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 XII,

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

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

(d) the proposed amendment is approved by:
   i. ordinary resolution of the members, or special resolution in Council.

1.3 Use of forms in the Policy Manual

1.3.1 Forms that are important to GSS activities are included in the Policy Manual in order to ensure that a definitive version is available.
1.3.2 Forms present in the Policy Manual should be used as presented for their indicated functions, in paper copy, except as follows:

(a) The Affiliate Organization and Event Fund Forms (Appendix VII) may be used as a web-based form, as long as:
   i. the web-based form includes all content in the forms found in the Policy Manual,
   ii. any additional questions are indicated as optional in the web-based form, and
   iii. paper versions as found in the policy manual continue to be accepted.

(b) The Waiver (Appendix X) may be used as an electronic form, with details regarding the event in question filled in by the persons organizing the event.

(c) The Ballot (Appendix IV) and Preliminary Announcement of Election Results (Appendix V) may be distributed in electronic formats, providing the content is the same as that in the Policy Manual.

(d) The Confidentiality Agreement and Personal Information Protection Agreement (Appendix IX) and Policy Revision Form (Appendix XII) may be used as an electronic version, provided the content is the same.

1.3.3 Entities receiving forms shall ensure a procedure is in place, appropriate to the specific application, to archive the forms and ensure confidentiality as applicable.
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, except for the month of December, when Council shall meet on the second Thursday.

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 6.1.2, 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, honourary 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, or if a decision of Council may result in the creation of a duty or interest that materially conflicts with the Councillor’s duty or interest as a GSS Councillor.

3.3.2 Conflicts of interest shall be handled in accordance with the BC Societies Act. In brief, any Councillor who believes they have a potential conflict of interest shall:

(a) immediately declare the nature of the conflict. Council shall decide whether the nature of the situation is truly a conflict of interest.
(b) leave the room during the discussion of the matter in question, unless invited by other Councillors to remain for the purpose of providing information,
(c) leave the room during the vote,
(d) abstain from voting,
(e) refrain from any attempt to influence the vote.

3.3.3 The measures detailed in 3.3.2 shall be recorded in the minutes of the Council meeting.

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 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.
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 a completed “Declaration of Election” found in Appendix II, and submit to the Society Office or online a completed “Confidentiality Agreement and Protection of Personal Information Agreement” found in Appendix IX.

6.1.3 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 3.7.

6.2.2 Each departmental representative seated as Councillor shall endeavor to join at least one Committee of Council and participate in its activities.

6.2.3 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 Policy 12.

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 7.8.3.

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 a total of three Committee meetings without providing regrets and a legitimate reason for missing the meeting may be removed from the Committee, at the Chair’s discretion.

7.1.7 All committee meetings must be called at least forty-eight hours in advance with the time and place posted on the Society website. An agenda consisting of a list of topics to be discussed
must be provided to Committee members at least forty-eight hours in advance, and the Chair or members calling the meeting must endeavour to provide any relevant supporting documents at this time. Modifications to the agenda after this time are permissible by ordinary resolution of the committee.

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, except the Executive Committee, shall be required to submit written SMART goals to the Governance & Accountability committee in December, and update Governance & Accountability on their progress towards these goals.

7.1.12 All Committees should keep detailed minutes of Committee meetings. Committees shall:

(a) provide electronic copies to the President within seven days of the meeting,

(b) approve Committee minutes within two Committee meetings,

(c) submit approved minutes to Council,

7.1.13 Committee minutes shall be posted online once approved by council.

7.1.14 Any resolution agreed to in writing by greater than one half of the members of the Committee, and placed in the minutes of the next Committee meeting, shall be considered valid as if regularly passed during a Committee meeting.

7.2 Committee Structure

7.2.1 Every standing Committee shall have the following number of seats

(a) 5 seats for councilors,

(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 Caucuses

7.7.1 Caucuses are defined as groups of representatives appointed by the GSS to represent the GSS to an external governing body (“the external body”).

7.7.2 Caucuses currently recognized by the GSS, to which this policy applies, are:

(a) The Graduate Council Caucus, for which the external body is the Graduate Council of the Faculty of Graduate and Postdoctoral Studies, and
(b) The AMS Caucus, for which the external body is the AMS.

7.7.3 Caucuses shall function according to General Committee Policy, as described in 7.1. Caucuses shall not have Terms of Reference, as their specific functions are to participate in the external body.

7.7.4 The responsibilities of the Caucus to Council shall consist of:

(a) Representing the interests of GSS members to the external bodies,
(b) Providing updates on their activities and meetings, and
(c) Conveying GSS interests to the external body at the direction of Council.

