GRADUATE STUDENT SOCIETY
UBC VANCOUVER

Bylaws

Revised April 2026

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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Here set forth in numbered clauses are the bylaws providing for the matters referred to in the Societies Act and any other bylaws.

1. Definitions and Interpretation

1.1 Societies Act definitions incorporated

1.1.1 Unless contrary to the definitions or clear intention of these Bylaws or Policy Manual, the definitions in section 1 of the Societies Act are incorporated into the Bylaws and Policy Manual.

1.2 Definitions

1.2.1 In these Bylaws and in the Policy Manual:

"AMS" means the Alma Mater Society of The University of British Columbia Vancouver;

"Board of Governors" means the Board of Governors of The University of British Columbia;

"Centre" means the Graduate Student Centre of The University of British Columbia Vancouver;

"Council" means Council of the Society, as set out in Bylaw 7.2, the voting members of which comprise the Society's Board of Directors;

"Councillor" means a member of Council;

"CPI" means the consumer price index;

"department" and "departmental representative" have the meanings set out in Bylaw 1.3;

"Faculty of Graduate and Postdoctoral Studies" and "FGPS" means the Faculty of Graduate and Postdoctoral Studies of The University of British Columbia Vancouver;

"graduate student" means a student currently registered in a postbaccalaureate Master's, Doctoral, Graduate Certificate, or Graduate Diploma program at the University of British Columbia Vancouver;

"Affiliate Organisation" or "AO" means a graduate student organization, the majority of whose members are members of the Society, whose purpose is chiefly academic, and which has been recognised pursuant to Bylaw 3.5;

"House Rules of the Centre" means the House Rules of the Centre as described in the Policy Manual;

"member" means a member of the Society as defined and classified in Bylaw 3;

"ordinary resolution" means a resolution based upon a majority of votes cast, excluding

blanks and abstentions;

"Policy Manual" means the Policy Manual of the Society, established pursuant to Bylaw 13;

"Registrar" means the Registrar of Companies in the Province of British Columbia;

"Senate" means the Vancouver Senate of The University of British Columbia;

"Society" means the Graduate Student Society of UBC Vancouver;

"Societies Act" means the Societies Act of the Province of British Columbia;

"Societies Regulations" means the Societies Regulations of the Province of British Columbia;

"special resolution" means a resolution based upon a two thirds majority of votes cast, excluding blanks and abstentions;

"student number" means an ordinary member's registration number at The University of British Columbia Vancouver; and

"University" means The University of British Columbia Vancouver.

1.3 Departmental representation

1.3.1 In all cases where "departmental representative" is used to refer to students representing other students in their academic programs, it shall be understood that all academic units (e.g. schools, programs, institutes, and centres) at the university that do not follow the standard departmental systems of other faculties shall be included along with those academic units that follow the departmental system.

1.3.2 The definition of "departmental representative" shall also include those academic units defined under Bylaw 1.3.1.

1.3.3 Whenever the word "department" is used to refer to an academic unit enroling graduate students the term includes all academic units, including traditional departments and those discussed in Bylaws 1.3.1 and 1.3.2.

1.4 Interpretation

1.4.1 Words importing the singular include the plural and vice versa; and words importing a person include a male or female person and an organization.

2. Amendments of the Constitution and Bylaws

2.1 Procedure and effect

2.1.1 Amendments to the Constitution or Bylaws shall only be made by special resolution.

2.1.2 Upon resolution to amend the Constitution or Bylaws, Council shall immediately inform the British Columbia Registrar of Societies of the amendment.

2.1.3 An amendment shall become effective pursuant to the Societies Act.

2.2 Correction of typographical errors

2.2.1 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.

2.2.2 A unanimous vote of the Code and Policy Committee is required to determine whether a correction qualifies as a typographical error with no effect on meaning.

2.2.3 In the event that the Code and Policy Committee corrects a typographical error, they must notify Council 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.

2.2.4 Council shall notify the membership of any corrections of typographical errors at the next AGM. If any member objects to any correction, then that correction must be approved by a special resolution or else reverted.

2.2.5 Correction of stylistic changes may be implemented by the Code and Policy Committee, with the approval of the President.

3. Membership in the Society

3.1 Ordinary members

3.1.1 The ordinary members of the Society are all students currently registered, unless who resigned or have been expelled in accordance with Bylaw 3.8:

(a) as a Master's or Doctoral student at the University; or

(b) as a Graduate Certificates and Diploma student at the University; or

(c) in a predominantly post-baccalaureate programme who have indicated by referendum an intention to become members of the Society, as approved by an ordinary resolution of Council.

