



University of Victoria Graduate Students' Society

# Policy Manual

Updated July 19, 2016

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## DEFINITIONS

<b>Annual Plan</b>	A plan developed at the annual Executive Board planning retreat that includes events calendar, communications strategy and campaign strategy for the upcoming year.
<b>Closed Meeting</b>	A meeting of a body of the GSS where attendance is restricted to members of that body.
<b>Collective Agreement</b>	An agreement between the GSS and the UNIFOR local 467
<b>CML</b>	Committee Member at Large. A member of the GSS that is in good standing who is not a member of the GRC or Executive Board, and who is serving on a Sub-committee of the GSS.
<b>CML Committee Seat</b>	A committee seat that is reserved for a CML.
<b>Executive</b>	Elected members of the GSS Executive
<b>Executive Board</b>	The Executive (voting) and the Executive Director (ex officio, non-voting)
<b>Grad Reps</b>	Graduate Representative Council members duly elected to represent a University of Victoria Academic Unit that has a graduate program.
<b>GRC</b>	The GSS Graduate Representative Council.
<b>GSS</b>	University of Victoria Graduate Students' Society.
<b>Open Meeting</b>	A meeting of a body of the GSS where attendance is open to all GSS members.
<b>Open Membership (in a committee)</b>	Any member of the GSS who attends two (2) consecutive committee meetings will obtain voting rights upon the second meeting and will retain those voting rights until they fail to attend two (2) consecutive meetings.
<b>Standing Committee</b>	A permanent committee of the GSS.

# 1 APPOINTMENTS TO EXECUTIVE BOARD VACANCIES

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*Approved by: GSS Grad Council on February 24, 2004*

## 1.1 PURPOSE

This policy provides guidelines regarding the process associated with the Graduate Representative Council exercising its powers to appoint a GSS member as a member of the Executive Board in accordance with the GSS Bylaws.

## 1.2 APPOINTMENT PROCESS

Upon a vacancy occurring for an Executive Board position outside of normally scheduled elections, the Grad Council shall consider whether to exercise its powers to appoint a replacement in two steps.

- a. After being advised of the vacancy, the Grad Council will discuss and determine whether it wishes to fill the vacancy at that meeting. Such discussions and determination shall have no regard to any potential individual candidates, but simply whether it is advisable to appoint a replacement given the timing of the vacancy and any other contextual factors. Such discussions shall not normally take place at General Meetings as the appointment of replacements is a specific power of Grad Council.
- b. If Grad Council determines it wishes to fill the vacancy, a general campus-wide call-out for interested and eligible parties will normally occur, particularly through the GSS Bulletin and other advertising means. Candidates will be expected to attend the next Grad Council meeting to make their case and answer any questions from Grad Council. Candidates who wish to circulate material for Grad Council's consideration prior to the meeting shall provide such material in electronic form by a specified date.

Grad Council shall subsequently make its decision by secret ballot so that one candidate attains a majority. If more than two candidates contest the position and no candidate has a majority, the candidate with the lowest number of votes shall be dropped and another secret ballot conducted. This process shall continue until one candidate attains a majority. Grad Council shall subsequently ratify the results and accordingly appoint the successful candidate to the vacancy.

Prior to the ratification and appointment motion, Grad Council retains complete discretion to not appoint anyone to the vacancy. Similar discretion also extends if no candidates come forward for consideration as Grad Council may extend the time for nominations or leave the position vacant.

## 2 GRADUATE COUNCIL REPRESENTATIVE APPOINTMENT POLICY

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*Approved by: GSS Grad Council on February 24, 2004*

### 2.1 PURPOSE

This policy provides guidelines regarding the process associated with the appointment of members of the Graduate Representative Council from academic departments.

### 2.2 APPOINTMENT PROCESS

As part of the annual appointment process or upon a vacancy becoming apparent for the remainder of the academic year, the GSS shall advise Graduate Secretaries and former Graduate Representatives of the need to appoint a new representative.

It is up to GSS members within each department to decide who will represent the department on Grad Council in a primary and/or alternative capacity. The method of selection is also up to these members, and the GSS will be informed of the identity of these individuals upon their selection. At a minimum every graduate student registered in the department will be notified by email of the opportunity to sit on the Grad Council, and the means to discover how they can be nominated for the position.

In the event that the department encounters difficulties in making these selections, the GSS will assist with the selection process using means appropriate for the particular department.

## **3 BUDGET PLANNING AND FISCAL POLICY**

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*Approved by: GSS Executive Board on March 29, 2004*

### **3.1 PURPOSE**

Although the annual budget is ultimately approved by the membership at a General Meeting, the Executive Director, Director of Finance, and Executive Board are ultimately responsible for preparing and submitting the budget and revisions to the membership and in accordance with the bylaws. This policy provides guidelines regarding the budget planning processes as well as general budget principles.

### **3.2 OVERARCHING PRINCIPLES**

The budget shall be prepared using the following overarching principles:

Estimates of on-going revenues and expenditures will be based on an examination of actuals from the previous fiscal year, in particular, membership fee revenues will be based on previous fiscal year revenues

Attempt to obtain estimates for potential enrollment and major expenses from suppliers

Budgeting shall be done on a break-even or better basis depending on the nature of the fund

A contingency amount should be set aside on an annual basis for unexpected issues that may occur.

### **3.3 PRIORITIES FOR ALLOCATION OF EXISTING AND NEW REVENUE**

Existing funding and new ongoing revenue shall be budgeted in the following priority:

Existing and ongoing contractual and bylaw obligations (employee, building maintenance, etc.)

Other priorities as determined (e.g. service supplement, new services, new employee positions, etc.)

In expectation of contract negotiations (e.g. employee, facilities) during the fiscal year, additional funds shall be set aside in contingency to cover any anticipated increases in costs

### **3.4 FEES FOR THE UNIVERSAL BUS PASS, CONSTITUENCY GROUPS**

These fees shall not be part of the budget process as the net revenue shall be automatically remitted to the appropriate organizations.

### **3.5 FEE INCREASES**

Updated Graduate representative Council November 27, 2012.

In order to counteract the effect of inflation on the buying power of the GSS Core Fees, the membership authorized the General Meeting to increase core fees on annual basis using the Consumer price index

The GSS will use BC Annual Average index.

The increased amount shall become the base amount for potential increases next year.

The increase shall be effective May 1, 2004 (i.e. all three terms during the fiscal year).

Fee increases outside of CPI shall take effect in accordance with the appropriate referendum.

### 3.6 CAPITAL ITEMS

Given the timing of the budget, changing capital needs and priorities, and the fact that most capital purchases occur over the summer, the budget should never authorize specific items to ensure flexibility. Rather, the budget shall authorize a total amount (including a contingency) that the Executive Board may use towards the capital needs of the fiscal year. A tentative capital plan for at least the fiscal year should be provided for justification and as a guide for the Executive Board, but it should not be formally approved to preserve flexibility.

### 3.7 FUND ACCOUNTING

Amended by GSS Executive Board March 23, 2010

The GSS has several funds to run various and specific aspects of its operations. Funds are expected to stand alone, and moneys cannot be transferred between funds except in exceptional circumstances. Each fund is outlined below along with its expectations.

**Operating Fund** – This fund carries most of the day-to-day services associated with the GSS. Revenue is mainly from membership fees and various services (e.g. ads, room bookings, etc.). It is normally budgeted on a break-even basis.

**Health and Dental Fund** – This fund carries all of the revenue and expenses associated with the Health and Dental Plan, including administration. It bears a proportionate share of the costs associated with the GSS General Office (employee and overhead). It is normally budgeted on a break-even basis, and a consideration is always the fact that the Health and Dental year is different than the GSS fiscal year (Sept-Aug v. Apr-Mar). The Health and Dental budget may thus be budgeted on a slightly different fiscal year.

**Food and Beverage Fund** – This fund carries all of the revenue and costs associated with the restaurant operation in the Grad Centre. It is expected to bear a proportionate share of the building costs, and it is expected to operate on a modest profit basis. Net profits and losses are to be retained in the fund to ensure stability and avoid GSS dependence on variable profit to provide core services.

**Capital Fund** – This fund carries all of the revenue and expenses associated with the capital of the GSS, excluding building expansion. Capital replacement should be ongoing and in accordance with GSS capital needs and plans. Break-even analysis is not applicable here as some funds may be needed more in one year than another, and the audited statements show existing capital assets on a depreciating rather than cash-flow basis.