7.7.5 From the members of each caucus, Council shall elect a caucus chair who is responsible for the function of the caucus, unless otherwise stated in 7.7.6. Caucus chairs shall function as committee chairs, as described in Policy 7.8, including receiving an honorarium and being able to appoint a deputy caucus chair, unless otherwise stated in 7.7.6. In addition to the general responsibilities of chairs, a caucus chair shall provide to Council a briefing note for each meeting of the external body, summarizing the main business of that meeting with respect to GSS.

7.7.6 The Graduate Council Caucus shall not have an elected chair, and rather shall be chaired by the VP-UAA., who shall not receive an honorarium for chairing the caucus.

7.7.7 Caucus members are expected to actively engage and contribute to the committees of the external body and the Caucus Chair shall also encourage members to do so.

7.7.8 Vacancies on a caucus, including those resulting from unseating, may be filled by appointment by Council, provided such appointments are advertised. Such appointments are effective until the next September Council.

7.7.9 A caucus member, other than an ex officio member, who misses a total of three caucus meetings without providing regrets and a legitimate reason for missing the meeting may be removed from the caucus, at the Chair’s discretion.
7.8 **Committee Chairs**

7.8.1 Council may elect a Committee Chair by ordinary resolution from among the members of the committee who are either Councillors or Ordinary Members.

7.8.2 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.

7.8.3 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 7.8.1 or 7.8.2 if possible.

7.8.4 Except where a committee’s Terms of Reference state that the committee should be chaired by an executive, any executive who holds a chair position will be unseated automatically at the beginning of every Council meeting. The executive may be re-elected chair at the meeting at which they are unseated, but preference must be given to a qualified alternative candidate outside the executive if one is available.

7.8.5 Chairs will receive an honorarium of $150 per month, except for cases in which the committee terms of reference specify that an executive will chair the committee. In this case, the chairship is considered part of the executive duties and no additional remuneration will be given.

7.8.6 The Chair of each Committee shall:

(a) submit their Committee's goals as described in Policy 7.1.11,

(b) submit to each Council meeting a brief written report 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 report,

(c) provide notification of Committee meetings as described in Policy 7.1.7,

(d) be responsible for Committee minutes as described in Policy 7.1.12,

(e) liaise with other committees when appropriate, including endeavouring to attend group meetings with other committee chairs,

(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,

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

7.9 Committee Disputes and Deadlocks

7.9.1 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.

7.10 Committee Restructuring

7.10.1 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.

7.10.2 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) be chaired by the President as per Bylaw 8.5.2.d.iii notwithstanding the terms of Policy 7.8.1-7.8.3.
(b) Consist of all Executive Officers as voting members and the FEOO as a non-voting member,
(c) 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.
(d) Prepare policy and budget proposals for consideration by Council, and
(e) 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 purpose of the Academic and External Committee is to develop resources to provide support for graduate students, including but not limited to those who have additional challenges and unexpected hardships, and to consider and make recommendations regarding university-wide affairs in so far as they affect graduate students. These affairs include but are not limited to changes in tuition fees, financial support, campus construction and zoning, student housing, and academic regulations.

8.2.2 The Academic and External Committee shall:

(a) Establish effective GSS data gathering processes to guide advocacy, support graduate students, and support graduate student representatives,
(b) Develop recommendations for graduate student advocacy, and initiate collaboration with other committees as appropriate to implement these recommendations,
(c) Administer the Graduate Student Financial Aid (as per Policy 15),
(d) Provide oversight of the GSS Peer Support Services,
(e) Support the Vice-President External in lobbying the municipal, provincial and federal government on behalf of graduate students,
(f) Support the President and Vice-President Academic in arranging student representatives to other university committees or task forces,
(g) Ensure that the external representatives named in 8.2.3.d are informed of their right to membership in the Academic and External committee,
(h) Perform other duties related to its purpose as directed by Council.

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

(a) The President,
(b) The Vice-President, Academic Affairs,
(c) The Vice-President, External Affairs,
(d) The following external representatives,
   i. One graduate student member of the Board of Governors,
   ii. One graduate student member of the Senate,
   iii. The lead representative for the Society to the AMS (as specified in Policy 6.4.4),
   iv. The lead representative for the Society to the Faculty of Graduate Studies (as specified in Policy 6.3.3), and
   v. The lead representatives of the GSS to the faculty councils in UBC Vancouver.

8.2.4 The external representatives named in 8.2.3.d may waive their seat, and will forfeit their individual right to an ex officio seat in the committee if, having been informed of their ex officio membership, they miss two consecutive committee meetings without providing regrets in advance.