3.2 Honorary members

3.2.1 Council may by ordinary resolution confer honorary membership upon any person Council may wish to honour for outstanding service to the Society, provided that person has served on Council for at least eighteen months. These months do not have to be consecutive.

3.2.2 Honorary membership shall be granted for the lifetime of the recipient commencing when the recipient is no longer an ordinary member.

3.2.3 Honorary memberships may be withdrawn by a special resolution of Council or at the request of the honorary member.

3.3 Associate members

3.3.1 Associate membership may be granted at the discretion of Council to all members of an organization representing:

(a) students who are working towards a degree or diploma at the University for which a bachelor's degree or its equivalent is a prerequisite; and

(b) students who are formally enrolled in a course of graduate study at a university other than The University of British Columbia.

3.3.2 Associate membership entails the payment of the relevant membership fee as detailed in the Policy Manual.

3.4 Supporting members

3.4.1 Subject to the approval of Council, supporting membership shall:

(a) be open to fulltime members of the University staff;

(b) be open to former graduate students who have completed a graduate degree;

(c) not exceed one year and continue only so long as the member meets the requirements set out in this section;

(d) be renewable yearly; and

(e) entail the payment of the relevant membership fee as detailed in the Policy Manual.

3.5 Affiliate organization

3.5.1 Affiliate organization membership may be granted at the discretion of Council to those societies and organizations that have some commonality of purpose with the Society.

3.5.2 Affiliate organization membership shall be for one year, or such other period determined by Council at the time affiliate membership is granted, provided that affiliate membership shall in no case be granted for more than two years at a time.

3.5.3 Corporations may not be granted affiliate membership.

3.6 Number of nonvoting members

3.6.1 Notwithstanding Bylaws 3.3, 3.4, and 3.5, the total number of honorary, associate, supporting, and affiliate members shall not exceed the number of ordinary members, unless approved by an order from the Registrar pursuant to the Societies Act.

3.7 Standing

3.7.1 All members are in good standing except a member who has failed to pay any debt due to the Society.

3.7.2 Any member who has lost their good standing by virtue of debt owing to the Society will remain not in good standing so long as the debt remains unpaid.

3.7.3 Council may cancel the debt of a member to the Society and thereby reestablish their good standing.

3.8 Suspension and expulsion

3.8.1 Only Council may suspend or expel a member.

3.8.2 A member may only be suspended for a breach of the House Rules of the Centre or of the Constitution or Bylaws of the Society.

3.8.3 A member may only be expelled for a breach of the Constitution or Bylaws of the Society.

3.8.4 A member may be suspended or expelled only by a special resolution of Council at a meeting of which the member has received ten (10) days' written notice from another member including the reasons for which suspension or expulsion is being considered. At such meeting the member shall be given the opportunity to be heard before the resolution is voted upon. The member may designate an agent to attend with them or in their place.

3.8.5 Suspension of a member shall be for a minimum of two (2) months to a maximum of one (1) year, as determined by Council.

3.8.6 A person expelled from the Society shall not be eligible to apply for reinstatement to the Society for a period of one (1) year unless Council rules that the person is eligible to rejoin at an earlier time.

3.9 Fees

3.9.1 Fees for ordinary members may be set by ordinary resolution at a general meeting or by referendum and are subject to the approval of the Board of Governors of the University. The fee for each ordinary membership shall be adjusted annually to match increases in the CPI.

3.9.2 There shall be no fee for honorary members.

3.9.3 Fees for associate members, supporting members, and affiliate members may be set by ordinary resolution of Council and published on the Society's website.

3.10 Rights of members

3.10.1 Only ordinary members in good standing shall have voting rights in general meetings or referenda of the Society.

3.10.2 Only ordinary members shall be eligible to be voting Councillors.

3.10.3 All members shall be entitled to participate in general meetings of the Society by attending and speaking at these meetings. Affiliate organizations may exercise this right by sending a single representative of their group to such a meeting.

3.10.4 All members, so long as they have not been suspended, shall be entitled to enjoy the facilities of the Centre, provided that the House Rules of the Centre are obeyed.

3.10.5 Subject to Bylaw 10, every document of the Society shall be open to inspection by any member upon reasonable request and notice.

3.11 Duties of Members

3.11.1 It is the duty of every member to uphold the spirit and intent of the Constitution and Bylaws of the Society in matters respecting the Society and to obey the House Rules of the Centre.

