

Policy Manual

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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 Graduate Student Society

- 1.1.1 In accordance with Bylaw 13, these policies constitute the Policy Manual of the Graduate Student Society (GSS; 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 and additional policy documents noted in Policy 1.4.2 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 Policy Revision Form contained in Appendix XIV, and
 - (b) the proposed amendment is approved by ordinary resolution of the members, or special resolution in Council.
- 1.2.2 Correction of spelling or grammatical (typographical) errors, in cases where there is no question of changing the meaning of the text, are not considered to be amendments. Such corrections may be made if:
 - (a) a unanimous vote of the Code and Policy Committee determines that the correction does not affect meaning; and
 - (b) the Code and Policy Committee notifies Council of the correction at the next meeting of Council. If any Councillor objects to any correction, Council must approve that correction by a special resolution. If this resolution fails, the correction shall immediately be reverted.

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 VIII-X) 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 GSS Legal Waiver Form (Appendix XIII) 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 Layout for GSS Elections (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 XII) and Policy Revision Form (Appendix XIV) may be used as an electronic version, provided the content is the same as that in the Policy Manual.

1.4 Additional Policy Documents

1.4.1 Additional policy documents regarding specific areas of policy may be included as long as:

- (a) Council approves of these additional policy documents by special resolution, and
- (b) the additional policy documents are listed in Policy 1.4.2

1.4.2 The list of approved additional policy documents is as follows:

- (a) Special Rules of Order
- (b) GSS Privacy Policy

1.4.3 Additional policy documents are to be treated as equal to this Policy Manual.

1.4.4 Amending the additional policy documents uses the same procedure under Policy 1.2.

1.4.5 In the event that an additional policy document listed in Policy 1.4.2 is in conflict with this Policy Manual, the President shall determine which is correct.

1.4.6 The list of approved additional policy documents in Policy 1.4.2 shall be posted on the Society's website.

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 per year 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 per year 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 is:
 - (a) any organization that represents graduate students within a particular department, and
 - (b) composed of ordinary members of the Society.
- 2.5.6 A Non-Departmental Student Group shall:
 - (a) be ratified by the Council.
 - (b) be 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) be in part composed of members of the Society, and
 - (d) have 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; Vice-President, Students (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 Standard Council Agenda form contained in Appendix VII shall be used for all regular Council meetings.
- 3.1.4 At the Council meeting following completion of the requirements stated in Policy 6.1.2, the Chair shall recognize and seat new Councillors at the beginning of the meeting.
- 3.1.5 Only after having been formally seated 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 for entering *in 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*. However, 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 anyone, including other Councillors, without the authorization of Council.
- 3.1.9 Additional rules and regulations for Council meetings listed in Special Rules of Order Policy shall be adhered to.

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 guests:
- (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 British Columbia (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; and
 - (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 Bylaw 5.6.1,
 - (d) ensure a record of proxies for Council meetings are maintained,
 - (e) ensure a record of committee meeting minutes are 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 (VP Students) shall, in addition to the duties outlined in the Bylaws:
- (a) administer the GSS Event Fund as per Policy 9.

4.1.3 The Vice-President, University and Academic Affairs (VP UAA) shall, in addition to the duties outlined in the Bylaws:

- (a) administer the Graduate Student Emergency Fund, and
- (b) serve as *ex officio* member of Graduate Council.

4.1.4 The Vice-President, External Relations (VP External) shall, in addition to the duties outlined in the Bylaws:

- (a) ensure the Society's policies on Expiration of Position Statement are followed as per Policy 14.4.

4.1.5 The Financial Officer (FO) shall, in addition to the duties outlined in the Bylaws:

- (a) ensure the Society's policy on Signing Authority is followed as per Policy 11, and
- (b) ensure the Society's policies on Executive Officer Spending are followed as per Policy 15.

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 four 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.

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.

5. Executive Officer Spending

5.1 Local Transportation

- 5.1.1 Cost for transportation when traveling locally to and from events required for Society business may be reimbursed. Modes of transportation can include but not limited to car rental, public transportation, taxi, co-op cars, and ferry.
- 5.1.2 Executives are expected to take the cheapest form of transportation within reason when possible. When safety or practicality prohibits the use, members should use a taxi service, co-op car, rental or their own car.

- 5.1.3 Executives are expected to car pool when possible.
- 5.1.4 Executives should record and claim reimbursement for mileage over and above the mileage from the Executive's residence to their regular workplace. Where the mileage from the Executive's residence to the destination is less than the mileage from the Executive's residence to their regular workplace no claim should be made. Executives who use their own vehicle for approved Society business will be reimbursed per kilometer travelled at the current rate. Executives who use their own vehicle for Society business will be reimbursed per kilometer travelled at the current rate described in 5.1.6.
- 5.1.5 When trips are made to and from the event during the day, 100% of the mileage may be claimed. When trips are made on the way to the Society or on the way home from the Society, to an event that causes an Executive to go out of their way, only the mileage of the detour should be claimed. When the distance to the event for the day is the equivalent of going to the office or less, no claim should be made.
- 5.1.6 The current rate per kilometer may be obtained from the Society administration office, and shall be fixed from time to time in accordance with the mileage rate allowed by the Canada Revenue Agency for tax purposes.

5.2 Out of Town Transportation and Accommodation

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

5.3 Out of Town Personal Expenses

- 5.3.1 Up to \$60.00 (CAD), or such other amount set by the Financial Officer 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 above the necessary personal expense per diem referred to in Policy 5.3.1 and 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 can claim phone expenses related to roaming charges.

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 \$15.00 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 FO.

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 Policy 5.3.5,
 - (b) Entertainment not otherwise necessary,

- (c) Traffic fines as per Policy 5.6.1,
- (d) Gratuities beyond 18% as per Policy 5.4.1,
- (e) Hotel charges for additional services not otherwise included in Policy 5.2, and
- (f) Valet parking as per Policy 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 FO as outlined in 5.10.

5.10 Reimbursement Process and Exceptions

- 5.10.1 All reimbursements are subject to approval by the FO.
- 5.10.2 A claim form including receipts must be submitted to the FO 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 FO. Expenses greater than \$50 cannot be claimed using a missing receipt form.
- 5.10.5 Claim forms shall be approved by the FO 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 FO 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 (AMS) 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 XII.

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 7.2.1, 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 October Council meeting for a one-year term.

6.3.3 The VP UAA shall be the Chair of the Graduate Council Caucus who is 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. ensuring all representatives are notified of the time, place and proposed agenda for all Graduate Council meetings.
- ii. designating a substitute Chair for Graduate Council meeting if they are unable to attend a meeting, and
- iii. encouraging Graduate Council Representatives to actively engage and contribute to the Committees of the Graduate Council.

6.3.4 Pursuant to Bylaw 7.2.1, Grad Council representatives are voting members of Council.

6.4 Alma Mater Society Council Representatives

6.4.1 In accordance with the AMS Bylaws and Codes, Council may appoint three (3) representatives to the AMS as required.

6.4.2 Representatives are appointed by Council at the October Council meeting for a one-year term.

6.4.3 From these representatives, Council shall elect a Chair who is responsible for:

- (a) giving an oral report at each Council meeting summarizing the activities of the AMS Council.
- (b) 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. ensuring all AMS Council Representatives are notified of the time, place and proposed agenda for all AMS Council meetings,
 - ii. designating a substitute Chair for AMS Council meetings if they are unable to attend a meeting, and
 - iii. encouraging AMS Council Representatives to actively engage and contribute to the Committees of the AMS Council.

6.4.4 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 Councillor's 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 ordinary 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 and All-Chairs 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) five (5) seats for Councillors,
- (b) five (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 XII 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 XII within thirty (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 elect a replacement member as soon as possible to complete the term of the previously appointment member
- 7.3.8 All committee members shall conduct themselves according to the “GSS Code of Conduct” found in Appendix XI.

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 Policy 7.
- 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 the proposed recruitment strategy.
- 7.6.3 All Sub-Committees are required to provide regular reports to the Committee they were established by.
- 7.6.4 The Committee that established the Sub-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 that established the Sub-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 Policy 7.1. Caucuses shall not have Terms of Reference, as their specific functions are to participate in the external body. Caucus structure shall only include representatives to their respective external bodies unless otherwise noted.

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 the 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 as per Policy 6.3.3.

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 October 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.

7.7.10 AMS Caucus structure shall include:

- (a) three (3) AMS Representatives (as described in Policy 6.4), and
- (b) three (3) Councillors or ordinary members.

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 sixty (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 shall receive an honorarium of one hundred and fifty (150) dollars per month, except for cases in which the Committee Terms of Reference specify that an executive

will chair the Committee as well as the rotating position of Chair of the All-Chairs Committee. In this case, the Chairship is considered part of the Executive/Chair duties and no additional remuneration shall be given.

7.8.6 The honoraria of the Committee Chairs shall be adjusted annually according to Consumer Price Index (CPI).

7.8.7 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 address complaints from Committee members about conduct at meetings,
 - v. encourage members to actively contribute to the work of the Committee, and
 - 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 Engagement and 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.
- 7.10.3 A Committee Chair who undergoes a prolonged absence may be removed from their position by special resolution of Council under the recommendation of the Governance and Accountability Committee.
- 7.10.4 A prolonged absence for Committee Chairs is defined as a period of more than two (2) months in which the Chair is not fulfilling their duties. The Governance and Accountability Committee shall determine whether a chair is fulfilling their duties. If a determination of prolonged absence is made, then the Chair or Deputy Chair of the Governance and Accountability Committee must notify Council and the Committee within twenty-four (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 Chair.
- 7.10.5 The Governance and Accountability Committee shall consider all aspects of Chairship when determining if a Chair is fulfilling their duties including but not limited to:
- (a) SMART goal submissions and updates,
 - (b) completion of the KPI surveys,
 - (c) holding one meeting every six weeks, and
 - (d) all tasks and duties listed in Policy 7.8.7.
- 7.10.6 Notwithstanding 7.10.3, the Chairs of the following Committees and Caucuses are exempt from removal due to prolonged absence:
- (a) Executive Committee,
 - (b) Graduate Council Caucus, and
 - (c) AMS Caucus.

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,
- (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 VP President External in lobbying the municipal, provincial and federal government on behalf of graduate students,
- (f) support the President and VP UAA in arranging student representatives to other university committees or task forces,

- (g) ensure that the external representatives named in Policy 8.2.3.d are informed of their right to membership in the Academic and External committee, and
- (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 VP UAA,
- (c) the VP External, and
- (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), and
 - iv. the lead representatives of the GSS to the faculty councils in UBC Vancouver.