8.3 Code and Policy Committee

8.3.1 The purpose of the Code and Policy Committee is to review the Constitution, Bylaws, and Policy Manual of the GSS (Code), recommend amendments to the Code as necessary, and provide assistance to other GSS bodies in revising and interpreting the Code.

8.3.2 The Code & Policy Committee shall:
(a) review the Code, perform consultation as necessary, and draft suggested changes, including,
   i. ensuring the Code complies with rules, regulations and other policies that are expected of the Society by UBC, the provincial government, and other stakeholders, recommending hiring of consultants as necessary,
   ii. embedding the Strategic Plan within the Code,
(b) review wording of changes to the Code suggested by other Committees or members of Council, without revising the spirit of the motion,
(c) bring suggested changes to the Policy Manual to Council meetings,
(d) bring suggested changes to the Bylaws and Constitution to Council meetings for review by Council before a general meeting of the Society,
(e) update and maintain a current version of the Code, and ensure it is made available to members of the Society,
(f) once per year, review web-based forms to ensure they comply with Policy 1.3,
(g) provide assistance in interpreting the Code to Councillors and other Committees,
(h) provide policy writing training for Councillors,
(i) at the discretion of the committee, provide consultation or training regarding policy documents to affiliate organizations,
(j) perform other duties related to the Code, as directed by Council.

8.3.3 Ex officio members of the Code and Policy Committee shall be the President.

8.4 House-Finance Committee

8.4.1 The House-Finance Committee shall:
   (a) Annually,
      i. Review annual update on GSS insurance coverage from the General Manager, for sufficiency,
      ii. 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,
      iii. Recommend to the Annual General Meeting the name of the Auditor for the upcoming fiscal year, and review the choice of auditor every 5 years,
      iv. Assist the incoming GSS Executives and the GSS General Manager to prepare their corresponding annual budgets, by sharing expertise regarding GSS finances and budgets,
      v. Review and make recommendations to Council on all budgets,
      vi. 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, and
      vii. Review the Society Booking Policy and ensure it is updated,
   (b) On an ongoing basis, or at specified time intervals,
      i. Ensure the financial stability, sustainability and accountability of all Society
operations, seeking out additional revenue sources as necessary,

ii. Ensure monthly profit and loss statements are generated and reviewed by the committee, and sent to staff and executives by the committee or a designate,

iii. Review overall progress with regards to the achievement of budget expectations,

iv. Ensure that accounting for the Society is performed according to Canadian and British Columbia requirements and best accounting practices,

v. Review annual reports from the General Manager on usage of physical facilities,

vi. Oversee the implementation of facility improvement proposals, and

vii. Oversee the implementation and completion of projects under the GSS Capital Projects Improvement Fund,

(c) As required,

i. Review the budget presentation format, and recommend improvements as necessary,

ii. Review any need to change the GSS Capital Projects Improvements Fund’s scope;

iii. Advise on the maintenance and operation of the physical facilities of the Centre,

iv. Advise on any business activities of the Society,

v. Liaise with other committees on all financial matters,

vi. Obtain advice from the Society’s Lawyer regarding any House-Finance committee issues requiring legal input, and

vii. Formulate the rules of the Centre subject to the Bylaws and this manual.

8.4.2 Ex officio members of the House Finance Committee shall be the President and the Financial and Executive Oversight Officer.

8.5 Elections Committee

8.5.1 The Elections Committee shall:

(a) carry out the duties on organizing elections and referendums as outlined in Section 12 of this manual,

(b) annually review and report to Council by July on non-event related communication and marketing materials produced by the GSS communications staff members and published on the GSS website, social media, and other platforms,

(c) write and annually update a graduate student engagement plan, to be presented no later than October in a Council meeting. The plan will address means to increase election visibility and accessibility, voter turnout, and candidate nominations. The plan will be developed in consultation with the executives,

(d) assist VP Students, other executives, and staff members in the implementation of the engagement plan.

8.5.2 The ex officio members of the Elections Committee shall be the President and the Electoral Officer.
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 7.8.1-7.8.3,
(b) Support executive professional development, and the development of communications channels between Executives and with other relevant parties in the university,
(c) Develop evaluation criteria for performance evaluations of executive officers,
(d) Create templates for Executives to help guide setting effective goals related to the Strategic Plan, and facilitate goal setting training sessions for incoming Executive officer in the month of April,
(e) Conduct one initial goal review session and two formal performance evaluations:
   i. Initial goal review session in June,
   ii. Mid term evaluation in November, and
   iii. Final evaluation in March.
(f) Present a summary of performance evaluations to Council at the first Council meeting following each evaluation,
(g) Provide an annual update on executive performance to members at the GSS Annual General Meeting,
(h) Provide informal performance evaluations and feedback to Executive officers on a monthly basis or when necessary,
(i) Ensure the completion of transition reports for incoming Executives at least two months prior to the end of executive terms, including creating templates for transition reports and establishing and upholding a review process for transition reports,
(j) 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 whether or not a specific complaint has been made, and
   iii. Facilitating meetings between the interested parties, the FEOO, and two other members of the EOC to resolve the conflict or complaint.
(k) Maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended.
(l) Make recommendations to Council, as appropriate, to improve executive performance or address concerns.

