

# UBCSUO REGULATIONS



Final 23<sup>rd</sup> November 2018

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# **Ad-Hoc Committees Regulation**

## Definitions

1. In this Regulation unless the context otherwise requires:
  - a. “Committee” means an ad-hoc committee established in accordance with this Regulation; and
  - b. “Committee Member” means a person appointed by the Board of Directors to serve as a voting member of a Committee.

## General Provisions

2. Pursuant to Bylaw XVIII (5), the Board of Directors may by Resolution establish a Committee in accordance with this Regulation.
3. A motion to establish a Committee must satisfy the requirements of Part 1 of this Regulation.

## **Part 1: Establishment of Ad-Hoc Committees**

### Requirements for Establishment

4. The following aspects must be addressed by the Board of Directors when establishing a Committee:
  - (a) The mandate of the Committee;
  - (b) The membership of the Committee;
  - (c) The powers and duties of the Committee;
  - (d) Whether the Committee may hold meetings *in camera*; and
  - (e) The expected timeline for the Committee to fulfill its purpose, if applicable.

### Committee Mandate

5. The mandate of a Committee may fulfill any of the following purposes:
  - (a) To study a specific matter and provide advice to the Board of Directors or Executive Committee;
  - (b) To facilitate consultation with the Members;

- (c) Pursuant to Bylaw VIII (1)(m), to exercise those powers delegated by the Board of Directors subject to final approval of decisions by the Board of Directors; and
- (d) For other purposes required by the Board of Directors.

### Committee Structure

- 6. The Committee Members may but not always consist of five (5) Members, including one (1) Director.
- 7. The chair of the Committee shall be appointed by and from amongst the Committee Members at the first meeting of the Committee.

### Committee Members

- 8. The Board of Directors shall normally appoint the Committee Members for a term not exceeding twelve (12) months and may rescind the appointment of any Committee Member by majority vote.
- 9. A person ceases to be a Committee Member:
  - (a) Upon the conclusion of his or her term, unless it is extended by the Board of Directors;
  - (b) Upon the winding up or dissolution of the Committee;
  - (c) Upon his or her resignation or death;
  - (d) If he or she ceases to be a Member, or is no longer a Member in good standing, as defined by Bylaw III (6); or
  - (e) If his or her appointment is rescinded by the Board of Directors.
- 10. Every Committee Member is entitled and has the obligation to:
  - (a) Attend and participate in meetings of the Committee;
  - (b) Exercise one (1) vote on any matter before the Committee; and
  - (c) Provide their opinions and represent, to the best of their ability, the interests of the Members and the Student Union in their participation as Committee Members.

11. The chair of the Committee has the additional power and duty to:
  - (a) Schedule Committee meetings in accordance with this Regulation;
  - (b) Prepare, or cause to be prepared, the agenda and the minutes of Committee meetings;
  - (c) Preside over Committee meetings; and
  - (d) Communicate and provide to the Board of Directors:
    - (i) Minutes of each Committee meeting;
    - (ii) Advice and recommendations of the Committee;
    - (iii) Reports on the progress of the Committee; and
    - (iv) Advice regarding filling vacancies on the Committee.

#### Powers and Duties

12. Subject to the discretion of the Board of Directors, Committees have the power and duty, in accordance with this Regulation, to:
  - (a) Convene meetings for the purpose of fulfilling the mandate of the Committee;
  - (b) Appoint a chair from amongst the Committee Members;
  - (c) Prepare and provide the minutes of meetings of the Committee to the Board of Directors;
  - (d) Report to the Board of Directors, as required; and
  - (e) Discharge other powers and duties delegated by the Board of Directors.

#### Schedule of Meetings

13. Committee meetings shall be scheduled in consultation with Committee Members.
14. Committees shall normally meet at least once per month from September through April.

#### Conduct of Meetings

15. The quorum for meetings is a majority of the total number of Committee Members.
16. The chair shall preside over Committee meetings.
17. Committee meetings shall normally be conducted in accordance with Robert's Rules of Order.

18. The Committee may establish its own rules of order, provided that the rules:
  - (a) Facilitate the effective and democratic conduct of meetings; and
  - (b) Do not limit any Committee Member from their participation in the Committee.
19. Committee meetings shall be open to the Members unless the Board of Directors has empowered the Committee and the Committee duly resolves to move the meeting *in camera*.

#### Committee Timelines

20. The chair of the Committee is responsible for reporting to the Board of Directors in accordance with the timeline set out by the Board of Directors.

#### **Part 2: Dissolution of Ad-Hoc Committees**

21. A Committee is dissolved and ceases to exist:
  - (a) When it has fulfilled its mandate; or
  - (b) At any time, upon a majority vote of the Board of Directors.
22. Upon the dissolution of a Committee, the President will write, or cause to be written, a letter to every Committee Member, except those whose appointments are rescinded, to acknowledge their participation and contribution to the Student Union in their service on the Committee.

# **Elections & Referenda Regulation**

## **Definitions**

1. In this Regulation unless the context otherwise requires:
  - (a) “Ballot” means an official ballot for use in an Election or Referendum;
  - (b) “Candidate” means any Member who is duly nominated and accepts their nomination for a position on the Board of Directors or the Executive Committee during an Election in accordance with this Regulation;
  - (c) “CRO” means the person appointed as Chief Returning Officer in accordance with Bylaws V (2) and VIII (1)(h);
  - (d) “DRO” means a Deputy Returning Officer appointed by the CRO to assist in the conduct of an Election or Referendum;
  - (e) “Election” means an election to fill vacancies on the Board of Directors and/or the Executive Committee, including a by-election, as required by the Bylaws; and
  - (f) “Referendum” means a referendum of the Members held in accordance with the Bylaws and this Regulation.