8.2.4 The external representatives named in Policy 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,
 - ii. 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, and
- (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 updates 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 Canada 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 the Policy Manual.

8.4.2 *Ex officio* members of the House-Finance Committee shall be the President and the FO.

8.5 Engagement and Elections Committee

8.5.1 The Engagement and Elections Committee shall:

- (a) carry out the duties on organizing elections and referenda as outlined in Section 12 of this manual,
- (b) strike the Elections Policy Panel as an ad-hoc committee at least one week prior to the campaigning period,
- (c) write and annually update a graduate student engagement plan (e.g. increase event participation, election visibility and accessibility, voter turnout, and candidate nominations) to be presented no later than October in a Council meeting. 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,
- (e) assist in the planning and implementation of programs for the academic, social, cultural, recreational, and wellness needs (e.g. the emotional and financial health) of the members of the Society,
- (f) oversee the annual Society Orientation, advise how to improve it, and endeavour to provide welcoming events for students entering at all academic terms,
- (g) evaluate events, classes and programming based on collected data and make suggestions for improvement,
- (h) contribute to marketing of programs and event including the social media, and
- (i) assess student proposals for events, classes and programming.

8.5.2 The Electoral and Student Engagement Officer is unable to complete their duties or a suitable candidate is not available to be appointed, the Elections and Engagement Committee Chair shall fulfill the duties of the Electoral and Student Engagement Officer until the end of the election period. The Elections and Engagement Committee Chair

shall receive the Electoral and Student Engagement Officer pay while completing the duties and will not receive the Chairship honourarium until the end of the election period.

- 8.5.3 The Elections and Engagement Committee Chair Deputy Chair, if available, shall perform the duties of Elections and Engagement Committee Chair until the end of the election period if the Elections and Engagement Committee Chair must fulfill the duties of the Electoral and Student Engagement Officer. If no deputy chair is available, the Elections and Engagement Committee Chair must appoint a temporary Chair to fulfill the duties until the end of the election period. This person will receive the Chairship honourarium until the end of the election period.
- 8.5.4 The *ex officio* members of the Elections and Engagement Committee Chair shall be the President, the Electoral and Student Engagement Officer, and the Vice President Students.

8.6 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 group.
- 8.6.2 The Executive Oversight committee shall:
- (a) support executive professional development and the development of communications channels between Executive Officers and with other relevant parties in the university,
 - (b) develop assessment criteria for the performance evaluations of Executive Officers,
 - (c) create templates for Executive Officers to help guide setting effective goals related to the Strategic Plan and facilitate goal setting training sessions for incoming Executive Officers in the month of April,
 - (d) conduct one initial goal review session and two formal performance evaluations:
 - i. initial goal review session in June,
 - ii. midterm performance evaluation in November, and
 - iii. final performance evaluation in March.
 - (e) present a summary of the performance evaluations to Council at the first Council meeting following each evaluation,

- (f) provide an annual update on executive performance to members at the GSS Annual General Meeting,
- (g) provide informal performance evaluations and feedback to Executive Officers on a monthly basis or when necessary,
- (h) ensure the completion of Executive Transition as stated in Policy 4.3,
- (i) 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 Executive Oversight Committee, and two other members of the Executive Oversight Committee to resolve the conflict or complaint.
- (k) maintain confidentiality over the subject matter of any conflict or complaint whether real or apprehended, and
- (l) make recommendations to Council, as appropriate, to improve executive performance or address concerns.

8.7 Human Resources Committee

8.7.1 The purpose of the Human Resource Committee (HRC) is to be dedicated to the well-being of all members and employees of the Society by partnering with the Executive Committee.

8.7.2 The Human Resource Committee shall:

- (a) evaluate and follow up with the performance review of all GSS employees by half a year and annually, and report to the GSS Council.
- (b) amend and oversee the observance of the Human Resources procedures and policies, including:
 - i. advising and assisting the Executive Committee and General Manager in developing and implementing human resources policies, strategies, and practices that align with the GSS goals and values,

- ii. reviewing and recommending changes to the GSS Human Resources Manual, policies, procedures, and practices as necessary to ensure they are current, compliant, and effective, and
 - iii. reviewing and recommending to the GSS Council approved performance measures and targets, compensation strategies, any new program design to an existing structure, incentive plans, benefit policies, other human resources strategies for GSS employees in consultation with the Executive Committee and General Manager.
- (c) promote the GSS's mission and serve the needs of its members by upholding best practices in human resources management including:
 - i. ensuring that the GSS human resources function is adequately resourced, staffed, and marshal the resources to meet the GSS's needs and goals,
 - ii. overseeing and monitoring the implementation of human resources initiatives, including recruitment, performance management, employee development, and succession planning,
 - iii. reviewing and recommending changes to the GSS employees' compensation and benefits programs to ensure they are competitive, equitable in the job market, and aligned with the GSS's goals and values,
 - iv. maintaining a professional and equitable work environment that aligns with the GSS's goals and values,
 - v. overseeing and monitoring the GSS's cultural initiatives of diversity and inclusion to ensure they are effective in creating a respectful, inclusive, and diverse workplace,
 - vi. advising and assisting the Executive Committee on matters relating to employee relations, including labour relations, collective bargaining, and dispute resolution, and
 - vii. ensuring the practice of the GSS compliance with relevant labour laws, regulations, and standards.
- (d) approve full-time and part-time GSS staff hiring and terminations, including the GM.

8.8 Governance and Accountability Committee

8.8.1 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.

8.8.2 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 five (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 on:
 - i. governance improvements to GSS Council and
 - ii. 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 by:
 - i. informing Council annually on the progress on implementing the GSS strategic plan and

- ii. providing progress reports at the GSS Annual General Meeting and post updates at least annually on the GSS website, and
 - iii. ensure that the Strategic Planning Ad-Hoc Committee is formed two (2) years before the end of the current strategic plan to produce successive strategic plans,
- (g) assist standing committees and external caucus representatives in setting annual goals, and inform Council on their progress, specifically conducting midterm reviews for committees and caucuses between January-March and provide a final report in October,
- (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 and Accountability Committee's annual goals and performance on their goals.
- (k) address complaints and conflicts between Councillors, Committee/Caucus members, and/or a Committee/Caucus utilizing the procedures in Appendix XXI (GSS Conflict Resolution Policies and Procedures).

8.9 All-Chairs Committee

8.9.1 The purpose of the All-Chairs Committee is to provide an avenue for seamless communication and collaboration between the GSS Committee and Caucus Chairs.

8.9.2 The All-Chairs Committee shall:

- (a) be chaired by all members in a rotating fashion. Chairship shall be determined by rotating through all Committee and Caucus Chairs alphabetically by Committee or Caucus with the exception of the All-Chairs Committee,
- (b) consist of all Committees and Caucus Chairs,
- (c) not consist of any Councillors or ordinary members, unless Council appoints a Councillor to sit as a voting member on the All-Chairs 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) convene monthly to provide updates to all Committee and Caucus Chairs and to provide feedback on topics before being brought to Council,
- (e) not be empowered to make decisions on behalf of the Society unless specifically directed by Council, and
- (f) Committee Chairs may appoint an Ordinary Member who is part of their respective Committee as a proxy at the All-Chairs Committee meetings.

9. GSS Event Fund

9.1 Intention and Purpose

- 9.1.1 The GSS Event Fund is a rebate of expenses aimed to make Affiliate Organizations (AO) a vital part of the Society and of the Centre by supporting AOs in creating and organizing events, projects, or initiatives that will be of social, cultural, or academic interest to their fellow graduate students.
- 9.1.2 The fund is a rebate of expenses for events, projects, and/or equipment required for events/projects/initiatives (hereafter, 'events') organized and held by an AO.

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 VIII).
- 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 Fund application form including a written budget (Appendix IX) to the VP Students of the Society, no later than two (2) weeks prior to the start date of the event.
- 9.3.2 Rebate shall be based on the guidelines devised by the VP Students and Events Manager during the annual budgeting process. It is the VP Students' responsibility to communicate these guidelines, which may include publishing reimbursement criteria or calculator on the GSS website, and to provide updates on this process to Elections and Engagement Committee.

- 9.3.3 The decision on each event fund application is made by the VP Students with the final approval and reimbursement carried out by the FO. Should either of these executives be absent, the President shall act as proxy.
- 9.3.4 If the VP Students and FO do not agree, the application shall be deferred to the Elections and Engagement Committee for approval.
- 9.3.5 The AO may appeal to the Elections and Engagement Committee to reconsider the result of the application within fourteen (14) 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 Post-Event Fund Report (see Appendix X), including an updated budget sheet, along with copies of original receipts attached, has been submitted to the VP Students within fourteen (14) days of the event via email or in-person to the GSS Office, and
 - (b) the statement of expenditures and receipts will be reviewed by the FO.
- 9.3.8 The VP Students shall report to the Elections and Engagement Committee monthly on all processed applications.

9.4 Limitations

- 9.4.1 The maximum level of support for any event will be the lesser of:
 - (a) Net costs of the event incurred by the organizing AO(s), and/or
 - (b) Five hundred dollars (\$500.00) per AO involved in organizing the event.
- 9.4.2 In case of budgetary constraints of the Society, priority will be given to first-time applicants, interdisciplinary events, and applications that do not have any other funding sources.
- 9.4.3 GSS Event Fund applications cannot be used to cover alcohol, drugs, or any other illegal/controlled purchases. The event fund will be open to considering applications for events/projects/initiatives that include alcohol (but no other substance), so long as
 - (a) the GSS Event Fund is not used to cover the costs of the alcohol, and
 - (b) the AO acquires an appropriate event permit and certification from the British Columbia Liquor and Cannabis Regulation Branch in order to serve alcohol.

