



# GRADUATE STUDENT SOCIETY

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## UBC VANCOUVER

### Policy Manual

Last revision: June 2019

**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.
- 1.1.4 Definitions of terms within the Policy Manual are as outlined within Bylaw 1.2.1.

### 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 XIII,
  - (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, and a list of honorary members can be found in Appendix I.

### 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:
  - (a) the name and student number of all students represented by the organization,

- (b) a resolution passed by members of the organization to join the Society,
  - i. means by which the fee shall be paid to the Society, and
  - ii. 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.

- 2.5.7 A Non-Departmental Student Group may have one representative attend Council meetings as a non-voting member.
- 2.5.8 Affiliate organizations must be listed on the GSS website, including the organization name and primary contact information; VP students shall ensure the list is updated within 30 days after each council meeting.

### 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 guest:
  - (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:

- (a) Liquor as per 5.3.5,
- (b) Entertainment not otherwise necessary,
- (c) Traffic fines as per 5.6.1,
- (d) Gratuities beyond 18% as per 5.4.1, and
- (e) Hotel charges for additional services not otherwise included in 5.2, and
- (f) 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 XI, 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 departmental representative seated as 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.

6.3.5 In the event that a Graduate Council Representative is absent from three (3) consecutive Graduate Council meetings, the Head Representative may recommend to Council that the Graduate Council Representative be unseated, and a new appointment by Council shall take place provided by such appointments are advertised on GSS website and newsletter at least two (2) weeks in advance.

### **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.
  - (c) 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, (Policy 2.5.7) 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 Bylaw 7.7.2.

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 a deputy chair as per Policy 7.7.3.
- 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 councillors,

(b) 5 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.

7.2.2 Notwithstanding Policy 7.2.1, a committee may define specific numbers of councillor and ordinary member seats in its Terms of Reference, in which case this will override Policy 7.2.1

## **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 Councillors nominated exceed the number of vacant seats, 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 Excluding positions occupied by executive officers, 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 Standing Committees**

7.4.1 Standing Committees of the Society are as stated in Bylaw 9.1.1

7.4.2 All Standing Committees shall operate according to Policy 7 and their respective terms of reference, as set out in Policy 8.

## **7.5 Ad-Hoc Committees**

- 7.5.1 Ad-Hoc Committees shall be created by ordinary resolution at Council
- 7.5.2 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.
- 7.5.3 Ad-Hoc Committees are required to follow the same procedures outlined in section 6 of this Policy Manual.
- 7.5.4 The mandate of Ad-Hoc Committees shall expire at the Annual General Meeting.

## **7.6 Sub-Committees**

- 7.6.1 Any Committee can establish a Sub-Committee by a majority vote of the Committee.
- 7.6.2 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.
- 7.6.3 All Sub-Committee are required to provide regular reports to the Committee they were established by.
- 7.6.4 The Committee shall be responsible for any action taken by the Sub-Committee and must ensure that Society policy and procedures are followed.
- 7.6.5 The Sub-Committee may not take any action that would contravene the Committee's Terms of Reference.

## **7.7 Committee Chairs**

- 7.7.1 Council may elect a Committee Chair by ordinary resolution from among the members of the committee who are either Councillors or Ordinary Members.
- 7.7.2 If Council does not elect a chair within 60 days of the position becoming vacant, 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.
- 7.7.3 In the event of the absence or anticipated absence of a Chair to fulfill their duties, the chair or committee should appoint a deputy chair from among the members of the committee. A deputy chair:
  - (a) is primarily intended to provide a backup in the event that a chair is temporarily absent and to ease the transition between chairs;
  - (b) is appointed by the chair or by a quorate meeting of the committee, and acts until removed by the chair or quorate committee unless otherwise specified at the time of appointment;
  - (c) assumes all of the duties of the chair in the event that the chair is absent or unseated;
  - (d) shall not receive remuneration if they assume the duties of the chair for less than



one month; in the event that they fulfill these duties for one month or longer they should receive the remuneration due to the chair, and be elected chair as per Policy 7.7.1 or 7.7.2 if possible.

7.7.4 Chairs will receive an honorarium of \$150 per month.

7.7.5 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) fill out a chair transition report and appoint a deputy chair, 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

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

## **7.8 Committee Disputes and Deadlocks**

7.8.1 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.

## **7.9 Committee Restructuring**

7.9.1 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.

7.9.2 Council may by special resolution remove a member of a Committee, including the chair, 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 Executive Committee

8.1.1 The Executive Committee shall:

- (a) Consist of all Executive Officers as voting members and the FEOO as a non-voting member,
- (b) Not consist of any councillors or ordinary members, unless Council appoints a councillor to sit as a voting member on the Executive Committee, by special resolution. In this case Council will define a period of time for the appointment, and at the end of the appointed period, Council may re-appoint the councillor by the same process.
- (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.

### 8.2 Academic and External Committee

8.2.1 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.

8.2.2 *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.

### 8.3 Code and Policy Committee

8.3.1 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.

## **8.4 House-Finance Committee**

### **8.4.1 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.

## **8.5 Elections Committee**

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

## **8.6 The Executive Oversight Committee**

8.6.1 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.

8.6.2 The Executive Oversight committee shall:

- (a) Be chaired by the FEOO as per bylaw 8.5.6 (c) notwithstanding the terms of policy 7.7,
- (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. Mid term 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.

## **8.7 The Human Resources Committee**

8.7.1 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.

## **8.8 Services Committee**

8.8.1 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 well-being of graduate students, including mental, emotional, environmental and financial health,
- (c) Oversee the annual Society Orientation, advise how to improve it, and endeavour to provide welcoming events for students entering at all academic terms,
- (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.

8.8.2 Ex officio members of the Services Committee shall be the President and the Vice President Students.

## **8.9 Governance and Accountability Committee**

8.9.1 The Governance and Accountability Committee shall:

- (a) Obtain, create, and maintain resources on best governance practices.
- (b) Create & maintain an up-to-date organizational flow chart and a 'roles and responsibilities' document that shows the relationships between different bodies of the organization and outlines the responsibilities of all individuals and committees.
- (c) Perform an ongoing review of the state of GSS governance to determine where gaps exist in the governance structure, reporting structures, and other aspects of the organization that are relevant to its operation and to achieving its mission. This includes conducting research by consulting with GSS Executives, Councillors, and committee Chairs.
- (d) Provide recommendations on governance improvements to GSS Council.
- (e) Oversee the implementation of Council-approved governance recommendations and, when necessary, provide specific recommendations to the Code and Policy Committee on amendments to the GSS Bylaws and Policy Manual. Recommend to Council the commissioning of an external governance review when deemed in the best interest of the Society. If it has been longer than 5 years since an external

review was last performed, this should be brought to Council every academic year, along with the committee's recommendation and rationale.

- (f) Inform Council annually on the progress on implementing the GSS strategic plan and ensure that the necessary Special Committee (e.g. ad-hoc committee) is formed in a timely manner to produce successive strategic plans.
- (g) Assist standing committees, external caucus representatives, and the FEOO in setting annual goals; inform Council on their progress towards accomplishing those goals at the middle and end of the academic year, or as otherwise laid out in the GSS strategic plan. When necessary, bring Council's attention to any outstanding governance issues related to committee performance (e.g. not holding meetings, holding non-quorate meetings, not submitting meeting minutes to Council) in order to prompt Council to request committee minutes or re-seat dysfunctional committees, as appropriate, when this function is not being performed.
- (h) Recommend multiple bodies so that Council can select an oversight and accountability mechanism to review the Governance & Accountability Committee's annual goals and subsequently evaluate the committee's performance on their goals at least once a year, at or before the January Council meeting, to the satisfaction of Council.

## 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 an 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. It is the Services Committee's responsibility to communicate these guidelines, which may include publishing reimbursement criteria or calculator on the GSS website.
- 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 report sheet of the event (see Appendix VII), including statement of expenditures with original receipts attached, has been submitted to the Vice President Students within thirty days of the event.
  - b) The statement of expenditures and receipts have been 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.
- 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 or the GSS Loft, located in the AMS Nest, will be the lesser of:
  - a) Net costs of the event incurred by the organizing AO(s), and
  - b) \$600 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) Net costs of the event incurred by the organizing AO(s), and
  - b) \$400 per AO involved in organizing the event
- 9.4.3 In case of budgetary constraints of the Society, priority will be given to first-time applicants and interdisciplinary events.

## **10. House & Business Operations**

### **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.
- e) 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 FEDO 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, but the client must pay for any variable costs.