## **Part 1: Election and Referenda Officials**

### **Chief Returning Officer**

2. In addition to those powers and duties set out in Bylaw V, and subject to the requirements of the Bylaws and this Regulation, the CRO has the power and duty to:
  - (a) Determine and set out the schedule of Elections and Referenda, including dates for:
    - (i) Posting notice of vacancies;
    - (ii) The acceptance of nominations;
    - (iii) Publication of Candidate names;
    - (iv) Election forums;
    - (v) Voting; and
    - (vi) Any other dates important to the administration of the Election or Referendum.
  - (b) Require the Student Union to provide adequate resources for the administration of an Election or Referendum in accordance with the budget for each Election or Referendum;

- (c) Reserve adequate space under the care and control of the Student Union in consultation with the General Manager for the purposes of conducting an Election or Referendum;
  - (d) Create or cause to be created all requisite forms necessary for the conduct of and Election or Referendum;
  - (e) Accept and reject Candidate nominations;
  - (f) Produce the Ballots;
  - (g) Appoint and direct one or more DROs, as required;
  - (h) Consult at his or her sole discretion with the legal counsel for the Student Union with respect to matters pertaining to the administration of an Election or Referendum;
  - (i) Receive, initiate, and investigate all complaints from Members regarding the administration of an Election or Referendum with the Executive General Manager and Election committee; Executive General Manager to serve as chair of committee
  - (j) Determine complaints and take appropriate disciplinary action against a Candidate within a 24 hour period, and 12 hour period of the last two days of election;
  - (k) Publish on the UBCSUO website his or her determinations with respect to complaints, including the reasons for the determinations;
  - (l) Prepare and publish any additional rules and requirements for the administration of the Election or Referendum that are consistent with the Bylaws or Regulations; and
  - (m) Otherwise be responsible for the implementation of this Regulation.
3. At least twenty-one (21) days prior to each annual general meeting, the CRO must submit to the Board of Directors for inclusion in the annual report of the Student Union a letter that:
- (a) Summarizes the role of the CRO, as defined by the Bylaws and this Regulation;
  - (b) Certifies that the Elections and Referenda held since the previous annual general meeting were conducted in accordance with the Bylaws and the Regulations; and
  - (c) Restates for every Election or Referendum held since the previous annual general meeting the:
    - (i) Names of the Candidates;
    - (ii) Questions put to Referenda; and
    - (iii) Official results of the Elections and Referenda



### Deputy Returning Officers

4. Any DRO appointed by the CRO shall assist the CRO, under his or her instruction and supervision, in the administration of Elections and Referenda, including the conduct of voting.

### **Part 2: Schedule of Elections and Referenda**

#### Schedule of Elections

5. In accordance with the schedule set out by the CRO, the CRO must post vacancies and the nomination process for each Election.
6. Nominations will be accepted in accordance with the schedule set out by the CRO.
7. Following the close of nominations and in accordance with the schedule set out by the CRO, the CRO must cause to be posted, in accordance with Bylaw VI, the:
  - (a) Names of the Candidates for each position;
  - (b) Schedule of the Election, including voting days; and
  - (c) Contact information for the CRO.
8. Voting shall take place in accordance with the schedule set out by the CRO.
9. At least one Election forum shall be held in accordance with the schedule set out by the CRO.

#### Schedule of Referenda

10. A Referendum shall normally coincide with regularly scheduled Elections provided that it is held within a reasonable time period after it is called for in accordance with Bylaw V (9).
11. Upon the calling of a Referendum the CRO must cause to be posted, in accordance with Bylaw VI, the:
  - (a) Question to be voted on by the Members;
  - (b) Schedule of the Referendum, including voting days; and
  - (c) Contact information of the CRO.

### **Part 3: Candidates**

#### **Nominations**

12. Subject to Bylaw VII, every Member is eligible to nominate and to be nominated for candidacy in an Election.
13. The nomination papers of a Member must include:
  - (a) The Candidate's full legal name and student identification number as it appears on his or her University-issued student identification;
  - (b) The name by which the Candidate is preferred or found on a legal document will be written on a ballot;
  - (c) The endorsement of at least ten (10) Members, evidenced by their:
    - (i) Full name and student identification number as it appears on their University-issued student identification; and
    - (ii) Signature and the date of the nomination; and
  - (d) A declaration of acceptance of the nomination signed and dated by the prospective Candidate.
14. A Member may be nominated to run for only one (1) position in an Election.
15. Incomplete nominations and nominations received after the deadline for submission of nominations shall be rejected.

### **Part 4: Campaigns & Candidate Conduct**

#### **Liability for Conduct**

16. It is the responsibility of Candidates to be familiar and comply with the Regulations and Bylaws.
17. The CRO will convene a meeting as set out in the CRO's Election schedule following the close of nominations to review with Candidates the campaign related rules and requirements set out in this Regulation and the Bylaws.
18. Candidates are liable for their conduct and are responsible for the conduct of other parties who are acting under the instructions of the Candidate.

## Campaigning

19. Candidates may campaign by any means except may not:

(a) Campaign:

- (i) In Student Union businesses and other premises except as permitted by the CRO;
- (ii) In any University classroom during or immediately before a class without obtaining the prior permission of the professor; and
- (iii) Within the proximity of polling location as designated by the CRO;
- (iv) Pool campaign finances. Further, candidates must individually report campaign spending. This report shall be submitted no later than 72 hours before voting begins.
- (v) Have another candidate's name or picture in the same graphic, poster, or video.
- (vi) Slate with students outside of executive candidates.
- (vii) Receive or encourage sponsorship from an outside body, including corporations or organizations.
- (viii) Put up posters or advertisements anywhere that is outside of the campus boundaries.
- (ix) Manipulate their preferred name in anyway that suggests that candidates are affiliated on the ballot.
- (x) Have campaign managers or volunteers that are not members of the UBCSUO.
- (xi) Solicit off-campus businesses or organizations to provide services that might be deemed to exceed the campaign-spending limit.
- (xii) Solicit endorsements from professors or administrators from either UBC or the UBCSUO.
- (xiii) Use profanity on any election material. This includes any statement or imagery that suggests hatred or intolerance towards any group.
- (xiv) Make discriminatory or defamatory statements against another candidate.

- (b) Harass or display aggressive, violent, or threatening behaviour;
- (c) Interfere, or attempt to interfere, with the administration of the Election;
- (d) Jeopardize, or take any action which could reasonably be expected to jeopardize, the integrity of the Election;
- (e) Impede or interfere with the ability of another Candidate to campaign;
- (f) Remove, replace, modify, or damage the materials of, or cause similar harm to, another Candidate;
- (g) Provide money or items of monetary value as an incentive or any form of consideration to a Member in exchange for his or her support; and
- (h) Otherwise act in a manner inconsistent with the University policies related to student conduct.

#### Campaign Materials

- 20. Candidates may display posters and other campaign materials at the locations designated by the CRO.
- 21. The CRO shall not unreasonably limit the ability of Candidates to display or otherwise distribute campaign materials.

#### Campaign Expenses

- 22. Every Candidate shall be reimbursed by the Student Union for the first one hundred fifty (\$150) of his or her Election-related expenses, except if he or she:
  - (a) Is disqualified as a Candidate; or
  - (b) Voluntarily withdraws his or her candidacy.
  - (c) Spends excessive money on campaign materials exceeding allotted \$150; all campaign materials will be reviewed 'at cost' and excessive spending will be reviewed by the Election committee

#### **Part 5: Promotion of Elections and Referenda**

- 23. The CRO shall promote awareness of Elections and Referenda among the Members.