4. Rules of Order

4.1 Procedure

4.1.1 To ensure free and fair debate, all meetings of the Society shall be conducted in general accordance with the basic principles of Canadian parliamentary procedure, with reference to the latest edition of Robert's Rules of Order.

5. General Meetings

5.1 Annual General Meetings

5.1.1 The Society shall hold an Annual General Meeting during the month of March.

5.1.2 In addition to any other business proposed by Council or members, the following business shall be conducted at the Annual General Meeting:

(a) reception of the financial statements;
(b) reception of the report of Council with respect to activities of the

preceding year;

(c) reception of the report of the auditor; and

(d) appointment of the auditor.

5.1.3 Only ordinary members may submit items for placement on the proposed agenda of the Annual General Meeting, provided that the item is received by Council before the February meeting of Council.

5.1.4 The President or their designate from Council shall preside at the Annual General Meeting.

5.2 Special General Meetings

5.2.1 A Special General Meeting shall be called by the President upon:

(a) an ordinary resolution of Council; or

(b) a petition delivered to the President that states the purposes of the meeting, is signed by ten (10) percent of the ordinary members, and gives their student numbers.

5.2.2 Council shall be responsible for ensuring that the notice requirements of Bylaw 5.3 are met.

5.2.3 The President, or their designate from Council, shall preside at a Special General Meeting.

5.2.4 If, within twenty-one (21) days after the date of the delivery of the petition, Council does not convene a Special General Meeting, the petitioners, or a majority of them, may themselves convene a Special General Meeting to be held within four months after the date of delivery of the petition.

5.2.5 A Special General Meeting convened by the petitioners shall be convened in the same manner, as nearly as possible, as Annual General Meetings are convened by Council.

5.3 Notice

5.3.1 Notice shall be given at least fourteen (14) days prior to a General Meeting by:

(a) a notice on the website; and

(b) a notice emailed to the constituents.

5.3.2 Notices of a General Meeting shall clearly state the date, time, place, and proposed agenda of the meeting.

5.3.3 The accidental omission to give notice of a meeting to, or the nonreceipt of the notice by, any of the members entitled to receive notice does not invalidate

proceedings of that meeting.

5.4 Quorum

5.4.1 A quorum at a General Meeting is one hundred (100) of the ordinary members of the Society.

5.4.2 Notwithstanding Bylaw 5.4.1, quorum shall be deemed to be present for the purposes of any particular:

(a) ordinary resolution if the number of votes cast in favour is at least fifty one (51) of the ordinary members of the Society; and

(b) special resolution if the number of votes cast in favour is at least sixty seven (67) of the ordinary members of the Society.

5.5 Voting

5.5.1 Voting by proxy shall not be allowed.

6. Referenda

6.1 Guidelines

6.1.1 Referenda shall only be used to obtain ordinary or special resolutions of the Society.

6.1.2 A referendum shall be called by the President upon:

(a) an ordinary resolution of Council; or

(b) a petition delivered to the President stating the purpose of the referendum, signed by one hundred (100) ordinary members and indicating their student numbers.

6.1.3 Council shall ensure that the wording of the referendum is clear and unambiguous, capable of being answered yes or no, and, if called by petition, that the text accurately reflects the intent of the petition.

6.1.4 A referendum shall be conducted for at least twenty (20) hours and shall begin not less than fourteen (14) days and not more than forty (40) days after the passing of a resolution or the receipt of a petition in accordance with Bylaw 6.1.2.

6.1.5 Responsibility for proper conduct of referenda shall lie with Council, though the duration of such referenda shall not exceed fourteen (14) days.

6.2 Notice

6.2.1 Notice shall be given at least fourteen (14) days prior to a referendum by:

(a) a notice posted on the website; and

(b) a notice emailed to the constituents.

6.2.2 Notices of a referendum shall clearly state the dates, times, places, and purpose of the referendum and include the text of the referendum question.

6.2.3 The accidental omission to give notice of a referendum to, or the nonreceipt of the notice by, any of the members entitled to receive notice does not invalidate the referendum.

6.2.4 The quorum requirements for a referendum shall be that the number of votes cast is equal to or greater than six hundred (600) ordinary members on the last day of the referendum.

6.2.5 Subject to the quorum requirements above, a referendum shall be deemed to be a resolution of the Society as follows:

(a) when at least two thirds of the votes cast are in support, the referendum shall be deemed to be a special resolution; and

(b) when more than half of the votes cast are in support, the referendum shall be deemed to be an ordinary resolution.