**Building Fund** – This fund shall be only for major renovations and additions to the Grad Centre. Ongoing expenses should never be removed from this fund, and substantial surpluses in other funds should be transferred for potential long-term use. The GSS should examine long-term investment advice/management for this fund with a view towards minimizing risk of members' moneys versus potential long-term returns.

**Employee Leave and Emergency Hire Fund** - This fund shall be used to cover extraordinary employee benefits, such as maternity leave, sick leave, or emergency hires. Surpluses in the Operating and Food and Beverage Funds will be used to replenish this fund annually.

### **3.8 FISCAL UPDATES AND BUDGET AMENDMENTS**

Financial statements shall be produced and compared to the budget on an ongoing basis to determine progress during the fiscal year. Minor reallocations may take place in accordance with the bylaws, and major budget amendments may be submitted to a General Meeting if necessary.

### **3.9 PAYMENTS AND SIGNING AUTHORITY**

Approved by the Executive Board 2006-05-20: 02

No cheques or payments shall be issued without provision of an original receipt; and

With the Exception of automated payroll, online payments of any kind from GSS accounts are prohibited; and

*Amended by the Executive Board 2006-11-30: 03*

The signers on the GSS Operating, Health and Dental, Capital and Rainy Day Building Fund accounts at the Greater Victoria Savings Credit Union will be the Executive Director, the Director of Finance, and the GSS Chair, and there will be two signatures required on all cheques.

The signers on the GSS Food and Beverage Account at the Royal Bank will be the Executive Director, the Director of Finance, and the GSS Chair, and there will be two signatures required on all cheques.

### **3.10 INVESTMENT IN SECURE FUNDS ONLY**

*Approved by the Executive Board 2006-05-20: 02*

All GSS investment will be made in only Guaranteed Interest Certificates (GIC)'s in order to eliminate risk in financial investment.

## 4 BUILDING AND SPACE ADDITION POLICY

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*Approved by the GSS Executive Board on March 29, 2004*

### 4.1 PURPOSE

Over the past few years, discussions have been ongoing about potential expansion of the Grad Centre and/or space additions for GSS use. This policy intends to provide an overview of this issue's context, discussions to date, and potential future steps, particularly since it will likely take several years before viable solutions are in place.

### 4.2 CONTEXT, HISTORY, AND CONSIDERATIONS

The Grad Centre was opened in 1990 for GSS and graduate student use.

The building was built by joint financing from the GSS and George and Ida Halpern.

The Centre was intended for a population of 1300 grad students.

Current membership exceeds 2215 FTE grad students (2600 students), and the Centre is currently operating at capacity, particularly with respect to meeting rooms and office space.

The Centre is not an efficient use of land space as it is a sprawling and stand-alone one-story building.

UVic has approved a Campus Plan that favors densification and multi-story buildings.

Preliminary reviews have indicated that it will not be possible to add additional floors to the existing Centre.

It is unlikely that any expansion would be allowed in the direction of Sinclair Road due to the municipal building requirements that indicate a setback is needed for any buildings.

Any expansion towards the SUB would need to consider the interests of the UVSS as such expansion would limit future expansion of the SUB.

The UVic Campus Plan includes a vision of a village core in the vicinity of the Centre, and any expansion/space addition should be congruent with this vision.

The kitchen, food service, and storage areas in the Grad Centre were never designed for the service currently provided, and they are operating at capacity.

The Centre is a relatively recent addition to campus, and it has several years of use remaining its intended lifespan is completed.

### 4.3 NEXT STEPS

Potential building expansion / space addition should be a standing discussion item on the UVic-GSS Operational-Relations Committee. Discussions should particularly occur with the following UVic positions: Vice-President Finance and Operations, Executive Director of Facilities Management, Dean of Graduate Studies, and Executive Director of Student and Ancillary Services.

Creative solutions should be explored, and all options examined, including:

Building an addition to the Centre;

Demolishing the Centre and replacing and adding space elsewhere; and

Contributing towards another construction project to have space added specifically for GSS use while keeping the Grad Centre

The Society should examine potential efficiencies/synergies with other construction projects, including a potential graduate student residence.

Any expansion should account for existing and future graduate student enrollment and future space expansion as well as financial realities.

Environmental issues should be considered in manner that is at least consistent with UVic's Campus Plan.

Options should particularly focus on potential meeting rooms, common areas, office areas, and food and beverage operations.

Costing and financing options should be developed in accordance with ongoing discussions (e.g. financing could include existing finances and/or new fees as well as potential external/UVic financing).

Membership feedback/discussion should be sought as options and costs develop, particularly through Grad Council.

The Society should seriously consider the use of referenda to ensure membership approval of any final options.

# 5 COMMITTEE APPOINTMENT POLICY

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*Approved by: GSS Executive Board on March 9, 2004*

*Updated: GSS Graduate Representative Council on August 4, 2015*

*Amended July 19, 2016 by the Graduate Representative Council.*

*See also: Section 16 policy on Procedures for Seeking Graduate Student Representatives for Committees*

## 5.1 PURPOSE

Although the Executive Board is ultimately responsible for all graduate student appointments to various UVic committees, a number of processes exist within the GSS to make these appointments in the best manner possible. This policy provides guidelines regarding the processes associated with the appointment of GSS representatives on committees.

## 5.2 APPOINTMENTS TO UNIVERSITY COMMITTEES

### 5.2.1 NATURE OF APPOINTMENT

All appointees should normally be GSS members. If an appointee is not attending meetings, the Executive Board will appoint a replacement if applicable upon being advised of the situation. As a general preventative act, appointments to standing committees are normally reviewed every fall.

### 5.2.2 APPOINTMENT PROCESS

Revised by the GSS Executive Board August 5, 2005

The GSS first needs to be informed that a committee vacancy exists, preferably through the GSS Executive Director. A call-out will be subsequently sent. If the committee is of a departmental nature, the call-out for interested parties will normally go to the relevant department, particularly through the department's Graduate Secretary or Graduate Representative. If the committee is of a campus-wide nature, a general call-out for interested parties will normally occur, particularly through the GSS Bulletin.

For all committees, the Executive Board reserves the right to exercise its discretion to appoint one of its own members or to conduct a more limited/specialized call-out for a variety of reasons. For example, senior administration hiring committees normally have an Executive Board member on them. Similarly, certain issues or equity groups may need to be advanced or require certain or experienced representation. However, such discretion shall be normally exercised prior to any general call-outs.

As part of the call-out, interested parties will be asked to submit a short paragraph detailing why they are interested in the committee. The Executive Board will review the responses, particularly if there are multiple expressions of interest, and elect a person to the committee accordingly. All parties, including the committee's secretary/chair will be informed, and information regarding unsuccessful parties may be kept on file in the event of other committee vacancies.

Interested nominees may be asked to submit a brief written note explaining their interest in the committee and their relevant skills and experience.

### **5.2.3 REAPPOINTMENT OF INCUMBENTS**

If an incumbent desires to remain on a committee, the incumbent continues to be a GSS member, and the incumbent is available, the Executive Board will normally reappoint the incumbent without an appropriate competition.

### **5.2.4 APPOINTEES' REPRESENTATIVE ROLE**

Appointees are intended to represent graduate student views generally at the particular committee. In addition to graduate students generally, appointees may wish to consult the Executive Board or the Graduate Representative Council about the Society's views on particular issues as they arise. They may also choose to use the GSS Bulletin as a way of gathering feedback. However, the onus is on the appointee to determine when such consultation is necessary and seek out appropriate consultation.

Due to the nature of certain issues, the Executive Board may require periodic reporting, but it will advise the relevant appointee of such a requirement as necessary.



## 6 CONFLICT OF INTEREST AND RESOURCE USE POLICY

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*Approved by: GSS Executive Board on March 29, 2004*

### 6.1 PURPOSE

Both members of the Executive Board and staff need to be aware of issues regarding conflict of interest and use of Society resources, and this policy is intended to provide guidelines regarding these issues.

### 6.2 CONFLICTS OF INTEREST AND RESOURCE USE

A conflict of interest arises when a person exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest. Further, there is an apparent conflict of interest when there is a reasonable perception that the person's ability to exercise an official power or perform an official duty or function will be or was affected by a private interest.