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 purpose of the Governance and Accountability Committee is to provide best practices for governance at the GSS and to ensure accountability of committees and caucuses to Strategic Plan goals and to GSS Council.

8.9.2 The Governance and Accountability Committee shall:
(a) Obtain, create, and maintain resources on best governance practices, such as:
   i. Organizational flow charts showing the relationships between different bodies of the organization,
   ii. A ‘roles and responsibilities’ document outlining the responsibilities of all committees and individuals associated with the GSS, such as Councillors, executives, committee members and chairs,
   iii. Mechanisms for improving institutional memory, and
   iv. Training materials for Councillors and committee members,
(b) Perform an ongoing review of the state of GSS governance, in consultation with GSS Executives, Councillors, and committees as appropriate, to determine where gaps exist in the governance and reporting structures, and as appropriate to evaluate options for restructuring the GSS,

(c) 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,

(d) Provide recommendations
   i. on governance improvements to GSS Council, and
   ii. on amendments to the GSS Policy Manual or Bylaws in collaboration with the Code and Policy Committee,

(e) Oversee the implementation of Council-approved governance recommendations,

(f) Monitor progress on the strategic plan,
   i. inform Council annually on the progress on implementing the GSS strategic plan,
   ii. provide progress reports at the GSS AGM and post updates at least annually on the GSS website, and
   iii. ensure that the Strategic Planning Ad-Hoc Committee is formed 2 years before the end of the current strategic plan to produce successive strategic plans,

(g) Assist standing committees, external caucus representatives, and the FEOO in setting annual goals, and inform Council on their progress, specifically:
   i. conduct mid-term reviews for the FEOO in March and a final report in August, and
   ii. conduct mid-term reviews for committees and caucuses in January-March and final report in September,

(h) Ensure completion of transition reports for incoming committee chairs,

(i) When necessary, bring Council’s attention to 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, and

(j) Once a year in February, recommend multiple potential oversight bodies so that Council can select a mechanism to review the Governance & Accountability Committee’s annual goals and performance on their goals.

8.9.3 The ex officio members of the Governance and Accountability Committee shall be the President.
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.


10.1 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 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 during the next Council meeting following the election and make 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.
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 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 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 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 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 Electoral Officer at the close of the
campaigning period, and will be 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 the polling booth when polls are open.

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 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 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 Elections Committee may require Candidates to submit one or more brief personal statements and a photograph, for purposes of advertising the election and informing voters regarding candidates. These materials may be published on GSS online communications channels and on the ballot, provided that candidates for the same office are featured equally in
such communications.

12.4.14 Candidates shall not in any way force, dishonestly influence, or materially induce a member into making a voting decision.

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

12.4.16 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 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 Candidates for Student Senators shall be appointed by acclamation if there are only two candidates for the two position openings.

12.5.5 The GSS shall use the AMS SimplyVoting software for its polling purposes.

12.5.6 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.

12.5.7 If a polling station is employed to provide access to the electronic voting system, the station must be kept secure and any materials at the polling station must be neutral and not influence the voter’s decision in any way.

12.6 Counting of the Votes

12.6.1 Each candidate may have one scrutineer present at any stage of the polling, including the collecting of an electronic voting system election results. The candidates shall not be present at the collecting of an electronic voting system election results.

12.6.2 The candidate shall forward in writing the name of their scrutineer to the 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 Electoral Officer shall collect the election 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 event of a tie for the most number of votes, the vote shall be decided by the toss of a coin by the Electoral Officer.

12.7 Announcing Results

12.7.1 At the conclusion of counting, the Electoral Officer shall draft a report of the preliminary results and announce the preliminary results. 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 no later than 72 hours following the closing of the polls.

12.7.2 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 Electoral Officer as soon as possible, but not later than five business days after the preliminary announcement of the election results (the “Complaints Period”).

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

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

(a) removal of campaign material,  
(b) retraction of campaign material,
(c) correction of campaign material,
(d) withholding re-imbursement of campaign expenses,
(e) disqualification of the candidate from the election, or
(f) any combination of the aforementioned penalties.