24. The Student Union will allocate at least five hundred dollars (\$500) to the CRO, for each Election and Referendum, for the purposes of promoting awareness and participation in the Election or Referendum.

## **Part 6: Referenda**

### General Provisions

25. Except as otherwise noted and where applicable, Referenda shall be conducted in accordance with the same manner as Elections.

## **Part 7: Voting**

### Voters

26. Pursuant to Bylaw III (6), every Member in good standing is entitled to one (1) vote in every Election and Referendum.

### Voting Place

27. Voting shall take place at one or more locations on University premises designated by the CRO.
28. The voting place will be arranged in such a way as to allow the Members to cast their Ballots in secret.

### Ballots

29. Ballots shall be conform to the following specifications:
  - (a) Be, in all regards, legible and uniformly formatted and typewritten in a standard font and text size;
  - (b) Allows the Members to deliberately mark their Ballots in a manner that clearly and distinguishably indicates their support for a Candidate or preference with respect to a Referendum;
  - (c) Bear a unique alphanumeric serial identification;

- (d) Designate a space for the authorization of the Ballot, evidenced by the initials of at least one (1) Election official present at the time the Ballot is issued;
- (e) Contain one (1) or more security features reasonably necessary to frustrate an attempt to produce counterfeit or otherwise fraudulent representations of a Ballot, and to allow for the detection of such representations; and
- (f) List the Candidates' names by last name in an order determined by lottery.
- (g) Contain the name of the candidate matching a government issued identification (or preferred nickname) with nothing else

### Ballot Registry

30. A Ballot registry shall be produced for each Election or Referendum and must contain:

- (a) The serial numbers of every Ballot produced for use in the Election or Referendum; and
- (b) A designated area for the initials of at least one Election official to be recorded upon the issuance of each Ballot.

### Voting Proceedings

31. Members shall be issued one (1) Ballot subject to:

- (a) Presentation of their University-issued student identification and verification of their identity;
- (b) Verification that the Member has not previously voted in the Election or Referendum;
- (c) Acknowledgement by the Member that her or she has received a Ballot evidenced by his or her initial beside his or her name on the list of Members eligible to vote and a notation on the list that he or she has voted; and
- (d) Certification of validity of the Ballot evidenced by the initials of two (2) DROs:
  - (i) In the space designated on the Ballot; and
  - (ii) In the Registry of Ballots, in the space corresponding to the serial number of that Ballot.

### Special Circumstances

32. A DRO must provide assistance in marking his or her Ballot if he or she is otherwise unable to do and the Member requests the assistance of the DRO.

### **Part 8: Results**

33. The Ballots shall be counted immediately following the conclusion of voting, without delay.
34. The CRO shall supervise and coordinate the counting of Ballots.
35. Every Candidate may appoint one (1) representative who may be present and act as a scrutineer during the counting of Ballots by providing notice in writing to the CRO in advance of the counting of Ballots.
36. Upon the conclusion of Ballot counting, and any recounts required, the CRO, without delay, must announce the results and post the results of the Election or Referendum:
  - (a) On the Student Union website; and
  - (b) In a prominent location in the Student Union's offices.

### **Part 9: Election Offences and Complaints**

#### Filing of Complaints

37. The CRO shall receive and investigate complaints.
38. Any Member may file a complaint in the format identified by the CRO regarding the administration of an Election or Referendum or the conduct of a Candidate
39. Complaints must be filed within a twenty-four (24) hours of the occurrence or discovery of the evidence forming the basis of the complaint.
40. A complaint must include:
  - (a) The name and contact information of the Member submitting the complaint;
  - (b) A description of the complaint including the relevant section or sections of this Regulation that are alleged to have been violated; and
  - (c) All information and evidence relevant to the complaint.

### Burden and Standard of Proof

42. The onus to prove the complaint is upon the complainant.
43. The standard of proof required to determine whether there is sufficient evidence to substantiate a complaint shall be the civil on a balance of probabilities standard.

### Rights of Accused Persons

44. Any person accused of committing an Election offence shall be presumed not to have committed that offence until he or she is found guilty on a balance of probabilities through an investigation conducted by the CRO in accordance with this Regulation.
45. Any person accused of committing an Election offence shall be permitted to be accompanied or represented by a person of his or her choice during the investigation of a complaint.
46. A person accused of committing an Election offence must be:
  - (a) Provided with a copy of the complaint including all of the evidence supporting the complaint;
  - (b) Made aware of the procedure for investigating complaints set out in this Regulation; and
  - (c) Permitted to respond in writing to the accusations made against him or her.
47. A person accused of committing an offence may submit, and the CRO must consider, evidence submitted in his or her defense.

### Investigation of Complaints

48. The CRO shall investigate and decide a complaint along with the Executive General Manager within twenty-four (24) hours of its receipt and twelve (12) hours on the last two days of the election. The CRO must bring the complaint to the Election Committee.
49. The CRO must give fair consideration to all evidence relevant to a complaint.
50. Upon the conclusion of an investigation of a complaint involving the alleged actions of a Candidate, the CRO must decide whether an offence has occurred and, if so, whether the offence is minor or major.



51. Upon the conclusion of an investigation of a complaint relating to the administration of an Election or Referendum or the conduct of a candidate, if the CRO along with Executive General Manager decides that the complaint is valid, the CRO must also determine whether the integrity or result of the Election or Referendum has been materially affected. If the CRO decides that the integrity or result of the Election or Referendum has been materially affected, the CRO must determine whether all or part of the Election or Referendum is invalid.
52. The CRO and Executive General Manager must publish the reasons for his or her decisions in writing.

#### Finality of CRO Determinations

53. The CRO has exclusive jurisdiction with respect to the investigation and determination of complaints with respect to Elections and Referenda.
54. The decisions of the CRO are final and conclusive.

#### Candidate Misconduct

55. A Candidate shall be disqualified from an Election if he or she is found to have committed either:
  - (a) Three (3) separate Minor Offences; or
  - (b) One (1) Major Offence.

#### Minor Offences

56. A Candidate is guilty of a Minor Offence if he or she willingly violates any provision of this Regulation that does not result in the materially compromising the integrity of the Election or result in serious harm or undue disadvantage to another Candidate.

#### Major Offences

57. A Candidate is guilty of a Major Offence if he or she willingly commits, or attempts to commit, any act which he or she ought to have reasonably known was likely to:
  - (a) Materially compromise the integrity of the Election; or
  - (b) Result in serious harm or undue disadvantage to another Candidate.