## **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 30 calendar days 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 III. 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 filled 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 metres 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 IV; 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 ballot 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 spoiled 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 V 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-imbusement 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:

- (a) all monies that are presently in the GSS Contingency Fund must at all times be distinct and separate of the society's operating funds;
- (b) the monies must be invested only in secure cashable vehicles with a maximum of 30 days delay to access; and
- (c) 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 Financial Aid

### 15.1 Graduate Student Financial Aid

- 15.1.1 The purpose of the Graduate Student Financial Aid (GSFA) is to provide financial aid to UBC graduate students, except current UBC GSS executives and current GSS graduate student employees, who are experiencing unforeseen circumstances, to alleviate some financial burden.
- 15.1.2 GSFA shall cover eligible expenses directly arising from unforeseen circumstances, which may include but not limited to: rent and living expenses; prescription medication not covered by MSP, Pharmacare, and the AMS / GSS Health and Dental Plan; moving and related expenses; and the UBC Leave of Absence fee. GSFA will not cover tuition and other school fees.
- 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-Vancouver,
  - (b) be in demonstrated financial hardship,
  - (c) be referred or recommended by a UBC office or academic unit, and
  - (d) have not previously applied for the GSFA during the past 4 months or received it during last 12 months
- 15.1.4 The GSFA Adjudication Panel shall be convened by the GSS Peer Support Specialists and shall be comprised of the GSS Peer Support Specialists, the GSS General Manager, a representative of the GSS Academic and External Committee, and a representative from the GSS House & Finance Committee. The representatives of the Academic and External Committee and House & Finance Committee shall report on the decision process and its results to their respective committees.
- 15.1.5 The GSFA Adjudication Panel shall determine whether an applicant satisfies the eligibility requirements, and how much money will be allocated to an individual applicant.
- 15.1.6 In the event that a Councillor applies for GSFA, after approval by the Adjudication Panel the application must be approved by a special resolution of Council. The Councillor in question shall not be present during the vote or discussion, or influence the vote in any way, and this will be recorded in the minutes of that meeting as required by Policy 3.3 and the BC Societies Act.
- 15.1.7 Members of the GSFA Adjudication Panel must take the Harvard Bias Test and Privacy and Information Security tutorial before participating in the decision process. They must present documentation that they have taken the test to the GSS General Manager.
- 15.1.8 Members of the GSFA Adjudication Panel shall disclose any potential conflict of interest, as defined by pertinent UBC policies; recuse themselves from the decision process in cases where there are conflicts of interest; and arrange for a suitable replacement to serve on their behalf. Members who fail to disclose conflict of interest shall be subjected to penalties, ranging from suspension from their position to termination of employment, to be determined by GSS Council following an investigation and recommendation by the GSS Academic and External Committee.
- 15.1.9 The GSFA Adjudication Panel will assess the applicant's need based on:
- (a) A cover letter explaining the need for financial aid, which should include an

explanation of up to 750 words of the unexpected financial hardship that the applicant is experiencing and how they would use the aid to alleviate financial burden,

- (b) A proof of enrolment that the applicant is a current graduate student of the University of British Columbia-Vancouver,
- (c) A written referral or recommendation from a UBC office or academic unit. It must indicate that the kind of financial hardship the applicant is experiencing is not covered by the Emergency Fund administered by the UBC office or academic unit, and
- (d) Any relevant supporting documents

15.1.10 Funds are subject to availability, so not every application meeting the requirements in 15.1.4 shall be approved or shall receive the full amount they requested.

15.1.11 The GSS Peer Support Specialists will communicate the decision of the GFSA Adjudication Panel to the Applicant within four weeks of receiving complete application materials. The decision of the GFSA Adjudication Panel 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 GFSA Adjudication Panel.

15.1.13 Every year, after the total allocation for the GSFA has been finalized in the annual GSS budget and approved by the GSS Council, the GSS Academic and External Committee shall decide the maximum level of financial support for any individual request.

## 16. Capital Projects Improvement Fund

### 16.1 Definition

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

### 16.2 Intention and Purpose

16.2.1 The purpose of CPIF is to improve spaces under the control of the GSS, including but not limited to the Centre, and the GSS Loft at the AMS Nest.

### 16.3 Definition of Capital Projects Improvements

16.3.1 A project is a capital improvement if it is not budgeted in a regular budget item line, it improves a space under the control of the GSS, and any of the following conditions apply:

- a) it is a renovation, repair, or upgrade to a building, grounds, or fixtures, or
- b) it is the purchase of appliances, equipment, or furniture that has an intended lifespan of

at least 3 years.

## **16.4 Operation and procedure**

- 16.4.1 The CPIF 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 CPIF 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 CPIF 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 CPIF 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 CPIF 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 over-night 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 parking 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 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, coordinators, 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 their 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 XIV.

## 20. Appendices to the Policy Manual

### Appendix I. Honorary Members of the Society

Jeff	Alexander	Lincoln	Edwards
Briande	Alwis	Alireza	Entesari
David	Asgeirsson	Jessica	Escribano
Bradley	Balaton	Mannie	Fan
Adam	Bass	Chris	Fennel
Zohreh	Bayatrizi	Tim	Fisher
Aaron	Bergbusch	Tobias	Friedel
Marcia	Braundy	Annick	Gauthier
Rob	Breton	Carey	Hill
Catherine	Campbell	Michael	Hughes
Dominique	Clement	Jay	Joseph
Robert	Clift	Michele	Kalmar
Michael	Coelli	Shona	Kelly
Jeffrey	Colpitts	Ed	Kim
Daniela	Constantinescu	Alyssa	Kirlin
Sabrina	Crispo	Dave	Knott
Davor	Cubranic	Aditi	Kolachala
Nicholas	Cullingham	Zoe	Lam
Thomas	Davis	Suzie	Lavallee
Nicole	Dorfan	Tracy	Lavin
John	Dupuis	James	Lawson
Kevin	Dwyer	Dayna	Lee-Baggley

Harry	Li	Camille	Rozen
Jenni	Liddicoat	Paul	Save
Sarah	Lotz	Joydeep	Sengupta
Krish	Maharaj	Ali	Shahkarami
Liuxi	Meng	Rajeev	Sharma
Jessica	Metters	Chen	Shen
Roger	Miller	Amber	Shilling
Amir	Mirsayah	Aruna	Somasiri
Iddrisu	Mohammed	José	Soto
Satya	Mokamati	Egidio	Spinelli
Carolyn	Moorlag	Rong	Tang
Mohsen	Nahvi	Thomas	Tannert
Christian	Nally	Nathan	Taylor
Heather	Nicholson	Nora	Timmerman
Ifeyinwa	Okany	David	Tompkins
Phil	Orchard	Ziba	Vaghri
Katerina	Othonos	Ronnie	Wahl
Vighen	Pacadrouni	Darius	Walczak
Anita	Parkinson	Mike	Weisbart
Andrew	Patterson	Martin	Willetts
Heidi	Peterson	Steve	Wilson
Tawnya	Peterson	Jason	Winters
Suresh	Pillai	Sun	Xiulin
Ajay	Puri	Sara	Young
Faiza	Rezhui	Lihe	Zhang
Shona	Robinson	Nima	Zobeiry

Appendix II. 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](mailto: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 III. 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 must 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 IV. 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 V. 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 VI. Standard Council Agenda

### Attendance

**Present:**

**Regrets:**

**Absent:**

**Quorum:** # Councillors

### Call to Order and Adoption of the Agenda

#### Call to Order

The meeting will be called to order at \_\_\_\_ am/pm.

#### Agenda Adoption

**BIRT** the agenda be adopted as presented.

**Mover:**

**Seconder:**

**Result:**

#### Territorial Acknowledgement

**President:**

### Introductions

Introductions.

## 1 Expedient matters

*At the discretion of the President, the following are deemed urgent matters for Council and are presented at the beginning of Council (not exceeding 10mins):*

### 1.1 Name of Guest Presentation

**Group Responsible:** Name of guest(s)

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg



## 2 Approval of Minutes

### 2.1 GSS Council Minutes

BIRT the following GSS Council minutes be approved:

- Eg. February 25, 20XX
- Eg. March 20, 20XX

**Mover:**

**Seconder:**

**Result:**

### 2.2 Committee minutes

BIRT the following GSS Committee minutes be approved:

<b>Academic &amp; External Committee:</b>	[Date(s)]	<b>Human Resources Committee:</b>	
<b>Code and Policy Committee:</b>		<b>Services Committee:</b>	
<b>Elections Committee:</b>		<b>AMS Caucus:</b>	
<b>Executive Committee:</b>		<b>Graduate Council:</b>	
<b>Executive Oversight Committee</b>		<b>Health and Dental Plan Caucus:</b>	
<b>Governance &amp; Accountability Committee:</b>			

**Mover:**

**Seconder:**

**Result:**

## 3 Seatings

### 3.1 New Councillors

BIRT the following Seating of new Councillors be approved:

Name	Department



--	--

**Mover:**

**Seconder:**

**Result:**

### 3.2 Committee Seatings

All GSS Councillors are required by the bylaws to sit on at least one committee.

