GRADUATE STUDENT SOCIETY
UBC VANCOUVER

GSS Policy Manual

Last revision: June 2026

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 GSS Policies

1.2.1 GSS Policies 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 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 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 and Preliminary Announcement of Election Results 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

(f) GSS House-Finance Policy

(g) GSS Executive Policy

(h) GSS Committee and Caucus Policy

(i) GSS Affiliate Organization Policy

(j) GSS GSFA and HSA Policy

(k) GSS Council Policy

(l) GSS Fund Policy

(m) GSS Election 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

3 Councillors

3.1 General

3.1.1 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.

3.1.2 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 III.

3.1.3 Employees of the Society shall not be permitted to serve as voting Councillors.

3.2 Departmental Representatives

3.2.1 A Departmental Representative must be democratically elected from a Department in good standing as defined in Bylaw 3.7.

3.2.2 Each departmental representative seated as Councillor shall endeavor to join at least one Committee of Council and participate in its activities.

3.2.3 Pursuant to Bylaw 7.2.1, Departmental Representatives are voting members of Council.

3.3 Graduate Council Representatives

3.3.1 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.

3.3.2 Representatives will be appointed by Council at the October Council meeting for a one-year term.

3.3.3 The Vice-President, University and Academic Affairs (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.

3.3.4 Pursuant to Bylaw 7.2.1, Graduate Council Caucus Representatives are voting members of Council.

3.4 Alma Mater Society Council Representatives

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

3.4.2 Representatives shall be elected from among the membership by Council at the March Council meeting and shall take office on April 30th of the year they are elected for a one-year term. Should not all positions be filled at the March Council meeting, Representatives shall be elected by Council at the October Council meeting for the remainder of the term of office, or at a subsequent Council meeting should vacancies arise.

3.4.3 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.

3.4.4 Pursuant to Bylaw 7.2.1, representatives to AMS Council are voting members of Council

3.5 Student Senators representing the Faculty of Graduate and Postdoctoral Studies

3.5.1 Student Senator Representatives of the Faculty of Graduate and Postdoctoral Studies are elected per the GSS Elections Policy.

3.5.2 Pursuant to Bylaw 7.2.1, Student Senators representing the Faculty of Graduate and Postdoctoral Studies are voting members of Council.

3.5.3 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.

3.6 Non-Voting Representatives

3.6.1 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.

3.6.2 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.

4 Signing Authority

4.1 General

4.1.1 The Financial Officer and the President shall have overall signing authority for the Society.

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

4.1.3 Council may by special resolution authorize other Executive Committee members to share signing authority.

4.1.4 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.

4.1.5 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.

Honourary Members of the Society

Appendix I. Honorary Members of the Society

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

Honourary Members of the Society

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

GRADUATE STUDENT SOCIETY
UBC VANCOUVER

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.

GRADUATE STUDENT SOCIETY
UBC VANCOUVER

Declaration of Election

for Directors/Councillors of the GSS

In witness of the graduate student signees below:

First Name	Last Name	Signee Student Number	Signature

Statement of Office:

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

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.

GSS Code of Conduct

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.

Confidentiality Agreement
Confidential Information and Proprietary Data

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

GRADUATE STUDENT SOCIETY
UBC VANCOUVER

Waiver Form

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 ins 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

Policy Revision Form

Appendix XIV. Policy Revision Form

Instructions:

The purpose of this form is to present proposed policy amendments or additions in an explicit and standard manner. Members of the Graduate Student Society of UBC Vancouver wishing to make policy amendments or additions for Council approval must use this form. Consultation with the Code and Policy Committee is strongly recommended to ensure that the language and style reflects that of the current policy manual. The Code and Policy Committee can be emailed at cpcom@gss.ubc.ca.

Date: Submitted by:

What type of change is this? ☐ Amending an existing ☐ Addition of a new policy ☐ Removal of a policy policy	
Original Policy #:	**New Policy # (if applicable):**
Proposed Revised Policy:	
Rationale Behind Proposed Changes:	

GSS Academic Units and Departmental Representatives List

Appendix XVI.

As of 2021-04-15:

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

GSS Academic Units and Departmental Representatives List

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

GSS Academic Units and Departmental Representatives List

Dentistry	1
Forestry	2
Land and Food Systems	2
Pharmaceutical Sciences	1

GSS Conflict Resolution

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.