The general rule is to declare all real, potential, and apparent conflicts of interest, and to avoid them as much as possible.

Where a conflict of interest arises, members shall make full disclosure of the conflict and shall seek to resolve it in the best interest of the Society.

If someone is in doubt about whether he or she or someone else is or may be in conflict of interest, it should be discussed with the Committee Chair or Supervisor.

Disclosure and discussion are the most important methods to assess and resolve conflicts of interest, particularly when uncertainty exists.

Standards will vary based on the nature of the conflict, but a very high standard shall apply to conflict of interest involving monetary benefits.

With respect to committees, members should withdraw from committee deliberations and should abstain from voting on any motion pertaining to the approval of a matter in which they have an interest, be it direct or indirect. However, in general voting on matters which will have an effect on a broad group by a member of that group is not a conflict of interest (e.g. tuition policy).

Finally, people should not use any facilities, services, or resources of the Society, nor allow them to be used, for purposes other than those expressly approved by the Society without at least appropriate reimbursement to the Society.



# 7 EMPLOYMENT POLICY

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*Approved by: GSS Executive Board on March 9, 2004*

*Updated by GSS Executive Board March 23, 2010*

## 7.1 PURPOSE

Although the Executive Board is ultimately responsible for employee issues, a number of structures and processes exist within the GSS to deal with these issues in a delegated manner. This policy provides guidelines regarding these structures and processes as well as general GSS employment issues.

## 7.2 EMPLOYEE DEFINITIONS

### 7.2.1 Management

The Executive Director and Operations and Services Manager are management employees

### 7.2.2 Unionized Office Employees (CEP)

Non-management office staff are members of the Communications, Energy and Paperworkers Union of Canada Local 467

### 7.2.3 Food and Beverage Employees

Non-management staff of GSS Food and Beverage services are Food and Beverage Employees

### 7.2.4 Permanent Food and Beverage Employees

Food and Beverage Employees who work 20 hours per week year round are considered Permanent Food and Beverage Employees

### 7.2.5 Food and Beverage Hourly Staff

Food and Beverage Employees who work less than 20 hours per week, or who work any amount of hours but do not work during the May-August period are considered Term Food and Beverage Employees

## 7.3 NEW/RESTRUCTURED EMPLOYMENT POSITION APPROVALS

All new or restructured employment positions must be approved at least in principle by the Executive Board prior to any posting and hiring. This includes employment tasks, relationship within GSS organizational structure, and remuneration range. The Executive Board should consider these factors from a long-term perspective (including budgetary) prior to any approval. Changes to job descriptions of Unionized Office Staff are subject to the Collective Agreement.

## 7.4 REMUNERATION, VACATION, AND BENEFITS

### 7.4.1 Management

Remuneration, vacation, and benefits for Management employees shall be defined by individual contract with the GSS. Consideration shall be given to prevailing rates for comparable work, cost of living increases,

and long-term budgetary impacts. Management employees are paid salary and are not eligible for overtime. Benefits are negotiated with Management employees as part of their contract. Arrangements can be made for time off in lieu after hours exceeding 35 hours per week or weekend work.

#### 7.4.2 FOOD AND BEVERAGE HOURLY STAFF

Remuneration will be set in accordance with the attached wage schedule, and overtime must be approved by the Operations and Services Manager.

The GSS authorizes the Operations and Services Manager to increase Food and Beverage Hourly Staff wages annually at a rate of 3% (maximum) in recognition of length of service and quality of work.

Vacation benefits are set according to the BC Employment Standards Act,

#### 7.4.3 PERMANENT FOOD AND BEVERAGE EMPLOYEES

Hourly remuneration will be set in accordance with the attached wage schedule and overtime must be approved by the Operations and Services Manager.

Benefits will be in accordance with the Permanent Food and Beverage Employees Policy

#### 7.4.4 UNIONIZED OFFICE EMPLOYEES

Remuneration and benefits will be set in collective bargaining in accordance with the collective agreement.

## 7.5 HIRING PROCESS

### 7.5.1 Management Hiring

Management hiring committees must be struck by the GSS Executive Board. A minimum of two members of the Executive Board and one member of the staff will form the hiring committee for management positions.

All hiring decisions for Unionized Office Staff and Management Employees are subject to Executive Board Ratification.

### 7.5.2 Unionized Office Employee Hiring

Hiring of unionized office employees is the responsibility of the Executive Director

Hiring procedures for Unionized Office Employees is subject to the Collective Agreement.

### 7.5.3 Food and Beverage Employee and Staff hiring

Hiring of the Food and Beverage Employees and staff is the responsibility of the Operations and Services Manager

All hiring decisions of Food and Beverage Employees are reported to the Food and Beverage Committee

### 7.5.4 Minimum hiring committee membership

Minimum hiring committee membership shall normally be defined as follows for the following positions (management positions are marked with an "(M)"):

- a. Executive Director (M) – 2 members of the Executive and 1 staff member

The Executive Board may choose to add additional parties to any hiring process as they see fit due to circumstances. The Executive Board will define hiring committees for other positions as necessary using the existing hiring committee memberships as a guide.

While open competitions are generally preferred, it is up to the Executive Board to determine if a closed or restricted competition may be appropriate. Interviews should be conducted using a standard format and standard questions, although the committee can delve further as a result of a candidate's specific answer.

Candidate rankings should be based upon committee consensus and the posted position information. . If consensus still cannot be obtained, a majority shall determine the ranking of the candidates.

#### 7.5.5 Graduate Student Hiring Preference Where Equivalent Qualifications

In instances where candidates have equivalent qualifications and one candidate is a UVic graduate student, the graduate student will be given preference for hiring.

#### 7.5.6 Postings

Postings for any positions will clearly state the position, remuneration, anticipated days and hours of work and job duties and qualifications. The posting will be advertised for at least one week prior to short-listing for interviews. Postings should normally be advertised in the Graduate Students' Centre notice board, the GSS email bulletin and website, and Career Services. Management postings should normally be further advertised in the community listings such as newspapers or online listings. This clause does not preclude other posting methods.

## 7.6 CONFLICTS OF INTEREST

### 7.6.1 General

All staff members are expected to disclose to their supervisor all real or potential conflicts of interest that may relate to their employment, and a higher standard of review attaches to management staff. Discussions and arrangements will accordingly be made to resolve such conflicts.

### 7.6.2 Executive Board

Voting members of the Executive Board may not be concurrently employed or seek employment as a GSS staff member. Similarly, GSS staff members may not concurrently serve or seek election to the Executive Board. This requirement is in light of the different reporting and accountability dynamics and roles that occur between staff and the Executive Board as well as the Executive Board and the general membership.

## 7.7 EMPLOYEE FILES AND DISCIPLINE

The GSS shall maintain employee files for all of its employees.

Discipline procedures for Unionized Office Staff are determined by the Collective Agreement

For non-union employees, the GSS shall use a progressive discipline system. This system shall consist of verbal warnings, written warnings, and dismissal.

Appropriate penalties will be assessed considering the nature of the offense and the employee's past warnings.

The Executive Board will be periodically updated regarding written warnings, and dismissal shall remain within the sole purview of the Executive Board.

## 7.8 PERSONNEL OFFICER

The Executive Board shall appoint one of its members to act as the Personnel Officer. The Personnel Officer shall:

- a. Ensure the Executive Director
  - i. receives an annual performance review and contract renewal
  - ii. is following the direction of the Executive Board
  - iii. is implementing the GSS annual plan
  - iv. is informed of any feedback from the Executive Board regarding performance
- b. Sit on the Personnel Committee with the Executive Director and keep in regular contact with the Executive Director regarding general GSS staffing issues;
- c. Work with the Executive Director to develop recommendations as needed to the Executive Board regarding staffing issues, union negotiations, and personnel policy;
- d. Be informed of and monitor on a periodic basis all discipline carried out by the Executive Director and Operations and Services Manager;
- e. Be authorized to reallocate hours among management staff with their consent;
- f. Deal with staff conflicts of interest and make appropriate arrangements to resolve such conflicts (including reassigning or assuming additional supervisory powers if necessary);
- g. Normally be a member of hiring committees for all GSS management positions
- h. Normally represent the Executive Board in collective bargaining and committees related to GSS-Union relations.