6.2.6 Referenda shall be conducted as outlined in the Policy Manual.

7. Council

7.1 Board of Directors

7.1.1 The Board of Directors of the Society shall consist of the voting members of Council.

7.2 Members

7.2.1 The voting members of Council shall be:

(a) the Executive Officers set out in Bylaw 8;

(b) the duly elected Departmental Representatives;

(c) the graduate student members of the Senate representing FGPS;

(d) representatives on the Student Council of the AMS representing the graduate studies constituency;

(e) the graduate student representatives in the FGPS Graduate Council; and

(f) a graduate student representative from the Indigenous students constituency of the AMS.

7.2.2 The nonvoting members of Council shall be any other person appointed as such by special resolution of Council.

7.2.3 Notwithstanding anything in these Bylaws, no Councillor shall hold more than one vote at any meeting of Council.

7.2.4 Seating of new Councillors shall occur upon the completion of an online training course. Councillors are required to attend the next scheduled in-person Council orientation session following their seating. These sessions will be held at least three times a year. If a Councillor is unable to attend this orientation meeting, they are required to make arrangements for a make-up orientation with the President, which should occur within one month of the missed orientation. If a candidate misses the orientation session, and has not made alternative arrangements for receiving an in-person orientation, the President may recommend to Council that the Councillor be removed by special resolution. The Councillor must be given 10 days' notice that their unseating is being considered, and must be given an opportunity to present their case to Council either in person or in writing.

7.3 Departmental representatives

7.3.1 The number of Representatives per Department shall be as follows:

(a) All departments (as defined in 2.1), regardless of size, are entitled to appoint one council member. That council member must be appointed in an open and democratic election; and

(b) Departments with a large number of graduate students may request a second council member. Such a request shall only be granted if:

(i) the department is in good standing with the Society; and

(ii) the number of students affiliated with that department exceeds the sum of the mean department size plus one standard deviation.

7.3.2 The representative is seated on Council by ordinary resolution of the Council, providing procedures outlined in the Policy Manual are followed.

7.3.3 The term of office for a departmental representative shall be for one year.

7.4 Duties and powers

7.4.1 The duties of Council shall be to:

(a) fulfill those goals specifically outlined in the Constitution; and

(b) manage, administer, and control the property, revenue, business, and affairs of the Society, subject to the Bylaws and the Policy Manual.

7.4.2 Without diminishing the generality of the foregoing, Council:

(a) may make such rules and regulations as it considers advisable for the conduct of the affairs of the Society, provided such rules and regulations are consistent with the Constitution and Bylaws;

(b) may enter into agreements and covenants on behalf of the Society;

(c) may acquire and deal with a trademark, trade name, copyright, patent, or other proprietary interest therein;

(d) shall represent the Society as the employers of the staff of the Society and ensure that the activities of the staff are appropriate to the purposes of the Society;

(e) shall ensure the keeping of proper financial records;

(f) may appoint standing committees, ad hoc committees, and task forces, consisting of such persons as Council sees fit, to carry out specified functions as determined by Council; and

(g) shall perform such other duties as directed by the members.

7.5 Meetings of Council

7.5.1 Council shall hold regularly scheduled meetings at least once each month.

7.5.2 Each member of Council shall be given at least fortyeight (48) hours' written notice of all Council meetings. Notice of meetings shall also be posted at the Centre, and shall include the time, place, and proposed agenda.

7.5.3 Quorum shall be based on a simple majority of the duly elected departmental representatives and Executive Officers then holding office, but in no case be less than sixteen (16) Councillors.

7.5.4 A Councillor who is directly or indirectly interested in a proposed contract or transaction with the Society shall disclose such interest and shall not vote on or be counted in the quorum for a resolution concerning the proposed contract or transaction.

7.5.5 Meetings of Council shall be open to all members of the Society; the President shall make every effort to enable the attendance and participation of members.

7.5.6 Notwithstanding Bylaw 7.5.5, a particular meeting or portion thereof may be held in camera upon special resolution of Council.

7.5.7 Special Meetings of Council, to consider matters of particular concern or urgency, shall

be called forthwith by the President:

(a) at their discretion; or

(b) upon an ordinary resolution of Council.

7.5.8 Any ordinary resolution distributed to all voting Councillors by the President, consented to in writing by two thirds of all voting Councillors, and placed in the minutes of Council is as valid and effective as if regularly passed at a meeting of Council. Email is considered a valid form of obtaining written consent.

7.5.9 In the event that there is a vacancy in the office of the president as described in Bylaw 8.4, and the VP University and Academic Affairs is unable to assume the duties of the president, any three Councillors may call a meeting of Council. In this event, any procedures for meetings of Council specified in the Bylaws or Policy Manual must be followed to the extent that they do not require the action of the President or VP University and Academic Affairs.