[Committee descriptions and meeting times can be found here.](#)

**BIRT** the following Committee Seatings be approved:

Committee/Caucus	Nominee	Position	Vacancies
Academic & External		Councillor	
		Ordinary Member	
Code & Policy		Councillor	
		Ordinary Member	
Elections		Councillor	
		Ordinary Member	
Executive Oversight		Councillor	
		Ordinary Member	
Governance & Accountability		Councillor	
		Ordinary Member	
House Finance		Councillor	
		Ordinary Member	
Human Resources		Councillor	
		Ordinary Member	
Services		Councillor	
		Ordinary Member	
AMS Caucus		Representative	
Graduate Council		Representative	
Faculty of Arts Council		Representative	
Health and Dental Plan Caucus		Representative	

**Mover:**

**Seconder:**

**Result:**



## 4 matters for decision

### 4.1 [Name of Matter 1]

---

**Group Responsible:** Example group.  
**Description:** Add a description.  
**Time:** XX minutes  
**Supporting Documents:** Exampledocument.jpg

WHEREAS clause  
WHEREAS clause  
**BIRT** clause

**Mover:** **Seconder:** **Result:**

### 4.2 [Name of Matter 2]

---

**Group Responsible:** Example group.  
**Description:** Add a description.  
**Time:** XX minutes  
**Supporting Documents:** Exampledocument.jpg

WHEREAS clause  
WHEREAS clause  
**BIRT** clause

**Mover:** **Seconder:** **Result:**

## 5 Matters for Discussion

### 5.1 [Name of Matter 1]

---

**Group Responsible:** Example group.  
**Description:** Add a description.  
**Time:** XX minutes  
**Supporting Documents:** Exampledocument.jpg

WHEREAS clause  
WHEREAS clause  
**BIRT** clause

**Mover:** **Seconder:** **Result:**





## 5.2 [Name of Matter 2]

**Group Responsible:** Example group.

**Description:** Add a description.

**Time:** XX minutes

**Supporting Documents:** Exampledocument.jpg

WHEREAS clause

WHEREAS clause

**BIRT** clause

**Mover:**

**Second:**

**Result:**

## 6 matters to note

### 6.1 executives

#### 6.1.1 President:

- Example update on a meeting.
- Example update on an initiative.

#### 6.1.2 FEOO

- (None submitted)

#### 6.1.3 VP University & Academic Affairs

- (None submitted)

#### 6.1.4 VP External Relations

- (None submitted)

#### 6.1.5 VP Students

- (None submitted)



## 6.2 Committees

---

### 6.2.1 Academic & External Committee

---

- Update

### 6.2.2 Code & Policy Committee

---

- (None submitted)

### 6.2.3 Elections Committee

---

- (None submitted)

### 6.2.4 Executive Committee

---

- (None submitted)

### 6.2.5 Executive Oversight Committee

---

- (None submitted)

### 6.2.6 Governance & Accountability Committee

---

- (None submitted)

### 6.2.7 House Finance Committee

---

- (None submitted)

### 6.2.8 Human Resources

---

- (None submitted)

### 6.2.9 Services Committee

---

- (None submitted)

### 6.2.10 AMS Caucus

---

- (None submitted)



---

## 6.2.11 Graduate Council Caucus

---

- (None submitted)

## 6.3 Senators and Board of Governors

---

### 6.3.1 Senators:

---

- Example update

### 6.3.2 Board of Governors Representatives:

---

- (None submitted)

## 7 Notices

### 7.1 Notice of Next Meeting

---

**Date:** Month XX, 20XX at X:XX pm

**Location:** Michael Kingsmill Forum, AMS Nest

[Type of food] will be served.

### 7.2 Notice of Unseatings

---

- Eg. **John Councillor** to be unseated as **Departmental Representative**
- Eg. **Sam Ordinary** to be unseated as **Committee Chair**

## 8 adjournment

**BIRT** there being no further business the meeting be adjourned at \_\_\_ pm.

**Mover:**

**Secunder:**

**Result:**

## Appendix VII. Affiliate Organization and Event Fund Forms

### **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.

	Name (print)	Student number	Signature
	Date		
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		
8.	_____		
9.	_____		
10.	_____		

### 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

# Event Fund Application Form

GSS Event Fund

Please complete this form in as much detail as possible.

## Event Organizer

GSO name:	<input type="text"/>		
Contact name:	<input type="text"/>		
Email:	<input type="text"/>		
Phone:	<input type="text"/>	Are you a recognized Affiliated Organization?	Yes

Note: You must be [recognized as an AO](#) to receive event funding

## Event Information

Event name:	<input type="text"/>		
Date:	<input type="text"/>	Venue:	<input type="text"/>
Expected number of attendees:	<input type="text"/>	Expected number of graduate students:	<input type="text"/>
Expected number of departments/programs:	<input type="text"/>		

Event type: Academic Athletic Cultural Family Social

Event Description: *(Please include a short breakdown of the budget and what the Event Fund would cover)*

Benefits to graduate students:

Please email a copy of the completed form to [vpstudents@gss.ubc.ca](mailto:vpstudents@gss.ubc.ca).  
Event Fund Application must be submitted no later than four (4) weeks before the event.

To be reimbursed, a post-event report must be submitted, including evidence that the GSS logo is displayed at the event and in promotional materials.



*Please complete this form in as much detail as possible.*

## Event Organizer

Primary GSO:

Other organizing GSOs:

## Event Information

Event name:

Date:

Venue:

Total number of attendees:

Number of graduate students:

Event type: Academic Athletic Cultural Family Social

Event Description:

Testimonial (to be published on GSS Website; please describe how the GSS helped your event):

Photos showing GSS Logo at event and in promotional materials have been attached:

Yes    No (explain): \_\_\_\_\_

Photos from event for publication on GSS website have been attached, including relevant waivers (*optional*):

Yes    No

↓ Please continue on the next page. ↓

*If there was no revenue or expense, please write \$0.*

Total revenue (e.g. ticket sales, drink tickets, or registration fees):    \$

Total expense (e.g. food and drinks, supplies, or venue rental):    \$

### Reimbursement

Cheque: pick-up mail

Recipient name:

E-mail:

Mailing address:

How could the GSS have supported you with your event?

---

Please submit a hard copy of the completed Event Report form and original receipts to:

**Vice Presidents Students**

Graduate Student Society, UBC Vancouver  
225 – 6371 Crescent Road  
Vancouver, BC V6T 1Z2

Event Report must be dropped off at the GSS Office within thirty (30) days of the event.

## 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 and Personal Information Protection Agreement

## 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

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

## Appendix X. GSS Legal waiver form

WARNING! BY SIGNING THIS LEGAL DOCUMENT YOU WILL BE GIVING UP  
CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. –  
**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.

4. General Provisions

- (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](mailto: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:

Student Name

Student #

Signature

Date

Completed form must be dropped off at the GSS Office

Student Name

Student #

Signature

Date

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 [cpcom@gss.ubc.ca](mailto:cpcom@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 putting forms on the website, you may contact Communications and Marketing Director at [communications@gss.ubc.ca](mailto:communications@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:

## Appendix XIV. Human Resources Manual

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

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## **INTRODUCTION**

The purpose of formalizing the Human Resources Handbook of the UBC Vancouver Graduate Student Society (GSS) is to provide a comprehensive reference document for all staff and management, ensuring consistency and improving understanding of GSS policies.

The revised contents of this handbook were approved by GSS Council on \_\_\_\_\_ as required by the GSS Policy \_\_\_\_\_. This handbook is subject to modification as changes of intent, interpretation, as well as government legislation will occur periodically. These changes will be brought forward to Council for approval as they occur.

If you have any questions regarding this handbook, please feel free to ask your Supervisor or the General Manager for clarification.

*For those employees whose employment is governed by a collective agreement, the provisions contained in those agreements take precedence over the provisions contained in this handbook.*



# 1. DEFINITIONS

**Collective agreement** – A written contract of employment covering a group of employees who are represented by a trade union

**Council** – The GSS student governing body that represents and advocates on behalf of all UBC graduate students to the University, the Government, and the public

**Employee** – Any person in a paid or volunteer working relationship within the GSS

**ESA** – Employment Standards Act of BC

**Executive** - An elected student executive of the GSS

**GM** – General Manager for the GSS

**GSC** – Graduate Student Centre

**GSS** – The Graduate Student Society of UBC

**HR** – The GSS Human Resources Committee

**HF** – The GSS House Finance Committee

**Immediate family** – One's spouse, common law spouse, child, parent, sibling, parent-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece or nephew.

**In camera** – A closed and private session

**Supervisor** – The person who holds an employee's personnel file, and/or has authority to set work hours of subordinates

**UBC** – The University of British Columbia, Vancouver Campus

## **2. EMPLOYEE CATEGORIES**

### **2.1 Full Time Regular**

An employee hired to work on a full-time (thirty-five [35] or more hours per week; see section 5.2) basis in a continuing position and has passed the probationary period (see section 2.4).

### **2.2 Part Time Regular**

An employee hired to work less than thirty-five (35) hours per week on a continuing basis. Certain benefits may be paid on a *pro rata* basis.

### **2.3 Casual**

An employee hired to work irregular hours on an intermittent basis as required for the position. Benefits may be paid on a *pro rata* basis.

