:

(a) To waive any and all claims that I have or may have in the future against the University of British Columbia, the Graduate Student Society of UBC Vancouver, and their respective directors, officers, faculty, staff, volunteers, agents, trainees, employees, representatives, successors and assigns (all of whom are hereinafter collectively referred to as “the Releasees”) and to release the Releasees from any and all liability for any loss, damage, injury or expense that I may suffer, or that members of my family may suffer as a result of or arising out of any aspect of my participation in The Event due to any cause whatsoever, including negligence or breach of contract on the part of the Releasees with respect to any aspect of the organization, execution or operation of The Event, or in respect of the provision of or the failure to provide any warnings, directions, instructions or guidance as to participation in The Event;

(b) To hold harmless and indemnify the Releasees from any and all liability for any loss, damage, injury or expense to any third party resulting from participation in The Event

3. Limited Exception

I understand that, notwithstanding any other provision of this agreement, I shall not be prevented from making any claim against or commencing any legal action against the owner and/or operator of a motor vehicle which is validly insured by the Insurance Corporation of British Columbia against liability for the negligent operation of that motor vehicle, provided that:

(a) I understand that this limited exception is intended only to provide me with the possibility of recovery of monies potentially available via the Releasees by virtue of their entitlement to such automobile liability coverage;
(b) Any recovery which I might achieve pursuant to this exception shall not exceed the coverage limits of the material policy or policies of automobile liability insurance.


(a) This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity;

(b) This agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia;

(c) Any litigation involving the parties to this agreement shall be brought within the Province of British Columbia.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MY HAVE AGAINST THE RELEASEES.

Signature  Date

Witness

THIS AGREEMENT MUST BE SIGNED, DATED AND WITNESSED PRIOR TO THE PARTICIPANT BECOMING ENTITLED TO PARTICIPATE IN THE EVENT.
Appendix XI. Councillor Information Form

GSS COUNCILLOR INFORMATION FORM

First Name: _______________________
Last Name: _______________________
Mailing Address: _________________
Phone: ___________________________
Position Title: ____________________
Student Number: _________________
Department: _______________________

The information on this form is being collected to facilitate 1) communications between the Graduate Student Society and its Council members and 2) the annual update of the Society’s Board of Directors information to the BC Registry of Companies.

All information provided will be kept confidential except:

- Council members’ names, departments, and emails (as provided on this form) will be posted on the GSS website.

- Councillors’ emails will be included in the Council e-mail list serv. This list serve is password protected and may only be accessed by the GSS President and Administrative staff. Individual emails are not accessible through these postings, but are shown as one group: councillors@gss.ubc.ca. Members of this list serve may post and receive messages related to GSS activities.

- Councillors’ names and emails will be provided to the chairpersons of all committees on which the Councillor is seated.

- Councillors’ emails may also be provided to GSS Executive and staff strictly for the purposes of GSS-related activities and communications.
• Council members’ other personal information, as provided on this form, will be securely kept in the Society Office and electronically in a password protected file, both of which may be accessed only by the President and Administrative staff.

• This protected information may be used on occasion by the President or the Administrative staff, should email communications not be sufficient, but will not be released to other parties without the permission of the Councillor involved.

• Councillors’ names and full addresses shall also, by law, be provided annually to the BC Registry of Companies.

•
Appendix XII. Petition for Recall

PETITION FOR RECALL OF GSS COUNCILLOR

We the undersigned graduate student of the [department name] department do hereby demand the recall of [representative's name] as representative of our department to the Graduate Student Society Council.

Note: In the event any line contains ineligible writing, the absence of any of the requested information or if a student number does not match to the listed name, that student's information will be struck from the petition and not counted towards the majority. This petition must be submitted to the GSS Office no later than forty-five days after the date of the first signature on the petition.

FOR OFFICE USE ONLY:

Date Form Submitted to Office:

Staff Member Reviving Form:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student #</th>
<th>Signature</th>
<th>Date</th>
</tr>
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</table>

Completed form must be dropped off at the GSS Office
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student #</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Completed form must be dropped off at the GSS Office

*Note: Use this page as many times as needed to collect the sufficient number of signatures.
Appendix XIII Policy Revision Form

Instructions:

The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Committee can be emailed at info@gss.ubc.ca. As per bylaw 13.1.4 and policy 1.2.1, notice of a proposed policy amendment or addition must be posted on the Society's website and emailed to all Council members at least seven days prior to the motion at Council. For assistance with this, please contact the Executive Assistant at info@gss.ubc.ca.

Date:

Submitted by:

What type of change is this?

Amending an existing policy
Addition of a new policy
Removal of a policy

Original Policy #:

New Policy # (if applicable):

Proposed Revised Policy:
Rationale Behind Proposed Changes:

NOTE – THE STRAT PLAN SHOULD APPEAR HERE
IF AMENDING THIS WORD COPY, BE SURE TO ADD THE STRAT PLAN PAGES WHEN YOU SAVE THE AMENDED POLICY MANUAL AS A PDF