10. House and Business Operations

10.1 House Rules

- 10.1.1 The house rules are for the convenience and safety of members using the facilities of the Centre. Compliance with the rules will ensure congenial surroundings that may be enjoyed by all graduate students.
- 10.1.2 Members and their guests are expected to demonstrate care for the Centre at all times. Damage to the Centre or theft of Centre's properties, whether through willful or careless action, is a breach of house rules.
- 10.1.3 Non-members are permitted to use the facilities of the Centre during regular opening hours as posted on the GSS website. Non-members are expected to follow the same rules as members. Spaces accessible by student card are intended for Members and their guests only.
- 10.1.4 Any suggestions or complaints concerning operation of the Centre should be brought to the attention of the General Manager.
- 10.1.5 Harassment of any person (including but not limited to members, guests, staff, and non-members) is expressly prohibited.
- 10.1.6 No alcohol shall be brought into the building without receiving direct authorization from the General Manager.
- 10.1.7 The child-friendly spaces are not child-care spaces. Parents and guardians are expected to supervise their child when using the space and the Society is not responsible for caretaking of children at any time.
- 10.1.8 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.
- 10.1.9 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, 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 FO 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 FO shall 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 Manager 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) Cheques can be made payable to "The Graduate Student Society of UBC - Vancouver".
- (b) Bookings cannot be confirmed until a copy of the signed contract and a non-refundable booking deposit (half of the estimated costs) have been received prior to the event.
- (c) Bookings scheduled by clients outside regular business hours (Monday to Friday, 9:00 AM to 5:00 PM) are subject to building opening and closing charges. Labour fees are 1.5 times the regular rate on holidays. For an event to start at 8:59am, the opening charge is two (2) hours (British Columbia minimum shift requirement), and for an event ending at 5:01pm the closing charge is also 2 hours.
- (d) All clients must pay supervision (minimum two (2) hour shift) for functions outside office hours (see above) from the time the room is booked until the room is vacated or event scheduled to end, whichever is later.
- (e) All functions over one hundred guests must have a GSS staff member on hand throughout the entirety of the function.
- (f) All clients are responsible for payment of a damage/clean-up deposit, which is set at one hundred dollars (\$100) per room per day. This must be received prior to the event start date and is included in the booking deposit. Deposits will be applied to the total cost of the event if no damage is found. It is the responsibility of the client to note damage before the function begins; if no such communication is received and confirmed prior to the event, any damage in the room is assumed to be the clients' responsibility.
- (g) Rooms must be returned in the exact manner found. The client is liable for cleaning charges at forty dollars (\$40) per hour (two (2) hour minimum) for any cleaning required. This includes the removal of garbage from rooms unless otherwise discussed. Garbage is the responsibility of the client and there are no exceptions. Dirty linens are no extra charge – the cleaning fee for linen is included in the cost.
- (h) No minors are permitted entry to licensed facilities (Ballroom and Thea's Lounge) at any time. If minors are attending an event held in these rooms, a liquor primary licence temporary suspension request is required.

- (i) A Special Event Permit is required for all events serving alcoholic beverages/ Clients are responsible for applying for this license at least four (4) weeks prior to the event and submitting the approved license to the Events Manager at least five (5) business days prior to the event. If this is not complete and/or De-Licensing is not completed before the event, no alcohol will be allowed with no refunds.
- (j) All decorations must be approved by the Events Manager. There are no exceptions.
- (k) Labour for room set-up and take-down must be paid a minimum of four (4) hours per room, the ballroom is five (5) hours per event. All set-up and take-down procedures must be performed by GSS bookings staff. Clients may bring helpers but this will not affect the hours billed. No access is permitted to any storage room for any client. Set up of a room is to be done directly before the event unless otherwise discussed with the Events Manager. The Events Manager may, in some cases, grant permission to the client to set up the day before the event; in this case, the client is liable to pay extra costs (negotiable) for having access to the room earlier than booked.
- (l) A GSS-assigned supervisor must be present for the entirety of functions serving alcohol, until the last guest leaves the room regardless of attendance.
- (m) All guests must have two (2) pieces of ID (one piece must be a government-issued photo ID) to enter any functions serving alcohol. All guests entering any room must have government identification with them (BCID, BCDL, PR Card, passport, landing documents, FPL, etc.).
- (n) Rooms are charged for time used. Unless negotiated otherwise, a room is charged from the moment the guests enters the room until the room is cleared out. If the function occupies the room Monday but does not start until Tuesday, the room is rented from Monday as the space is in use. This must be negotiated prior to the event starting.
- (o) Nothing is to be posted on walls or windows without approval of the Events Manager. Cleaning/damage charges may apply, including any area of the building – where needed easels or boards may be made available. Each sign found on a wall or door will be subject to .25 units of labour to remove it (one unit at \$40/per hour).

- (p) By completing an estimate/contract, the client signifies that they understand and agree to all terms and house rules. All terms and house rules are subject to change at the Events Manager's discretion.
- (q) Any room booked with people that stay past the hours of the contract will result in liability of the client to pay prorated charges until the room is empty. Extra hours outside of the estimated costs will be prorated at the commercial rate, calculated at an hourly breakdown of the room on an eight (8) hour rental; labour charges also to increase accordingly.
- (r) No booking of any room allows the client to set up anything in halls or stairwells, including reception/welcome/registration desks or booths; any of this must be discussed with the Events Manager and negotiated.
- (s) Bookings with alcohol service and an estimated attendance of fifty (50) people or more are required to hire security, with one guard per 50 people. This security plan must be confirmed with the Events Manager at least two (2) weeks prior to the event date.

10.3.3 Bookings require a deposit to be set at the discretion of the FEOO and the General Manager. The deposit is considered a partial payment unless otherwise discussed with the Events Manager. Clients will be invoiced following the event with the deposit removed from the total.

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 Any booking request made within five (5) business days of an event will be subject to an extra \$40 administration fee.

10.3.6 The liquor licensing rules for bookings are:

- (a) A Special Event Permit is required for any event any space operated by the Society in the Center as these spaces are not licensed. Clients are responsible for applying for this licence at least four (4) weeks prior to the event and submitting the approved licence to the Events Manager at least five (5) business 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.

10.3.7 The GSS Loft has additional bookings policies which are as follows:

- (a) All rules under 10.3 apply to the Loft unless otherwise stated.

- (b) The GSS Loft is only bookable for Society, AO, and graduate student bookings.
- (c) All Loft bookings are subject to AMS Booking Policies, including their Food and Alcohol policies
- (d) Bookings that require no supervision, catering, additional furniture, and are within Nest hours are booked at no cost and do not require a signature for confirmation.
- (e) The Graduate Student Society is solely responsible for invoicing costs associated with events booked in the GSS Loft.
 - i. All AMS fees will be processed through the GSS, including catering, building operations, cleaning, and rentals.
 - ii. Functions scheduled outside of regular AMS Nest hours are subject to fees to extend building hours. These fees are determined by AMS Building Operations.
- (f) Last minute cancellations of catering or events with catering (less than two weeks in advance) will be subject to forfeiting the booking deposit.
- (g) Outside caterers are not permitted at the Nest. All catering must be done through the Nest Conference and Catering Services.
- (h) Food and drinks brought in by the client (e.g. sandwich platters purchased at Costco, coffee containers from Tim Hortons) are permitted.
- (i) Any additional furniture requirements must be discussed at least seven (7) business days prior to the booking and will be subject to fees according to the Nest Equipment and Labour Rates. Additional furniture is not guaranteed.
 - i. Clients must provide a contact to be available when furniture is dropped off and picked up. Drop-off and pickup does not have to be the same contact.
 - ii. Clients are expected to clean up the furniture as they received it and are not permitted to drag furniture across the floor. AMS staff will move stacks of chairs with their own equipment.
- (j) Storage of valuables at the bookable rooms is at your risk, all graduate students have key card access to the Loft and custodial and trades have keys to access locked rooms.

- (k) Special Event Permits must be applied for at least four weeks in advance and the application number must be provided to the bookings team at the same time. SEP must be approved at least two weeks in advance.
- (l) All events with alcohol service in the Nest require a Security Plan and hired Security with one guard per 50 attendees. The Security Plan must be submitted four weeks in advance and Security must be confirmed two weeks in advance.

10.3.8 There are three classifications for bookings:

- (a) GSS internal bookings (Council and committees),
- (b) AO bookings
- (c) Graduate student bookings, and
 - i. graduate student bookings are defined as events with 50% or more graduate students in attendance that are not affiliated with an AO.
 - ii. any wedding, birthday, or other party bookings not organized with an AO are considered commercial bookings
- (d) Commercial bookings

10.3.9 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.

10.3.10 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 General

11.1.1 The FO and the President shall have overall signing authority for the Society.

11.1.2 In case of absence of either, the VP UAA will have signing authority but they cannot sign for both.

- 11.1.3 Council may by special resolution authorize other Executive Committee members to share signing authority.
- 11.1.4 In consultation with the FO 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.
- 11.1.5 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 FO to the following meeting of Council.

12. Elections Procedure

12.1 Elections and Engagement Committee

12.1.1 The Elections and Engagement 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,
- (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 Policy 1.2.1,
- (c) have an Electoral and Student Engagement Officer (ESEO) 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 Chair of the Elections and Engagement Committee, in accordance with Policy 8.5.2,
- (e) report to the Council during the Council meeting following the election and make recommendations on the election process and procedure as it deems proper,
- (f) prescribe and employ the necessary advertising strategies to call for nominations and to announce the date, time and place or method of Polling,

- (g) prescribe the procedures for counting the ballots and communicate these procedures to the Candidates before the counting begins, and
- (h) announce the results of the election to the Society membership via the Society website.

12.1.2 The Elections and Engagement 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, off-campus, or virtually.
- (c) organize an Elections page on the Society website with a section that provides the candidates an opportunity to present their backgrounds, platforms, and intended goals for their term should they be elected.

12.2 Elections Policy Panel

12.2.1 The Elections Policy Panel shall:

- (a) be formed no later than one week before the campaigning period,
- (b) consist of the ESEO, Elections and Engagement Committee chair, one member from Elections and Engagement Committee, and one member from Code & Policy Committee. It can be chaired by either the Elections and Engagement Committee chair or the Electoral and Student Engagement Officer,
- (c) be responsible for the expedient resolution of complaints regarding candidates' campaigning, and monitoring candidates' campaign material throughout the election cycle,
- (d) be responsible for the approval of campaign material within one week of receiving it if there are no violations of policies described in Policy 12.5,
- (e) review complaints regarding candidates' campaigning behaviour,
- (f) demand retraction or rectification of campaign materials if it found a violation of policies described in Policy 12.5 within forty-eight (48) hours of reviewing the complaint,
- (g) enforce Policy 12.5.18 regarding disqualification of candidates after failure to retract or rectify campaign materials,

- (h) cease to exist once the Election Report is presented to Council following the elections.

12.3 Dates for Elections

- 12.3.1 The dates for Society elections shall be set and announced to the membership of the Society by the President no later than thirty (30) calendar days prior to the start of voting.
- 12.3.2 The period of nominations, campaigning, and voting shall be set and announced to the membership of the Society by the ESEO no later than one week prior to the start of the nomination period.
- 12.3.3 The ESEO may extend the nomination, campaigning, and voting period by one week increments up to three weeks if deemed necessary. The Elections and Engagement Committee must present the changes to Council at the next meeting.