### **2.4 Probationary**

New employees are probationary for the first three (3) months of employment, although the length of time may be reduced or extended (see section 8.2).

### **2.5 Sessional**

An employee hired, on a recurring basis, to work full-time or part-time for the academic session only.

### **2.6 Contract or Term**

An employee who is hired for a specific period of time with defined duties and expectations. Term employees' entitlement to benefits will normally be limited in scope, and will be itemized within the wording of their agreement.

### **2.7 Volunteer**

An individual who provides work or services for the GSS for no monetary exchange.

## **3. EMPLOYMENT EQUITY AND HUMAN RIGHTS**

### ***3.1 Employment Policy***

The GSS maintains a policy of non-discrimination towards all employees and applicants for employment (see section 16). All aspects of employment with the GSS are governed by merit, competence, suitability and qualification and will not be influenced in any manner by ethnicity, ancestry, place of origin, political belief, religion, marital status, family status (including circumstances related to pregnancy), physical or mental disability, sex, sexual orientation, age or a criminal or summary conviction offence that is unrelated to the employment or intended employment of that person.

All decisions made with respect to recruitment and promotion for all positions will be made solely on the basis of individual qualifications related to bona fide occupational requirements.

### ***3.2 Health and Safety***

The GSS is committed to providing a safe and healthy environment for our employees, working in conjunction with the B.C. Workers' Compensation Board to identify opportunities for improvement. GSS employees are encouraged to bring health and safety concerns to their Supervisor(s) or the GM so that appropriate actions can be taken.

## **4. HIRING PROCEDURES**

### ***4.1 Immediate Family***

Nepotism will not be tolerated by the GSS. The GSS reserves the right to alter the position or responsibilities of employees who marry or who are recognized to be living in a common-law relationship.

### ***4.2 General Hiring Procedures***

This procedure applies to all positions excluding full-time and new positions.

1. The GM is notified of the need to hire the position.
2. The GM will verify if the budget exists for this position. If no budget exists, refer to section 4.3 (4) for hiring procedures.
3. The GM assembles and oversees a Hiring Team, including at least one member of HR. In addition to the GM and HR representative, up to two additional members (student, staff, or executive) may be included at the discretion of the GM.
4. The job description and details are posted for at least two weeks, including at least one internet medium that is external to UBC.
5. If hiring a non-graduate student, permission must be obtained from HR.
6. The GM will select a candidate on the recommendation of the Hiring Team and will offer the position. HR will be informed with a brief report.
7. If a consensus cannot be reached by the Hiring Team, the decision of who to hire will fall to HR. HR may elect to conduct secondary interviews if needed.

### ***4.3 Hiring Procedure for Full Time and New Positions***

The following is not applicable to 4.2.

1. The GM is notified of the need to hire a full-time position or a new position to the GSS.
2. Once notified, the GM will inform HR within five (5) business days.
3. HR will decide either to initiate hiring or dispute the need for the position.
4. If the budget for the position does not currently exist, HF will be contacted to approve an allocation of funds for the position.
5. If additional funds are required, HF must obtain approval from Council.
6. HR will strike a Hiring Team for the position consisting of at least the GM (non-voting), the Department Head or most relevant Executive, and two representatives from HR (four [4] members in total).
7. The Hiring Team will determine the hiring schedule, post the position for a minimum of two weeks (must be advertised on at least one internet job advertisement medium external to UBC), review applications, invite top candidates for interviews, conduct interviews, and make a hiring recommendation to HR.
8. HR will vote to decide who to hire and will inform the GM. Following this, an offer of employment will be extended by the GM.

### ***4.4 Miscellaneous Considerations:***

- a) It is HR policy that contract renewal dates **not** be set over the winter holidays. Therefore, hiring of positions with annually reviewed contracts will not be conducted during December or the beginning of January.

- b) It is HR policy to ensure that contracts do not end one month before, or one month after, executive transition.
- c) All GSS employees must have a contract, regardless of the length of employment or position.

## ***4.5 Procedures for Offering Employment***

### **4.5.1 Offer of Employment for Employees with Valid SIN**

An employee's current employment status shall be checked before any offer is being made. Each employee must be eligible to work in Canada with a valid Social Insurance Number (SIN).

### **4.5.2 Offer of Employment for Employees without a Valid SIN**

If the employee does not have a SIN, the GSS can provide a job offer letter which can be used to apply for a SIN through Human Resources Development Canada. The job offer letter should be drafted by HR, and should be signed by two of the signing officers.

### **4.5.3 International Applicants**

If the employee is not a permanent resident of Canada, a copy of a supporting document such as Study Permit, and/or Work Permit shall be required and filed together with the other related documents (e.g. contract, statement of confidentiality).

### **4.5.4 Payroll Processing Forms**

Forms needed for payroll purposes shall be filled by the employee and submitted to the Office Manager for processing.

## ***4.6 Confidentiality Agreement***

All GSS employees and executive members shall agree to and sign a statement of privacy and confidentiality. These statements will be kept by the GM and a copy will be provided to the employee.

## **5. HOURS OF WORK**

### **5.1 Hours per Week**

The scheduled work week for full-time regular employees shall be no less than thirty-five (35) hours and no more than forty (40) hours. For part-time regular employees, scheduled hours shall be less than thirty-five (35) hours per week.

### **5.2 Lunch and Coffee Breaks**

Employees working a full day (seven [7] hours) are entitled to two (2) paid fifteen (15) minute coffee breaks. Employees are entitled to an unpaid meal break which can vary between a minimum of thirty (30) minutes and a maximum of sixty (60) minutes (see the ESA for details). It is the responsibility of the employee to work with their Manager to ensure these breaks are taken.

If working overtime (see section 5.3), the employee is entitled to a half (0.5) hour paid meal period after working two (2) hours beyond the regular seven hour shift.

### **5.3 Overtime**

Full-time staff (see section 2.1) are compensated at an annual salary and therefore are not eligible for overtime pay unless specifically approved by the General Manager. They employee may be asked to work hours outside of the regular work day may occur on occasion. Work hours in these situations will be based on a flextime arrangement (see section 5.4).

For employees eligible for overtime pay, the GSS follows the overtime provisions of the ESA. Flextime *in lieu* of overtime pay may be granted by an employee's Supervisor; however there is no obligation to utilize this option for either party.

### **5.4 Flextime**

When an alteration in work schedule is required for an employee to fulfill an essential task outside of regular office hours, the GSS will accommodate the alteration as flextime. Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a month. At the GSS, all flextime must be approved by the employee's direct supervisor. The GSS encourages all employees accumulating flextime to utilize flextime within twenty-four (24) hours where appropriate. All accumulated flextime must be used within the month it is accrued in order to maintain the total hours of compensated time within that month. It is the responsibility of the employee to log flextime with the Office Manager, unless it will be used within 24 hours and a supervisor has been informed. If a separate flextime agreement has been developed and approved by an employee and the GSS, that agreement will supersede these guidelines.

## **6. LEAVE/TIME OFF**

The following only applies to full-time regular employees.

### **6.1 Sick Leave**

Employees are entitled to twelve (12) sick days per year with full pay. Sick leave is available only to full-time employees who have been in employment for longer than three (3) months. The maximum carryover of sick days is six (6) per contract year, to a maximum accumulation of seventy-five (75) days. If the GM requests in writing a medical certificate within fifteen (15) days of an employee's return to work, the employee must provide one.

### **6.2 Excess Sick Leave Needed**

In the event an employee requires more sick leave than they have accrued, they may draw from the remaining entitlement for the current year. Any additional time may be covered through leave of absence (see section 6.7) or the medical benefits of the Employment Insurance Sickness Benefits. Details are available through the Supervisor or GM.

### **6.3 Family Responsibility Leave**

Family responsibility leave is presently an allowance of three (3) days on full pay per year, and if the employee does not utilize the family responsibility leave during any one (1) year, then any part of the allowance remaining at the end of the year is forfeited and is not carried over to the next year. Family responsibility leave is available only to full-time employees following probation (see sections 2.4 and 8.2). Family responsibility leave may be used when the employee's child is born, when the employee's child is sick, or upon the death of a member of the employee's immediate family. If an employee's child is sick, the employee may use their own sick leave in addition to family responsibility leave as required. An employee is entitled to take family responsibility leave as a half (0.5) day, if that is all that is required. The GM may ask for proof of the incident for which the family responsibility leave is sought, such as a medical certificate or death certificate. Employees shall be allowed paid leave of up to half (0.5) a working day for the purposes of attending weddings of immediate family under the terms of the Family Responsibility Leave provisions of their benefit package. Family responsibility leave may not be claimed for any reason other than the reasons stated above.

### **6.4 Medical and Dental Appointments**

It is requested that employees make every effort to minimize time away from work for medical or dental appointments by scheduling them during periods of time off or ensuring that the appointment is at the beginning or the end of the day. Employees may take up to four (4) hours in any one (1) month calendar period for these appointments with pay. Time in excess shall be deducted from the employee's sick leave entitlement. The GSS requires at least five (5) working days of notice of non-emergency appointments.

