



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: October 13, 2021

Submitted by: Jenny Lee, Governance & Accountability Chair

What type of change is this?

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

Original Bylaw/Policy #: Bylaws 8, 9.1.2, 11.4.3; Policies 4.1.5, 5, 8, 9, 10.2.6, 11

New Bylaw # (if applicable):

Proposed Revised or New Bylaw/Policy:

Bylaw 8. Executive Officers

8.1.1 The Executive Officers of the Society shall be the: (a) President; (b) Vice -President, Academic and University Affairs; (c) Vice -President, External Relations; (d) Vice -President, Students; and (e) ~~Financial and Executive Oversight~~ Officer.

8.2.2 The ~~Financial and Executive Oversight~~ Officer will be elected at the July council meeting and take office on August 31st. Anyone holding the position of ~~Financial and Executive Oversight~~ Officer after the December Council meeting ~~prior to an executive election~~ is ineligible to run for any other executive office in the GSS for **the subsequent** ~~that~~ election. The ~~Financial and Executive Oversight~~ Officer must announce their intent to resign no later than **two** ~~2~~-weeks before the December Council if they choose to contest for another executive office.

8.2.6 The Executive Officers except for the ~~Financial and Executive Oversight~~ Officer of



the Society shall take office on April 30th ~~of the year they are elected.~~

8.4.2 A prolonged absence is defined as a period of more than two weeks in which the Executive Officer is not fulfilling their duties. The Executive Oversight Committee shall determine whether an Executive Officer is fulfilling their duties, ~~except in the case of the Financial and Executive Oversight Officer. In this case, the determination shall be made by the Governance & Accountability Committee.~~ Guidelines for how to determine executive absence, and the duration of such absence, shall be contained in the Policy Manual. If a determination of absence is made, then the ~~Chair of the Executive Oversight Committee~~ ~~relevant committee~~ must notify Council within 24 hours, along with the reasons for declaring the position vacant. Council must affirm the declaration of absence by special resolution before appointing a new executive.

8.4.4 In the event of vacancy in the office of the ~~Financial and Executive Oversight Officer~~, a new ~~Financial Executive Oversight Officer~~ will be elected by Council during the next Council meeting.

8.4.5 In the event of a vacancy in the office of the President, the ~~Chair or two members of the Executive Oversight Committee~~ ~~Financial and Executive Oversight Officer~~ shall direct the Vice President (VP), University and Academic Affairs, to temporarily assume all duties of the President until the next Council meeting. The ~~Chair of the Executive Oversight Committee~~ ~~FEOO~~ will inform Council of such an occurrence within 24 hours via confidential email message or other confidential written means. Following such notification, the VP University and Academic Affairs, acting as President, may call an emergency Council meeting, subject to Bylaw 7.6.7. Council shall then either fill the position by appointment upon a special resolution of Council, or call a By-election if this is determined to be feasible.

8.5.6 The ~~Financial and Executive Oversight Officer~~ shall: (a) report to Council on the financial situation of the Society on a monthly basis; (b) prepare and present a complete budget and financial statements for the Society each trimester and ensure the completion of the Society budget process on schedule with House Finance Committee; (c) ~~chair the Executive Oversight Committee and complete all duties outlined in the Policy Manual;~~ (d) cause audit of the financial records and books of accounts to be performed at the end of each fiscal year;

8.6.1 The Executive and Special Officers shall receive the following honoraria in twenty-six

(a) semimonthly installments, provided that all duties pertaining to the position are performed to Council's satisfaction (effective March 16, 2006):

(c) for the ~~Financial and Executive Oversight Officer~~, ten thousand (10 000) dollars per annum;

8.6.2 The incoming Executive and Special Officers may receive transition honouraria two weeks before resuming office. In addition, the outgoing Executive and Special Officers may receive transition honouraria for one month after vacating office. These payments are dependent on meeting conditions outlined in Policy 4.3. The transition honouraria



remuneration shall be set as:

(b) for the Financial ~~and Executive Oversight~~ Officer, up to two thousand two hundred and twenty-two (2,222) dollars and twenty-two (22) cents per annum;

Bylaw 9. Standing Committees

9.1.2 Membership and ~~T~~erms of ~~R~~eferences for the Society's standing committees shall be outlined in the Policy Manual, except that no ~~E~~xecutive ~~other than the Financial and Executive Oversight Officer~~ shall sit on the Executive Oversight Committee.