## 8 MANAGEMENT EMPLOYEE BENEFIT POLICY

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*Approved by: GSS Executive Board on March 25, 2004, Amended February 2, 2005*

*Updated by GSS Executive Board March 23, 2010*

### 8.1 PURPOSE

This policy outlines the benefits to which GSS Management Employees are entitled.

### 8.2 RELATION TO EMPLOYEE CONTRACTS

This policy shall be included by reference and attached to all permanent employee contracts. In the event of a conflict between this policy and the employee contract, the employee contract shall prevail. In the event of changes to this policy, such changes shall be deemed part of the employee contract. However, benefit removals/reductions shall not be effective unless the employee's written consent is obtained.

### 8.3 PROBATION FOR NEW EMPLOYEES

Probation for new employees shall be for a period of 3 to 6 months, and the period shall be specified in the employee's contract. The length of the probation period will normally be dependent upon when the employee is hired and how much time is necessary to evaluate whether the employee can handle all aspects of the positions, particularly those that occur seasonally (e.g. majority of health and dental administration occurs in September).

#### 8.3.1 Paid Holidays

Employees shall be entitled to all statutory holidays with pay.

#### 8.3.2 Paid Vacation

In addition to the winter shutdown, employees are entitled to paid vacation as follows:

- a. 10 days during the first year
- b. 15 days during the second year
- c. 17.5 days during the third year, and
- d. 20 days during the fourth year and thereafter.

Vacation shall be scheduled in conjunction with all staff requests to ensure that GSS operations are not compromised, and the employee may carry forward up to 10 unused days for the next year. Due to reduced activities and service, it is preferable that vacation occurs over the summer or during other times of limited activity. As a general principle, the winter shutdown is additional paid vacation granted in lieu of the odd overtime during the year.

#### 8.3.3 Paid Sick Leave

Employees are entitled to paid sick leave as follows:

- a. 2 days per month cumulative during the first year,
- b. 24 days per year thereafter.

No carryover shall be allowed, and a doctor's note may be required to substantiate paid sick leave.

#### 8.3.4 Maternity/Parental Leave and Top-Up

After 1 year of employment, employees are entitled to maternity/parental leave in accordance with Employment Insurance legislation and eligibility requirements. The GSS shall provide a top up of 25% on the GSS portion of claimed Employment Insurance benefits for maternity and parental leaves.

#### 8.3.5 Unpaid Leave

Employees may take unpaid leaves with 30 days' notice as follows:

- a. up to 6 months as of the second year,
- b. up to 1 year as of the third year and thereafter.

Benefits shall not be paid during unpaid leaves, and the time of the unpaid leave shall not count towards any benefits or wage increases that accrue as a result of seniority or length of employment.

#### 8.3.6 Other Short-term Emergency Leaves

Other short-term emergency leaves (e.g. bereavement, etc.) may be granted on case-by-case basis with the general expectation that missed hours/work will be made up or other arrangements made. Appropriate documentation may be required depending on the nature of the emergency.

#### 8.3.7 Medical Services Plan

The GSS shall cover the cost of Medical Services Plan premiums up to the cost for one person for each employee.

### **8.4 EXTENDED HEALTH/DENTAL/VISION PLAN**

After the conclusion of the employee's first 3 months, the GSS shall cover the cost of an extended health, dental and vision plan for each employee, and employees shall have the option of opting in their families at the employee's cost.

### **8.5 RRSP CONTRIBUTION**

The GSS shall match a Management Employee's RRSP contribution up to 1.5% of the employee's gross salary attributable to the GSS.

### **8.6 ARREST/INCARCERATION RELATED TO WORK**

No employee shall be required to undertake activities that may result in their arrest/incarceration. However, if short-term arrest/incarceration occurs directly as a result of a work-related activity, the employee shall remain entitled to pay and benefits.

## 9 MANAGEMENT EMPLOYEE LEAVE FOR JURY AND WITNESS DUTY

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### 9.1 LEAVE FOR JURY DUTY:

The GSS shall grant up to two weeks paid leave to Staff, other than those on any form of Leave, who are required by law to serve as jurors in a court of law

#### 9.1.1 Leave where subpoenaed as a witness

The GSS shall grant paid leave of up to 14 hours to Staff, other than those on any form of Leave, who are required by law to serve as witnesses in a court action or statutorily-established tribunal, provided that such proceeding has not been initiated by the Staff with regard to the Staff's private affairs.

#### 9.1.2 Remittance of juror and witness fees

Staff who are granted paid leave by the GSS under this Article are required to remit to the GSS any juror or witness fees that are received with regard to their attendance as a juror or witness.

#### 9.1.3 Proceedings arising from a member's private affairs

In cases where a Staff's private affairs require the appearance of the Staff before a court or a statutory tribunal, the GSS shall grant leave without salary to the staff.

### 9.2 NOTICE

Where leave is required under this Article, the Staff shall notify, as soon as possible, her or his Supervisor of the days when the Staff is required to be in court.

#### 9.2.1 Notice of layoff/termination without cause

In the event that an employee is laid off or terminated without cause, Employees becoming permanent after March 31, 2008 shall be entitled to notice or pay in lieu as stipulated by the BC Employment Standards Act. Employees who became permanent prior to March 31, 2008 are entitled to notice of layoff or payment in lieu of notice as stipulated in the contract provided at the time of their hire unless written consent has been provided by the employee.

# 10 PERMANENT FOOD BEVERAGE EMPLOYEE BENEFIT POLICY

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*Approved by: GSS Executive Board on March 25, 2004, Amended February 2, 2005*

*Updated by GSS Executive Board March 23, 2010*

## 10.1 PURPOSE

This policy outlines the benefits to which Permanent Food and Beverage Employees are entitled.

## 10.2 RELATION TO EMPLOYEE CONTRACTS

This policy shall be included by reference and attached to all Permanent Food and Beverage Employees contracts. In the event of changes to this policy, such changes shall be deemed part of the employee contract. However, benefit removals/reductions shall not be effective unless the employee's written consent is obtained.

## 10.3 PROBATION FOR NEW EMPLOYEES

Probation for new Permanent Food and Beverage Employees shall be for a period of 3 months, and the period shall be specified in the employee's contract. The length of the probation period will normally be dependent upon when the employee is hired and how much time is necessary to evaluate whether the employee can handle all aspects of the positions, particularly those that occur seasonally (e.g. majority of health and dental administration occurs in September).

## 10.4 PAID VACATION

Permanent Food and Beverage Employees are eligible for vacation as follows:

- a. In from the date of hire to the end of the calendar year, and in the following calendar year of employment, 4% of gross pay earned
- b. In the third calendar year of employment, 5.7% of gross pay earned
- c. In the fourth calendar year of employment, 6.7% of gross, and
- d. In the fifth calendar year of employment and thereafter, 7.6% of gross pay earned

Vacation shall be scheduled in conjunction with all staff requests to ensure that GSS operations are not compromised, and reading week closure, winter break and summer will be preferred times for vacation. Vacation entitlements earned but not yet remitted during the year will be paid out during the winter closure.

## 10.5 PAID SICK LEAVE

Permanent Food and Beverage Employees are entitled to paid sick leave as follows on a pro-rated basis:

- a. 2 days per month cumulative during the first year,
- b. 24 days per year thereafter.

No carryover shall be allowed, and a doctor's note may be required to substantiate paid sick leave.

After 1 year of employment permanent food and beverage employees are entitled to sick leave under the Supplemental Unemployment Benefits program in accordance with Employment Insurance legislation and eligibility requirements. The GSS shall provide a top up of 25% on the GSS portion of claimed Employment Insurance benefits for sick leaves.

#### **10.6 MATERNITY/PARENTAL LEAVE AND TOP-UP**

After 1 year of employment, Permanent Food and Beverage Employees are entitled to maternity/parental leave in accordance with Employment Insurance legislation and eligibility requirements. The GSS shall provide a top up of 25% on the GSS portion of claimed Employment Insurance benefits for maternity and parental leaves.

#### **10.7 UNPAID LEAVE**

Permanent Food and Beverage Employees may take unpaid leaves with 30 days' notice as follows:

- a. up to 6 months as of the second year,
- b. up to 1 year as of the third year and thereafter.

