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

(c) GSS Executive Conflict Resolution Policy

(d) GSS Human Resources Manual

(e) GSS Position Statement 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 committee meeting minutes are maintained,

(e) ensure the bylaws and policy manuals are up to date,

(f) serve as proxy for the VP Students to administer the GSS Event Fund,

(g) set the date for the election,

(h) ensure the Parking policies are followed, and

(i) 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 5.

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.

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 %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 appointed 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 events 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 fulfil 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:

- support executive professional development and the development of communications channels between Executive Officers and with other relevant parties in the university,

- develop assessment criteria for the performance evaluations of Executive Officers,

- 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,

- conduct one initial goal review session and two formal performance evaluations:
  - initial goal review session in June,
  - midterm performance evaluation in November, and
  - final performance evaluation in March.

- 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. **Graduate Student Financial Aid and Housing Security Aid**
14.1 Graduate Student Financial Aid

14.1.1 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.

14.1.2 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.

14.1.3 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.

14.2 Housing Security Aid

14.2.1 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.

14.2.2 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.

14.2.3 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.

14.2.4 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.
14.2.5 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.

14.2.6 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.

14.3 The GSFA Adjudication Panel

14.3.1 The GSFA Adjudication Panel shall have the duty of administering both the GSFA and HSA funds.

14.3.2 The GSFA Adjudication Panel shall determine whether an applicant satisfies the eligibility requirements, and how much money will be allocated to an individual applicant.

14.3.3 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.

14.3.4 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 having 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.

14.3.5 The GSFA Adjudication Panel shall be convened by the GSS Advocacy Coordinators.
14.3.6 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;

14.3.7 No more than two GSS executive members shall sit on a GSFA Adjudication Panel at any given point in time.

14.3.8 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.

14.3.9 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.

14.3.10 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.

14.3.11 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.

14.3.12 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.

14.3.13 Funds are subject to availability, so not every application meeting the requirements in Policy 14.1.3 shall be approved or shall receive the full amount they requested.

14.3.14 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.

14.3.15 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.

14.3.16 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.

14.3.17 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.

14.3.18 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 14.3.9.

15. **Capital Projects Improvement Fund**

15.1 **Definition**

15.1.1 The Society shall operate a financial reserve, called the Capital Projects Improvement Fund (CPIF).
15.2 Intention and Purpose

15.2.1 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.

15.3 Definition of Capital Projects Improvements

15.3.1 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.

15.4 Operation and Procedure

15.4.1 The CPIF shall be funded by an annual fee collected from each ordinary member.

15.4.2 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.

15.4.3 CPIF funds must be recorded and accounted for separately from the Society’s operating funds.

15.4.4 The funds must be invested in a secure account with no delay to access.

15.4.5 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.

15.4.6 Approval of projects that meet the criteria outlined in Policy 15.3 and withdrawals from the CPIF are at the discretion of Council.

15.4.7 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.

15.4.8 A report shall be given to Council after completion of the project.
Available money not spent during one (1) fiscal year will remain in the CPIF and may be spent in following years.

16. Parking Policy

16.1 Purpose

16.1.1 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.

16.2 Basic Principles as per UBC Lease Agreement

16.2.1 The parking spaces in the Lot are to be used only for GSS work-related purposes.

16.2.2 Persons permitted to park in the Lot shall agree to follow the rules specified in this policy (Section 17).

16.2.3 No over-night parking of any vehicle in the Lot is allowed.

16.2.4 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.

16.2.5 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.

16.2.6 The Society shall maintain the existing paved surface and/or drainage within or outside the Lot.

16.2.7 No garage business, car-washing activities, repairing, lubricating or maintenance services of motor vehicles shall be allowed on the Lot.

16.3 Responsibilities

16.3.1 The President or their designate shall oversee and assign parking decals on an annual basis.

16.3.2 The President or their designate shall assign the parking spaces and maintain a waiting list for additional requests.

16.4 Applications and Procedures

16.4.1 Application forms are available at the front desk of the Society.

16.4.2 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.
16.4.3 Koerner’s Pub staff may arrange to park in the Lot with prior consent from the Society.

16.4.4 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.

16.4.5 Upon approval of a parking application, a parking decal will be assigned.

16.4.6 In the event a person’s parking privileges are revoked, the person’s parking decal will be cancelled.

16.4.7 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.