### **6.5 Leave of Absence**

Following one year of continuous employment, a leave of absence without pay of up to three (3) months may be granted for personal reasons provided that such leave shall not interfere with the operation of the department. The leave may be extended for a further two (2) months with the approval of the GM.

Please note that the GSS cannot guarantee the availability of an employee's specific position if they choose to take extended leave of absence. If the employee's position is no longer available,

the GSS will make every effort to place the person in a comparable position upon their return to work.

### **6.6 Jury Duty**

The GSS believes that all employees should serve their community if asked, and should not have to suffer financial hardship if they do so. Full-time regular employees called for jury duty shall be paid for the difference between the amount paid to them for jury service and the amount they would have earned had they worked for the GSS on such days. Proof of jury duty financial payment may be requested prior to the GSS reimbursement.

### **6.7 Parental Leave**

Through provisions in the ESA and the Employment Insurance Act of Canada, an employee shall be entitled to up to fifty (50) weeks leave without pay for Maternity and Paternity Leave. This includes employees who are adopting a child. Provisions in the Employment Insurance Act allow the employee to apply for EI benefits during this period. Details are available through the GSS payroll office, through a Canada Employment Insurance Office, or on-line.

The GSS requests a minimum of two (2) weeks of notice of the employee's intended date of return to work. Upon return to work, the employee shall return to their position or a comparable one with all increments and benefits to which they would have been entitled had the leave not taken place.

Benefits coverage will be maintained during the period of parental leave for those benefits where the premiums are 100% paid for by the GSS. For benefits where the employee is responsible for some or all of the premiums, the employee may elect to pay their portion and have those benefits maintained as well.

### **6.8 Voting Time**

Section 74 of the British Columbia Election Act establishes that any employee who is eligible to vote is entitled to have four (4) consecutive hours free from employment during voting hours on General Voting Day (8 a.m. to 8 p.m., Pacific Time) for the purpose of voting. If the employee's scheduled hours already provide four (4) consecutive hours free from employment, the employee is not entitled to time off for voting.



## **7. VACATION**

The following only applies to full-time regular employees. Other categories of employees are entitled to vacation pay equal to 4% of earnings or as defined in the employment agreement. The GM can provide clarification if required.

### **7.1 Paid Vacation Benefit**

Employees shall receive a vacation benefit as follows:

- Two (2) weeks (ten [10] working days) from the beginning of employment (after fulfillment of the probationary period) to three (3) years of employment;
- Three (3) weeks (fifteen [15] working days) from four (4) to six (6) years of employment;
- Four (4) weeks (twenty [20] working days) from seven (7) or more years of employment.

If there are any differences between vacation benefit in this section and the employee's written agreement/contract, the benefit in the agreement/contract shall take priority.

### **7.2 Employment Year**

For purposes of vacation benefit/entitlement, the employment year follows the calendar year from January 1 to December 31. Vacation benefit increment steps (as per 7.1 above) accrue in the calendar year the actual anniversary date of employment is reached.

### **7.3 Carrying Over**

An employee may not carry over unused vacation days from the pool of vacation days allotted by the ESA. This entitlement is as follows:

- Two (2) weeks (ten [10] working days) of vacation per year, after twelve (12) consecutive months of employment; and
- Three (3) weeks (fifteen [15] working days) of vacation per year, after five (5) consecutive years of employment.

Under the ESA, employees must take their minimum annual vacation as time off from work. Employees are therefore not allowed to waive their entitlement to the ESA vacation or be paid out for untaken vacation.

Vacation days provided by the GSS in excess of those allotted under the ESA must be used within twelve (12) months of the year they were earned or they will be forfeited.

Example 1. If an employee has worked for less than a year, they may carry over the ten vacation days provided by the GSS for up to twelve months, as these days are in excess to those provided under the ESA (zero for less than one year of employment).

Example 2. If an employee has worked over seven years at the GSS, they may carry over (for up to twelve months) the five vacation days that are in excess to the fifteen provided under the ESA.

### **7.4 Probationary Period**

Employees may not take vacation during their probationary period.

## **7.5 Separation**

Employees who resign or are terminated will be paid out for any unused vacation entitlement at their current rate of pay. Conversely, vacation days taken but not yet earned will be deducted from the final pay.

## **7.6 Statutory Holidays**

If a statutory holiday falls within a vacation period, the employee will be paid for the statutory holiday, or be permitted to add an extra day in addition to their vacation period and the day will not be charged against the vacation entitlement. Statutory holiday provisions are further covered under the provisions of the ESA.

The GSS observes the following holidays:

- New Year's Day
- Victoria Day
- Labour Day
- Christmas Day
- Good Friday
- Canada Day
- Thanksgiving Day
- Family Day
- Easter Monday
- British Columbia Day
- Remembrance Day

Employees required to work on a Statutory Holiday will be paid at two and a half times (2.5) their regular wage for all hours worked. Alternately, the employee may choose to be paid at time and a half (1.5) and to take a day off with pay at a mutually agreed upon later date.

## **8. PERFORMANCE REVIEW**

### ***8.1 Annual Performance Review***

Employees may expect two performance reviews per annum. The schedule and format for the annual reviews will be determined by the GM after consideration of the input provided by the employee. The performance review is conducted by the GM, who then reports to HR. HR is responsible for reporting (in camera) on review processes to Council twice annually, once in February and again in August.

The GM shall seek the employee's input regarding the schedule and format of the annual reviews on the first week of the fiscal year and will inform the staff of performance issues two (2) weeks after this consultation. Salary adjustments will occur under the guidelines set in section 10.1.

### ***8.2 Probationary Review***

New employees should expect a performance review at the mid-point of their probationary period in order to have an opportunity to discuss their work experience to date, seek support or advice with respect to their work responsibilities, and feedback from their supervisor. If either party has concerns, the performance review interview allows for a formal venue to discuss and resolve the issues.

Typically, the probation period is three (3) months. The probationary period applies to all newly hired employees. A similar process is followed for those who are promoted or transferred to a new position (training period; see section 8.3). Circumstances might justify an extension or waiver of the probationary period, but this must be approved by the Hiring Team (see section 4.2 & 4.3) for that position.

### ***8.3 Training Period***

When an employee is promoted or their position is reclassified to a higher level, there will be a training period equivalent to the employee probationary period. At the midpoint of the training period, the employee's performance will be evaluated by the GM who will either confirm the employee in the new position, or if the performance is unsatisfactory they may be returned to their previous position or one of equal classification.

## **9. PROBLEM RESOLUTION**

### **9.1 Unsatisfactory Performance**

The GSS aims to have an open working environment. It is recognized that from time to time there may be dissatisfaction or perceived inequities in the workplace and all employees are encouraged to discuss these with their Supervisor. Unresolved situations should be brought to the attention of the GM.

It is expected that all employees will perform their duties in a manner that meets the professional expectations of the GSS and their Supervisor, as outlined in their contract. If their performance is not satisfactory, the reasons for the dissatisfaction will be discussed.

If the performance problem continues or a significant incident occurs, the employee may be subject to corrective discipline. The disciplinary process may include any combination of verbal or written warnings, with serious offenses handled through probation, suspension, or termination of employment.

### **9.2 Discipline**

Discipline is a responsibility of the GM and will be carried out at his/her discretion.

### **9.3 Separation**

Termination of any permanent employee is a serious step and must have the approval of the GM and HR. If the GM and HR approve the termination (passed by majority of the committee), it must be brought to Council for an in camera discussion. Prior communications of this step will be limited to the President of the GSS due to the sensitive nature of the situation.

#### **9.3.1 Exit Interview**

In order to assist the GSS in the process of continuous improvement of our working environment, employees who voluntarily leave the GSS may be asked to fill out an exit interview form to be submitted to their Supervisor or Manager.

#### **9.3.2 Final Payment**

Prior to receiving their final cheque, the employee must return all company property including but not limited to keys, parking passes, and pay any monies owed to the GSS.

#### **9.3.4 GSS Property**

All records, files, data, resource material, supplies or equipment made by or acquired by an employee within the scope of their employment with GSS shall be and remain the property of the GSS and may not be removed without the permission of the GM. Employees will return all equipment, including keys, to the GSS upon termination of their employment.

#### **9.3.5 Terminations**

Termination of employment may result if there is a failure on the part of the employee to improve their performance, there is an understanding that the employee is not capable of improvement, or if there is a serious breach of commonly accepted ethical behaviour or law. Termination may also occur when there is a position redundancy or a decrease in revenue. Notice and severance conditions will vary with each situation, but broadly fall under one of the following categories:

- No notice or severance

- For employees who are terminated for Just Cause, no severance will be considered.
- Reasonable notice
  - For employees who have been terminated for lack of work or for reasons other than Just Cause, the GSS will provide reasonable notice and severance pay. The amount will vary depending on these circumstances but will always be equal to or above the entitled amount prescribed by the ESA.
- Collective Agreement

For employees covered under the terms of a Collective Agreement, notice and/or severance will be in accordance with the provisions of the Agreement.