12.9 Ratification

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

12.10 By-elections

12.10.1 By-elections may be called by Council to fill any executive vacancy, subject to Bylaw 8.4.

12.10.2 By-elections shall be conducted under existing Elections Procedure, and shall be conducted by the existing Elections Committee.

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

13. GSS Contingency Fund

13.1 Definition

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

13.2 Operation

13.2.1 The GSS Contingency Fund shall be operated such that:
(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 GFSA 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.
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 |
Appendix II. Declaration of Election

Student Information

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Home Address & Postal Code

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Statement of Election:

Departmental Representatives:

I am currently registered in the UBC Faculty of Graduate and Postdoctoral Studies and/or an academic unit which is listed in the UBC Vancouver Academic Calendar and recognized by the Graduate Student Society (GSS) Council. Where there was an election: at least three days before the election, I notified eligible graduate student members enrolled in my department; and there were at least two of such other graduate student members of my department in attendance, two of whom have signed immediately below. Where I was uncontested and no election was held, the below Graduate Student Members of my department confirm that I made reasonable effort, pursuant to
Declaration of Election
for Directors/Councillors of the GSS

the extant GSS Bylaw, to give a 48 hours notice to the Graduate Student Members of my department of my intention to become their Representative to the GSS.

Non-Departmental Representatives (Executive Officers, Senators, Graduate and Postdoctoral Studies Representatives, AMS Representatives, etc):

I am elected according to the provisions of the extant GSS Bylaws.

In witness of the graduate student signees below:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
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Statement of Office:

I, as a Director and Councillor of the GSS of UBC Vancouver, to the best of my ability, in accordance with the extant version of the GSS Bylaws, 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;
c) 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 GSS for direct or indirect personal gain, or for personal gain of another director or councillor;
e) Not disclose any information discussed in an in-camera portion of a meeting of Council without the authorization of Council;
f) 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.
g) Attend Council meetings, with the understanding that if absent for three consecutive Council meetings without providing a proxy, my position may be declared vacant.

______________________________
Signature

______________________________
Date
Declaration of Election
for Directors/Councillors of the GSS

Information Collection

The information on this form is being collected to facilitate communications between the GSS 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, with the exception that:

- Councillors’ emails may be included in the Council e-mail listserv. This list serve is password protected. Individual emails are not accessible through these postings but are shown as one group: councillors@gss.ubc.ca. Members of this list serve may post and receive messages related to GSS activities.
- Councillors’ emails may also be provided to GSS Executive, chairpersons and staff strictly for the purposes of GSS-related activities and communications.
- Councillors’ names and departmental addresses shall also, by law, be provided annually to the BC Registrar of Companies.

______________________________
Signature

______________________________
Date

For GSS Office Use Only:

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<th>Seated at the:</th>
<th>Council meeting</th>
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<td></td>
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</tbody>
</table>

To save paper and help support the GSS in its sustainability initiatives, please print this declaration double-sided.
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.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Student #</th>
<th>Department</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. I hereby accept the nomination for the above position. I am aware of the responsibilities this position entails. I am willing to abide by the Constitution and Policies of the Graduate Student Society. I, as well as the nominators, are currently registered as Graduate Students at UBC.

Signature of Candidate: __________________________ *

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

Signature of Witness: __________________________

Name of Witness: __________________________

Date: __________________________

Nominations must be delivered to the GSS office by [date]
Appendix 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
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] (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:

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

Mover:  Seconder:  Result:

3 Seatings

3.1 New Councillors

BIRT the following Seating of new Councillors be approved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
</table>

Mover:  Seconder:  Result:
3.2 Committee Seatings

All GSS Councillors shall endeavor to sit on at least one committee as per Policy 6.2.2. Committee descriptions and meeting times can be found here.

BIRT the following Committee Seatings be approved:

<table>
<thead>
<tr>
<th>Committee/Caucus</th>
<th>Nominee</th>
<th>Position</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic &amp; External Councillor</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>Code &amp; Policy</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>Executive Oversight</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>Governance &amp; Accountability</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>House Finance</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td>Councillor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td></td>
</tr>
<tr>
<td>AMS Caucus</td>
<td></td>
<td>Representative</td>
<td></td>
</tr>
<tr>
<td>Graduate Council</td>
<td></td>
<td>Representative</td>
<td></td>
</tr>
<tr>
<td>Faculty of Arts Council</td>
<td></td>
<td>Representative</td>
<td></td>
</tr>
<tr>
<td>Health and Dental Plan Caucus</td>
<td></td>
<td>Representative</td>
<td></td>
</tr>
</tbody>
</table>

Mover: <br>Seconder: <br>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: | Seconder: | 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: Seconder: Result:
TERMS AND CONDITIONS

The Graduate Student Society (GSS) of the University of British Columbia (UBC) has made the provision for the aforementioned departmental or graduate student organization. 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. Undertaking such activities and events as will promote the well-being of the members of the Department or Graduate Student Organisation;
3. Making use of the Thea Koerner House Graduate Student Centre as much as desirable for such activities and events;
4. Supervising the disbursement of funds for such activities and events.