12.4 Nominations

- 12.4.1 Any ordinary member of the Society may be nominated for any position to be contested in the election
- 12.4.2 Nominations shall be affected by submission of a completed copy of the approved nomination form to the ESEO via email with signatures of three ordinary members in support of the nomination and the nominee themselves.
- 12.4.3 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.
- 12.4.4 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.
- 12.4.5 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 and Engagement Committee. Any decision taken for extending the nomination period, along with the relevant reasons, must be presented to Council.
- 12.4.6 Nominations shall be filed with the ESEO or their designate.

12.5 Campaigning

- 12.5.1 The period of campaigning may extend until the closing of polls at the discretion of the ESEO.

- 12.5.2 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 ESEO at the close of the campaigning period, and will be subject to audit.
- 12.5.3 Candidates may not use any portion of their campaign budget to provide financial or in-kind benefit as an incentive for votes.
- 12.5.4 Campaign material must be posted in accordance with UBC Building Policy.
- 12.5.5 There shall be no campaigning within ten metres of the polling booth when polls are open.
- 12.5.6 Candidates may not use Society or any email distribution lists administered by UBC, its Faculties, or Departments during their campaign.
- 12.5.7 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.
- 12.5.8 At its discretion, the Elections Policy Panel may prohibit other activities that resemble a slate.
- 12.5.9 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 Policy Panel. Such reports must be submitted to the Elections Policy Panel within twenty-four (24) hours. At its discretion, the Elections Policy Panel may approve such activities or order them to cease.
- 12.5.10 Notwithstanding the rules against slates in Policies 12.5.7 through 12.5.9 above, candidates may endorse a maximum of two other candidates.

- 12.5.11 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 ESEO 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 ESEO 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 and Engagement Committee.
- 12.5.12 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 and Engagement Committee, if the candidate does not provide a legitimate reason for their nonattendance to the committee. The decision of the Elections and Engagement Committee in discerning the legitimacy of a reason will be final. The format and the rules of the Elections Debate(s) will be determined by the Engagement and Elections Committee and candidates will be notified of the format and the rules at least three (3) business days before the Elections Debate(s).
- 12.5.13 Elections Policy Panel 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.
- 12.5.14 Candidates shall not in any way force, dishonestly influence, or materially induce a member into making a voting decision. This includes making unsubstantiated claims about other candidates, the GSS, or GSS members.
- 12.5.15 Candidates are responsible for informing themselves and anyone campaigning on their behalf as to the contents of this Policy Manual.
- 12.5.16 Candidates may be held responsible for inappropriate conduct by themselves or anyone campaigning on their behalf.
- 12.5.17 Prepared campaign materials (including but not limited to posters, pamphlets and social media posts), must be approved by the Elections Policy Panel prior to distribution.
- 12.5.18 In the event the Elections Policy Panel deems a candidate has violated a policy in their online campaign material, said candidate is required to take down or otherwise retract the material and post a notice of retraction on the same platform within twenty-four (24) hours of notification. The notice of retraction must contain the details of the infraction and be approved by the Elections Policy Panel. Failure to do so will result in disqualification from the election.

- 12.5.19 Candidates who wish to appeal a decision made against them by the Elections Policy Panel are entitled to do so, and the appeal will be reviewed by both the Elections and Engagement Committee and the Elections Policy Panel. Said candidates are also entitled to receive a response within forty-eight (48) hours of filing the appeal.
- 12.5.20 Candidates must disclose all campaign platforms that will be used for their campaign to the Elections Policy Panel. The provided platforms must be accessible to the general public from when they are nominated until the results of the election are announced.
- 12.5.21 Current Executives cannot use Society resources, which are not accessible to other candidates, to campaign for themselves and/or other candidates including but not limited to:
- (a) social media, and,
 - (b) email distribution lists.

12.6 Ballot and Voting Procedure

- 12.6.1 Ballots shall follow the format in Appendix IV; the only changes allowed are the listing of candidate names, unless approved by Council.
- 12.6.2 The ordering of candidates shall be random whenever possible.
- 12.6.3 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 ESEO.
 - (b) The purpose of "Abstain" is to allow members to decline voting for or against the candidates for a position.
- 12.6.4 Candidates for Student Senators shall be appointed by acclamation if there are only two candidates for the two (2) position openings.
- 12.6.5 The GSS shall use the SimplyVoting software for its polling purposes.
- 12.6.6 The Elections and Engagement Committee shall:
- (a) designate the ESEO 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, use an account with a unique login and password known only to the Elections and Engagement Committee, or
 - (ii) A remote administration: secure a contract for the services of the electronic voting system personnel, where the 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.

12.6.7 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.

12.7 Counting of the Votes

12.7.1 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.

12.7.2 After the polls have closed on the last day of polling, the Administrator shall collect the elections results. There shall be at least two members of the Elections and Engagement Committee present at the collection of electronic voting system results.

12.7.3 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 ESEO.

12.8 Announcing Results

12.8.1 At the conclusion of counting, the ESEO 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 seventy-two (72) hours following the closing of the polls.

12.8.2 The results are deemed official once ratified by Council.

12.9 Complaints

12.9.1 Any complaint by a member of the Society regarding the elections shall be reported in writing to the ESEO no later than five business days after a specific incident if the

complaint concerns another candidate's behavior. If the complaint concerns the general election procedure, the complaint shall be reported in writing to the ESEO no later than five business days after the preliminary announcement of the election results.

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

12.9.3 The Elections and Engagement Committee may penalize a candidate in the event of a breach of any policies outlined in this section or rules set at events held by the Elections and Engagement Committee. The Elections and Engagement 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.

12.9.4 Complaints and Appeals are to be filed using an Elections Complaint Form (Appendix VI), sent by email to the ESEO. All Elections Complaint Forms will be relayed to the Elections Policy Panel. The ESEO also reserves the right to file complaints themselves.

12.9.5 If a complaint is not within the purview of the Election Policy Panel it will be handled by the Elections and Engagement Committee.

12.9.6 If a complaint is about the ESEO or the Election Policy Panel, the complaint will instead be filed to the chair of the Governance and Accountability Committee.

12.10 Ratification

12.10.1 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.

12.11 By-elections

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

12.11.2 By-elections shall be conducted under the existing Elections Procedure and shall be conducted by the existing Elections and Engagement Committee.

12.11.3 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 thirty (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.
- (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 VP 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 and Housing Security Aid

15.1 Graduate Student Financial Aid

15.1.1 The purpose of 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 are not limited to: living expenses; prescription medications not covered by MSP, Pharmacare, and the AMS/GSS Health and Dental Plan; 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 GSFA through 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 four (4) months, except for reconsideration of an earlier submitted application, or received it during the last twelve (12) months, unless the application is for a new and unrelated matter and satisfies the condition of unforeseen circumstance. .

15.2 Housing Security Aid

15.2.1 The purpose of the Housing Security Aid (HSA) is to provide housing related support to UBC graduate students who are facing housing insecurity or challenges.

15.2.2 The HSA fund shall cover security deposit for new leases, eligible expenses arising from costs of moving houses, replacement of damaged items in a graduate student's

apartment which necessitates making another security deposit to the landlord, or costs of temporary accommodation for a graduate student who may otherwise become stranded, due to circumstances beyond their control.

- 15.2.3 The HSA covers rent increases by landlords and other housing related difficulties. Each HSA application would be considered fairly on its own merits and within its special circumstances.
- 15.2.4 The HSA fund shall not cover any of the matters and circumstances already covered by the GSFA as well as tuition and other school fees.
- 15.2.5 An applicant shall have the right to decide which of the two aids (GSFA or HSA) to apply for, depending on their needs. To this extent, no applicant shall apply for both the GSFA and HSA concurrently .
- 15.2.6 To be eligible to apply for HSA fund, the applicant must:
- (a) be enrolled as a graduate student at the University of British Columbia – Vancouver,
 - (b) not be a current GSS Executive or an employee of the GSS,
 - (c) be in real financial hardship relating to rent or other housing matters,
 - (d) be referred or recommended by the UBC Enrollment Services, and
 - (e) have not previously applied for HSA during the past four (4) months – except for reconsideration of an earlier submitted application, or received it during the last twelve (12) months preceding the application, unless the application is based on a new HSA matter.

15.3 The GSFA Adjudication Panel

- 15.3.1 The GSFA Adjudication Panel shall have the duty of administering both the GSFA and HSA funds.
- 15.3.2 The GSFA Adjudication Panel shall determine whether an applicant satisfies the eligibility requirements, and how much money will be allocated to an individual applicant.
- 15.3.3 The GSFA Adjudication Panel shall be comprised of the GSS Advocacy Coordinators, a representative from the GSS Academic and External Committee, a representative from the GSS House and Finance Committee, and the GSS General Manager. The General Manager shall preside over the meetings of the Panel. The representatives of the Academic and External Committee and House and Finance Committee shall report to their respective committees on the decision process and its results of the meetings of the GSFA Adjudication Panel. The GSS Administrative Assistant may provide clerical or

note-taking support to the GSFA Adjudication Panel, but shall not be a member of the Panel or participate in the decision-making process of the Panel.

- 15.3.4 Decision of the GSFA Adjudication Panel shall be by a unanimous vote when deciding eligibility of an applicant, but by a simple majority when deciding on the amount of funding to be awarded to a successful applicant. All the members of the GSFA Adjudication Panel shall have a right to a vote, with the exception of the General Manager, who shall only have a deciding vote in the event of a tie.
- 15.3.5 The GSFA Adjudication Panel shall be convened by the GSS Advocacy Coordinators.
- 15.3.6 A quorum of four (4) members of the GSFA Adjudication Panel must be met in order to make any decision of the Panel. In the event that the GSFA Adjudication Panel is not able to meet quorum, any member of the GSS Executives can be invited to the Panel to satisfy this requirement and such an executive member would have a voting right in the decision of the Panel;
- 15.3.7 No more than two GSS executive members shall sit on a GSFA Adjudication Panel at any given point in time.
- 15.3.8 The GSFA Adjudication Panel shall exercise reasonable discretion in the administration of the GSFA and HSA when considering applications of graduate students; however, such discretion must be exercised judicially and judiciously, and on the basis of the strength and circumstances of each application.
- 15.3.9 Members of the GSFA Adjudication Panel, or any GSS Executives called upon for the purpose of quorum, 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 tests to the GSS General Manager.
- 15.3.10 Members of the GSFA Adjudication Panel shall disclose any potential conflicts 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 a 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 recommendations by the GSS Academic and External Affairs Committee.
- 15.3.11 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 seven hundred and fifty (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 letter 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.