16.5 Use of the Lot

16.5.1 All persons shall only use the Lot when on GSS related duties and businesses.

16.5.2 Parking decals are non-transferable.

16.5.3 An authorized parking decal must be displayed unobstructed in the upper driver’s side corner of the front windshield, when parking in the Lot.

16.5.4 If spaces in the Lot are full, the permit holder may use a public parking lot and submit their receipt for reimbursement.

16.5.5 Any change in vehicle must be reported to the President or their designate as soon as possible.

16.5.6 The President or their designate will monitor the Lot.

16.6 Penalties

16.6.1 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.

16.7 Liability

16.7.1 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.

17. Employee Guidelines

17.1 Guidelines and policies
17.1.1 All guidelines and policies regarding Society employees can be found in the GSS Human Resources Manual.
18. Appendices to the Policy Manual
Appendix I. Honorary Members of the Society

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<tr>
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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:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Signee Student Number</th>
<th>Signature</th>
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**Statement of Office:**

I, as a Director and Councillor of the GSS of UBC Vancouver, to the best of my ability, in accordance with the extant version of the GSS Bylaws, shall:

a) Act honestly and in good faith in the best interests of the Society as a whole;

b) Exercise the care of a reasonably prudent person;

c) Use the utmost care and discretion in the handling of confidential and privileged information, and not use such information for personal benefit or gain;

d) Not compromise the best interests of the GSS for direct or indirect personal gain, or for personal gain of another director or councillor;

e) Not disclose any information discussed in an in-camera portion of a meeting of Council without the authorization of Council;

f) Promptly and fully disclose any direct or indirect interest in a proposed contract or transaction of Council, and the nature and extent of the interest.

g) Attend Council meetings, with the understanding that if absent for three consecutive Council meetings, 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.
• 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.

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

Signature of Candidate: __________________________________________________________

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

Signature of Witness: __________________________________________________________

Name of Witness: __________________________________________________________

Date: ___________________________________________________________________

Nominations must be delivered to the GSS Office by ____________.
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
Ballot Layout for GSS Elections

Financial and Executive Oversight Officer

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

GSS Senator

- Candidate A
- Candidate B
- Candidate C
- Reopen Nominations
Appendix V. Preliminary Announcement of Election Results

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

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### Vice President, Students

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<tr>
<td>Candidate A</td>
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<tr>
<td>Candidate B</td>
<td></td>
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<tr>
<td>Candidate C</td>
<td></td>
</tr>
<tr>
<td>Reopen Nominations</td>
<td></td>
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<tr>
<td>Total</td>
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</tbody>
</table>

### Vice President, University and Academic Affairs

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
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<tr>
<td>Candidate A</td>
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<tr>
<td>Candidate B</td>
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<tr>
<td>Candidate C</td>
<td></td>
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<tr>
<td>Reopen Nominations</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</table>

### Financial and Executive Oversight Officer

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Votes</th>
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<tbody>
<tr>
<td>Candidate A</td>
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<td>Candidate B</td>
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<tr>
<td>Candidate C</td>
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<tr>
<td>Reopen Nominations</td>
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<td>Total</td>
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</table>
## Preliminary Announcement of Election Results

### GSS Senator

<table>
<thead>
<tr>
<th>Candidate</th>
<th>_ votes</th>
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<tbody>
<tr>
<td>Candidate A</td>
<td></td>
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<tr>
<td>Candidate B</td>
<td></td>
</tr>
<tr>
<td>Candidate C</td>
<td></td>
</tr>
<tr>
<td>Reopen Nominations</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

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: 
Seconder: 
Result: 

TERRITORIAL ACKNOWLEDGEMENT

President:

INTRODUCTIONS

Introductions.