Notes:
A. A minimum of four signatures is required.
B. This petition must be submitted to the GSS office and ratified by Council.
C. The 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.

General

Is your organization: ☐ A departmental organization, ☐ A non departmental organization

Organization Name: 

Primary Contact: 

In the case of Departmental Organizations, it is suggested that this is your departmental secretary

Contact Phone: 

Contact Email: 

November 2020 Revision
First Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Second Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Third Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Fourth Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Fifth Signatory Name (Last, First):  
Email:  
Position:  
Signature:  

Optional Questions  
Please complete if you can  
Where is your organisation located:  ☐ On Campus, ☐ Off Campus  
How old is your organization?  
What is main purpose of your organization?  
What type of events does your organization hold?  
How many graduate students do you represent?  ☐ 0-50, ☐ 51-100, ☐ 101-200, ☐ More than 200  
Contact email:  

We list and email on the GSS website as contact information for the AO. Please list the email you would like to have on the website.
Event Fund Application Form
GSS Event Fund

Please use this form for applying for the GSS Event Fund. Note that only Affiliate Organizations (AO) with an expiry date after the end date of the event/project can be approved.

Maximum funding: 100% of cost or $400.00 per AO involved in the event/project (whichever is lower of the two)

Please complete this form in as much detail as possible.

General

AO Name: 
First Name: 
Last Name: 
Email: 
Phone: 
UBC Student Number: 

Event/Project Outline

Type of Project: ☐ Event, ☐ Equipment/Account Purchase, ☐ Project, ☐ Other

If “Other,” describe here: 

What is the goal? (e.g. academic panel, networking, fundraiser, social event)

Event/Project Name: 

Location: ☐ In-Person, ☐ Virtual

If “In-Person”:

Specify Location: 

What are the measures being taken to ensure that the event aligns with the guidelines of the BC Ministry of Health?

Event/Project Start Date: 
Event/Project End Date: 

Graduate Student Society – UBC Vancouver
225 - 6371 Crescent Road, Vancouver, BC, V6T 1Z2 | T 604.822.3203 | gss.ubc.ca
Description of Purpose of Event/Project:

Describe your project and what the funds will be used for. Be sure to explicitly relate anticipated costs/expenses listed in your preliminary budget to your event/project’s description and explain why each expense is relevant to your operations.

How will this event/project benefit the students involved directly and the GSS as a whole?

Financial Information

Amount Requested: [ ]

Have you applied for other funding? ☐ Yes, ☐ No

If “Yes,” please list the funding sources being applied to:
Expenses and Revenues:

Upload a detailed outline of all anticipated expenses and revenues for your event/project. Please upload the budget of your event/project in pdf or xlsx format using the GSS-approved template.

Recognition

How will you recognize the GSS for the support?

For example, using our logo on posters, social media recognition, etc.

Can the GSS use your event/project to promote both the AO/initiative and the fund? ☐ Yes, ☐ No

Are you willing to take and submit photos of the event/project for GSS promotional material? ☐ Yes, ☐ No

Reimbursement

If your application is approved, the GSS VP Students requires the event fund report, final budget, and all receipts to be submitted before the money can be reimbursed. Photocopies of the receipts are also acceptable. The event fund report should highlight the project’s successes and how it benefitted attendees. Please submit the event fund report no later than 2 weeks after the end of the event/project.

Event Fund Report Submission Date: 

*This date can be no later than 2 weeks after the end date of the project as listed above.*
## Budget for ______ Event/Project

### Expenses

<table>
<thead>
<tr>
<th>Site (e.g. venue, equipment)</th>
<th>Estimated</th>
<th>Sources of Funding</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Decorations                 |           |                     |        |
|                             |           |                     |        |
| Totals                      | $0.00     |                     |        |

| Marketing                   |           |                     |        |
|                             |           |                     |        |
| Totals                      | $0.00     |                     |        |

| Miscellaneous               |           |                     |        |
|                             |           |                     |        |
| Totals                      | $0.00     |                     |        |

### Revenues

<table>
<thead>
<tr>
<th>Estimated</th>
<th>Estimated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Confirmed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pending</td>
</tr>
</tbody>
</table>

| Totals | $0.00 |

### Profit/Loss Estimate

- loss in **(RED)**
- profit in **BLACK**

- **$0.00**
Please complete this form in as much detail as possible.