# **Environment & Sustainability Regulation**

## Definitions

1. In this Regulation unless the context otherwise requires:
  - (a) “Committee” means the Environmental and Sustainability Committee established by Bylaw XVIII (4);
  - (b) “Committee Member” means a person appointed by the Board of Directors to serve as a voting member of the Sustainability Committee; and
  - (c) “Sustainability Policy” means the policy of the Student Union, forming part of this Regulation, adopted by the Board of Directors on the advice of the Committee.

## **Part 1: Environment and Sustainability Committee**

### Mandate

2. The mandate of the Committee is to:
  - (a) Facilitate discussion and encourage awareness among Members about topics pertaining to the environment and sustainability;
  - (b) Develop recommendations for the Board of Directors with respect to the Sustainability Policy; and
  - (c) Advise the Board of Directors on environmental and sustainability matters concerning the operations of the Student Union.

### Committee Structure

3. The Committee Members shall consist of five (5) Members including one (1) Director.
4. The chair of the Committee shall be appointed by and from amongst the Committee Members at the first meeting of the Committee.

### Committee Members

5. The Board of Directors shall normally appoint the Committee Members for a term not exceeding twelve (12) months and may rescind the appointment of any Committee Member by majority vote.

6. A person ceases to be a Committee Member:
  - (a) At the conclusion of his or her term unless it is extended by the Board of Directors;
  - (b) Upon the winding up or dissolution of the Committee;
  - (c) Upon his or her resignation or death;
  - (d) Per Bylaw III (6), if he or she ceases to be a Member or is no longer a Member in good standing; or
  - (e) If his or her appointment is rescinded by the Board of Directors.
7. Every Committee Member is entitled and has the obligation to:
  - (a) Attend and participate in meetings of the Committee;
  - (b) Exercise one (1) vote on any matter before the Committee; and
  - (c) Provide their opinions and represent to the best of their ability the interests of the Members and the Student Union in their participation as Committee Members.
8. The chair of the Committee has the additional power and duty to:
  - (a) Schedule Committee meetings in accordance with this Regulation;
  - (b) Prepare or cause to be prepared the agenda and the minutes of Committee meetings;
  - (c) Preside over Committee meetings; and
  - (d) Communicate to the Board of Directors:
    - (i) Minutes of each Committee meeting;
    - (ii) Advice and recommendations of the Committee;
    - (iii) Reports on the progress of the Committee; and
    - (iv) Advice regarding filling vacancies on the Committee.

#### Powers and Duties

9. The Committee has the power and the duty to:
  - (a) Convene meetings for the purpose of fulfilling the mandate of the Committee;
  - (b) Hold part or all of a meeting *in camera*, as necessary;
  - (c) Appoint a chair from amongst the Committee Members;
  - (d) Prepare and provide the minutes of meetings of the Committee to the Board of Directors;

- (e) Advise the Board of Directors with respect to the Sustainability Policy;
- (f) Provide an annual report to the Board of Directors in April of each year;
- (g) Provide advice and recommendations to the Board of Directors related to the mandate of the Environmental and Sustainability Committee; and
- (h) Discharge other powers and duties delegated by the Board of Directors.

#### Schedule of Meetings

- 10. Committee meetings shall be scheduled in consultation with Committee Members.
- 11. The Committee shall meet at least once per month from September through April.

#### Conduct of Meetings

- 12. Quorum for the transaction of business is three (3) Committee Members one of whom must be a Director.
- 13. Committee meetings shall normally be conducted in accordance with Roberts Rules of Order.
- 14. The Committee may establish its own rules of order provided that the rules:
  - (a) Facilitate the effective conduct of meetings; and
  - (b) Do not limit any Committee Member from their participation in the Committee.
- 15. Committee meetings shall be open to the Members unless the Committee resolves to move the meeting *in camera*.

# **Establishment & Review of Constitution, Bylaws and Policies Regulation**

## Definitions

1. In this Regulation unless the context otherwise requires:
  - (a) “Committee” means the Policy Committee established by Bylaw XVIII (4); and
  - (b) “Committee Member” means a voting member of the Committee.

## **Part 1: Policy Committee**

### Mandate

2. The mandate of the Committee is to study, facilitate consultation of the Members, and advise the Board of Directors on the Constitution, Bylaws, Regulations, and other policies of the Student Union.
3. The Committee shall study the Regulations and other policies of the Student Union on an as- needed basis or as instructed by the Board of Directors.
4. The Committee shall, as needed, be responsible for drafting, or causing to be drafted:
  - (a) Amendments to the Constitution and Bylaws;
  - (b) Amendments to the Regulations or other policies of the Student Union; and
  - (c) New Bylaws, Regulations, or policies of the Student Union.

### Committee Structure

5. The Committee Members shall consist of five (5) Members including the Vice President Internal and one (1) additional Director.
6. Pursuant to Bylaw X (2)(c), the Vice President Internal shall serve as the chair of the Committee.

### Members

7. The Board of Directors shall appoint the Committee Members for a term not normally exceeding twelve (12) months, and may rescind the appointment of any Committee Member, by majority vote.

8. A person ceases to be a Committee Member:
  - (a) At the conclusion of his or her term, unless it is extended by the Board of Directors;
  - (b) Upon the winding up or dissolution of the Committee;
  - (c) Upon his or her resignation or death;
  - (d) If he or she ceases to be a Member, or is no longer a Member in good standing, as defined by Bylaw III (6); or
  - (e) If his or her appointment is rescinded by the Board of Directors.
9. Every Committee Member is entitled and has the obligation to:
  - (a) Attend and participate in meetings of the Committee;
  - (b) Exercise one (1) vote on any matter before the Committee; and
  - (c) Provide their opinions and represent, to the best of their ability, the interests of the Members and the Student Union in their participation as Committee Members.
10. The chair of the Committee has the additional power and duty to:
  - (a) Schedule Committee meetings in accordance with this Regulation;
  - (b) Prepare, or cause to be prepared, the agenda and the minutes of Policy Committee meetings;
  - (c) Preside over Committee meetings; and
  - (d) Communicate and provide to the Board of Directors:
    - (i) Minutes of each Committee meeting
    - (ii) Advice and recommendations of the Policy Committee;
    - (iii) Reports on the progress of the Policy Committee; and
    - (iv) Advice regarding filling vacancies on the Committee.

#### Powers and Duties

11. The Committee has the power and the duty to:
  - (a) Convene meetings for the purpose of fulfilling the mandate of the Policy Committee;
  - (b) Hold part or all of a meeting *in camera* as necessary;
  - (c) Prepare and provide the minutes of meetings of the Committee to the Board of Directors;

- (d) Provide a written report to the Board of Directors at least once per semester;
- (e) Engage in consultation with the Members as needed;
- (f) Provide advice and recommendations to the Board of Directors related to the mandate of the Committee; and
- (g) Discharge other powers and duties delegated by the Board of Directors.