1 EXPEDIENT MATTERS

At the discretion of the President, the following are deemed urgent matters for Council and are presented at the beginning of Council (not exceeding 10mins):

1.1 NAME OF GUEST PRESENTATION

Group Responsible: Name of guest(s)
Description: Add a description.
Time: XX minutes
Supporting Documents: Examedocument.jpg

2 APPROVAL OF CONSENT AGENDA

2.1 APPROVAL OF CONSENT AGENDA

BIRT the following Agenda items be approved as presented as part of a Consent Agenda:
• 2.2 GSS Council Minutes
• 2.3 Committee Minutes
• 2.4 Seating of New Councillors

Mover: | Seconder: | Result:

2.2 GSS COUNCIL MINUTES
BIRT the following GSS Council minutes be approved:

• Eg. February 25, 20XX
• Eg. March 20, 20XX

2.3 COMMITTEE MINUTES
BIRT the following GSS Committee minutes be approved:

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

2.4 NEW COUNCILLORS
BIRT the following Seating of new Councillors be approved:

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

3 SEATINGS

3.1 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:
### 3.2 COMMITTEE SEATINGS

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

**BIRT** the following Committee seatings be approved:

<table>
<thead>
<tr>
<th>Committee/Caucus</th>
<th>Nominee</th>
<th>Position</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic &amp; External Councillor</td>
<td></td>
<td>Councillor</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>1</td>
</tr>
<tr>
<td>Code &amp; Policy Councillor</td>
<td></td>
<td>Councillor</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>2</td>
</tr>
<tr>
<td>Engagement &amp; Elections Councillor</td>
<td></td>
<td>Councillor</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>3</td>
</tr>
<tr>
<td>Executive Oversight Councillor</td>
<td></td>
<td>Councillor</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>1</td>
</tr>
<tr>
<td>Governance &amp; Accountability Councillor</td>
<td></td>
<td>Councillor</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>2</td>
</tr>
<tr>
<td>House Finance Councillor</td>
<td></td>
<td>Councillor</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>0</td>
</tr>
<tr>
<td>Human Resources Councillor</td>
<td></td>
<td>Councillor</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ordinary Member</td>
<td>0</td>
</tr>
</tbody>
</table>

Mover: ........................................ Seconder: ...................... Result: 

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

BIRT the following Committee seatings be approved:

<table>
<thead>
<tr>
<th>Committee/Caucus</th>
<th>Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 MATTERS FOR DECISION

4.1 [NAME OF MATTER 1]

Group Responsible: Example group.
Description: Add a description.
Time: XX minutes
Supporting Documents: Exampledocument.jpg

WHEREAS clause
WHEREAS clause
BIRT clause

Mover: Seconder: Result:

4.2 [NAME OF MATTER 2]

Group Responsible: Example group.
Description: Add a description.
Time: XX minutes
Supporting Documents: Exampledocument.jpg

WHEREAS clause
WHEREAS clause
BIRT clause

Mover: Seconder: Result:
5  MATTERS FOR DISCUSSION

5.1  [NAME OF MATTER 1]

  Group Responsible: Example group.
  Description: Add a description.
  Time: XX minutes
  Supporting Documents: Exampledocument.jpg

  WHEREAS clause
  WHEREAS clause
  BIRT clause

  Mover:  Seconder:  Result:

5.2  [NAME OF MATTER 2]

  Group Responsible: Example group.
  Description: Add a description.
  Time: XX minutes
  Supporting Documents: Exampledocument.jpg

  WHEREAS clause
  WHEREAS clause
  BIRT clause

  Mover:  Seconder:  Result:

6  MATTERS TO NOTE

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 AMS Caucus
Appendix VII: GSS Council Agenda

Date | Location | X:00 am/pm

- (None submitted)

6.2.10 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:          Seconder:          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: 

GSS Event Fund - Appendix IX
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
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: 
## Project Name:

## Full Name:

## Date(s) of Event/Project:

### Expenses

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<thead>
<tr>
<th>Site</th>
<th>Estimated</th>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>Totals</strong></td>
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<table>
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</tr>
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### Revenues

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<td><strong>Totals</strong></td>
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<th>Other</th>
<th>Estimated</th>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
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</tbody>
</table>

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

### Estimated Totals

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>$0.00</strong></td>
<td></td>
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</tbody>
</table>

### Profit/Loss Estimate

- Loss in (RED)
- Profit in BLACK

$0.00
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 to cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.

8. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

_________________________________________  _________________________________________  _________________________
Member’s Name (printed)  Signature of Member  Date
GSS Member Confidentiality Agreement

Personal Information Protection

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

(Please print name)

As a Member of the GSS, I understand that I have a legal obligation to protect personal information and other kinds of restricted information as defined in the Personal Information Protection Act of British Columbia. In accordance with the Protection of Privacy Act, I agree to protect from unauthorized uses and disclosures all restricted information, including personal information, to which I have access in the course of any of my paid or volunteer activities with GSS. I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my paid or volunteer responsibilities. I agree that I will only disclose personal information as permitted by law. When I become aware of personal information that is lost, shared in an unauthorized way, or any other form of privacy breach I understand I am required to notify the GSS’s General Manager immediately. I understand that discipline or sanctions, up to and including possible removal from the Society, may result if I access, collect, use, disclose, or dispose of personal information that contravenes legal obligations or the GSS’s established policies and procedures. I understand that the obligations of this Agreement will survive the termination of my paid or volunteer activities at the GSS and that failure to keep confidential the personal information of individuals is grounds for appropriate disciplinary and/or legal action. By my signature I acknowledge that I have read and will abide by this agreement.

_________________________________  ___________________________  ____________
Member’s Name (printed)        Signature of Member           Date
GSS Employee Confidentiality Agreement
Confidential Information and Proprietary Data

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

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

The Employee agrees to the terms of this agreement:

1. The Employee acknowledges that, in the course of employment by the Employer, the Employee has, and may in the future, come into the possession of certain confidential information belonging to the Employer including but not limited to plans, calculations, concepts, manuals, drawings, photographs, processes, specifications, instructions, research, reports, emails, survey results, identity and description of computerized records, membership and customer lists, supplier identity, marketing plans, financial information, business plans, costs, pricing information, and all other concepts or ideas involving or reasonably related to the operations or prospective business of Employer, or information received by the Employer as to which there is a bona fide obligation, contractual or otherwise, on Employer's part, not to disclose same.

2. The Employee hereby covenants and agrees that he/she/they will at no time, during or after the term of employment, use for his/her/their own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.

3. Upon termination of employment, the Employee will maintain the confidentiality of all documents related to the GSS in perpetuity if they are unable to destroy them, including, but not limited to, reports, manuals, drawings, diagrams, blueprints, correspondence, customer lists, computer programs, and all other materials and all copies of such materials, obtained by the Employee during employment.

4. Violation of this agreement by the Employee will entitle the Employer to an injunction to prevent such competition or disclosure, and will entitle the Employer to other legal remedies, including attorney's fees and costs.
5. This agreement shall be governed by the laws of British Columbia.

6. If any part of this agreement is judged invalid, illegal or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

7. This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators and assignees. No person shall have a right or cause to cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest.

8. This instrument, including any attached exhibits and addenda, constitutes the entire agreement of the parties. No representation or promises have been made except those that are set out in this agreement. This agreement may not be modified except in writing signed by all the parties concerned.

__________________________________________  ____________________________  ___________
Employee’s Name (printed)                  Signature of Employee                  Date
GSS Employee Confidentiality Agreement
Personal Information Protection

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

As an employee of the Graduate Student Society of UBC Vancouver (GSS), I understand that I have a legal obligation to protect personal information and other kinds of restricted information as defined in the Personal Information Protection Act of British Columbia. In accordance with the Protection of Privacy Act, I agree to protect from unauthorized uses and disclosures all restricted information, including personal information, to which I have access in the course of my employment or volunteer activities with GSS. I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my employment or volunteer responsibilities. I agree that I will only disclose personal information as permitted by law. When I become aware of personal information that is lost, shared in an unauthorized way, or any other form of privacy breach I understand I am required to notify the GSS’s General Manager immediately. I understand that discipline or sanctions, up to and including dismissal, may result if I access, collect, use, disclose, or dispose of personal information that contravenes legal obligations or the GSS’s established policies and procedures. I understand that the obligations of this Agreement will survive the termination of my employment or volunteer activities at the GSS and that failure to keep confidential the personal information of individuals is grounds for appropriate disciplinary and/or legal action. By my signature I acknowledge that I have read and will abide by this agreement.