15.3.12 For an HSA application, the supporting documents shall include:

- (a) a cover letter explaining in concise details the need for HSA and the justification for same;
- (b) a proof of enrolment letter that the applicant is a current graduate student of the University of British Columbia - Vancouver,
- (c) a written referral or recommendation from the UBC Enrollment Services. The application must indicate that the rent or housing related hardship that the applicant is experiencing is not covered by the Emergency Fund administered by the UBC Enrollment Services, and
- (d) any other relevant supporting documents.

15.3.13 Funds are subject to availability, so not every application meeting the requirements in Policy 15.1.3 shall be approved or shall receive the full amount they requested.

15.3.14 The GSS Advocacy Coordinators will communicate the decision of the GSFA Adjudication Panel to the Applicant within four weeks of receiving complete application materials. The decision of the GSFA Adjudication Panel shall be final and there shall be no appeal to any other body of the Society.

15.3.15 An applicant whose application was rejected due to not meeting the eligibility criteria shall have a right to reconsideration of their application if they submit new or stronger supporting documents within thirty (30) days of receipt of the decision from the GSFA Adjudication Panel.

15.3.16 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 GSFA Adjudication Panel.

15.3.17 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 Affairs Committee shall decide the maximum level of financial support for any individual request.

15.3.18 The GSS Vice President University and Academic Affairs shall provide general oversight to the GSFA Adjudication Panel and can sit in the meeting of the Panel for deliberation of any applications, subject to fulfillment of the conditions stipulated in Policy 15.3.9.

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 three (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 Consumer Price Index.

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 Policy 16.3 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 (1) 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 thirteen (13) cars, and defines the GSS 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 GSS work-related purposes.
- 17.2.2 Persons permitted to park in the Lot shall agree to follow the rules specified in this policy (Section 17).
- 17.2.3 No over-night parking of any vehicle in the Lot is allowed.
- 17.2.4 No advertisement of any 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 the necessary precautions 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 the 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 will 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 and conditions herein.

17.5 Use of the Lot

17.5.1 All persons shall only use the Lot when on GSS 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 their receipt for reimbursement.

17.5.5 Any change in vehicle must be reported to the President or their designate as soon 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. Employee Guidelines

18.1 Guidelines and policies

- 18.1.1 All guidelines and policies regarding Society employees can be found in the Human Resources Manual as per Appendix XXII.

19. Appendices to the Policy Manual



Honourary Members of the Society

Appendix I. Honorary Members of the Society

First Name	Last Name	First Name	Last Name
Jeff	Alexander	Dave	Knott
Briande	Alwis	Aditi	Kolachala
David	Asdeirsson	Zoe	Lam
Bradley	Balaton	Suzie	Lavallee
Adam	Bass	Tracy	Lavin
Zohreh	Bayatrizi	James	Lawson
Aaron	Bergbusch	Dayna	Lee-Baggley
Devarsh	Bhonde	Harry	Li
Marcia	Braundy	Jenni	Liddicoat
Rob	Breton	Aaron	Loewen
Catherine	Campbell	Sarah	Lotz
Dominique	Clement	Krish	Maharaj
Robert	Clift	Natalie	Marshall
Michael	Coelli	Liuxi	Meng
Jeffrey	Colpitts	Jessica	Metters
Daniela	Constantinescu	Roger	Miller
Sabrina	Crispo	Amir	Mirsayah
Davor	Cubranic	Iddrisu	Mohammed
Nicholas	Cullingham	Satya	Mokamati
Thomas	Davis	Carolyn	Moorlag
Nicole	Dorfan	Mohsen	Nahvi
John	Dupuis	Christian	Nally
Kevin	Dwyer	Heather	Nicolson
Lincoln	Edwards	Ifeinwa	Okany
Alireza	Entesari	Tayo	Olarewaju
Jessica	Escribano	Phil	Orchard
Violeta	Fabiani	Katerina	Othonos
Mannie	Fan	Vighen	Pacadrouni
Chris	Fennel	Sarah	Park
Tim	Fisher	Antia	Parkinson
Tobias	Friedel	Andrew	Patterson
Annick	Gauthier	Heidi	Peterson
Victoria	Gomez	Tawnya	Peterson
Carey	Hill	Suresh	Pillai
Michael	Hughes	Ajay	Puri
Jay	Joseph	Pouya	Rezaeinia
Michele	Kalmar	Faiza	Rezhui
Alireza	Kamyabi	Shona	Robinson
Kimani	Karangu	Nicolas	Romualdi
Shona	Kelly	Camille	Rozen
Ed	Kim	Paul	Save
Alyssa	Kirlin	Kate	Sedivy-Haley



GRADUATE
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Honourary Members of the Society

First Name	Last Name	First Name	Last Name
Joydeep	Sengupta		
Arash	Shadkam		
Ali	Shahkarami		
Rajeev	Sharma		
Chen	Shen		
Amber	Shilling		
Aruna	Somasiri		
José	Soto		
Egidio	Spinelli		
Lily	Takeuchi		
Rong	Tang		
Thomas	Tannert		
Nathan	Taylor		
Nora	Timmerman		
David	Tompkins		
Ziba	Vaghri		
Ronnie	Wahl		
Darius	Walczak		
Mike	Weisbart		
Christina	Weismann		
Martin	Willetts		
Steve	Wilson		
Jason	Winters		
Sun	Xiulin		
Sara	Young		
Lihe	Zhang		
Nima	Zobeiry		



Declaration of Election

for Directors/Councillors of the GSS

Student Information

First Name

Last Name

Student Number

Department

Department Address & Postal Code

Phone

E-mail

Home Address & Postal Code

Position(s) held (eg. Departmental Representative, AMS, Graduate & Postdoctoral Studies Representative, Senate)

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 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.



Declaration of Election

for Directors/Councillors of the GSS

In witness of the graduate student signees below:

First Name	Last Name	Signee Student Number	Signature

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:

- Act honestly and in good faith in the best interests of the Society as a whole;
- Exercise the care of a reasonably prudent person;
- Use the utmost care and discretion in the handling of confidential and privileged information, and not use such information for personal benefit or gain;
- Not compromise the best interests of the GSS for direct or indirect personal gain, or for personal gain of another director or councillor;
- Not disclose any information discussed in an in-camera portion of a meeting of Council without the authorization of Council;
- 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.
- 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

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.



Declaration of Election

for Directors/Councillors of the GSS

- 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:

Seated at the: _____ Council meeting
(Day/Month/Year)

Unseated at the: _____ Council meeting
(Day/Month/Year)

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 Website(s): _____

Nominators:

Three (3) signatures are required. The nominators must be currently enrolled as Graduate Students at UBC.

	Name (Please Print)	Student #	Department	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____



**GRADUATE
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UBC VANCOUVER

Ballot Layout for GSS Elections

I hereby accept the nomination for the above position. I am aware of the responsibilities this position entails. I am willing to abide by must abide by the Constitution and Policies of the Graduate Student Society. I, as well as the nominators, are currently registered as Graduate Students at UBC.

Signature of Candidate: _____

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

Signature of Witness: _____

Name of Witness: _____

Date: _____

Nominations must be delivered to the GSS Office by _____.



Appendix IV. Ballot Layout for GSS Elections

UBC Graduate Student Society Elections 20____

Please make only one hole for each position. Note: If “reopen 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, External Relations

- Candidate A
- Candidate B
- Candidate C
- Reopen Nominations

Vice President, Students

- Candidate A
- Candidate B
- Candidate C
- Reopen Nominations

Vice President, University and Academic Affairs

- Candidate A
- Candidate B
- Candidate C
- Reopen Nominations



Financial and Executive Oversight Officer

- Candidate A
- Candidate B
- Candidate C
- Reopen Nominations

GSS Senator

- Candidate A
- Candidate B
- Candidate C
- Reopen Nominations



**GRADUATE
STUDENT SOCIETY**
UBC VANCOUVER

Preliminary Announcement of Election Results

Appendix V. Preliminary Announcement of Election Results

UBC Graduate Student Society Elections 20____

Date (yyyy/mm/dd):

The Engagement and Election Committee reports the following as the results of the GSS Executive Elections of 20____:

Candidates for President

Candidate A	_ votes
Candidate B	_ votes
Candidate C	_ votes
Reopen Nominations	_ votes
Total	_ votes

Vice President, External Relations

Candidate A	_ votes
Candidate B	_ votes
Candidate C	_ votes
Reopen Nominations	_ votes
Total	_ votes

Vice President, Students

Candidate A	_ votes
Candidate B	_ votes
Candidate C	_ votes
Reopen Nominations	_ votes
Total	_ votes

Vice President, University and Academic Affairs

Candidate A	_ votes
Candidate B	_ votes
Candidate C	_ votes
Reopen Nominations	_ votes
Total	_ votes

Financial and Executive Oversight Officer

○	
Candidate A	_ votes
Candidate B	_ votes
Candidate C	_ votes
Reopen Nominations	_ votes
Total	_ votes



GRADUATE
STUDENT SOCIETY
UBC VANCOUVER

Preliminary Announcement of Election Results

GSS Senator

Candidate A	_ votes
Candidate B	_ votes
Candidate C	_ votes
Reopen Nominations	_ votes
Total	_ votes

There were a total of ___ ballots cast. Attested to by:

[signature of Electoral and Student Engagement Officer]

[name], Electoral and Student Engagement Officer

Engagement and Elections Committee:

[names] [signatures]

Scrutineers:

[names] [signatures]



Appendix VI. Elections Complaints and Appeals Form

This form is to be filled out and sent to the Electoral and Student Engagement Officer (ESEO)[†] up to five (5) business days after the inciting incident.

Fields marked with a () are required, but please provide as much information as possible.*

†: Note: If your complaint is about the ESEO or the Election Policy Panel itself, please instead submit this to the chair of the Governance & Accountability Committee (G&A).

Date of incident (if applicable)

* Date submitted:

* Complainant/Appellant name:

* Complainant/Appellant email address:

Complaint/Appeal subject:

* Summary of the complaint/appeal:

If applicable, include references to the policy manual. Policies of interest: Policy 12 outlines Election Procedure, and Policy 8.5 outlines the Elections Committee Terms of Reference.