#### Schedule of Meetings

- 12. Committee meetings shall be scheduled in consultation with Committee Members.
- 13. The Committee shall meet at least once per month from September through April.

#### Conduct of Meetings

- 14. Quorum for the transaction of business is two (2) Committee Members plus the Vice President Internal.
- 15. Committee meetings shall normally be conducted in accordance with Roberts Rules of Order.
- 16. The Committee may establish its own rules of order, provided that the rules:
  - (a) Facilitate the effective conduct of meetings; and
  - (b) Do not limit any Committee Member from their participation in the Committee.
- 17. Committee meetings shall be open to the Members unless the Committee resolves to move the meeting *in camera*.

# **Finance Regulation**

## **Definitions**

1. In this Regulation, unless the context otherwise requires:
  - (a) “Committee Member” means a member of the Committee;
  - (b) “Committee” means the Finance Committee established by Bylaw XVIII (4);
  - (c) “Investment” means any investment of funds permitted by Bylaw XI (2)(i); and
  - (d) “Signing Officer” means a person who is designated by Bylaw XIII (4) to serve as a signing officer of the Student Union;

## **Part 1: Standing Committee on Finance**

### **Mandate**

2. The mandate of the Committee is to:
  - (a) Assist the Vice President Finance and Operations with the production of the budget; and
  - (b) Advise the Board of Directors and Executive Committee on the finances of the Student Union.

### **Committee Structure**

3. The Committee Members shall consist of the:
  - (a) President;
  - (b) Vice President Finance and Operations; and
  - (c) General Manager.
4. Pursuant to Bylaw X (5)(b), the Vice President Finance and Operations shall serve as the chair of the Committee.

### **Members**

5. Every Committee Member is entitled and has the obligation to:
  - (a) Attend and participate in meetings of the Committee; and



- (b) Provide their opinions and represent to the best of their ability the interests of the Members and the Student Union in their participation as Committee Members.
6. The chair of the Committee has the additional power and duty to:
- (a) Schedule Committee meetings in accordance with this Regulation;
  - (b) Prepare or cause to be prepared the agenda and the minutes of Committee meetings;
  - (c) Preside over Committee meetings; and
  - (d) Communicate to the Board of Directors and Executive Committee as applicable:
    - (i) Minutes of each Committee meeting;
    - (ii) Advice and recommendations of the Committee; and
    - (iii) Reports on the progress of the Committee.

#### Powers and Duties

7. The Committee has the power and the duty to:
- (a) Convene meetings for the purpose of fulfilling the mandate of the Committee;
  - (b) Hold part or all of a meeting *in camera* as necessary;
  - (c) Prepare and provide the minutes of meetings of the Committee to the Board of Directors;
  - (d) Oversee the finances of the Student Union;
  - (e) Review the monthly financial statements of the Student Union;
  - (f) Provide a written report to the Board of Directors each fiscal quarter on the finances of the Student Union and, pursuant to Bylaw IX (3)(h), recommend amendments to the budget as required;
  - (g) Provide advice and recommendations to the Board of Directors related to the mandate of the Committee;
  - (h) Assist the Vice President Finance and the General Manager in the discharge of their duties with respect to the finances of the Student Union;
  - (i) Discharge other powers and duties delegated by the Board of Directors.
8. The powers and the duties of the Committee shall be discharged on the basis of consensus among the Committee Members and for matters which cannot be determined by consensus the Committee shall refer such matters to the Executive Committee for resolution in consultation with the General Manager.

### Schedule of Meetings

9. Committee meetings shall be scheduled in consultation with Committee Members.
10. The Committee shall meet at least once per month.

### Conduct of Meetings

11. Committee meetings shall normally be conducted in accordance with Robert's Rules of Order.
12. The Committee may establish its own rules of order provided that the rules:
  - (a) Facilitate the effective conduct of meetings; and
  - (b) Do not limit any Committee Member from their participation in the Committee.
13. Meetings of the Committee shall be open to the Members unless the Committee resolves to move the meeting *in camera*.

## **Part 2: Budget**

### Preparation of the Budget

14. The Vice President Finance and Operations, in consultation with the Committee, shall draft the budget for consideration by the Board of Directors by May 31<sup>st</sup> of each year.
15. The Executive Committee, on the advice of the Vice President Finance and Operations and General Manager, shall recommend the budget for adoption by the Board of Directors by June 30<sup>th</sup> of each year.
16. Pursuant to Bylaw VIII (1)(d), the Board of Directors must adopt the budget on or before July 31<sup>st</sup> of each year.
17. The budget must:
  - (a) Reasonably project revenues and expenditures; and
  - (b) Designate who is responsible for oversight of each line item.

### Amendment of the Budget

18. The Board may amend the budget at any time by Resolution.
19. Budgeted amounts may be reallocated by up to ten percent (10%) by resolution of the Executive Committee provided that there is no net increase to the budget.

### **Part 3: Disbursement of Funds**

#### **Authorization of Disbursement**

20. Expenses up to and including ten thousand dollars (\$10,000) must be approved by the person responsible for the relevant line item.
21. Expenses greater than ten thousand dollars (\$10,000) but less than twenty-five thousand dollars (\$25,000) must be approved by the Executive Committee.
22. The Board of Directors must approve all expenses equal to or greater than twenty-five thousand dollars (\$25,000).

#### **Production of Cheques**

23. Signing Officers may sign cheques if they are reasonably satisfied, upon the inspection of supporting documentation, that the disbursement is valid and duly authorized in accordance with this Regulation.
24. Pursuant to Bylaw XIII (5), cheques must be signed by two Signing Officers.
25. Signing Officers must not request or sign cheques made payable to themselves, or in any other cases where there could reasonably appear to be a conflict of interest.
26. Pursuant to Bylaw XI (2)(r), the General Manager shall oversee the issuance of all cheques.

### **Part 4: Investments**

27. The General Manager shall oversee the Investments of the Student Union.
28. The funds of the Student Union may be invested as Investments, provided that:
  - (a) Sufficient cash, or cash equivalents, are held to ensure sufficient liquidity throughout the fiscal year; and
  - (b) Investment decisions are made with the care, diligence, and skill of a reasonably prudent person.
29. The General Manager shall report on the performance of Investments to the Committee in each fiscal quarter.

### Part 3: Club Association Grants

30. Student Associations may apply in writing to the Student Union for financial or other extraordinary support in accordance with this Regulation.
31. The Ad-Hoc Club Funding Committee shall consider and approve Student Association funding requests of up to and including two thousand dollars (\$2,000).
32. The Board of Directors shall consider and approve Student Association funding requests over two thousand dollars (\$2,000).