Name to receive reimbursement: 

Email to receive reimbursement: 

How many graduate students attended/were impacted by this project/purchase? 

Please attach some sort of attendance sheet (e.g. Zoom screenshot, Eventbrite summary, etc.)

What about the event went well?

What about the event could have gone better?

How did the event benefit attendees/recipients of the project?
Updated budget:

*Please upload the updated budget of your event/project in pdf or xlsx format using the GSS-approved template.*

Receipt:

*Please upload receipts from your event/project in pdf or xlsx format. This must be itemized and add up to the updated budget.*

Marketing materials and/or photos from 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

GSS Member Confidentiality Agreement

Confidential Information and Proprietary Data

This Member confidentiality agreement is made between the Graduate Student Society of UBC - Vancouver (hereon referred to as the "GSS") and __________________________________________________________ (hereon referred to as the "Member").

(Please print name)

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
GSS Member Confidentiality Agreement
Personal Information Protection

This Member confidentiality agreement is made between the Graduate Student Society of UBC - Vancouver (hereon referred to as the "GSS") and __________________________________________________________ (hereon referred to as the "Member").

(Please print name)

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
GSS Employee Confidentiality Agreement
Confidential Information and Proprietary Data

This employee confidentiality agreement is made between the Graduate Student Society of UBC - Vancouver (hereon referred to as the "Employer") and:

________________________________________________________________________ (hereon referred to as the "Employee").
(Please print name)

The Employee agrees to the terms of this agreement:

1. The Employee acknowledges that, in the course of employment by the Employer, the Employee has, and may in the future, come into the possession of certain confidential information belonging to the Employer 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 Employer, or information received by the Employer as to which there is a bona fide obligation, contractual or otherwise, on Employer's part, not to disclose same.

2. The Employee hereby covenants and agrees that he/she/they will at no time, during or after the term of employment, 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 employment, the Employee 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 Employee during employment.

4. Violation of this agreement by the Employee will entitle the Employer to an injunction to prevent such competition or disclosure, and will entitle the Employer 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.

____________________________________  ______________________________________  _____________________________
Employee’s Name (printed)  Signature of Employee  Date
GSS Employee Confidentiality Agreement
Personal Information Protection

This Member confidentiality agreement is made between the Graduate Student Society of UBC - Vancouver (hereon referred to as the "GSS") and ____________________________ (hereon referred to as the "Member").
(Please print name)

As an employee of the Graduate Student Society of UBC Vancouver (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 my employment 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 employment 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 dismissal, 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 employment 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.

______________________________________________
Employee’s Name (printed)

______________________________________________
Signature of Employee

______________________________________________
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 SU.  
- 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 MAY HAVE AGAINST THE RELEASEES.

___________________________________   ______________________________
Signature                        Date

___________________________________   ______________________________
Name (Print)                    Witness

THIS AGREEMENT MUST BE SIGNED, DATED AND WITNESSED PRIOR TO THE PARTICIPANT BECOMING ENTITLED TO PARTICIPATE IN THE EVENT.
Appendix XI. 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
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student #</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Completed form must be dropped off at the GSS Office

*Note: Use this page as many times as needed to collect the sufficient number of signatures.*
Appendix XII. 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 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: __________________________  Submitted by: __________________________

<table>
<thead>
<tr>
<th>What type of change is this?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Amending an existing policy</td>
<td>☐ Addition of a new policy</td>
</tr>
<tr>
<td>☐ Removal of a policy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Policy #:</th>
<th>New Policy # (if applicable):</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Revised Policy:</th>
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<table>
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<tr>
<th>Rationale Behind Proposed Changes:</th>
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</thead>
</table>
Appendix XIII. Position Statements

UBC Climate Strike Open Letter

To President Santa Ono, the UBC Administration, the Council of Senates, and the Board of Governors:

On September 27th, we — the students, faculty, and staff of UBC — will join the Global Climate Strike (1) by walking out of our classrooms and offices in solidarity with millions around the world.

We strike because we are in the midst of a crisis - one that threatens to destroy our collective future. Scientists have said we must take drastic action within the next decade to prevent catastrophic and irreversible warming (2). This requires undergoing massive and rapid transformations across all sectors of the economy. Our leaders have failed to recognize climate change as the emergency it is and we no longer accept their promises of incremental change.