Benefits shall not be paid during unpaid leaves, and the time of the unpaid leave shall not count towards any benefits or wage increases that accrue as a result of seniority or length of employment.

#### **10.8 BEREAVEMENT LEAVE**

After 1 year of employment, Permanent Food and Beverage employees will be granted 5 days paid leave due to the death of an immediate family member.

Permanent Food and Beverage employees will be granted an additional 2 days for travel at the discretion of the Operations and Services Manager

#### **10.9 OTHER SHORT-TERM EMERGENCY LEAVES**

Other short-term emergency leaves may be granted on case-by-case basis with the general expectation that missed hours/work will be made up or other arrangements made. Appropriate documentation may be required depending on the nature of the emergency.

#### **10.10 MEDICAL SERVICES PLAN**

The GSS shall cover the cost of Medical Services Plan premiums up to the cost for one person for each Permanent Food and Beverage Employee.

#### **10.11 EXTENDED HEALTH/DENTAL/VISION PLAN**

After the conclusion of the Permanent Food and Beverage Employee's first 3 months, the GSS shall cover the cost of an extended health, dental and vision plan for each employee.

Permanent Food and Beverage Employees shall have the option of opting in their families at the employee's cost.

## **10.12 LEAVE FOR JURY AND WITNESS DUTY**

### 10.12.1 Leave for Jury Duty:

The GSS shall grant paid leave of up to two weeks for Permanent Food and Beverage Employees, other than those on any form of Leave, who are required by law to serve as jurors in a court of law

### 10.12.2 Leave where Subpoenaed as a Witness

The GSS shall grant paid leave to Staff, other than those on any form of Leave, who are required by law to serve as witnesses in a court action or statutorily-established tribunal, provided that such proceeding has not been initiated by the Staff with regard to the Staff's private affairs.

### 10.12.3 Remittance of Juror and Witness Fees

Permanent Food and Beverage Employees who are granted paid leave by the GSS under this Article are required to remit to the GSS any juror or witness fees that are received with regard to their attendance as a juror or witness.

### 10.12.4 Proceedings arising from a Member's Private Affairs

In cases where a Permanent Food and Beverage Employee's private affairs require the appearance of the employee before a court or a statutory tribunal, the GSS shall grant Leave without Salary to the employee.

## **10.13 NOTICE**

Where leave is required under this Article, the Permanent Food and Beverage Employee shall notify, as soon as possible, the Operations and Services Manager of the days when the employee is required to be in court.

### 10.13.1 Notice of layoff/termination without cause

In the event that a Permanent Food and Beverage Employees is laid off or terminated without cause, shall be entitled to notice or pay in lieu as stipulated by the BC Employment Standards Act. Employees who became permanent prior to March 31, 2008 are entitled to notice of layoff or payment in lieu of notice as stipulated in the contract provided at the time of their hire unless written consent has been provided by the employee.

# 11 BUILDING FUND POLICY

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*Approved by: GSS General Meeting on March 30, 2004*

## 11.1 PURPOSE

Although the Society has a number of distinct funds for various purposes, it recognizes the need for an emergency fund to deal with extraordinary emergencies. In addition, the Society recognizes the need to build funds for future building/space expansion in light of increased graduate student enrollment. The Rainy Day and Building Fund fulfills these specific purposes, and this policy provides terms of reference regarding this fund.

## 11.2 ADDITIONS/TRANSFERS TO THE FUND

Monies may be added/transferred to the fund by the following methods:

- a. Ordinary budget resolution and/or other expenditure resolutions in accordance with the constitution and bylaws; or
- b. Reallocation of a portion of the GSS Core Membership Fees in accordance with the Constitution and Bylaws.
- c. Levying additional GSS Core Membership Fees through the use of referendum (e.g. Building Fee).

If GSS Core Membership Fees directly contribute to the fund, CPI increases shall apply to these fees pursuant to the referendum approved in March 2003.

The following monies shall be automatically added/transferred to the fund:

- a. Excluding the value of assets, renovations, or other purchased improvements, the end of fiscal year fund balance (i.e. as of March 31) for the Capital Fund shall be adjusted so that the end of fiscal year fund balance for the Capital Fund does not exceed \$100,000;
- b. The end of fiscal year fund balances (i.e. as of March 31) for all other funds shall be adjusted so that each end of year fund balance does not exceed \$200,000; and

All of these ceilings are stated in 2010 dollars, and the ceilings shall be adjusted annually by CPI.

## 11.3 EXPENDITURES/TRANSFERS FROM THE FUND

Proposed expenditures/transfers shall include a plan to repay the fund except in the case of building/space expansion, and the Society shall endeavor to follow the plan.

Monies may be expended/transferred from the fund using the following methods:

- a. Referendum; or
- b. Ordinary resolution of a General Meeting, and such a resolution shall not be considered a budget resolution for quorum purposes given the specific nature of the fund.

#### **11.4 INTEREST/INVESTMENT OF FUND**

Interest/returns accrued by the fund shall be retained/reinvested within the fund. As the Operating Fund is currently dependent on this interest, this shall be implemented on a phased-in basis as the Operating Fund becomes self-sufficient.

## 12 GSS RECORDS AND ARCHIVING POLICY

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*Approved by: GSS Executive Board on March 9, 2004*

### 12.1 PURPOSE

This policy provides guidelines regarding the keeping and archiving of GSS records.

### 12.2 RECORDS AND ARCHIVE PRACTICE

Current GSS records and records for the preceding 2 years shall be kept in GSS offices. Copies of all official GSS correspondence shall be kept on file, and backups of electronic data and work shall occur on a regular basis. Materials may be archived on a periodic basis, and arrangements may be made with the UVic Library to act as a depository.

### 12.3 PUBLIC/PRIVATE NATURE OF RECORDS

The GSS shall comply with all applicable legislation regarding freedom of information and protection of privacy. Protection of privacy is particularly relevant for employees (including contracts) and membership in the health and dental plan. Given the University's expertise regarding these issues, the GSS may consult with the University regarding these issues as needed.

Public documents, minutes, and related materials shall be generally available to the membership on a public basis, except for in-camera and/or confidential discussions. Discretion may be used with respect to other records depending on their nature, and alternative options include providing summaries in lieu and/or charging for extensive work/materials. While the general overarching principles of transparency and responsibility to the membership exist, mitigating factors to consider include personal privacy, GSS security, harm to negotiations, solicitor-client privilege, legal requirements, relevancy of drafts/prior negotiations, and work involved in reproducing detailed information if it is not of a direct personal nature. Direction may be sought from the Executive Board, and all disclosure decisions may be appealed to the Executive Board.

## 13 ATTENDANCE OF OUT OF TOWN CONFERENCES

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*Approved by GSS Executive Board on January 25, 2005*

GSS delegates sent to out-of-town conferences where food is provided will be given a per diem of 20\$ per day in advance of departure.

GSS delegates sent to out of town conferences where food is not provided will be issued a per diem of \$40.

# 14 MEETING PROCESS, AGENDA PREPARATION AND TRAINING

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*Approved by GSS Executive Board on December 16, 2004.*

## 14.1 EXECUTIVE BOARD MEETING TIMES

*Added by GSS Executive Board August 31, 2005*

The GSS Executive Board meets as deemed necessary.

## 14.2 AGENDA ITEMS

The Executive Director will send a reminder of the Executive Committee meeting four days in advance of the meeting, with a call for agenda items.

Executive members will submit items to the Executive Committee Agenda three days in advance of the meeting with an explanatory paragraph or supporting materials, copying all Executive members on these emails.

Executive Board agendas will include the formal wording of motions.

The Executive Committee Agenda will be circulated two days in advance; and,

The Executive Director and the Chair will discuss the agenda and priorities for discussion prior to the meeting.

## 14.3 PLANNING RETREATS

The Executive Board will budget for and hold an annual two day retreat in April or May where they plan their work for the coming year, including campaigns and events strategies.

## 14.4 EXECUTIVE REPORTS

*Approved by GSS Executive Board May 16, 2005*

Executive Board Reports to the Graduate Representative Council consist of a point form list of actions taken, subject of action and date(s) action taken; and

A footnote on the report will refer to the Bylaws for Executive Responsibilities.

Executive Board Reports to the Graduate Representative Council will exclude detailed or length descriptions and the actions undertaken by or requested of other Executive Board members, staff, or volunteers.