____________________________________________________________________  __________________________________________________________________________  __________________________________________________________________________
Employee’s Name (printed)  Signature of Employee  Date
Appendix 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.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Submitted by:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What type of change is this?</th>
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<tr>
<td>☐ Amending an existing policy</td>
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<tr>
<td>☐ Removal of a policy</td>
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<table>
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<tr>
<th>Original Policy #:</th>
<th>New Policy # (if applicable):</th>
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**Proposed Revised Policy:**

**Rationale Behind Proposed Changes:**
### Appendix XVI.

As of 2021-04-15:

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<tr>
<th>Name of Academic Unit</th>
<th>Number of Departmental Representatives</th>
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<tbody>
<tr>
<td>Biomedical Engineering</td>
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<tr>
<td>Chemical and Biological Engineering</td>
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<tr>
<td>Civil Engineering</td>
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<td>Clean Energy Research Centre</td>
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<td>Electrical &amp; Computer Engineering</td>
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<tr>
<td>Materials Engineering</td>
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<tr>
<td>Mechanical Engineering</td>
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<tr>
<td>Mining Engineering</td>
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</tr>
<tr>
<td>Architecture</td>
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</tr>
<tr>
<td>Community and Regional Planning</td>
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<td>Nursing</td>
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<td>Audiology and Speech Sciences (School of)</td>
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<td>Biochemistry and Molecular Biology (Department of)</td>
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<td>Cell and Developmental</td>
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<tr>
<td>Experimental Medicine</td>
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<td>MD/PhD Program</td>
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<td>Medical Genetics (Department of)</td>
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<td>Neuroscience (Division of)</td>
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<td>Obstetrics and Gynecology (Department of)</td>
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<td>Pathology and Laboratory Medicine (Department of)</td>
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<td>Pharmacology and Therapeutics (Department of)</td>
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<td>Population and Public Health (School of)</td>
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<td>Rehabilitation Sciences</td>
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<td>Chemistry</td>
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<tr>
<td>Computer Science</td>
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<tr>
<td>Earth, Ocean and Atmospheric Sciences</td>
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</tr>
<tr>
<td>Genome Science and Technology</td>
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</tr>
<tr>
<td>Institute for Resources, Environment and Sustainability</td>
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<tr>
<td>Institute for the Oceans and Fisheries</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Microbiology and Immunology</td>
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<tr>
<td>Physics and Astronomy</td>
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</tr>
<tr>
<td>Statistics</td>
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<td>Number</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
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</tr>
<tr>
<td>Zoology</td>
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<tr>
<td>Allard School of Law</td>
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<tr>
<td>Centre for Cross-Faculty Inquiry in Education</td>
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<tr>
<td>Curriculum and Pedagogy</td>
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<tr>
<td>Educational and Counselling Psychology, and Special Education</td>
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<tr>
<td>Educational Studies</td>
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<tr>
<td>Language and Literacy Education</td>
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<tr>
<td>Professional Development &amp; Community Engagement</td>
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</tr>
<tr>
<td>School of Kinesiology</td>
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</tr>
<tr>
<td>Anthropology</td>
<td>1</td>
</tr>
<tr>
<td>Art History, Visual Art and Theory</td>
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<tr>
<td>Institute of Asian Research</td>
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<tr>
<td>Asian Studies</td>
<td>1</td>
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<tr>
<td>Central, Eastern and Northern European Studies</td>
<td>1</td>
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<tr>
<td>Classical, Near Eastern and Religious Studies</td>
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<tr>
<td>Economics</td>
<td>1</td>
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<tr>
<td>English</td>
<td>1</td>
</tr>
<tr>
<td>French, Hispanic and Italian Studies</td>
<td>1</td>
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<tr>
<td>Gender, Race, Sexuality and Social Justice</td>
<td>1</td>
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<tr>
<td>Geography</td>
<td>1</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
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<tr>
<td>Journalism</td>
<td>1</td>
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<tr>
<td>Library, Archival and Information Studies</td>
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<tr>
<td>Linguistics</td>
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<tr>
<td>Music</td>
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<tr>
<td>Philosophy</td>
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<td>Political Science</td>
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<td>Psychology</td>
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<td>Public Policy and Global Affairs</td>
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<tr>
<td>Social Work</td>
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<tr>
<td>Theatre and Film</td>
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<td>Dentistry</td>
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<td>Forestry</td>
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<td>Land and Food Systems</td>
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<tr>
<td>Pharmaceutical Sciences</td>
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</table>
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 simply be 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.