## 10. SALARIES

It is the intent of the GSS that all employees receive equitable compensation. Every effort will be made to ensure that position responsibilities are recognized in comparison with other positions within the GSS while also competitive with industry standards for similar positions in similar organizations. Employees will receive their pay on a semi-monthly basis (7<sup>th</sup> and 22<sup>nd</sup> of each month, for the pay periods of 1<sup>st</sup> – 15<sup>th</sup>, and 16<sup>th</sup> – 31<sup>st</sup>, respectively) either through direct deposit or by cheque. If the pay date occurs on a weekend or holiday, the pay will be issued ahead of the pay date except for the last pay period of the calendar year (Dec. 16<sup>th</sup> – 31<sup>st</sup>), when the pay date is Dec. 31<sup>st</sup> (there is no payment on Jan. 7<sup>th</sup> of the next year).

### ***10.1 Process for Salary Increases (Full Time Employees)***

1. HF budgets for a maximum 3% increase in salary per position each year. When finances are constrained, the salary increase for any given year may be set to 0%
2. At the anniversary of employment, and following the performance review procedure (as described in Section 8), the GM may propose a salary increase to HR. All salary increases must be approved by HR. The salary increase will reflect the outcome of the performance review of the employee, within budgetary restrictions.
3. Any salary increase will abide by the salary terms defined in the contract for each position.

### ***10.2 Process for Salary Increases (All Non-Full Time Employees)***

Salaries for all non-full-time employees are at the discretion of HR, who are advised to use the following guidelines:

GSS Coordinator's Tier system:

**Tier 1:** It is estimated that the time commitment for this position is between 275-350 hours per year. The salary for Tier 1 coordinators positions shall be between \$4,500-\$5,500 a year dependent upon experience and subject to the usual statutory deductions.

**Tier 2:** It is estimated that the time commitment for this position is between 375-450 hours per year. The salary for Tier 2 coordinators positions shall be \$6,000-\$7,000 a year dependent upon experience and subject to the usual statutory deductions.

**Tier 3:** It is estimated that the time commitment for this position is between 475-550 hours per year. The salary for Tier 3 coordinators positions shall be between \$7,500- \$8,500 a year dependent upon experience and subject to the usual statutory deductions.

**Tier 4 (Senior Coordinator):** This tier is given to employees in recognition of long-term service to the GSS and for excellent performance after at least one year of continuous service at the GSS. Supervisors may recommend to HR for the employee to be moved to a Tier 4 level Senior Coordinator position. This upgrade can be associated with a salary increase determined by HR (with budgetary considerations).

## **11. TRAVEL EXPENSES**

Employees may incur and be reimbursed for justifiable travel expenses while involved in GSS business. Expense claims require the original receipts and must be submitted within sixty (60) days of the occurrence of the expense. The use of credit card statements should be avoided except as a supplement to the original receipt. The intention is that no employee should pay out of pocket through the normal course of conducting business on behalf of the GSS. Every effort should be made by the employee not to incur undue expenses on the GSS.

### ***11.1 Car Mileage***

Mileage claims should be submitted as an expense and approved by the General Manager. Employees are expected to car pool when possible. Employees should record the mileage from the regular workplace to the destination, unless their residence is closer. Employees who use their own vehicle for approved GSS business will be reimbursed per kilometer travelled at the current rate. The current rate may be obtained from the GSS Administration Office.

When trips are made from to and from the destination during the day, 100% of the mileage should be claimed. When trips are made on the way to the GSS or on the way home from the GSS, to a destination that causes the person to go out of their way, only the mileage of the detour should be claimed. When the destination for the day that is the equivalent of going to the office or less, no claim should be made.

### ***11.2 Out of Town Air Fares and Accommodation***

If an employee must fly out of town and/or requires accommodation out of town for the purpose of GSS business, bookings and arrangements will be handled at the discretion of the GSS Executives.

### ***11.3 Out of Town Meals***

Up to \$60 (CAD), or \$60 (USD) in the States, per day may be claimed for meal expenses. Receipts should be submitted with the expense sheet, and must agree with the date and time of departure and return. If meals are included in event/travel plans, reimbursement for meals may not be allowed. Liquor is not an allowable expense.

### ***11.4 Tipping***

Tipping is appropriate where it is customary. Tipping expenses more than 18% will not be covered by the GSS.

### ***11.5 Out of Town Long Distance Calls***

Employees are expected to use a phone card.

### ***11.6 Out of Town Ground Transportation***

Employees are expected to utilize the most economical method of ground transportation. If a rental car is the most appropriate option, employees should use the following guidelines:

- Minimize cost by researching rates of available rental companies and car models
- The rental should include unlimited mileage (the GSS does not pay for rental car mileage)

### ***11.7 Parking Fees***

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

### ***11.8 Traffic Fines***

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

### ***11.9 Conferences***

Conference budgets should be approved by the GSS Executive, with prior consultation of the GM.



## 12. COURSE FEE SUBSIDY

The GSS encourages its full-time regular employees to pursue additional training or higher levels of education that will enhance their ability to perform their current jobs and/or prepare them for positions of greater responsibility.

Upon successful completion of an approved course, the GSS will reimburse the employee for up to 100% of the cost of tuition, course related texts, and examination fees (receipts required). It will be outlined in individual contracts as to the total amount an employee can claim per period. The total amount will be defined by HF. Please note that reimbursement does not apply to equipment, student fees, thesis filing fees, publication costs, supplemental courses/examinations, and graduation fees.

Written approval must be given by the HR on the recommendation of the GM prior to registration and the course fee receipts must be submitted within three (3) months of completion to qualify for the subsidy.

The tuition subsidy is provided in recognition of the fact that additional training will benefit both the employee and the GSS; therefore, if the employee resigns within one (1) year of completion of the subsidized course, they must reimburse the GSS for part of the tuition subsidy. The amount of the reimbursement will depend on when the employee resigns within the year after completion of the course. For example, if the employee resigns eight (8) months (or two thirds of a year) after completion of the course, they must reimburse the GSS for one third (1/3) of the cost. If the employee resigns three months (or one quarter of a year) after completion of the course, they must reimburse the GSS for three quarters (3/4) of the cost.

## **13. MISCELLANEOUS**

### ***13.1 Confidentiality***

All business and personnel matters of the GSS shall be held in confidence by all employees. All GSS personnel and Executives need to sign a Confidentiality Agreement. The GSS is committed to the confidentiality of personal information in compliance with the B.C. Personal Information Protection Act (PIPA).

### ***13.2 Employee Records***

All personnel records are confidential and will be handled in a secure manner. Employees have the right to review their personal file within a reasonable period of their request. Information from an employee's personal file will not be provided to any third party unless prior written approval is received from the employee. Personal information will only be used for the purposes of the employment relationship and any other use will not be permitted without expressed prior consent of the employee.

### ***13.3 Office Security***

Although the building is secured, the premises are also open to the public for extended hours and the GSS cannot be held responsible for the security of employees' personal belongings. Employees are encouraged to keep personal effects in a locked secure location.

### ***13.4 Picket Lines***

There will be no retribution for employees who fail to report to work because they will not cross a picket line, however the employee must advise the GM of their decision. Note that this time will be considered leave without pay, but the employee may charge this time against their vacation entitlement if they so choose.

### ***13.5 Media***

#### **13.5.1 General Protocol**

The GSS President is the spokesperson for the GSS. The President represents the Society and is responsible for accurate and consistent messaging. The GSS President is the only person who will speak to the media unless the President designates a VP to act as the spokesperson on a specific issue.

The Communications and Marketing Director works with the President and is responsible for all media inquiries, interview requests, coordination of interview times and locations, supervising the media while on site, as well as follow-up with the media once an interview has been granted. Every media request shall be vetted through the GSS President and the Communications and Marketing Director.

If an employee is contacted by the media, the employee should inform the media that the GSS President is the spokesperson for the Society. The employee should ask for the reporter's deadline and interview questions, then forward the information to the GSS President ([president@gss.ubc.ca](mailto:president@gss.ubc.ca)) as well as the Communications and Marketing Director ([communications@gss.ubc.ca](mailto:communications@gss.ubc.ca)). Note: there is no such thing as an "off-the-record" conversation. Once you speak to a reporter, you are being interviewed.

## **13.6. CONFLICT OF INTEREST**

All employees are expected to avoid situations that would result in, or give the appearance of, a conflict between their personal interests and the interests of the GSS. A conflict exists where personal gain could be affected by virtue of the employee's knowledge or position. Employees should disclose details of potential conflict situations to their Supervisor or the GM.

Employees must not seek or use privileged/confidential GSS information for any purpose that is not related to work responsibilities.

### **13.6.1 Gifts and Other Complimentary Items**

Employees shall not accept any gift or hospitality of material value (i.e. services free of charge) offered to them by suppliers, manufacturers, agents or any other party by virtue of the employee's position within the GSS. Employees may exchange token gifts as part of business protocol, or the normal exchange of gifts between friends. Gifts may be accepted on behalf of the GSS if those gifts are to be used as a prize where all employees (including the one accepting the gift) would be eligible to win.