7.6 Removal of Councillors

7.6.1

(a) A Councillor may be removed by special resolution of council. For this special resolution to be valid, a written notice of the resolution must be circulated to all members of council at least fifteen (15) days prior to consideration of the resolution. The written notice must be signed by at least ten (10) voting member of Council and include reasons for the consideration of the resolution; and

(b) This does not apply to executive officers, who shall be subject to the procedures described in Bylaw 8.3.

7.6.2 Any member of Council who misses three consecutive meetings shall, except by special resolution of Council, forfeit their seat without notice.

7.6.3 Any member of Council may be removed from office by a special resolution of the Society.

7.6.4 A departmental representative may be removed by petition of a majority of ordinary members of a department provided that:

(a) the petition is entitled “Petition for Recall”;

(b) the petition prominently contains graduate students of the (department name) do hereby demand the recall of (representative's name) as representative of our department to the Graduate Student Society”;

(c) each signature is dated and witnessed; and

(d) the petition is presented to Council no later than fortyfive (45) days after the date of the first signature on the petition.

8. Executive Officers

8.1 Executive Officers

8.1.1 The Executive Officers of the Society shall be the:

(a) President;

(b) Vice-President, University and Academic Affairs;

(c) Vice-President, External Relations;

(d) Vice-President, Students; and

(e) Financial Officer.

8.2 Election of Executive Officers

8.2.1 The President; Vice-President, Academic and University Affairs; Vice President, External Relations; and Vice-President, Students, of the Society shall be elected by and from the ordinary members of the Society no later than April 1st.

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

8.2.3 The responsibility for proper conduct of elections shall lie with Council. Council may delegate the associated tasks and decision making through the Policy Manual.

8.2.4 Elections shall be conducted as outlined in the Policy Manual.

8.2.5 The duration of an election shall not exceed fourteen (14) days.

8.2.6 The Executive Officers except for the Financial Officer of the Society shall take office on April 30th of the year they are elected.

8.2.7 Incoming Executives will shadow outgoing Executives for two weeks prior to taking office; outgoing executives will also be available for one (1) month after leaving office for advice and guidance.

8.2.8 No person shall hold more than one executive office within the GSS simultaneously. This does not preclude an executive temporarily performing the duties of another executive.

8.2.9 No person shall simultaneously hold an executive office in the GSS and AMS. Any person who holds both an executive office in the AMS and an executive office in the GSS will be dismissed effectively immediately from their executive office in the GSS. Any person who announces a candidacy for an AMS executive position is immediately disqualified from the GSS election for that same year.

8.3 Recall of Executive Officers

8.3.1 An Executive Officer may be recalled by a special resolution of Council at a meeting of which the Executive Officer has received ten (10) days' written notice including the reasons for which their recall is being considered. At such meeting the Executive Officer shall be given the opportunity to be heard before the resolution is voted upon. The Executive Officer may designate an agent to attend with them or in their place.

8.3.2 An Executive Officer may be recalled by special resolution of the Society.

8.4 Executive Officer vacancies

8.4.1 A vacancy in an Executive Office may occur through resignation, incapacitation, recall (see Bylaw 8.3), or prolonged absence of the Executive Officer.

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

8.4.3 In the event of a vacancy in the office of a Vice President, the position may be filled by appointment upon a special resolution of Council. In the case of a Vice President's incapacitation or prolonged absence, this appointment shall be temporary, for the duration of the absence of the elected Vice President only. In the event of a resignation or recall, Council may call a By-election if this is determined to be feasible.

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

8.4.5 In the event of a vacancy in the office of the President, the Chair or two members of the Executive Oversight Committee shall direct the Vice-President, University and Academic Affairs, to temporarily assume all duties of the President until the next Council meeting. The Chair of the Executive Oversight Committee will inform Council of such an occurrence within 24 hours via confidential email message or other confidential written means. Following such notification, the VP University and Academic Affairs, acting as President, may call an emergency Council meeting, subject to Bylaw 7.5.7. Council shall then either fill the position by appointment upon a special resolution of Council, or call a By-election if this is determined to be feasible.

8.4.6 Upon appointment by Council or By-election of a new Executive Officer, the new Executive Officer shall assume full responsibilities as described in the Bylaws and Policy Manual, for the remainder of the original executive's term. The new Executive Officers are henceforth eligible to receive any honoraria, prorated to the time spent as an Officer of the Society, assigned to the position, as outlined in Bylaw 8.6. If the Vice President University and Academic Affairs is temporarily assuming the duties of the President, they will not receive any increase to their honorarium until and unless formally appointed to the role by Council.

