



Bylaw Revision Form

Date: September 16, 2021

Submitted by: Code & Policy Committee Chair

What type of change is this?

- Amending an existing bylaw**

 Addition of a new bylaw

 Removal of a bylaw

Original Bylaw #: **8.5, 8.6**

New Bylaw # (if applicable): **Policy 4.3**

Proposed Revised Policy: (bolded indicates new text)

Bylaws:

8.5.2(h) provide **at least sixteen hours of work per week, including no less than five ~~ten~~ hours** of office presence per week, ~~excluding the time required for committee meetings pertaining to their duties~~; the time shall be used to perform normal presidential duties and official functions;

8.5.3(g) provide **at least thirteen hours of work per week, including no less than three ~~six~~ hours** of office presence per week, ~~excluding the time required for committee meetings pertaining to their duties~~; the time shall be used to perform other normal duties of the position; and

8.5.4(g) provide **at least thirteen hours of work per week, including no less than three ~~six~~ hours** of office presence per week, ~~excluding the time required for committee meetings pertaining to their duties~~; the time shall be used to perform other normal duties of the position; and

8.5.5(b) provide **at least thirteen hours of work per week, including no less than four ~~eight~~ hours** of office presence per week, ~~excluding the time required for committee meetings pertaining to their duties~~; the time shall be used to perform other normal duties of the position; and

8.5.6(h) provide **at least thirteen hours of work per week, including no less than three ~~six~~ hours** of office presence per week, ~~excluding the time required for committee meetings pertaining to their duties~~; the time shall be used to perform other normal duties of the position; and

8.6.1 The Executive and Special Officers shall receive the following honoraria in twenty-~~four ~~six (a)~~~~ semi-monthly installments, provided that all duties pertaining to the position are performed to Council’s satisfaction (effective ~~March 16, 2006~~ **2021**):

(a) for the President, **twenty thousand eight hundred and eighty-eight ~~thirteen thousand~~ (20,888-~~13,000~~)** dollars **and eighty-eight (88) cents** per annum;

(b) for the Financial and Executive Oversight Officer, **seventeen thousand seven hundred and seventy-seven ~~ten thousand~~ (17,777 ~~10,000~~)** dollars **and seventy-seven (77) cents** per annum;



(c) for the Vice-President, ~~Academic and University and Academic Affairs~~, **seventeen thousand seven hundred and seventy-seven ~~ten thousand~~ (17,777 ~~10,000~~) dollars and seventy-seven (77) cents** per annum;

(d) for the Vice-President, Students, **seventeen thousand seven hundred and seventy-seven ~~ten thousand~~ (17,777 ~~10,000~~) dollars and seventy-seven (77) cents** per annum; and

(e) for the Vice-President, External Relations, **seventeen thousand seven hundred and seventy-seven ~~ten thousand~~ (17,777 ~~10,000~~) dollars and seventy-seven (77) cents** 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:

(a) for the President, up to two thousand six hundred and eleven (2,611) dollars and eleven (11) cents per annum;

(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;

(c) for the Vice-President, University and Academic Affairs, up to two thousand two hundred and twenty-two (2,222) dollars and twenty-two (22) cents per annum;

(d) for the Vice-President, Students, up to two thousand two hundred and twenty-two (2,222) dollars and twenty-two (22) cents per annum; and

(e) for the Vice-President, External Relations, up to two thousand two hundred and twenty-two (2,222) dollars and twenty-two (22) cents per annum.

8.6.3 The honoraria of the Executive Officers shall be prorated according to the actual term of office, if less than one year.

8.6.4 The honoraria of the Executive Officers shall be adjusted annually according to Consumer Price Index (CPI).

Policy Manual:

4.3 Executive Transition

4.3.1 EOC, in consultation with the incoming member of the Executive who is being trained and the General Manager, shall decide the extent to which the outgoing member has fulfilled the requirements of Executive Transition and dictate how much of the transition honoraria they will receive. This will be based on Appendix XX (Executive Transition).

4.3.2 Each Executive member shall be partly responsible for the orientation of their replacement, including but not limited to:

(a) completion of a comprehensive transitional report no later than the date that the incoming Executive member takes office;

(b) Training of the incoming Executive member;



(c) consultation on Executive matters at the request of the incoming Executive member for a period of not less than one (1) month after the incoming executive member takes office;

(d) organization of the Executive member's office and files; and

(e) assisting in position reviews for appointees reporting to the executive's office.

4.3.3. If an Executive member is re-elected to the same position, the said Executive member shall not be granted transitional honorarium.

4.3.4. If an Executive member from one year is elected to another Executive position in the following year, the said Executive member must complete all the training activities required by this Article outside the expected work hours stipulated in Bylaw 8.5.

8.6.2.i Ensure the completion of Executive Transition as stated in Policy 4.3 ~~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.~~

19.1.1 All guidelines and policies regarding Society employees can be found in the Human Resources Handbook as per **Appendix XX XXI**.

Executive Transition Appendix XX.pdf shall be added to the Policy Manual as **Appendix XX**. **Appendix XX** shall be renumbered to **Appendix XXI**.

Rationale Behind Proposed Changes:

Currently, the work hours stated for the Executives in the Bylaws are not accurate reflections of the actual work done. Executives for many years have worked more than the listed hours, so we will adjust the number of hours in the Bylaws to better reflect the current working environment of Executives.

We also will increase the honouraria for Executives. The current remuneration amounts were set in 2006, and the current cost of living and the amount of work expected of the Executives has changed significantly.

Finally, we will include a portion of the Executive honouraria that is dependant on Executive transition. This will mean incoming and outgoing Executives will be paid for their work in transition, which is something that is currently an unpaid expectation despite taking large amounts of time. EOC will dictate how much of the transition honouraria that will be given to each Executive based on completed listed duties.

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