When gifts or gratuities outside those permissible are received, the employee must declare such to their Supervisor or the GM at the earliest opportunity. The Supervisor or the GM will determine the appropriate response, which could mean return or other disposition of the gift. If there is any ambiguity, refer the situation to the GM.

### **13.6.2 Outside Employment**

Employees may enter another employment relationship (paid or unpaid) and/or manage a business provided that:

- a. It does not interfere with their duties as a GSS employee;
- b. It does not bring the GSS into disrepute;
- c. The employee does not derive an advantage from their GSS employment;
- d. It is not conducted or performed in a way that appears to be an official act or to represent GSS policy or opinion;
- e. It does not involve the use of GSS premises, services, equipment, information, or supplies to which they have access by virtue of their GSS employment;

*Note: Employees shall notify their Supervisor or the GM of other employment to ensure that there is neither apparent nor perceived conflict of interest as a result of outside employment.*

## **14. PERSONAL CONDUCT**

The GSS expects all employees to display good judgment, diplomacy, and courtesy when interacting with co-workers, students, suppliers, and the public. We trust that employees will govern themselves accordingly with respect to personal presentation.

### **14.1 Service Standards**

The GSS is committed to providing excellent service to all those we serve and interact with. This is the responsibility of all GSS employees. GSS employees are expected to be professional, approachable, and friendly in all communications with UBC students, faculty, staff, guests, and other GSS employees.

### **14.2 Absence and Lateness Reporting**

In consideration of their fellow employees and the GSS, it is the employee's responsibility to contact their manager and any relevant colleagues as soon as possible if they are unable to report to work or if they will be late.

### **14.3 Severe Weather**

The GSC will remain open and maintain regular business hours during severe weather, even if classes are cancelled, unless there is a power outage or the University declares the entire campus closed (see 14.4). If it is impossible for an employee to make it in to work, they may utilize a vacation day, flextime, personal leave, or leave without pay, *in lieu* of working; however they must notify their Supervisor or GM by telephone or email.

In cases where severe weather starts during the day and their department remains open, employees may request to leave early. Permission to leave is at the GM's discretion. The time may be charged against flextime, vacation, personal leave, or leave without pay.

### **14.4 Power Outages and Closed Campus**

In the event of a power outage or if the University declares the entire campus closed, the GSC will not be opened and employees are not expected to come to work. As soon as management is aware of such a condition, an email will be sent out to all employees. The timing of these messages is dependent on when the information is received. Employees may charge the time against flextime, vacation, personal leave, or leave without pay.

### **14.5 Telephone Use**

Personal telephone calls shall be limited to break times only and should not be accepted or placed during paid working hours.

### **14.6 Smoking Policy**

Smoking is not permitted in the GSC or within 6 meters of entrances, doors, open windows or air intakes. All cigarettes should be properly disposed of.

## **15. RESPONSIBLE USE OF COMPUTERS**

When using GSS computers, all GSS employees are expected to conduct themselves in accordance with UBC's policy for appropriate use.

### ***15.2 Computer Software***

There shall not be unauthorized duplication or downloading of copyrighted software. All software installed on the GSS's computers must be approved by the Systems Administrator.

No personal use software, including personally developed programming, is to be installed on any GSS computer without the knowledge and approval of the Systems Administrator.

Employees, appointees, and elected officials shall not knowingly install, download, or forward a virus, spyware, malware or malicious code for any purpose.

Other prohibited activities include but are not limited to:

- a) Logging into an e-mail address that the person is not expressly authorized to access;
- b) Falsifying header information or user identification information, or otherwise impersonating another user;
- c) Using the GSS e-mail system to create or distribute any disruptive or offensive material, including illegal, abusive, indecent, defamatory, obscene or menacing materials;
- d) Using the GSS e-mail system in breach of confidence, copyright or privacy rights;
- e) Initiating or forwarding chain letters, pyramid schemes, hoaxes, joke emails, unsolicited mail, or emails containing malicious code.

Note: Virus warning emails should be approved by the Systems Administrator before sending.

### ***15.3 Computer Hardware***

The acquisition of any computer hardware must be processed through the GSS Systems Administrator to ensure compatibility with our system. Equipment not owned by the GSS is not to be installed on the network without the express permission of the Society's IT Department.

Any remote access to GSS IT resources must be approved by the GSS Systems Administrator.

### ***15.4 Electronic Communication***

Employees and elected officials shall exercise caution in the wording and content of their e-mail messages because such messages can have the same effect and permanence as messages on paper. Employees and elected officials shall make every effort to ensure that their own personal reputations and the reputation of the GSS are not compromised through careless or inappropriate statements.

Although permitted by law, the GSS shall not monitor the e-mail or files of employees or elected officials without their knowledge, except in very unusual circumstances including, but are not

limited to: suspected criminal activity, excessive attachment size or server space, virus infection, *etc.*

Any incoming or outgoing e-mail message which is suspected of containing a virus or malicious attachment, over-size attachment or which could be detrimental to the system in some fashion may be isolated for inspection. The message will be released by the Systems Administrator to the intended recipient only after it is determined to be risk free to both the GSS's computer system and related external systems. To minimize the exposure of the computer system to viruses and to protect the integrity and stability of the system, employees, appointees, and elected officials shall exercise caution when opening attachments from unknown or unexpected sources.

## 16. DISCRIMINATION AND HARRASSMENT

### 16.1 Introduction

- I. Discrimination means unfair or differential treatment of an individual or group, whether intentional or unintentional, on the basis of one or more prohibited grounds. These grounds include but are not limited to those contained in the B.C. Human Rights Code and are: race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, gender, gender identity, sex, sexual orientation, marital status, family status, physical or mental disability, religion, union membership, union activities, political activities, age, conviction of a criminal or summary conviction offence that is unrelated to the employment or the intended employment of that person.
- II. Harassment is defined as any physical, visual or verbal conduct, whether intended or unintended, that is either unsolicited or ought reasonably to be known to be unwelcome, which denies individual dignity and/or respect based upon any of the prohibited grounds enumerated above. It is any behaviour by any person in the workplace that is directed at, or is offensive to, an employee or endangers an employee, undermines the performance of that job, or threatens the economic livelihood of the employee. Unwanted or unwelcome in this context means any action which the harasser knows or ought reasonably to know is not desired by the victim of the harassment. It may be one incident or a series of incidents depending upon the context. It can happen on or off campus and during working and meeting hours or not.
  - a. Harassment may also include comments or conduct which create a hostile, intimidating or offensive environment; it may be directed at specific individuals or groups.
  - b. Workplace harassment includes personal and sexual harassment.
  - c. Examples of harassment include but are not limited to:
    - i. Threats, made or perceived, based on any of the prohibited grounds enumerated in this policy;
    - ii. Written or verbal communication, or gestures of a derogatory nature (e.g. name-calling, slurs, taunting pictures or posters, graffiti) that relate to any of the prohibited grounds enumerated in this policy;
    - iii. Application of stereotypes or generalization based on any of the prohibited grounds enumerated in this policy.
- I. Sexual Harassment is defined as unwelcome conduct, which is sexual in nature, that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment. The determination as to what constitutes sexual harassment is to be viewed from the perspective of the complainant and not the intention of the alleged harasser. Examples of sexual harassment include, but are not limited to:
  - Remarks, jokes, innuendoes, or other comments regarding someone's body, appearance, physical or sexual characteristics or clothing, leering, ogling or other gestures;
  - Displaying sexually offensive or derogatory pictures, cartoons or other material;
  - Persistent unwelcome invitations or requests

- Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;
  - Conduct or comments intended to or having the effect of, creating an intimidating, hostile or offensive environment, or unreasonably interfering with an individual's work performance;
  - When submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or status at the GSS;
  - When submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
- II. Personal Harassment is harassment, workplace bullying or discrimination based upon personal characteristics or circumstances that are unrelated to a person's ability to do the job.

## ***16.2 Confidentiality***

All parties involved in a harassment complaint must maintain confidentiality of all information relating to the complaint.

- I. All information regarding a complaint is to be treated in confidence. Information that must be shared will only be disclosed on a need to know basis.
- II. Any allegation or complaint of discrimination, harassment or sexual harassment will be considered personal information supplied in confidence pursuant to the relevant section of the Personal Protection and Privacy Act. The Act entitles a complainant to confidentiality of both their name and the substance of the complaint. The name of the complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint.
- III. The substance of investigative reports and the substance of meetings held by those in authority to a decision on what to do about a complaint, regardless of whether it is substantiated, will be protected from disclosure to third parties in accordance with the Act.

## ***16.3 Prevention and procedure for dealing with complaints***

The GSS and its committees, ad hoc committees and task forces provide both informal and formal means for submitting and responding to harassment complaints. Informal complaints are considered to be as serious as formal complaints.