Expectations from the complainant on the resolution:

Resolution remarks from the Elections Committee (EC) (to be filled by the ESEO, EC chair or G&A chair after resolution of the complaint/appeal):



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:

Second:

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:

Second:

Result:

2.2 COMMITTEE MINUTES

BIRT the following GSS Committee minutes be approved:

Academic & External Committee:	[Date(s)]	Human Resources Committee:	
Code & Policy Committee:		AMS Caucus:	
Engagement & Elections Committee:		Graduate Council:	
Executive Committee:		Health and Dental Plan Caucus:	
Executive Oversight Committee		Strategic Planning ad-hoc Committee:	
Governance & Accountability Committee:		Indigenous Engagement ad-hoc Committee	

Mover:

Second:

Result:

3 SEATINGS

3.1 NEW COUNCILLORS

BIRT the following Seating of new Councillors be approved:

Name	Department

Mover:

Second:

Result:

3.2 EXTERNAL REPRESENTATIVES 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 seating of the following external representatives be approved:

Committee/Caucus	Nominee	Position	Vacancies
AMS Caucus		Representative	
Graduate Council		Representative	
Faculty of Arts Council		Representative	
Health and Dental Plan Caucus		Representative	

Mover:

Seconder:

Result:

3.3

3.4 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:

Committee/Caucus	Nominee	Position	Vacancies
Academic & External		Councillor	2
		Ordinary Member	1
Code & Policy		Councillor	3
		Ordinary Member	2
Engagement & Elections		Councillor	1
		Ordinary Member	3
Executive Oversight		Councillor	2
		Ordinary Member	1
Governance & Accountability		Councillor	2
		Ordinary Member	2
House Finance		Councillor	0
		Ordinary Member	0
Human Resources		Councillor	0
		Ordinary Member	0
Strategic Planning ad-hoc Committee		Councillor	1
		Ordinary Member	2
Indigenous Engagement ad-hoc Committee		Councillor or Ordinary Member	3



		Governance & Accountability Representative	1
--	--	---	---

Mover:

Second:

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:

Second:

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:

Second:

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

Time reserved for questions regarding updates below.

6.1 EXECUTIVES

6.1.1 President:

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

6.1.2 Financial Officer

- (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 Engagement & 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 Strategic Planning ad-hoc Committee

- (None submitted)

6.2.10 Indigenous Engagement ad-hoc Committee

- (None submitted)

6.2.11 AMS Caucus



- (None submitted)

6.2.12 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

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:

Second:

Result:



Terms & 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, have passed a resolution within the members of our organization to join the GSS, and hereby request the GSS Council to approve the formation of the Affiliate Organization described below.

We understand that membership as an Affiliate Organization 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.*

We invite all members of the GSS to participate in the Committee and in the activities and events it sponsors. The following have taken advantage of this opportunity by recording their position, name, email, and signature.

General

AO Name:

Contact email for the AO?
to be listed on the GSS website

AO Information

If your AO's information is on file from a previous affiliation and your information has not changed, please indicate "Same information as previous records." If this is a new application, or your information has changed, please complete this section.

☐ Same information as previous records (skip to next section)

Located: ☐ On-campus ☐ Off-campus

How old is your AO?

What is the main purpose of your AO?

What type of events does your AO hold?

How many graduate students do you represent?



Primary Contact

First Name:	
Last Name:	
Email:	
Phone:	
UBC Student #:	

Membership

Member #1:

Full Name:	
Email:	
Position:	
Student #:	

Member #2:

Full Name:	
Email:	
Position:	
Student #:	

Member #3:

Full Name:	
Email:	
Position:	
Student #:	

Member #4:

Full Name:	
Email:	
Position:	
Student #:	

Agreement to Terms & Conditions

I have read, understood, and agree to the terms and conditions ☐ Yes ☐ No

For GSS Office Use Only

Date Received:	
Date Approved in Council:	
Officer Signature:	



Terms & Conditions

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 \$500.00 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:

Contact email for the AO?
to be listed on the GSS website

Primary Contact

First Name:

Last Name:

Email:

Phone:

UBC Student #:

Event/Project Outline

Event/Project Name:

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)

Location: ☐ In-Person, ☐ Virtual

If "In-Person," specify location:

Event/Project Start Date:

Event/Project End Date:



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:

Attach 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 submit marketing material of the event/project for GSS to further promote this fund? ☐ Yes, ☐ No



**GRADUATE
STUDENT SOCIETY**
UBC VANCOUVER

Event Fund Application Form

GSS Event Fund

Reimbursement

If your application is approved, the GSS VP Students requires the event fund report, updated 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.

For GSS Office Use Only

Date Received: _____

Officer Signature: _____



Terms & Conditions

Please complete this form in as much detail as possible. This report, along with attendance sheet, updated budget, receipts, and any marketing material used must be submitted within 2 weeks of the event in order to be eligible to receive the reimbursement.

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

Receipt:

Please email receipts from your event/project in pdf or jpg/png format. This must be itemized and add up to the updated budget.

Marketing materials from the event:

This can be emailed in any format (e.g., jpg, png, heic, etc.).

For GSS Office Use Only

Date Received: _____

Officer Signature: _____

Budget for Event/Project

Project Name:

Full Name:

Date(s) of Event/Project:



Expenses

	Estimated
Site	
Totals	

Decorations	
Totals	

Marketing	
Totals	

Miscellaneous	
Hand Sanitizer	
Masks	
Totals	

	Estimated
Total Expenses	

Profit/Loss Estimate	
- loss in (RED)	
- profit in BLACK	\$0.00

Revenues

	Estimated	Status
Funds		
Totals		

Other		
Totals		

*Please do not include the funding from the GSS for which you are applying

	Estimated
Total Revenue	



Appendix XI – GSS Code of Conduct

A. Introduction

As councillors, we recognize that responsible conduct is essential to provide good governance for the University of British Columbia Graduate Student Society (UBC GSS).

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership, and collaboration.

In order to fulfil our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being active participants of the UBC GSS in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with members of the UBC GSS, staff, and the public.

B. How to Apply and Interpret this Code of Conduct

This Code of Conduct applies to the councillors of the UBC GSS as well as to committee members when working on GSS-related tasks. It is each councillor's and committee member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with members of the UBC GSS, staff, and the public.

Councillors and committee members must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by councillors and committee members in a manner that is consistent with all applicable Federal and Provincial Laws, the common law, as well as the bylaws and policies of the local government, and the UBC GSS.

C. Foundational Principles of Responsible Conduct

1. *Integrity* – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the society's interests, is lawful, truthful, and honourable.
2. *Respect* – means having due regard for others' perspectives, wishes, and rights. Conduct under this principle is demonstrated when a councillor or committee member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others.
3. *Accountability* – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when councillors or committee members, individually and collectively, accept responsibility for their actions and decisions.
4. *Leadership and Collaboration* – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a councillor or committee member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.



D. Mission Statement

"The Graduate Student Society of UBC-Vancouver advocates for, promotes, and protects the academic, social, intellectual, cultural, and recreational interests of its members" (GSS Strat Plan 2017-2021)

Based on the mission statement of the GSS, councillors and committee members are expected in the conduct of their duties to promote the society in the attainment of the vision of the society.

E. Standards of Conduct

In upholding the standards and visions of the GSS, councillors and committee members are expected to display the foundational principles outlined in this Code of Conduct. The following expand on the conduct expected of each councillor and committee member outlined in Section C.

Integrity: Integrity is demonstrated by the following conduct:

- Councillors and committee members will be truthful, honest, and open in all dealings, including those with other members of the UBC GSS, staff, and the public.
- Councillors and committee members will ensure that their actions are consistent with the shared principles and values of the UBC GSS collectively agreed to by the council.
- Councillors and committee members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the graduate student community.
- Councillors and committee members will direct their minds to the merits of the decisions before them, ensuring that they act based on relevant information and principles and in consideration of the consequences of those decisions.
- Councillors and committee members will behave in a manner that promotes public confidence in all of their dealings.
- Councillors and committee members will ensure that their actions are consistent with the rules and regulations set out by the UBC GSS and consistent with general principles of the Rule of Law.

Respect: Respect is demonstrated through the following conduct:

- Councillors and committee members will treat every person with dignity, understanding, and acceptance.
- Councillors and committee members will show consideration for every person's values, and contributions to discussions.
- Councillors and committee members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Councillors and committee members will not engage in behaviour that is insulting or abusive. This behaviour includes unwanted physical contact, verbal threats, or other aggressive actions that may cause any person harm or to feel threatened.



Accountability: Accountability is demonstrated through the following conduct:

- Councillors and committee members will be responsible for the decisions that they make and be accountable for their own actions.
- Councillors and committee members will be responsible for holding other councillors accountable for their actions.
- Councillors and committee members will listen to and consider the opinions and needs of the graduate community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
- Councillors and committee members will carry out their duties in an open and transparent manner so that the process and rationale used to reach decisions and the reasons for taking certain actions can be easily understood.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Councillors and committee members will conduct themselves in a manner that builds trust and confidence in the UBC GSS. Councillors will acknowledge that as leaders of their community, they are expected to uphold a high standard of conduct at all times including but not limited to public interactions and online interactions.
- Councillors and committee members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide the perspectives on relevant issues.
- Councillors and committee members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when they articulate their opinions on a decision.
- Councillors and committee members will calmly face challenges and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Councillors and committee members will recognize, respect, and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the graduate community at large.
- Councillors and committee members will always recognize the importance of the role of the chair of meetings and treat that person with respect.

F. Information and Confidentiality

Councillors and committee members are expected to uphold the GSS Member Confidentiality Agreement which can be found in Appendix XI of the Policy Manual. Furthermore, councillors and committee members shall respect the rules of in camera sessions in both Council and committee meetings as per Policies 3.1.8 and 7.1.10. Councillors and committee members will use GSS-approved software for sharing information virtually and hosting online meetings.



Appendix XII. 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 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 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 XIII. GSS Legal waiver form

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

THIS DOCUMENT RELATES TO:

Trip/Event/Location: _____
Date: _____
Organization: _____

**ASSUMPTION OF RISKS, WAIVER OF CLAIMS, RELEASE OF
LIABILITY AND INDEMNITY AGREEMENT**

1. Assumption of Risks

I am aware that there are potential risks inherent in my participation in the event and/or trip, which is set out and which is referred to in the rest of this document as “The Event”.

I freely and voluntarily accept and fully assume all such risks, dangers and hazards associated with The Event and the possibility of personal injury, death, violence, property damage or loss during all the time of The Event, which may result from the travel arrangements, attendance and participation in The Event and any related activities.