Executive Reports to Graduate Representative Council shall be read very briefly at the meeting.

## 15 ACCESS TO OFFICE AND RESOURCES

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*Approved by GSS Executive Board May 16, 2005*

*Updated by GSS Executive Board March 23, 2010*

### 15.1 EXECUTIVE ACCESS TO GSS OFFICES

Keys will be provided to each member of the GSS Executive upon request.

### 15.2 RESOURCE PRIVILEGES FOR GRAD REPS

The GSS will permit Grad Reps to use the GSS photocopier to make up to 20 copies per event of posters announcing events organized by their department council for grad students; with the following provisos:

That these posters be required to carry the GSS logo; AND

That one copy is given to the GSS for our records.

### 15.3 RESOURCES FOR CEP MEMBERS

The GSS will provide free meetings space for membership meetings of the Communications, Energy and Paper workers Union of Canada Local 467(CEP)

## 16 CAMPAIGN POLICY

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### 16.1 SECURITY CERTIFICATES

*Approved by GSS Executive Board March 1, 2005*

The GSS is opposed to Canada's use of the Security Certificate Process.

### 16.2 WAR RESISTERS CAMPAIGN

*Approved by GSS Executive Board September 22, 2004*

The War Resisters group has access to meeting space at the Graduate Students' Centre at no charge.

# 17 FOOD AND BEVERAGE MANAGEMENT

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*Approved by the GSS Executive Board November 15, 2005*

Responsibility and authority powers for management of the GSS Food and Beverage Services is defined as follows:

## 17.1 AUTHORITY OF EXECUTIVE BOARD

- a. Approval of capital expenditures over \$500
- b. Annual budget review prior to AGM
- c. Policy changes
- d. Building policy

## 17.2 AUTHORITY OF THE FOOD AND BEVERAGE COMMITTEE

- a. Reviewing decisions and performance of Operations and Services Manager and the Grad House Restaurant
- b. Long-term planning
- c. Decisions on décor and selection of capital items after approval at Executive Board
- d. Approval of Menu

## 17.3 AUTHORITY OF THE OPERATIONS AND SERVICES MANAGER

- a. Scheduling Staff
- b. Day to Day operations
- c. Requesting emergency repairs to equipment
- d. Hiring and firing of non-management staff
- e. Customer relations
- f. Development of Grad House Restaurant budget
- g. Ensuring Grad House Restaurant stays on budget
- h. Tracking financial performance of Grad House Restaurant
- i. Follow-up on problems with set-up of Grad House Restaurant following UVSS catering events
- j. Scheduling Entertainment
- k. Developing Grad House Restaurant coupons and promotions
- l. Approval of capital expenditures under \$500

# 18 PROCEDURES FOR SEEKING GRADUATE STUDENT REPRESENTATIVES FOR COMMITTEES

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*Approved by GSS Executive July 5, 2006*

All elections of graduate student representatives to committees under GSS authority (See GSS Policy 16.5a) will be made at a meeting of the Executive Board.

A call for representatives will be brought to the Executive Board for an executive member for the following committees:

- a. Search Committees for Senior Administrative Positions (i.e. President, Vice Presidents, and University Secretary).
- b. Senate Standing Committees
- c. Ad-hoc committees on any general issue facing graduate students
- d. Graduate Fee Reduction Appeals Committee (GRAD FRAC)
- e. Graduate Executive Committee (FOGS)
- f. Committees of FOGS
- g. Committees that specifically request a member of the Executive Board to attend
- h. Ratifications of annual standing appointments based on the Bylaws or standard operating procedure following the election. (e.g. election of Director of Student Affairs to Ombudspersons Advisory Committee; election of the Director of Services to UVSS Clubs Council).

A call for candidates will be made to the Graduate Representative Council and GSS Event lists by email for the following committees:

- a. Search, Appointment and Review Committees for Deans of Faculties, in adherence to UVIC appointment committee policy.
- b. Seats not filled by executive by a request to the Executive Board under Section 16.2.
- c. Constituency based committees or committees seeking input from particular groups (e.g. Women students, international students etc.)
- d. Requests for constituency based committees representation will also be sent to any relevant student constituency group for circulation to their email listserv.
- e. Standing university committees that are non-controversial, and not directly related to graduate students (e.g. parking committee)
- f. Awards committees (e.g. teaching awards, blue and gold)
- g. Calls to sit on standing GSS committees

For any standing committee that does not normally have a member of the Executive Board as the GSS representative as per section 16.2 the Executive Director will, upon receiving a call to elect a member to the committee first ask incumbent if they would like to remain in the seat before circulating a call for applications.

Where the appointments are made under Policy 16.3, and the position is specific to a faculty, program, the GSS will appoint students from the relevant faculty or program.

When the GSS receives a call for representatives to committees where the GSS has no power to appoint a representative, the Executive Director will send to relevant Grad Rep and Grad Secretary a notice regarding

the Call with a request that the UVIC Senate policy of election “by and from students in the department” be followed.

UVIC policy states that the GSS has authority to elect a graduate student representative to the search, review and appointment committees for the following positions:

- a. President and Vice Chancellor
- b. Vice President Academic and Provost
- c. Vice President Academic Planning
- d. Vice President Academic Research
- e. Vice President Development and External Relations
- f. University Secretary
- g. Administrative Registrar
- h. Dean of Human and Social Development
- i. Dean of Science
- j. Dean of Fine Arts
- k. Dean of Humanities
- l. Dean of Continuing Studies
- m. Dean of Education
- n. Dean of Social Sciences
- o. Associate Dean of Social Sciences
- p. Executive Director of International Affairs

UVIC policy states that the following search, review and appointment committees elect graduate students “by and from” students in the department:

- a. Dean of the Faculty of Business
- b. Dean of the Faculty of Engineering
- c. Associate Dean of Engineering (Research)
- d. Chairs of Departments or Divisions

UVIC policy states that the following search, review and appointment committees elect graduate students as follows:

- a. Dean of Teacher Education: graduate representative is elected either by GSS or AGES
- b. Dean of Education (Administration): graduate student representative is elected either by GSS or AGES
- c. Dean of Law: student representation is elected by the Law Students’ Society
- d. University Librarian: a graduate student representative is elected by the Senate Committee on Libraries

University policy states that student representation on a Search Committee for the Vice President Finance Operations will include a student representative, either graduate or undergraduate, from the Board of Governors.

- a. Search, appointment and review committees for the following positions have no guarantee of student representation:
- b. Vice President Legal Affairs;
- c. Research Centre Directors (except as stipulated by the policy of the Centre).

## 19 EXECUTIVE STIPEND

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*Approved by: GSS SGM on March 27, 2007*

*Amended by GSS SGM on March 30, 2010*

### 19.1 STIPEND FOR EXECUTIVE MEMBERS

The executive stipend for 2010-2011 is set at the CUPE 4163 September 2009 hourly TA rate of 23.27/hr as follows:

- a. 26 hours per month for the Chair and Director of Finance; and
- b. 22 hrs per month for Directors of Communications, Services and Student Affairs

The hours are not meant to reflect hours of work.

### 19.2 ACCOUNTABILITY REPORTS

The Executive Council reports to Graduate Representative Council be re-titled "Accountability Report";

The report will be in a format based on the obligations for each Executive Council member stipulated by the Bylaws.

The report consists of a point form list of actions taken, subject of action, and date(s) action taken.

The report exclude detailed or lengthy descriptions, lists of upcoming events and the actions undertaken by or requested of other Executive Council members, staff or volunteers.

### 19.3 ABILITY FOR GRC TO PROVIDE A TOP UP

If there is contingency in the budget, an amount of approximately \$2000 will be set aside for Grad Council to allocate \$100 top up for extra duties assigned or undertaken in a given month by directors

Policy 19.3.a will be implemented if UVIC graduate student enrolment increases by 5% or more September 2010.

## 20 SUBCOMMITTEE TERMS OF REFERENCE

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*Approved by: Executive Board on April 10, 2006*

*Amended by Executive Board on March 23, 2010*

*Amended by the Graduate Representative Council on July 19, 2016*

### 20.1 PURPOSE

This policy provides guidelines regarding the processes, structures, and operations associated with the GSS committees.

### 20.2 GENERAL

Every standing Committee shall have a Terms of Reference that must be included in this Policy Manual or in the Society's Bylaws, and posted on the Society's website.