### Part 4: Audit & Financial Statements

#### Recommendation of Auditor

33. In advance of the Annual General Meeting of each year, the Board of Directors shall recommend the appointment or reappointment of the auditor.

#### Financial Statements

34. The audited financial statements, upon their acceptance by the Members, shall be published on the Student Union website for inspection by the Members.

# **Governance Regulation**

## **Part 1: Directors and Executive Committee Directors**

### Indemnification of Directors

1. The Student Union shall insure and indemnify every Director for liabilities arising from their service, provided that their actions are in accordance with the *Society Act* of British Columbia and the Bylaws and Regulations.
2. Certificates of insurance shall be made available to Directors upon request.

### Executive Committee Directors

3. Pursuant to the Bylaws, Executive Committee Directors shall be bonded in the amount of twenty-five thousand dollars (\$25,000).
4. In the fulfillment of their responsibilities, Executive Committee Directors are expected to dedicate approximately twenty-five (25) hours per week on average throughout the year to their duties as set out under the Bylaws and Regulations.
5. Executive Committee Directors must schedule, post notice, and be available for appointments at least five (5) hours per week on average at the Student Union offices.
6. At the first meeting of the Board of Directors each month, every Executive Committee Director must provide a report, either orally or in writing, to the Board of Directors about their activities during the previous month.

## **Part 2: Meetings of the Board of Directors**

### Notice of Meetings

7. The President shall serve notice of the date, time, and location of meetings of the Board of Directors to all Directors at least seven (7) days in advance of each meeting.

### Board of Directors Meeting Agenda

8. The President shall prepare or cause to be prepared the agenda for each meeting of the Board of Directors in accordance with this Regulation.

9. Subject to approval by the Board of Directors at the beginning of each meeting, the President may:
  - (a) Determine the format of the Agenda; and
  - (b) Prioritize the business of meetings of the Board of Directors.
10. At least seventy-two (72) hours in advance of a meeting of the Board of Directors, the agenda shall be:
  - (a) Distributed electronically to every Director;
  - (b) Posted on the Student Union website; and
  - (c) Published in a prominent location on or about the Student Union office.
11. Any Director may require an item to be placed on the agenda for a meeting of the Board of Directors, provided that it is:
  - (a) Received by the President at least five (5) days in advance of the meeting, whether electronically or in writing;
  - (b) Endorsed by two other Directors; and
  - (c) Relevant to the business of the Student Union, as determined by the President.

#### Conduct of Meetings

12. If within thirty (30) minutes from the time appointed for a meeting of the Board of Directors, a quorum is not present at or above 30 percent of all members, the minutes shall reflect those in attendance and the meeting shall be adjourned.
13. Meetings of the Board of Directors shall not normally exceed three (3) hours in duration except if extended by Resolution.
14. Meetings of the Board of Directors shall adjourn at or before 10:00PM except if extended by Resolution.

#### Minutes

15. Minutes of meetings of the Board of Directors shall be taken and approved at the next meeting of the Board of Directors.
16. Minutes of meetings of the Board of Directors shall reflect the general nature of the business to be discussed *in camera*, but not disclose the content of the discussion or any confidential or privileged information.

17. Confidential minutes shall be taken of meetings of the Board of Directors held *in camera* and be maintained by the Student Union in a confidential manner.

### **Part 3: Director and Executive Honoraria**

#### Director Honoraria

18. Pursuant to Bylaw VII (28), every Director shall receive an honorarium of 155 per month. This shall be known as the base honorarium and shall be paid monthly.
19. Director base honoraria shall be paid as follows: \$50 flat fee for attendance at the monthly board meetings; remainder based upon a report of participation and engagement in Students' Union general work and activities.
20. Director honoraria shall be approved by the executive committee.

#### Executive Committee Honoraria

21. Pursuant to Bylaw X (6), every Executive shall be paid an honorarium.
22. Each Executive Committee member shall receive a base honorarium in the amount of \$13.50 per hour worked, to a maximum of 25 hours per week, or \$675 bi-weekly.
23. Executive Committee members shall submit timesheets indicating hours worked to the General Manager. Timesheets shall be due and honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union.
24. Subject to regulation 4, Executives are expected to dedicate an average of 25 hours per week to their duties of office. As it is recognized that work schedules fluctuate from time to time, up to 50% of hours worked over 100 hours in any given month may be carried over to cover shortages at slower times.

#### Adjustment of Base Director and Executive Honoraria

25. The base amounts of honoraria shall be automatically adjusted on May 1<sup>st</sup> to the Consumer Price Index (British Columbia), as measured by Statistics Canada, using 2014 as the base year.
26. Subject to the requirements of Bylaw VII (28), the base amounts of honoraria may be amended by the Board of Directors by Resolution.
27. Subject to the requirements of Bylaw X (6), the base amounts of the Executive Committee honoraria may be amended by the Board of Directors by Resolution provided that the new amount:
  - (a) Reflects the responsibilities and time commitments of Executive Committee; and
  - (b) Reasonably ensures that Members are able to serve as Executive Committee Directors without enduring financial hardship.

28. These two honoraria amounts are mutually exclusive. Individuals may collect either a Director or Executive honoraria, not both.

#### **Part 4: Correspondence**

29. Correspondence to and from the Board of Directors and Executive Committee shall normally be received and sent by the President on behalf of the Executive Committee.
30. Outgoing correspondence shall normally be prepared by the Executive Committee Director most responsible for the matter.
31. Media releases shall be prepared by or under the supervision of the Vice President External and approved by the Executive Committee.

#### **Part 5: Contracts**

32. The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed twenty-five thousand dollars (\$25,000) in value.
33. The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than twenty-five thousand dollars (\$25,000) in value.
34. Notwithstanding anything to the contrary, the General Manager may negotiate and enter into employment contracts on behalf of the Student Union, in consultation with the Executive Committee, from time to time.
35. Duly approved contracts shall be executed by two Signing Officers.

#### **Part 6: Human Resources**

36. Pursuant to Bylaw X (1)(i), the President shall oversee the General Manager.
37. The President, in consultation with the Executive Committee, shall oversee the human resources of the Student Union through the General Manager.
38. Every Director and Member shall direct any opinion or concern regarding:
  - (a) an employee or the human resources of the Student Union only to the President; or
  - (b) the General Manager only to the President.



# **Political Policies Regulation**

## **Definitions**

1. In this Regulation, unless the context otherwise requires:
  - (a) “External Communication” means any form of communication with any person or organization, except among the Student Union and its employees and Directors;
  - (b) “Political Policy” means an official political position held by the Student Union established in accordance with this Regulation; and
  - (c) “Spokesperson” means any person, including a Director or employee of the Student Union, who is authorized to make statements on behalf of the Student Union.

