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 Code and Policy Committee can be emailed at 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 the Communications and Marketing Director at communications@gss.ubc.ca.

Date: 20-May-2021
Submitted by: Code & Policy Committee

What type of change is this?
☒ Amending an existing policy  ☒ Addition of a new policy  ☐ Removal of a policy

Original Policy #: 9.1.1-2, 9.3.7, 9.4.2 New Policy # (if applicable): 9.4.3

Proposed Revised Policy:

Policy 9.1.1-2 to be amended to read:

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, projects, or initiatives 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, projects, and/or equipment required for events/projects/initiatives (hereafter, ‘events’) organized and held by an AO.

Policy 9.3.7 to be amended to read:

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

a) A Post-Event Fund Report report sheet of the event (see Appendix VIII), including an updated budget sheet, along statement of expenditures with copies of original receipts attached, has been submitted to the Vice President Students within 14 days or two weeks of the event via email or in-person to the GSS Office.

b) The statement of expenditures and receipts will be have been reviewed by the Finance and Executive Oversight Officer. Once approved, the Finance and Executive Oversight Officer will complete the reimbursement process. If requested and on demonstration of special circumstances, the Finance
Policy 9.4.2 to be amended to read:

9.4.2 In case of budgetary constraints of the Society, priority will be given to first-time applicants, **and** interdisciplinary events, **and** applications that do not have any other funding sources.

Policy 9.4.3 to be added to read:

9.4.3 GSS Event Fund applications cannot be used to cover alcohol, drugs, or any other illegal/controlled purchases. The event fund will be open to considering applications for events/projects/initiatives that include alcohol (but no other substance), so long as

a) the GSS Event Fund is not used to cover the costs of the alcohol, and

b) the AO acquires an appropriate event permit and certification from the British Columbia Liquor and Cannabis Regulation Branch in order to serve alcohol.

Rationale Behind Proposed Changes:

9.1.1 – To expand the types of funding offered through this funding opportunity, such as projects, initiatives on top of events. In addition, the space at TKH is not conducive to all types of events therefore the emphasis has been removed to support off-campus and on-campus AOs equally.

9.1.2 – Same as above – to expand types of events/projects/initiatives being funded!

9.3.7.a – Update of the name to match the forms listed on the website for consistency. Widened the options of submitting receipts, budget sheet and the event report either via email or in-person to allow for both options in both a COVID and post-COVID context.

9.3.7.b – With the update from the prior point about submitting copies, there will be no original hard copies that will be submitted to the GSS.

9.4.2 – To further emphasize the accessibility of the Event Fund and provide funding for any and all groups, this addition is to support groups who may not have departmental or external funding.

9.4.3 – This has been part of the general guidelines that were posted on the website in the past as supplementary material for the Event Fund before the revamp, and this is to add it in the policy to make it clear about how the Event Funds are to be used for any events that include alcohol.