A committee member is someone seated on a committee in accordance with the terms of reference of the appropriate committee.

Committee meetings may be called by the Chair of the Committee or any two members of the Committee.

Regrets for attending a committee meeting shall consist of written notification to the committee chair in advance of the meeting.

Regrets shall be given at least twenty-four (24) hours before the start of the meeting except in extenuating circumstances.

The quorum of a Committee shall be half of the voting members of the Committee but no fewer than three. Committee members who give regrets to the committee Chair in advance of the meeting are excluded from the calculation of quorum.

Excepting the Stipend Review Committee and the Electoral Appeals Committee, in the event that an alternate chair the Executive Board shall appoint a replacement committee Chair.

The committee Chair may designate another member of the Committee as an acting chair during the committee Chair's absence, or in the event an alternate chair is not appointed, an alternate committee Chair shall be elected for the meeting from the members of the committee.

No committee member shall hold more than one (1) vote at any Committee meeting.

Notice of committee meetings must be sent issued at least one week in advance. Notice shall include the time, agenda and place of the meeting. Notice shall be circulated to committee members and made available through the Society website.

Any member of the Society may attend any open Committee meeting with voice but without vote.

No committee member may be excluded from any meeting of the Committee to which they belong, and Committee members shall have both voice and vote at all meetings of their Committee. However, members may be ejected from meetings and/or removed from the committee for abusive behaviour.

All Committees shall keep detailed minutes of Committee meetings. Electronic copies shall be provided to the Chair of the society within seven (7) days of the meeting, and approved Committee minutes shall be posted online within a reasonable time.

### **20.3 APPOINTMENT OF GSS INTERNAL COMMITTEE MEMBERS**

Committee members shall be appointed by ordinary resolution of GRC and/or through the annual intake process for GRC members

Initial committee appointments through the annual intake process shall be made by the Executive Committee

Committee members are appointed for a term of up to one year

Committee members' terms expire with the end of the Council term

Unfilled CML Committee Seats will be assigned, with consent, to any member of the GSS satisfying the CML criteria who attends two (2) consecutive committee meetings. CML Committee Seat members have all voting and voice privileges granted to ordinary members of a committee.

### **20.4 UNSEATING OF COMMITTEE MEMBERS**

A committee member other than an ex-officio member who misses two (2) consecutive meetings without providing regrets shall be automatically removed from the Committee. Notice of members automatically unseated will be given at the next meeting of GRC.

### **20.5 COMMITTEE CHAIRS**

Excepting the Stipend Review and Electoral Appeals committees, committee chairs will normally be the executive member who is seated on the committee.

The Chair of a committee shall:

- call meetings, set agendas and issue notice of meetings at least one week in advance of the meeting;

- chair meetings;

- ensure there are regular reports on Committee activities to Council;

- be responsible for Committee minutes;

- report all CML appointments on the committee at the next GRC meeting;

- report all committee unseatings to the next GRC meeting; and

- shall make sure the Committee minutes are passed within two Committee meetings.

### **20.6 AD-HOC COMMITTEES**

Ad hoc committees shall be formed by an ordinary resolution of Council.

Ad hoc committees shall be automatically dissolved at the end of the term of Council in which they were formed.

Ad hoc committee shall be formulated with a terms of reference including specific tasks, member composition, and an expected end date for the desired outcome of the committee's work.

Ad hoc committees must follow general policies in (Section [Insert Section Number]).

## **20.7 COMMITTEE MEMBERS' RIGHTS, DUTIES AND EXPECTATIONS**

Members of a committee sit in a capacity to represent the interests of members at large

As a best practice, committee members are expected to broadly consult the members of the Society, including the Executive Board, GRC and the members of their departments.

The GSS bulletin board and email bulletin may be used by the committee to solicit information

All committee members, except non-voting members, of committees have the right to voice in meetings, the right to move, second and vote on motions, and the right to submit agenda items;

All non-voting members of committees have the right to voice in meetings and the right to submit agenda items.

All members of a committee are voting members except where defined in a committee terms of reference

## **20.8 THE STANDING COMMITTEES OF THE GRC ARE:**

Appeals

Bylaw and Policy

Communications

Electoral Appeals

Events

Finance

Stipend Review

Student Affairs

## **20.9 APPEALS COMMITTEE TERMS OF REFERENCE**

### **20.9.1 Purpose**

To adjudicate GSS members' appeals related to the mandatory extended health and dental plans and universal bus pass program

To make the process of opting out by those who are eligible as efficient as possible

To receive member input on the extended health and dental plans and universal bus pass program

#### 20.9.2 Duties

To communicate all relevant information regarding extended health and dental appeals and universal bus pass program with UVic Accounting Services

To communicate decisions regarding extended health and dental appeals and universal bus pass program appeals to appellants

To compile member input on the extended health and dental plan and universal bus pass program, and provide an annual report to the Executive Board regarding this input

#### 20.9.3 Membership

The GSS Director of Services, Chair

One other GSS Executive member

At least two graduate students, selected by and from the Graduate Council

The GSS Health and Dental Plan Coordinator (non-voting)

#### 20.9.4 Quorum

Quorum shall be one of the executive members and any other two (2) voting committee members.

#### 20.9.5 Meetings

All committee members will be notified of meetings at least one week in advance. Meetings shall occur as necessary at the call of the Services Coordinator.

#### 20.9.6 Appeals

Appeals shall be submitted in writing to the committee and heard within 30 days of receipt of the appeal. Response shall be given in writing in a timely manner outlining reasons for the decision. The Executive Board shall ratify general criteria for appeals as established by the committee.

#### 20.9.7 Term of Office

For GSS Executive members, the term of office shall be from the date of appointment until the end of their term. For all other members, the term of office shall be for one year.

### **20.9.8 BYLAW AND POLICY COMMITTEE**

#### 20.9.9 Purpose

Oversee the development and maintenance of the society's policy manual and bylaws.

#### 20.9.10 Duties

Review the policy manual;

Review the Bylaws of the Society;

Bring suggested changes to the Policy Manual to Council meetings;

Bring suggested changes to the Constitution and Bylaws to Council meetings for review by Council before a general meeting of the Society;

Review the wording of suggested motions to amend the Constitution, Bylaws, and Policy Manual (code) to the current code, but shall not revise the spirit of the motion; and

Perform other duties related to the Constitution, Bylaws, and Policy Manual as directed by Council.

#### 20.9.11 Membership

The Chair of the Society (Chair)

Executive Director (non-voting)

Up to six (6) graduate students elected from the GRC;

Up to six (6) CMLs; and

Additional members of the society as appointed by GRC.

## 20.10 COMMUNICATIONS COMMITTEE

### 20.10.1 Purpose

to communicate GSS activities and updates to the membership; and

to oversee the publishing of all formal GSS documents.

### 20.10.2 Duties

promote GSS activities in conjunction with the Events committee;

produce the GSS weekly bulletin;

produce the GSS handbook;

communicate to the membership the progress of GSS activities and advocacy; and

carry out all other communications duties as directed by the GRC.

### 20.10.3 Membership

The Director of Communications - chair of the committee (chair);

the Operations and Services Manager (non-voting);

up to five (5) graduate students elected from the GRC;

up to five (5) CML Committee Members;

Communications staff as appropriate (non-voting); and

additional members of the society as appointed by GRC.

## 20.11 EVENTS COMMITTEE

### 20.11.1 Purpose

To engage the membership through events and activities while highlighting the Society.

### 20.11.2 Duties

Plan, organize and promote social events that interest the membership throughout the year;

Present proposed events to the GRC at the start of each term;

Present an annual written report to the Executive Board to inform the next Annual Plan; and

Carry out all other duties as directed by the GRC.

### 20.11.3 Membership

The Director of Services (Chair)

The Operations and Services Manager (non-voting)

The Events Coordinator (non-voting)

Up to five (5) graduate students elected from the GRC;

Up to five (5) CMLs; and

Additional members of the society as appointed by GRC.

## 20.12 FINANCE COMMITTEE

### 20.12.1 Purpose

Oversee the overall financial administration of the GSS.

### 20.12.2 Duties

Support and advise on transparency of the financial administration of the GSS;

Develop an annual budget for all GSS operations;

Oversee the maintenance of the GSS capital budget, and to make recommendations to the Executive on capital expenditures;

Make recommendations to the Executive Board on all significant matters of financial administration and policy; and

Carry out all other duties as directed by the GRC.