## **Purposes of Political Policies**

2. The purpose of Political Policies is to assert and communicate the thoughts, opinions, and beliefs of the Student Union.
3. The official political positions reflected as Political Policies shall be the official position of the Student Union for the purposes of External Communications.
4. The Board of Directors may, from time to time, adopt political positions that are not expressed in the form of a Political Policy

## **Part 1: Establishment of Political Policies**

### **General Provisions**

5. Political Policies may be adopted by Two-thirds Resolution of the Directors.
6. Political Policies may be amended, renewed, or repealed at any time by a Two-thirds Resolution of the Directors.
7. Political Policies shall expire three (3) years after their adoption.

### **Requirements of Political Policies**

8. Political Policies must contain:
  - (a) A statement describing the subject of the Political Policy; and
  - (b) The official political position of the Student Union regarding the subject of the Political Policy.

9. The subject of a Political Policy may be any matter:
  - (a) Consistent with the purposes of the Student Union as set out under the Constitution, and;
  - (b) Relevant to the interest of the Members in their capacity as University students.
10. The policy statement should be written such that it:
  - (a) Is clear and concise;
  - (b) Can be read and easily understood by the Members; and
  - (c) Sets out the desired action or expectations about the subject.

#### Effect of Establishment

11. The Spokesperson must faithfully represent the views expressed in Political Policies in all means of External Communication.
12. In the absence of a Political Policy or other Resolution the President shall represent the opinions of the Members on a given matter to the best of his or her ability.

#### Spokespersons

13. The President shall be the Spokesperson of the Student Union with respect to the opinions of the Student Union.
14. The Vice-President External shall be a Spokesperson of the Student Union:
  - (a) In cooperation with the President, as required by Bylaw X (3) in the performance of their duties; and
  - (b) In the absence or incapacity of the President.
15. A Spokesperson may be appointed, from time to time, by a Two-thirds Resolution of the Board of Directors in order to represent the views of the Student Union on a specific matter.

# **Privacy Regulation**

## **Definitions**

1. In this Regulation, unless the context otherwise requires:
  - (a) “Employee Personal Information” has the same meaning as in PIPA;
  - (b) “Personal Information” has the same meaning as in PIPA;
  - (c) “PIPA” means the *Personal Information Protection Act* of British Columbia; and
  - (d) “Privacy Officer” means the employee of the Student Union appointed to that position in accordance with this Regulation.

## **Scope**

2. This Regulation applies to all operations of the Student Union.

## **Part 1: General Provisions**

3. The Student Union shall make the following information publicly available on its website, and on any forms issued by the Student Union which collect Personal Information:
  - (a) This Regulation or a statement of the Student Union’s commitments to comply with PIPA;
  - (b) The process by which a person may inspect and verify the accuracy of their Personal Information; and
  - (c) The contact information of the Privacy Officer.

## **Part 2: Compliance with Privacy Legislation**

### **Collection of Personal Information**

4. The Student Union shall only collect Personal Information to the extent that is necessary to fulfill the specific purpose for which it is being collected.
5. The Student Union shall receive consent from an individual, as defined by PIPA, prior to the collection and use of Personal Information.

6. Pursuant to PIPA, consent to the collection of Personal Information may, depending on the circumstances, be either:
  - (a) Explicit, or
  - (b) Implied if, at the time of collection:
    - (i) At the time the consent is deemed to be given, the purpose would be considered to be obvious to a reasonable person; and
    - (ii) The individual voluntarily provides the Personal Information to the Student Union for that purpose.

#### Access and Use of Personal Information

7. Personal Information shall be used only for the purpose for which it was collected.
8. Subject to the discretion of the Privacy Officer, Personal Information shall be accessible:
  - (a) Only to the minimum number of individuals required; and
  - (b) By and with the authorization of the Privacy Officer.

#### Disclosure of Personal Information

9. The Student Union shall not disclose Personal Information, except:
  - (a) With the consent of the individual; or
  - (b) As required by law.

#### Security of Personal Information

10. The Student Union shall take reasonable precautions to protect all Personal Information from:
  - (a) Unauthorized access; and
  - (b) Damage, corruption, or destruction.

#### Retention of Personal Information

11. Personal Information shall be retained only for the period of time required to meet the specific purpose for which it is being collected and, at the expiration of that time, the Student Union must destroy its documents containing Personal Information, or remove the means by which the Personal Information can be associated with particular individuals, except as follows.
  - (a) For one (1) year following the date of collection for information collected for the purposes of administering an election or referendum;

- (b) If the Student Union has used an individual's Personal Information to make a decision that directly affects the individual, the Student Union must retain that information for at least one (1) year after using it so that the individual has a reasonable opportunity to obtain access to it;
- (c) Indefinitely, for any records related to the administration or governance of the Student Union, including, but not limited to:
  - (i) Meetings of the Board of Directors and Executive Committee;
  - (ii) Minutes of General Meetings; and
  - (iii) Meetings of Student Union committees; and
- (d) As otherwise required by law.

#### Destruction of Personal Information

- 12. The Student Union shall destroy its documents containing Personal Information or remove it by means, which the Personal Information can be associated with particular individuals upon the expiry of the duration of its retention, as set out in this Regulation.

#### Inspection and Correction of Personal Information

- 13. The Privacy Officer must permit an individual to inspect Personal Information retained by Student Union about that person in accordance with PIPA
- 14. The Privacy Officer must make corrections to an individual's Personal Information in accordance with PIPA.

#### **Part 3: Employee Personal Information**

- 15. Notwithstanding anything in this Regulation, only the President, Vice-President Finance, and Operations and General Manager shall have access to Employee Personal Information, except as required by law.

#### **Part 4: The Privacy Officer**

- 16. The Executive Committee, in consultation with the General Manager, shall appoint one of the employees of the Student Union to serve as the Privacy Officer.

17. In the absence of the Privacy Officer, the Vice President Finance and Operations may exercise the powers and discharge the duties of the Privacy Officer on an as-needed basis.
18. The Privacy Officer is responsible for ensuring the Student Union's compliance with this Regulation and with PIPA.
19. The Privacy Officer has the power and duty to:
  - (a) Be familiar with PIPA;
  - (b) Advise the Directors, Executive Committee Directors, and employees of the Student Union regarding their obligations with respect to Personal Information;
  - (c) Authorize and facilitate access to Personal Information, in accordance with this Regulation;
  - (d) Receive enquiries regarding an individual's Personal Information, and to facilitate their inspection and verification of their accuracy;
  - (e) Oversee the destruction of Personal Information, in accordance with this Regulation;
  - (f) Correspond with the Office of the Information and Privacy Commissioner of British Columbia, as required;
  - (g) Create, implement, and enforce rules and procedures made in accordance with this Regulation; and
  - (h) Take other reasonable measures to ensure compliance with PIPA and this Regulation.