Bylaw 11. Budget

11.4.3 During the budget year, reallocations between budget lines may be made by the Financial ~~and Executive Oversight~~ Officer in consultation with the Executives and the House- Finance Committee. Every reallocation must be reported to Council.

Policy 4. Executive Officers

4.1.5 The Financial ~~and Executive Oversight~~ Officer (~~FEEO~~) shall, in addition to the duties outlined in the Bylaws: (a) ~~e~~nsure the Society's policy on Signing Authority is followed, and (b) ~~e~~nsure the Society's policies on executive spending are followed.

Policy 5. Executive Officer Spending

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

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 ~~Financial Officer~~ ~~FEEO~~ prior to booking.

5.3.1 Up to \$60 (CAD) ~~per day~~, or such other amount set by the ~~Financial Officer~~ ~~FEEO~~ when traveling outside of Canada, ~~per day~~ may be claimed for necessary personal expenses including but not limited ~~to~~ meals and personal care items.

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



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 **Financial Officer**~~FEOO~~ as outlined in 5.10.

5.10.1 All reimbursements are subject to approval by the **Financial Officer**~~FEOO~~.

5.10.2 A claim form including receipts must be submitted to the **Financial Officer**~~FEOO~~ no later than ~~two~~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.

5.10.4 If a receipt cannot be produced, a missing receipt form must be submitted to and approved by the **Financial Officer**~~FEOO~~. Expenses greater than \$50 (CAD) cannot be claimed using a missing receipt form.

5.10.5 Claim forms shall be approved by the **Financial Officer**~~FEOO~~ and funds shall be reimbursed no later than 20 working days after submission.

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

Policy 8. Standing Committees: Terms of References

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,

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

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,~~

~~(a)~~ Support executive professional development, and the development of communications channels between Executives and with other relevant parties in the university,

~~(b)~~ Develop **assessment** ~~evaluation~~ criteria for performance evaluations of executive officers,

~~(c)~~ Create templates for Executives to help guide setting effective goals related to the Strategic Plan, and facilitate goal setting training sessions for incoming **E**xecutive **O**fficers in the month of April,



- (de) 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.
- (ef) Present a summary of performance evaluations to Council at the first Council meeting following each evaluation,
- (fg) Provide an annual update on executive performance to members at the GSS Annual General Meeting,
- (g~~h~~) Provide informal performance evaluations and feedback to Executive Officers on a monthly basis or when necessary,
- (hi) 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,
- (ij) 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 **Chair of the EOC**~~FEEO~~, and two other members of the EOC to resolve the conflict or complaint.
- (jk) Maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended.
- (kl) Make recommendations to Council, as appropriate, to improve executive performance or address concerns.

8.9.2 The Governance and Accountability Committee shall:

- (g) Assist standing committees, **and** external caucus representatives, ~~and the Financial Officer FEEO~~ in setting annual goals, and inform Council on their progress, specifically: i. ~~conduct mid-term reviews for the FEEO 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 October~~ **September**,

Policy 9. GSS Event Fund

9.3.3 The decision is made by the Vice President Students with the final approval and reimbursement carried out by the **Financial Officer** ~~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 ~~Financial Officer~~ ~~Finance and Executive Oversight Officer~~ do not agree, the application shall be deferred to the Services Committee for approval.

9.3.7 Money will be disbursed after the event is completed, and: a) A Post-Event Fund Report (see Appendix VIII), including an updated budget sheet, along with copies of original receipts attached, has been submitted to the Vice President Students within 14 days or two weeks of the event via email or in-person to the GSS Office. b) The statement of expenditures and receipts will be reviewed by the ~~Financial Officer~~ ~~Finance and Executive Oversight Officer~~.

Policy 10. House & Business Operations

10.2.6 The ~~Financial Officer~~ ~~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 ~~Financial Officer~~ ~~FEOO~~ shall 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 HouseFinance Committees.~~

Policy 11. Signing Authority

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

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~~ **Society staff** 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.



Rationale Behind Proposed Changes:

The Financial and Executive Oversight Officer (FEOO) is responsible for 2 very important duties in GSS: financial duties and executive oversight duties. After consultations with the FEOO, President, staff, and committee/caucus chairs, a restructuring of the position was deemed the best way forward. In September 2021, Council has voted to recommend the action of splitting the FEOO position into a Financial Officer position and an Executive Oversight Committee chair position. We propose the above changes to reflect the changes in positions due to this split.

Note: As there is no standardized format for presenting rationale for Bylaw amendments, this form has been adapted from the Policy Revision Form.