We strike because marginalized communities — especially Indigenous communities, Black communities, people of colour, queer and trans communities, migrants, the poor, and the disabled — are bearing the brunt of fossil fuel extraction and climate destruction. We strike because those who have done the least to cause the climate crisis, especially members of the Global South, are paying the greatest price. We recognize that the countries who have profited from climate change — including Canada — must bear the cost of solving it.

We also strike because we are hopeful. We have been inspired by the clear-eyed urgency of youth around the world who are organizing for a just and livable world, and by the resilience of Indigenous people who continue to resist resource extraction on their lands and in their communities. We stand with them, because we know that a better future is possible.

As a public institution dedicated to higher research and education and with a purpose towards “foster[ing] global citizenship and advanc[ing] a sustainable and just society across British Columbia, Canada and the world,” (3) UBC has a responsibility to stand with us in taking bold action. It is far time for UBC to act on its repeated commitments to climate action (4) and sustainability (5) in a way that matches the scale of this crisis.

As such, we call on UBC to declare a Climate Emergency, while recognizing that a state of emergency has been experienced for decades by many communities around the world. In doing so, UBC should commit to:

1. Reassessing divestment of the University’s financial holdings from fossil fuels through an open, transparent and evidence-based process.

2. Expanding opportunities, resources and support for faculty, students and staff to research, learn about and take action on climate change and climate justice within their departments and units.

3. Accounting for scope 3 emissions, including those from commuting and aviation-related travel, and
land use change emissions in UBC’s future emission reduction targets and enacting measures to reduce them.

4. Initiating a process to develop specific actions the University will take to implement commitments 2-3, including plans to allocate additional resources and funding to carry out the actions, and report back within 120 days. The process should be overseen by an advisory group representing students, staff and faculty - with invitation extended to Musqueam - and involve consultation with the relevant campus units, as well as opportunities for wider community input.

Our futures are at stake, and we — the UBC community — are calling on you to act like it.
University of British Columbia - Graduate Student Society

Position Statement

Equity, Diversity, and Inclusivity

Definitions
University of British Columbia – UBC; Graduate Student Society - GSS

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. Our constitution outlines the fundamental objectives of the Society to support graduate students, from removing financial and physical access barriers to graduate education at UBC, to ensuring adequate housing and childcare, being the voice of graduate students on campus, and coordinating interdepartmental graduate student activities.

The GSS’s Commitment to Equity, Diversity, and Inclusivity
The GSS is a representative body for all graduate students. We represent and advocate for UBC graduate students to decision-making bodies, we provide academic and non-academic support, and we provide space at the Koerner House. The GSS seeks to represent and champion minority and marginalized groups by ensuring their access to resources and serving them in the ways they need. Within our advocacy and services, we must address historical and unconscious biases that prevent us from meeting the unique needs of UBC’s entire graduate community. Our future actions must be performed in an equitable, just, and accountable framework so we can fully serve all in their UBC graduate experience.

GSS Equity, Diversity, and Inclusivity Mission Statement
UBC’s GSS celebrates equity, diversity, and inclusiveness, and we subscribe to the philosophy and goals of the 2018-2028 UBC Strategic Plan.

GSS Value Statements
The GSS believes that:

- Diversity is central to what makes UBC a leader in academic and professional excellence. This encompasses the unique perspectives, research ideas, and collaborations that come from a diverse graduate student community.
- The opportunity to engage in higher education is limited by opportunities, which disproportionately exclude individuals of marginalized groups.
- Inclusivity must be embedded in all aspects of campus life from curriculum planning to building design. This must be championed even if it requires challenging long-established conventions.
A commitment to equity, diversity, and inclusivity is a living promise and we must actively combat engrained biases in ourselves and our organization to provide those opportunities to excel to all.

**GSS Action Statements**

Our values are realized through or by:

- Working within the university system to protect and promote the interests and needs of graduate students, while acknowledging and fighting the historical inaccessibility and discriminatory nature of those systems.

- Emphasizing in our advocacy the unique and intersectional issues that graduate students experience, with special respect to those from marginalized groups.

- Alleviating the academic and non-academic burdens on graduate students by actively assessing and responding to discriminatory actions that affect their personal, professional, and academic lives.

- Engaging with student representatives from across campus to encourage and promote equity, diversity, and inclusivity in the ways these groups need.

- Dedication to building community for marginalized groups via academic, professional, social, and recreational services.

- Creating safe spaces for diversity and self or group expression at Thea Koerner House and the GSS Loft.

- Providing opportunities for feedback on our practices so our commitments to equity, diversity, and inclusivity reflect the living and ever-changing needs of our members.

- Commitment from GSS Executives and staff to follow best practice in Equity, Diversity, and Inclusivity and to promote these values in their work.

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Appendix XIV. Human Resources Manual