8.5 Duties of Executive Officers

8.5.1 The Executive Officers shall endeavour to work together to uphold the Constitution, Bylaws and Policies of the Society.

8.5.2 The President shall:

(a) be the public face of the Society, speak on behalf of the Society, and be responsible for communications of the Society;

(b) be responsible for the communication between the Society and its members, including but not limited to responsibility for the website, email notices, advertisement of Society events, and print publications;

(c) be responsible to Council:

(i) for the execution of Council decisions by the Society; and

(ii) as the Spokesperson for Council and the Society;

(d) be responsible for the operation of the Society, including:

(i) coordinating the Executive Officers of the Society;

(ii) ensuring that Executive Officers satisfactorily perform all duties assigned to their positions;

(iii) chairing and setting the agenda for the Executive Committee;

(iv) ensuring that all Society Departments liaise appropriately with the Executive Committee;

(v) ensuring operations are in accordance with the Constitution, Bylaws and Policies; and

(vi) being an ex officio member of every committee, taskforce, and working group of the Society, except the Executive Oversight Committee;

(e) be responsible for Meetings of Council, including:

(i) chairing meetings of Council or appointing a designate to do so;

(ii) ensuring Council meetings occur at least once per month, pursuant to Bylaw 7.6.1;

(iii) setting the agenda for meetings of Council;

(iv) ensuring the proper operation of the meetings of Council;

(v) taking minutes at meetings of Council or appointing a designate to do so;

(vi) ensuring copies of the minutes of the previous Council meeting, the agenda of the upcoming Council meeting, and any other relevant material is delivered to each Councillor in advance of each regular council meeting; and

(vii) signing Council Minutes and maintaining a minute book containing true copies of all signed Council minutes;

(f) be responsible for Annual General Meetings in accordance with Bylaw 5.1., including setting of the date and agenda for the meeting;

(g) be responsible for the Constitution, Bylaws and Policy Manual including:

(i) interpreting the Constitution, Bylaws, and Policy Manual as needed, subject to review by Council; and

(ii) ensuring that the Policy Manual is current and that all Councillors receive notice of the amendments made thereto;

(h) provide at least sixteen hours of work per week, including no less than five hours of office presence per week; the time shall be used to perform normal presidential duties and official functions;

(i) be responsible for implementing the Strategic Plan in accordance with Bylaw article 14;

(j) ensure liaising occurs with University Administration; and

(k) perform such other duties as directed by Council or the membership in consultation with the Executive Committee.

8.5.3 The Vice-President, Students, shall:

(a) be responsible for supporting the Society's affiliated organizations (as per Bylaw 3.5) through:

(i) enabling members to create social, recreational, and educational programs sponsored by the Society;

(ii) investigating the needs, in terms of services and programs, of the Society's members on a regular basis;

(iii) encouraging and facilitating AO applications for the GSS Event Funding; and

(iv) liaising regularly with AO to:

a. inform graduate student leadership on initiatives being undertaken by the Society;

b. enhance relationships between executives and AO members and the Society;

(b) assist in the formation of new departmental organizations;

(c) hold and administer Society elections of Departmental and AO Councillors whenever required;

(d) coordinate Orientation activities for incoming graduate students;

(e) maintain communication channels with the existing Departmental committees that have not formally become organizations;

(f) assist in the formation of new Departmental organizations and keep a process document outlining the steps for creation of new Departmental organizations;

(g) provide at least thirteen hours of work per week, including no less than three hours of office presence per week; the time shall be used to perform other normal duties of the position; and

(h) report to the President on a regular basis, work collaboratively with the Executive Committee, and perform such other duties as directed by Council or the membership in consultation with the President or the Executive Committee.

8.5.4 The Vice-President, University and Academic Affairs, shall:

(a) as described in Bylaw 8.4, act in the President's place in the event of a vacancy in the office ;

(b) act as a liaison between Council and the Graduate Council;

(c) liaise with organizations concerning graduate student academic matters, including but not limited to: the Faculty Association, the seasonal instructors, the teaching assistants, and the nonteaching staff;

(d) be responsible for the actions of the advocacy office and coordinate advocacy officers;

(e) be responsible for academic matters of the Society, including but not limited to:

(i) ensuring the widest possible representation of graduate students on the Council and Committees of the Society;

(ii) ensuring the widest possible representation of graduate students on the Committees within the administration of the University;

(iii) being the default representative to all non-Society bodies dealing with academic matters, or appointing a delegate to do so;

(iv) forging, maintaining, and coordinating links with other student groups on campus, including but not limited to the AMS; and

(v) being responsible for the promotion of and communication of information on the Society's activities to other organizations excluding non-university organizations.