2. Release of Liability, Waiver of Claims and Indemnity Agreement

In consideration of entitlement to participate in The Event referred to above, I hereby agree as follows:

- (a) To waive any and all claims that I have or may have in the future against the University of British Columbia, the Graduate Student Society of UBC Vancouver, and their respective directors, officers, faculty, staff, volunteers, agents, trainees, employees, representatives, successors and assigns (all of whom are hereinafter collectively referred to as “the Releasees”) and to release the Releasees from any and all liability for any loss, damage, injury or expense that I may suffer, or that members of my family may suffer as a result of or arising out of any aspect of my participation in The Event due to any cause whatsoever, including negligence or breach of contract on the part of the Releasees with respect to any aspect of the organization, execution or operation of The Event, or in respect of the provision of or the failure to provide any warnings, directions, instructions or guidance as to participation in The Event;
- (b) To hold harmless and indemnify the Releasees from any and all liability for any loss, damage, injury or expense to any third party resulting from participation in The Event



3. Limited Exception

I understand that, notwithstanding any other provision of this agreement, I shall not be prevented from making any claim against or commencing any legal action against the owner and/or operator of a motor vehicle which is validly insured by the Insurance Corporation of British Columbia against liability for the negligent operation of that motor vehicle, provided that:

- (a) I understand that this limited exception is intended only to provide me with the possibility of recovery of monies potentially available via the Releasees by virtue of their entitlement to such automobile liability coverage;
- (b) Any recovery which I might achieve pursuant to this exception shall not exceed the coverage limits of the material policy or policies of automobile liability insurance.

4. General Provisions

- (a) This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity;
- (b) This agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia;
- (c) Any litigation involving the parties to this agreement shall be brought within the Province of British Columbia.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS 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 XIV. 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.

Date:

Submitted by:

What type of change is this? <input type="checkbox"/> Amending an existing policy <input type="checkbox"/> Addition of a new policy <input type="checkbox"/> Removal of a policy	
Original Policy #:	New Policy # (if applicable):
Proposed Revised Policy:	
Rationale Behind Proposed Changes:	



Appendix XVI.

As of 2021-04-15:

Name of Academic Unit:	Number of Departmental Representatives:
Biomedical Engineering	1
Chemical and Biological Engineering	1
Civil Engineering	2
Clean Energy Research Centre	1
Electrical & Computer Engineering	2
Materials Engineering	1
Mechanical Engineering	2
Mining Engineering	1
Architecture	2
Community and Regional Planning	1
Nursing	2
Audiology and Speech Sciences (School of)	1
Biochemistry and Molecular Biology (Department of)	1
Cell and Developmental	1
Experimental Medicine	1
MD/PhD Program	1
Medical Genetics (Department of)	1
Neuroscience (Division of)	1
Obstetrics and Gynecology (Department of)	1
Oncology	1
Pathology and Laboratory Medicine (Department of)	1
Pharmacology and Therapeutics (Department of)	1
Population and Public Health (School of)	2
Rehabilitation Sciences	1
Physical Therapy	2
Occupational Therapy	1
Surgery (Department of)	1
Bioinformatics	1
Botany	1
Chemistry	2
Computer Science	1
Earth, Ocean and Atmospheric Sciences	1
Genome Science and Technology	1
Institute for Resources, Environment and Sustainability	1
Institute for the Oceans and Fisheries	1
Mathematics	1
Microbiology and Immunology	1
Physics and Astronomy	1
Statistics	1



GSS Academic Units and Departmental Representatives List

Zoology	1
Allard School of Law	1
Centre for Cross-Faculty Inquiry in Education	1
Curriculum and Pedagogy	1
Educational and Counselling Psychology, and Special Education	2
Educational Studies	2
Language and Literacy Education	1
Professional Development & Community Engagement	2
School of Kinesiology	1
Anthropology	1
Art History, Visual Art and Theory	1
Institute of Asian Research	1
Asian Studies	1
Central, Eastern and Northern European Studies	1
Classical, Near Eastern and Religious Studies	1
Economics	1
English	1
French, Hispanic and Italian Studies	1
Gender, Race, Sexuality and Social Justice	1
Geography	1
History	1
Journalism	1
Library, Archival and Information Studies	2
Linguistics	1
Music	1
Philosophy	1
Political Science	1
Psychology	1
Public Policy and Global Affairs	1
Social Work	1
Theatre and Film	2
Commerce	1
Dentistry	1
Forestry	2
Land and Food Systems	2
Pharmaceutical Sciences	1



Appendix XX: Executive Transition

The following policy describes the tasks involved in “executive transition” as well as provides EOC with a basis to determine the extent of how much transition honouraria should be offered to each executive based on completion of the tasks.

The **comprehensive transitional report** shall be worth (40%) of the amount of the transitional honorarium and shall include but not be limited to:

- (a) a comprehensive description of each committee the Executive member sits on, including discussions of the committee’s work in the previous year and of the current items on the committee’s agenda, along with suggestions for the direction of the committee in the coming year;
- (b) information about the student staff positions directly associated with the Executive member (e.g. Assistants), including information on the current roles of each staff position and suggestions for the positions in the coming year;
- (c) a review of important issues that came up in the media during the previous year, including enough information to make the incoming Executive member familiar with the issues;
- (d) a review of the successes and failures of projects and new initiatives of the outgoing Executive member, including suggestions for improvements; and
- (e) a timeline indicating when events are to take place and by what dates tasks need to be completed.

The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year and must not be simply a copy of a previous year’s transitional report.

The **training of the incoming Executive member** shall be worth (15%) of the amount of the transitional honorarium and shall include but not be limited to:

- (a) introduction to the staff, especially the staff members with whom the Executive member works particularly closely;
- (b) familiarization of the incoming member with day-to-day tasks;
- (c) attendance of both the incoming and outgoing member at no less than three (3) meetings of Standing Committees the member sits on; and
- (d) for those Executive members who are also signing officers, arrangement of instruction by the Financial Controller on appropriate procedures for reviewing cheques and the related supporting documentation.

Consultation on Executive matters after the incoming Executive has taken office shall be worth (15%) of the amount of the transitional honorarium and shall include, but not be limited to, informing the incoming Executive member of any outstanding issues to be resolved and work to be completed.

Organization of the office and physical or computer files shall be worth (15%) of the amount of the transitional honorarium and shall include but not be limited to:

- (a) organizing the outgoing member’s paper and computer files, including e-mail files, by the time the incoming Executive member takes office;
- (b) removing all personal belongings of the outgoing Executive by the time the incoming Executive member takes office;
- (c) ensuring the availability of all required access, and returning GSS equipment by the time the incoming Executive member takes office; and
- (d) organize and clean the physical office space as directed by EOC.

Assisting in position reviews shall be worth (15%) of the amount of the transitional honorarium and shall include, but not be limited to, taking part in reviews for any relevant position that the incoming Executive member thinks need to be reviewed.



Appendix XXI

1. Objective

- 1.1 This addresses conflicts between Councillor(s) and/or committee member(s) (referred to hereafter as the *complainant(s)*) to Councillor(s) and/or committee member(s) and/or a committee/caucus (referred to hereafter as the *complainee(s)*).
- 1.2 Complaints shall be addressed to the respective committee/caucus Chair if applicable.
- 1.3 Conflict Resolution at the GSS shall adhere to the procedures listed in section two of this appendix.
- 1.4 Conflicts directed towards an Executive Officer shall be directed to the Executive Oversight Committee as per Policy 8.6.2.(j).

2. Procedure

- 2.1 A complaint shall be lettered by the complainant and sent to the Governance and Accountability Committee Chair. The letter must cover the following topics:
 - (a) The complainee and their email (if known)
 - (b) What the conflict entails, including dates and whether it is a reoccurring issue
 - (c) References to the Code of Conduct, Policy Manual, and/or Bylaws (when possible)
 - (d) Provision of supporting documents as attachments (such as emails, screenshots, or other forms of evidence)
 - (e) Whether the complainant would like to undergo mediation or if submitted exclusively to the Governance and Accountability Committee as a notification of misconduct to be recorded and filed
- 2.2 The Governance and Accountability Committee Chair shall select a mediator to oversee the complaint. The mediator shall:
 - (a) be a Chair of a Committee or Caucus, or a Deputy Chair if no Chair is suitable,
 - i. The following shall be the ordering for complaint mediators if there is a conflict in the previous committee as a candidate for overseeing the complaint:
 - a. Governance and Accountability Committee
 - b. Executive Oversight Committee
 - c. Human Resources Committee
 - d. Code and Policy Committee
 - e. Engagement and Elections Committee
 - f. Academic and External Affairs Committee
 - g. In the cases where a Chair or Committee is the subject of the complaint, Executives may be asked to take on this role.



- (b) not have a conflict of interest, such as being named within the complaint, or having a personal relationship outside of GSS business with a complainee, such as being a friend or roommate,
- (c) be familiar with mediation concepts, including having read relevant GSS policies, and/or having been exposed to GSS mediation training, and
 - i. Important mediation concepts include neutrality, ability to hear both sides, and motivation to resolve the dispute in a way that satisfies both sides.
- (d) be obligated to take on this mediation role as part of their duties as a Chair/Deputy Chair/Executive.
 - i. Extenuating circumstances or a conflict-of-interest may relieve the mediator of this duty.

- 2.3 Mediator selection will be done within three business days of receiving complaint. The Governance and Accountability Committee will email all parties to introduce the mediator. Parties will have three business days to notify the Governance and Accountability Committee of any issues, including conflict-of-interest, that may have been missed.
- 2.4 Mediator will request a meeting from the complainant to be scheduled within five (5) business days of appointment of Mediator.
- 2.5 Mediator will request a meeting with the complainee to be scheduled within five (5) business days of the completion of the previous meeting.
- 2.6 After both meetings, the Mediator will write a “memorandum of understanding” within five (5) business days. This MOU will contain:
- (a) the subject of the complaint as understood by the Mediator, and
 - (b) proposed outcome of the situation.
- 2.7 If agreed and signed by all members involved within three (3) business days, the resolution stands, and the complaint is considered completed. Completed files will be sent to the Governance and Accountability Committee Chair for storage. These files are confidential and shall stay within a digital folder only accessible to the Governance and Accountability Committee.
- 2.8 If there is a disagreement, the disagreeing member(s) may submit amendments. These amendments will be considered by the mediator. If they stand, they may be submitted and the count of the three (3) business days will restart. Changes to the document may not be made after ten (10) business days.
- 2.9 If no solution can be found, in that either the complainant or complainee, or both, reject the MOU, a grievance hearing will be held between the members and the Mediator, who will chair this meeting. There shall be two other Committee Chairs or Deputy Chairs selected by the Mediator who are not in conflict and agree to a written statement that they are not (these members, as well as the original Mediator, shall be known as the Panel). The Panel shall take the following actions:
- (a) Hold a fair hearing with the complainant and complainee present.
 - (b) Ask the complainant and/or complainee questions related to the complaint and ask for further evidence or relevant information that may inform their decision, if required.
 - (c) Deliberate *in camera* and write a resolution that also contains its reasoning.
 - (d) The Panel shall vote on the resolution, with a simple majority needed for it to pass.