### 20.12.3 Membership

The Director of Finance (chair);

The Executive Director (non-voting);

up to five (5) graduate students elected from the GRC;

up to five (5) CML Committee Members; and

additional members of the society as appointed by GRC.

## 20.13 STIPEND REVIEW COMMITTEE TERMS OF REFERENCE

*Approved at September 29, 2012 Graduate Representative Council*

### 20.13.1 Purpose

To review and make recommendations to the membership regarding the Executive Board Stipend, roles, and workload.

### 20.13.2 Duties

To make recommendations to the membership on changes to Executive Board stipend;

To make recommendations to the membership on changes to the Executive Board duties, structure and portfolios;

To review the balance of work between Executive Board members;

To review Executive Board reports and recommend approval to the Graduate Representative Council; and

To recommend, where appropriate, a 'top up' the monthly stipend of an Executive Board member due to extraordinary duties performed.

### 20.13.3 Membership

Voting membership will be three members of the society, where:

- a. at least one is a member of the Graduate Representative Council, and
- b. none is a member of the Executive Board
- c. none is a member of the GSS staff.

The Executive Director will be a non-voting member of the committee.

The committee shall elect one voting member to be committee chair.

The committee may invite current or past members of the Executive Board or Graduate Representative Council to report to the committee.

## 20.14 STUDENT AFFAIRS COMMITTEE

### 20.14.1 Purpose

To research issues of concern for graduate students and to advocate for graduate student interests.

### 20.14.2 Duties

Propose, plan and organize political action campaigns approved by GRC;

Propose, plan and organize events and advocacy work on graduate student issues;

Identify and research issues affecting the membership;

Identify campaign issues and strategies to recommend for the next Annual Plan;

Develop and implement GSS campaigns and actions outlined in the Annual Plan; and

Carry out all other duties as directed by the GRC.

### 20.14.3 Membership

The Director of Student Affairs (Chair)

The Chair (non-voting)

Up to eight (8) graduate students elected from the GRC;

Up to eight (8) CML Committee Members; and

Additional members of the society as appointed by GRC.

## 21 SUB COMMITTEES OF THE EXECUTIVE BOARD

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*Amended July 19, 2016 by the Graduate Representative Council*

### 21.1 PERSONNEL COMMITTEE

#### 21.1.1 Type

Standing, closed committee of the GSS Executive Board

#### 21.1.2 Purpose

Oversee all matters related to personnel at the GSS

#### 21.1.3 Duties

Review policies related to personnel, including the Employee Benefits Policy

Review job descriptions and ensure they are kept up to date

Participate in collective bargaining on behalf of the Executive Board

Represent the GSS Executive Board to the Labour Management Committee for employees covered by the Collective Agreement

Ensure hiring processes

#### 21.1.4 Members

The Executive Director and the Executive Board Personnel Officer

### 21.2 FOOD AND BEVERAGE COMMITTEE

#### 21.2.1 Type

Closed Committee of the Executive Board.

#### 21.2.2 Purpose

Oversee the food and beverage operations of the Society in accordance with GSS Policy on Food and Beverage Management.

#### 21.2.3 Duties

Reviews financial statements of the Society's food and beverage operation;

Reviews menus and promotions proposed by the Operations and Services Manager;

Reviews decisions and performance of Operations and Services Manager and Grad House Restaurant;

Make recommendations to the GSS on all matters pertaining to the Society's food services;

Makes final decision on décor and selection of capital items after financial approval at Executive Board; and

Carry out all other duties as directed by the Executive.

#### 21.2.4 Membership

The Director of Finance - chair of the committee

Operations and Services Manager

Executive Director

Society bookkeeper (ex-officio, non-voting) as needed

#### 21.2.5 Meetings

Shall meet at least once a month at date set by the chair of the committee or upon the call of the Executive.

Notice of meetings shall be sent to all committee members at least one week in advance of the meeting.

#### 21.2.6 Term of Office

Shall be from the date of appointment until the end of the current board year (i.e. March 30).

## 22 CREDIT CARD USE AND CONTROL

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*Approved: July 20, 2007 Executive Board*

### 22.1 PURPOSE

The intention of the GSS credit card is to permit the Executive Director to make purchases too costly for petty cash without spending “out of pocket”.

The intention of the Food and Beverage credit card is to permit the Operations and Services Manager to make purchases too costly for petty cash without spending “out of pocket”

### 22.2 SPENDING GUIDELINES

Monthly spending limit on each credit card is \$1000.

The GSS credit card can only be used for GSS business.

The Food and Beverage credit card can only be used for Grad House Restaurant business.

Uses identified in Section 19.3 of this policy are prohibited.

### 22.3 RESTRICTIONS ON CREDIT CARD USE

The following uses of the GSS or Food and Beverage credit card are not permitted:

- a. Personal or private expenses.
- b. Expenses for projects or events organized by partner groups (such as an event endorsed by the GSS).
- c. To obtain cash advances, negotiable securities, ATM withdrawals, bank drafts or money orders.
- d. Training that is a taxable benefit.
- e. Alcoholic beverages (except purchases for Grad House Restaurant inventory).
- f. Personal entertainment.
- g. Equipment or capital purchases greater than \$500 without express prior permission of the Executive Board.
- h. Any purchase where the GSS could be invoiced or pay by UVIC journal transfer.
- i. Lease of space or equipment for longer than one week.

### 22.4 FINANCIAL CONTROLS

Original receipts are submitted to the bookkeeper immediately. Cardholders copy receipts and keep on file to verify with the monthly statement.

The cardholders are responsible for verifying the purchases on their statements monthly, and will immediately contact the card provider about any errors on the statement.

Monthly statements are submitted to the Finance Committee for review of purchases, and initialled by the Director of Finance to indicate approval.

The Director of Finance is required to report any concerns to the Executive Board immediately upon a concern arising.

Receipts from purchases and approved monthly statements are submitted to the bookkeeper.

The card is to be kept on the person of the card holder or locked in a secure location at all times.

Only the person whose name appears on the card may use the card.

The Director of Finance, the auditors, or their designate may at any time perform random spot audits of transactions and credit card activities to ensure this policy is being followed.

Failure to adhere to this policy can result in loss of card holder privileges and/or other disciplinary actions.

## 23 EMPLOYEE LEAVE AND EMERGENCY HIRE FUND TERMS OF REFERENCE

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*Approved at the March 30, 2010 GSS Semi-Annual General Meeting*

### 23.1 PURPOSE

The Society aims to be an excellent employer and provide benefits for permanent staff, including maternity, paternity, illness and bereavement leave. Because such leaves are extraordinary in nature, and happen irregularly, it makes sense to budget to pay for these expenses over several years by the establishment of a fund, rather than exceed the budget in the year in which they occur. For this reason, at the October 2009 Annual General Meeting the membership directed the GSS to create an emergency fund to cover employee leaves and the expense of hiring replacement staff related to those leaves.

### 23.2 ADDITIONS/TRANSFERS TO THE FUND

The fund is created by a one time transfer of \$10,000 from the GSS Operating Fund as at March 31, 2009.

Additional funds may be incrementally added to the fund as part of the ordinary budget process.

Normally, \$1000 will be added incrementally to the fund annually and this expense will be distributed between the funds paying staff salaries as follows:

- a. Food and Beverage Fund: \$250
- b. Operating Fund: \$500
- c. Health and Dental Fund: \$250

From time to time the Executive Board may recommend more funds be added or that less funds or no funds be allocated as the core fund has reached an acceptable amount to cover.

### 23.3 APPROVAL OF EXPENSES PAID FROM THE FUND

The Executive Board will allocate the funds on an as needed basis and in accordance with permanent employee benefits policy and the Collective Agreement.

Sick leave covered will not include sick days taken but may include emergency hires during sick days as may be required during busier times of the GSS operational year, such as September.

### 23.4 INTEREST/INVESTMENT OF FUND

The funds may be invested in short term GICs at the discretion of the Executive Board.

Interest/returns accrued by the fund shall be retained/reinvested within the fund. As the Operating Fund is currently dependent on this interest, this shall be implemented on a phased-in basis as the Operating Fund becomes self-sufficient.