(f) be responsible for the Academic and External Affairs Committee;

(g) provide at least thirteen hours of work per week, including no less than three hours of office presence per week; the time shall be used to perform other normal duties of the position; and

(h) report to the President on a regular basis, work collaboratively with the Executive Committee, and perform such other duties as directed by

Council or the membership in consultation with the President or the Executive Committee.

8.5.5 The Vice-President, External Relations, shall:

(a) be responsible for external affairs of the Society, including but not limited to:

(i) being responsible for the representation of the Society to external organizations that deliberate on the affairs relevant to graduate students, developing links with such organizations, and being responsible for the promotion of and communication of information on the Society's activities to other organizations excluding UBC organizations;

(ii) being responsible for the Academic and External Affairs Committee;

(iii) being responsible for community outreach and external political events of the Society;

(iv) liaising with residence associations; and

(v) being responsible for lobbying local, municipal, provincial, and federal governments;

(b) provide at least thirteen hours of work per week, including no less than four hours of office presence per week; the time shall be used to perform other normal duties of the position; and

(c) report to the President on a regular basis, work collaboratively with the Executive Committee, and perform such other duties as directed by Council or the membership in consultation with the President or the Executive Committee.

8.5.6 The Financial Officer shall:

(a) report to Council on the financial situation of the Society on a monthly basis;

(b) prepare and present a complete budget and financial statements for the Society each trimester and ensure the completion of the Society budget process on schedule with House Finance Committee;

(c) cause audit of the financial records and books of accounts to be performed at the end of each fiscal year;

(d) be responsible for the supervision of staff of the Society in financial matters and ensure the Society's policy on Signing Authority is followed;

(e) be responsible for the activities of the House-Finance Committee;

(f) ensure the implementation of Bylaw 3.9 and Bylaw 11;

(g) provide at least thirteen hours of work per week, including no less than three hours of office presence per week; the time shall be used to perform other normal duties of the position; and

(h) report to Council and the President on a regular basis, work collaboratively with the Executive Committee, and perform such other duties as directed by Council or the membership in consultation with the President or the Executive Committee.

8.6 Honoraria for officers

8.6.1 The Executive and Special Officers shall receive the honoraria in twenty-four semimonthly installments outlined in Executive Policy 15, provided that all duties pertaining to the position are performed to Council's satisfaction.

8.6.2 The incoming Executive and Special Officers may receive transition honouraria two weeks before resuming office. In addition, the outgoing Executive and Special Officers may receive transition honouraria for one month after vacating office. These payments are assessed and deposited according to Executive Policy 15.

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

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

9. Standing Committees

9.1 Standing Committees

9.1.1 The Society shall have the following standing committees:

(a) Executive;

(b) Executive Oversight;

(c) House-Finance;

(d) Academic and External;

(e) Code and Policy;

(f) Human Resources;

(g) Governance and Accountability;

(h) Engagement and Elections; and,

(i) All-Chairs.

9.1.2 Membership and Terms of References for the Society's standing committees shall be outlined in the Policy Manual, except that no Executive shall sit on the Executive Oversight Committee.

9.1.3 The Society's standing committees shall report to Council.

9.2 Special Committees

9.2.1 Council may create additional ad hoc committees, taskforces and working groups for specific purposes as outlined in the Policy Manual.

10. Society Records, Documentation, and Archiving

10.1 Location

10.1.1 The minutes of the meetings of the Society, Council, and its committees shall be kept in the Centre. All reports, correspondence, and records of the Society, its committees, staff, and members acting on behalf of the Society are the property of the Society and shall remain in the Centre, except as provided for in the Policy Manual.

10.2 Inspections

10.2.1 All documents of the Society shall be open to inspection by any member during Society office hours, unless the document contains the following:

(a) personal information which, if made available, may be considered an invasion of privacy or may jeopardize the safety of an individual;

(b) advice, draft recommendations, or draft policies that have not been implemented, if the document has not been submitted to Council;

(c) information subject to solicitor-client privilege;

(d) information which, if made available, may harm negotiations between the Society and a third party;

(e) information which, if made available, may compromise the security of the Centre; or

(f) information which is otherwise protected from disclosure by law.