- (e) Formulate a Resolution that shall be sent out to the President & all involved parties within three (3) business days of its certification by the aforementioned simple majority vote of the Panel.
 - i. The Resolution from the Panel is considered final. If solution needs to be voted on by Council, this must take place at the next available council.
 - ii. Further deliberations will only be considered for conflict-of-interest reasons.

3. Data Storage

- 3.1 All documents and data related to the Conflict Resolution process shall be kept in a private Microsoft Teams channel titled "Conflict Resolution" within the Governance and Accountability Team, visible only to the Governance and Accountability Committee Chair.
- 3.2 Conflict Resolution process documents may be shared by the Governance and Accountability Committee with others directly involved in the Conflict Resolution process as required.
- 3.3 Documents should be kept for a maximum of one (1) year after resolution, after which they should be deleted from the Governance and Accountability Committee Conflict Resolution channel file system.

Appendix XXII. Human Resources Manual

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INTRODUCTION

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

The revised contents of this handbook were approved by GSS Council on November 25, 2019 as required by the GSS Policy. This handbook is subject to modification as changes of intent, interpretation, as well as government legislation will occur periodically. These changes will be brought forward to Council for approval as they occur.

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

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

1. DEFINITIONS

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

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

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

ESA – Employment Standards Act of BC

Executive - An elected student executive of the GSS

GM – General Manager for the GSS

GSC – Graduate Student Centre

GSS – The Graduate Student Society of UBC

HR – The GSS Human Resources Committee

HF – The GSS House Finance Committee

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

In camera – A closed and private session

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

UBC – The University of British Columbia, Vancouver Campus

2. EMPLOYEE CATEGORIES

2.1 Full Time Regular

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

2.2 Part Time Regular

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

2.3 Casual

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

2.4 Probationary

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

2.5 Sessional

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

2.6 Contract or Term

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

2.7 Volunteer

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

3. EMPLOYMENT EQUITY AND HUMAN RIGHTS

3.1 Employment Policy

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

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

3.2 Health and Safety

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

4. HIRING PROCEDURES

4.1 Immediate Family

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

4.2 General Hiring Procedures

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

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

4.3 Hiring Procedure for Full Time and New Positions

The following is not applicable to 4.2.

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

4.4 Miscellaneous Considerations:

- a) It is HR policy that contract renewal dates not be set over the winter holidays. Therefore, hiring of positions with annually reviewed contracts will not be conducted during December or the beginning of January.
- b) It is HR policy to ensure that contracts do not end one month before, or one month after, executive transition.
- c) All GSS employees must have a contract, regardless of the length of employment or

position.

4.5 Procedures for Offering Employment

4.5.1 Offer of Employment for Employees with Valid SIN

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

4.5.2 Offer of Employment for Employees without a Valid SIN

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

4.5.3 International Applicants

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

4.5.4 Payroll Processing Forms

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

4.6 Confidentiality Agreement

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

5. HOURS OF WORK

5.1 Hours per Week

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

5.2 Lunch and Coffee Breaks

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

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

5.3 Overtime

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

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

5.4 Flextime

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

6. LEAVE/TIME OFF

The following only applies to full-time regular employees.

6.1 Sick Leave

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

6.2 Excess Sick Leave Needed

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

6.3 Family Responsibility Leave

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

6.4 Medical and Dental Appointments

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

6.5 Leave of Absence

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

Please note that the GSS cannot guarantee the availability of an employee's specific position if they choose to take extended leave of absence. If the employee's position is no longer available, the GSS will make every effort to place the person in a comparable position upon their return to

work.

6.6 Jury Duty

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

6.7 Parental Leave

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

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

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

6.8 Voting Time

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

7. VACATION

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

7.1 Paid Vacation Benefit

Employees shall receive a vacation benefit as follows:

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

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

7.2 Employment Year

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

7.3 Carrying Over

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

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

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

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

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

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

7.4 Probationary Period

Employees may not take vacation during their probationary period.

7.5 Separation

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

the final pay.

7.6 Statutory Holidays

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

The GSS observes the following holidays:

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

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

8. PERFORMANCE REVIEW

8.1 Annual Performance Review

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

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

8.2 Probationary Review

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

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

8.3 Training Period

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

9. PROBLEM RESOLUTION

9.1 Unsatisfactory Performance

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

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

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

9.2 Discipline

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

9.3 Separation

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

9.3.1 Exit Interview

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

9.3.2 Final Payment

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

9.3.4 GSS Property

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

9.3.5 Terminations

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

- No notice or severance

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

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

10. SALARIES

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

10.1 Process for Salary Increases (Full Time Employees)

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

10.2 Process for Determining Salary (All Part-Time Employees)

Salaries for all part-time employees will be set based on the tasks performed, as described by the following Tier system:

Tier	Description	Example Positions
1	Involves routine tasks of limited complexity, with any necessary training provided on-the-job; the employee is only required to exercise limited judgement and make infrequent low impact decisions.	Event Production Assistant (EPA)
2	Involves office or library support tasks such as entering data, keeping records, or assisting with creating reports.	-
3	Involves performing routine tasks of moderate complexity which fall within well-defined guidelines but typically require previous experience, exercising initiative, and some judgment, such as performing literature searches, student service and outreach activities, or assisting in marketing or website maintenance.	Online Communication Assistant, Peer Support Specialist, Advocacy Coordinator.
4	Involves duties that require extensive knowledge of a discipline, such as statistical analysis, writing reports and interviewing, or coordinating communications strategies. Can exercise judgment and make decisions with little guidance.	Policy Assistant, Digital Communications Coordinator, Survey Coordinator

HR shall revise the base hourly wages for each tier every month of August in consultation with HF and considering the rates of the Work Learn program. To maintain internal equity of compensation in the organization, wages for positions within each tier should be equal. The new rates shall become effective September 1st.

The base hourly wage is subject to bonuses as determined by HR.

11. TRAVEL EXPENSES

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

11.1 Car Mileage

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

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

11.2 Out of Town Air Fares and Accommodation

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

11.3 Out of Town Meals

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

11.4 Tipping

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

11.5 Out of Town Long Distance Calls

Employees are expected to use a phone card.

11.6 Out of Town Ground Transportation

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

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

11.7 Parking Fees

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

11.8 Traffic Fines

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

11.9 Conferences

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

12. COURSE FEE SUBSIDY

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

Full-time employees:

Upon successful completion of an approved course, the GSS will reimburse the employee for up to 100% of the cost of tuition, course related texts, and examination fees (receipts required). It will be outlined in individual contracts as to the total amount an employee can claim per period. The total amount will be defined by HF. Please note that reimbursement does not apply to equipment, student fees, thesis filing fees, publication costs, supplemental courses/examinations, and graduation fees. The tuition subsidy is provided in recognition of the fact that additional training will benefit both the employee and the GSS; therefore, if the employee resigns within one (1) year of completion of the subsidized course, they must reimburse the GSS for part of the tuition subsidy. The amount of the reimbursement will depend on when the employee resigns within the year after completion of the course. For example, if the employee resigns eight (8) months (or two thirds of a year) after completion of the course, they must reimburse the GSS for one third (1/3) of the cost. If the employee resigns three months (or one quarter of a year) after completion of the course, they must reimburse the GSS for three quarters (3/4) of the cost.

Part-time and Work Learn employees:

Work Learn students and part-time staff members who have worked for GSS after April 2022 are eligible to apply for the Professional Development Fund. The amount of funding available to an employee is dependent on their employee contract length and will be converted correspondingly, and each individual can get up to \$200 within a fiscal year. Please note that reimbursement does not apply to equipment, student fees, thesis filing fees, publication costs, supplemental courses/examinations, and graduation fees. The amount of funding available will be based on a percentage of accumulated work months. The funding available each fiscal year cannot carry over to future years.

Application process:

Employees who meet the eligibility criteria may apply for the Professional Development Fund by submitting an application to their direct supervisor or General Manager. The application should include the details of the professional development activity engaged which should be related to the person's position. The direct supervisor or General manager should review the application and provide a recommendation to the HR Committee for approval. The HR Committee will review the application and provide a final decision within two weeks of receipt. Written approval must be given by the HR on the recommendation of the direct supervisor or GM prior to registration and the course fee receipts must be submitted within three (3) months of completion to qualify for the subsidy.

13. MISCELLANEOUS

13.1 Confidentiality

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

13.2 Employee Records

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

13.3 Office Security

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

13.4 Picket Lines

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

13.5 Media

13.5.1 General Protocol

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

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

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

13.6. CONFLICT OF INTEREST

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

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

13.6.1 Gifts and Other Complimentary Items

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

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

13.6.2 Outside Employment

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

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

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

14. PERSONAL CONDUCT

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

14.1 Service Standards

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

14.2 Absence and Lateness Reporting

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

14.3 Severe Weather

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

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

14.4 Power Outages and Closed Campus

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

14.5 Telephone Use

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

14.6 Smoking Policy

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

15. RESPONSIBLE USE OF COMPUTERS

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

15.2 Computer Software

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

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

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

Other prohibited activities include but are not limited to:

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

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

15.3 Computer Hardware

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

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

15.4 Electronic Communication

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

Although permitted by law, the GSS shall not monitor the e-mail or files of employees or elected officials without their knowledge, except in very unusual circumstances including, but are not limited to: suspected criminal activity, excessive attachment size or server space, virus infection,

etc.

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

16. DISCRIMINATION AND HARRASSMENT

16.1 Introduction

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

- When submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or status at the GSS;
 - When submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.
- II. Personal Harassment is harassment, workplace bullying or discrimination based upon personal characteristics or circumstances that are unrelated to a person's ability to do the job.

16.2 Confidentiality

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

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

16.3 Prevention and procedure for dealing with complaints

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

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

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

16.3.1 Prevention and Informal Resolution

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

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

16.3.2 Mediation

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

16.3.3 Informal Complaints

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

I. Committees

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

II. Employees

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

16.3.4 Written Complaints

I. Committees

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

II. Employees

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

16.3.5 Formal Complaints

I. Committees

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

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

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

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

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

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

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

II. Employees and Volunteers

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

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

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

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

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

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

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

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

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

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

III. Appeal

Employees may appeal to a mediator or an arbitrator.

16.4 Penalties and Discipline

I. Committees

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

II. Employees

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

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

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

16.4.1 No Retaliation

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

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

16.5 Education and prevention

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

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

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

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

GRADUATE
STUDENT SOCIETY –
UBC VANCOUVER

PERSONNEL POLICIES AND PROCEDURES HANDBOOK

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

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

Signature

Date