This policy outlines a procedure for dealing with complaints. Certain officers and employees of the Society are named in this process, however it is recognized that those named people could be involved in a complaint, or unavailable. Should they be involved in the complaint, or be unavailable, the complainant shall bring their concern to next person in the chain of command.

For example, should the General Manager be involved in the complaint, the complainant shall take their concern to the President. Should the GSS President or a Committee Chair be involved in the complaint, the complainant shall take their concern to another executive member and the Executive Oversight Committee.



### **16.3.1 Prevention and Informal Resolution**

The GM, Supervisors, or GSS Executives are expected to intervene when there are situations involving potential discrimination or harassment and to deal with inappropriate actions of their employees and/or members.

If possible, employees or members should attempt to resolve the conflict between themselves. If the conflict is not resolved, the complaint may be advanced to the next step.

### **16.3.2 Mediation**

With the assistance of HR, the complainant shall have the option to participate in voluntary mediation, up to the point that a formal complaint is initiated.

### **16.3.3 Informal Complaints**

The Supervisor and/or GM shall make reasonable efforts to resolve the conflict in a manner that satisfies all parties within two (2) working days. If the conflict is not resolved satisfactorily at this stage, the complainant may make a written complaint, initiate a formal complaint, or seek mediation, at the complainant's option.

#### **I. Committees**

- (a) The members in conflict will make an informal complaint to the Committee Chair or member Executive, (or HR), who will make reasonable efforts to resolve the conflict in a manner that satisfies all parties within two (2) working days. If the conflict is not resolved satisfactorily at this stage, the complainant may make a written complaint, initiate a formal complaint, or seek mediation, at the complainant's option.

#### **II. Employees**

- (b) The employees in conflict may make an informal complaint to their immediate Supervisor or the GM.

### **16.3.4 Written Complaints**

#### **I. Committees**

- (a) Each party shall provide the President with a written summary of the conflict, along with desired outcomes within two (2) working days of the initiation of a written complaint by the complainant. The President or designate shall, within two (2) working days of receiving the complaint, issue a written decision to bring an end to the conflict. If either party is not satisfied with the President or designate at that point, then either party can advance their complaint to the formal process.

#### **II. Employees**

- (b) Each party shall provide the GM with a written summary of the conflict, along with desired outcomes within two (2) working days of the initiation of a written complaint by the complainant. The GM shall, within two (2) working days of receiving the complaint, issue a written decision to bring an end to the conflict. If either party is not satisfied with the GM's decision at that point, then the employee(s) can advance their complaint to the formal process.

### **16.3.5 Formal Complaints**

#### **I. Committees**

A Committee member who believes they have a complaint about discrimination and/or harassment under any prohibited ground enumerated in this policy may launch a formal complaint. The member can request that an investigation be initiated by submitting a formal letter to the President or other person designated.

The President or designate, a GSS Executive and HR must be briefed in writing and shall determine whether the allegations on which the complaint is based would fall within the definition of discrimination, harassment or sexual harassment as set out in this policy within seven (7) working days of the receipt of the complainant's formal written submission. If any of the above named are involved in the complaint, their place will be taken by another person by mutual consent of the complainant and the President.

If the President or designate, a GSS Executive and HR find that the allegations would not constitute a violation of this policy, they may decide not to investigate and will inform the complainant of this decision in writing within seven (7) working days of the receipt of the complainant's formal written submission.

The President or designate, a GSS Executive and HR will notify the respondent of the complaint and of the request for an investigation and provide the respondent with a detailed account of the allegations in writing within seven (7) working days of the receipt of the complainant's formal written submission. An individual accused of discrimination or harassment will be entitled to respond in writing to the complaint within seven (7) working days of receiving it and may wish to offer their perspectives regarding the allegations and/or present a proposal for resolution.

The President or designate, a GSS Executive and HR will investigate the complaint and take such steps as may be required to resolve the matter. Following investigation, the complainant and respondent(s) will be advised of the outcome in writing within five (5) working days.

The formal written complaint, respondent's submission, and investigation process, including final notification of the parties in writing shall take no longer than nineteen (19) working days.

No documentation of unsubstantiated discrimination, harassment or sexual harassment will be maintained in GSS files. Proven allegations of discrimination, harassment or sexual harassment, including disciplinary action taken, shall be documented shall be kept by the President.

#### **II. Employees and Volunteers**

An employee who believes that they have a complaint about discrimination and/or harassment under this policy may lodge a formal complaint. The employee can request, to their Supervisor (or other appropriate person) by submitting a formal written submission, that an investigation be initiated.

The Supervisor, GM and/or HR must be briefed in writing and will determine whether the allegations on which the complaint is based would fall within the definition of

discrimination, harassment or sexual harassment as set out in this policy within seven (7) working days of the receipt of the complainant's formal written submission.

If any of the above named are involved in the complaint, their place will be taken by another person, by mutual consent of the complainant and the President.

If, in the opinion of the Supervisor, the President, and the HR Committee, the allegations would not constitute a violation of this policy, they may decide not to investigate and will inform the complainant of this decision in writing within seven (7) working days of the receipt of the complainant's formal written submission.

The Supervisor, the President and HR will notify the respondent of the complaint and of the request for an investigation and provide the respondent with a detailed account of the allegations in writing within seven (7) working days of the receipt of the complainant's formal written submission.

An individual accused of discrimination or harassment will be entitled to respond in writing to the complaint within seven (7) working days of receiving it and may wish to offer their perspectives regarding the allegations and/or present a proposal for resolution.

The President and HR will investigate the complaint and take such steps as may be required to resolve the matter. Following investigation, the complainant and respondent(s) will be advised of the outcome in writing within five (5) working days.

The formal written complaint, respondent's submission, and investigation process, including final notification of the parties in writing shall take no longer than nineteen (19) working days.

No documentation of unsubstantiated discrimination, harassment or sexual harassment will be maintained in individual personnel files. Proven allegations of discrimination, harassment or sexual harassment, including disciplinary action taken, shall be documented and form part of the employee's permanent record, and copies of confirmed complaints shall be kept in the employee's personnel file.

### III. **Appeal**

Employees may appeal to a mediator or an arbitrator.

## **16.4 Penalties and Discipline**

### **I. Committees**

If a Committee member is found to have engaged in harassment under this policy, they may be subject to penalties as determined by the GSS President, the Committee chair, and HR.

### **II. Employees**

If an employee is found guilty of harassment, the following disciplinary actions may be taken as appropriate:

- a. verbal warning,
- b. written warning,
- c. suspension with pay,
- d. suspension without pay for up to ten (10) working days, and/or
- e. termination.

Educational opportunities are offered to employees who are found guilty of harassment.

### **16.4.1 No Retaliation**

Any interference with the conduct of an investigation, or retaliation against a complainant, respondent or witness, may itself result in penalties and/or disciplinary action, including expulsion from membership to the GSS, or other penalties.

Complaints which are made in bad faith and are vexatious in nature will be subject to appropriate disciplinary action by the GSS and may result in penalties as described above, including expulsion from the GSS membership, or other penalties as described above.

## **16.5 Education and prevention**

In order to help educate employees and Committee members about their rights and responsibilities with regard to this policy, the GSS will distribute a copy to each Committee and employee within the first month of their employment or involvement with the GSS as part of their orientation. A reference copy will be available during regular business hours at the GSS Administration Office.

The GSS supports and encourages any further initiatives which seek to actively educate and create awareness around the benefits of an environment which is free from discrimination and harassment. All GSS Executive members, Councillors, and staff are responsible for providing an environment free from discrimination and harassment as follows:

- 1) Set a good example by not participating in or ignoring discrimination and harassment.
- 2) Approach employees if discrimination or harassment is suspected. Symptoms of harassment or discrimination may include: reduced productivity, changes in behaviour, rumours, increased sick leave, increased resignations or sudden changes in performance evaluations.
- 3) Discuss the situation with the alleged harasser. This ensures that the person knows the behaviour is offensive and is warned that inappropriate workplace behaviour is unacceptable at the GSS.
- 4) Keep a personal record (date, time, attendees, discussion points) by documenting any discussions involving an occurrence of harassment.
- 5) Seek advice and assistance from a Supervisor, the GM, the President, or HR.

- 6) A complaint is considered resolved when both parties sign documentation which details the outcome and their satisfaction with this outcome.

Nothing in this policy compels anyone to make a complaint, nor does it replace any other legal rights an employee may have, including those protected under the BC Human Rights Code.

GRADUATE STUDENT  
SOCIETY – UBC  
VANCOUVER

PERSONNEL POLICIES AND PROCEDURES HANDBOOK

Please sign and date this form as acknowledgment that you have read and understand the Personnel Policies and Procedures of the GSS. This form must be signed and returned to your Manager prior to commencing employment with the GSS and will be retained in your personnel file.

I \_\_\_\_\_ (print) acknowledge that I have read and understand the GSS Personnel Policies and Procedures Handbook. I agree to abide by the policies outlined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