11. Finances

11.1 Fiscal year

11.1.1 The fiscal year of the Society shall end on the 31st day of May each year.

11.2 Auditor

11.2.1 **The Society shall have an auditor.**

11.2.2 At each Annual General Meeting the Society shall appoint an auditor to hold office until they are reappointed or their successor is appointed at the next general meeting.

11.2.3 All vacancies arising in the office of auditor between Annual General Meetings shall be filled by appointment of Council.

11.2.4 No member and no employee of the Society may be auditor.

11.2.5 The auditor shall attend general meetings and is entitled to fourteen (14) days' notice of those meetings.

11.3 Borrowing

11.3.1 In order to carry out the purposes of the Society, Council may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as Council chooses and in particular but without limiting the generality of the foregoing by the issue of debentures.

11.3.2 Council may only borrow money in the name of the Society upon the passing of a special resolution, for which fifteen (15) days' notice has been given to Councillors and posted in the Centre.

11.3.3 The members may, by special resolution, restrict the borrowing powers of Council, but a restriction so imposed expires at the next Annual General Meeting.

11.4 Budget

11.4.1 The annual budget of the Society shall be drafted and presented to Council according to the procedures outlined in the Policy Manual.

11.4.2 The House-Finance Committee shall recommend the draft budget for approval by ordinary resolution of Council no later than the regular meeting of Council in May.

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

11.4.4 The House-Finance Committee shall approve a report and forecast at least every three (3) months that reviews the budget against actual performance and forecasts the financial state of the Society for the remaining budget year. The report and forecast shall be created in consultation with the Executive Committee and submitted to Council for final approval.

12. Indemnification of Councillors

12.1 Subject to the Societies Act:

12.1.1 The Society shall indemnify a Councillor or former Councillor and their heirs and personal representatives against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by them, in a civil, criminal, or administrative action or proceeding with which they are threatened or to which they are made a party by reason of being or having been a Councillor or Officer if and only if:

(a) a court has approved such indemnity as required under section 30(2) of the Societies Act;

(b) a court has not held the Councillor liable for negligence or misconduct in the performance of their duties with respect to the matters for which settlement is sought;

(c) the indemnification has been approved by a special resolution of Council, for which quorum shall not include those Councillors for whom indemnification is being sought; or

(d) in the case of a settlement, such settlement has been approved beforehand by a special resolution of Council, for which quorum shall not include those Councillors for whom indemnification is being sought.

12.1.2 The foregoing right of indemnification shall not be exclusive but shall be in addition to any and all other rights and remedies to which any such Councillor may be entitled as a matter of law.

13. Policy Manual

13.1 Purpose and Content

13.1.1 The Society shall maintain a Policy Manual outlining the policies and procedures for

(a) the use of the Centre and the other resources of the Society; and

(b) the carrying out of the activities of the Society.

13.1.2 The Policy Manual shall include the procedures for formulating and amending the House Rules of the Centre, the position statements of the Society, and the administrative procedures of the Society.

13.1.3 The Policy Manual shall include an appendix containing all the position statements made by the society.

13.1.4 Notice of proposed amendments or additions to the Policy Manual, including a brief

description of the proposed change and rationale, shall be included in the agenda for the meeting at which such amendments are proposed.

13.1.5 Amendments or additions to the Policy Manual may only be made by

(a) ordinary resolution of the members; or

(b) a special resolution in a meeting of Council.

13.1.6 The Policy Manual may provide an alternative procedure for correcting typographical errors.

13.2 Availability

13.2.1 An updated copy of the Policy Manual shall be made freely and prominently available at the Centre and on the Society's website for the peruh of members.

13.2.2 Every Councillor shall on request be given a single copy of the Policy Manual upon taking office and may obtain copies of all amendments and additions thereto as they are made.

13.3 Authority of Policy Manual

13.3.1 The Policy Manual shall be binding upon the Society, subject only to the Constitution and Bylaws.

13.3.2 Council may, however, make a temporary amendment to any particular policy or procedure for a period not to exceed thirty (30) days by special resolution in a meeting of Council.

14. Strategic Plan

14.1 The Society shall have a Strategic Plan approved by Council by a Special Resolution; the Framework establishes the priorities and direction of the Society.

14.2 Council may amend the Strategic Plan by a Special Resolution.

14.3 The Strategic Plan shall be published on the Society's website.

14.4 The President, with the assistance of the Executive Committee, the Governance and Accountability Committee, and the Society's staff, shall be responsible for ensuring that the provisions of the Strategic Plan are implemented.

15. Locality of Operation

15.1 The operations of the Society are to be carried on chiefly at the University of British Columbia.