# **Student Associations Regulation**

## **Definitions**

1. In this Regulation, unless the context otherwise requires:
  - (a) “Club” means any organization incorporated by the Student Union in accordance with this Regulation, except for a Course Union;
  - (b) “Club Liaison” means the person appointed by a Club to serve as a liaison between that Club and the Student Union;
  - (c) “Council” means the governing body of a Course Union;
  - (d) “Course Union” means an Department-specific organization of Members, incorporated by the Student Union in accordance with this Regulation;
  - (e) “Course Union President” means the senior-most Executive Officer of a Course Union;
  - (f) “Department” means any academic field available for study at the University;
  - (g) “Executive Officer” means any position within a Course Union, except for a member of a Council; and
  - (h) “Student Association, per Bylaw 1, shall mean clubs, course unions, or special interest groups ratified by the Student Union.

## **Part 1: General Provisions**

### **Executive Responsibility**

2. The Vice President Services, or his or her designate, shall be responsible for the implementation, enforcement, and oversight of this Regulation.
3. The Vice President Services may intervene in the governance of a Student Association if he or she, in his or her sole discretion, believes that doing so is in the best interests of the members of the Student Association.

### **Status of Student Associations**

4. Student Associations are formed under and subject to this Regulation.

## **Part 2: Incorporation of Student Associations**

### **Establishment**

5. Members may apply to the Student Union to incorporate a Student Association subject to this Regulation.
6. A proposed Student Association must satisfy all of the following criteria:
  - (a) Designate a Club Liaison or President;
  - (b) Not have purposes inconsistent with the Constitution and Bylaws of the Student Union;
  - (c) Allow for membership in accordance with this Regulation; and
  - (d) Not engage in supporting any unlawful activity.
7. There may be up to one (1) Course Union for every Department.
8. An application for incorporation of a proposed Student Association must include:
  - (a) The proposed name;
  - (b) The name of the first Club Liaison or President; (c) The purposes of the Student Association; and
  - (c) A petition of at least fifteen (15) Members in support of the proposed Student Association.
9. The Vice President Services, or his or her designate, shall receive and make decisions with respect to all proposed Student Association applications.
10. The Vice President Services may require the applicants of a proposed Student Association to provide any addition information that he or she believes to be necessary to make a decision with respect to the incorporation of the proposed Student Association.
11. The Student Union may reject any application for, or rescind at any time, the incorporation of any Student Association if the Student Association does not meet the requirements of the Bylaws or this Regulation or if the Student Association, or its members in connection with the conduct of the Student Association, has been sanctioned by the University.



### **Part 3: Effect of Incorporation**

#### **Student Association Assets**

12. All Student Associations assets, including membership fees and proceeds from their activities, shall be held by the Student Union.
13. Student Associations are not permitted to accept any legal obligation for the Student Union including any of the following:
  - (a) Entering into contracts either on behalf of the Student Union or the Course Union;
  - (b) Hiring employees; or
  - (c) Open an account with a financial institution.

#### **Resources & Financial Support**

14. The Student Union shall provide the following support to Student Associations:
  - (a) Publish a list of Student Associations, including their contact information on its website;
  - (b) Assist Student Associations in booking space on campus where Student Union assistance is required;
  - (c) Designate and maintain bulletin boards on campus for use by Student Associations; and
  - (d) Provide basic office support, including printing.
15. Student Associations may apply in writing to the Student Union for financial or other extraordinary support in accordance with this Regulation.
16. The Student Union shall not consider and approve applications for resources or funding for political or social causes, except those political or social causes which are consistent with and further the official Political Policies of the Student Union adopted by the Student Union in accordance with the Political Policies Regulation.
17. An Ad-Hoc Club Funding Committee shall consider and, in their sole discretion, approve Student Association funding requests up to and including two-thousand dollars (\$2,000).
18. Details of the funding approvals made by the Ad-Hoc Club Funding Committee will be provided to the board for ratification.
19. The Ad-Hoc Club Funding Committee shall consider and, in its sole discretion, recommend Club Funding requests greater than two thousand dollars (\$2,000) for board approval.
20. The Board of Directors shall consider and, in its sole discretion, approve funding requests equal to or greater than two thousand dollars (\$2,000).

21. The Ad-Hoc Club Funding Committee will be comprised of Vice President Finance & Operations, Vice President Services, Student Associations Coordinator, General Manager and a Student at Large.

#### **Part 4: Responsibilities of Student Associations**

##### Maintenance of Student Association Status

22. Every Student Association must notify the Student Union in writing of their intent to maintain their Student Association status, from time to time as required by the Student Union.
23. Every Student Association must notify the Student Union of the name and contact information of their Club Liaison or President and his or her contact information.

##### Conduct of Student Associations

24. All Student Associations must, at all times, abide by the rules for student conduct established by the University.
25. Complaints about the conduct of a Student Association shall be directed to the University.
26. If, upon the conclusion of an investigation of a complaint the University finds that misconduct has occurred, the Student Union may suspend or revoke the privileges of a Student Association or otherwise take remedial action in accordance with the findings of the University.

#### **Part 5: Clubs**

##### Purpose

27. A Club may be constituted for a purpose directly arising from the shared interests of students in connection with:
  - (a) Organizing and participation in social, leisure, and recreational activities; or
  - (b) The expression of social, political, and religious opinions or causes.

##### Club Membership

28. Every Member is eligible for, and entitled to, membership and participation in the activities of every Club, subject to this Regulation.
29. Clubs may require a membership fee of up to twenty-five dollars (\$25). Any amount exceeding \$25 in membership must first be approved by the executive committee.

## Club Governance

30. Clubs shall be governed at the discretion of their members, provided that a Club Liaison is appointed at all times.
31. Club Liaisons have the power and the duty to represent the Club, as required by the Student Union.

## **Part 6: Course Unions**

### Purpose

32. The purposes of Course Unions are to:
  - (a) Assist the Student Union in advocating for the specific needs of the members of a given Course Union;
  - (b) Provide for extracurricular opportunities for members of the Course Union that:
    - (i) Enhance their learning experience;
    - (ii) Provide for social occasions; and
    - (iii) Create leadership opportunities; and
  - (c) Otherwise serve the purposes of the Student Union.

### Course Union Membership

33. Voting membership of a Course Union shall be available exclusively to every member registered in the affiliated Department.
34. A Member may hold voting membership in only one (1) Course Union at any given time.
35. Course Unions are prohibited from levying membership fees.

### Governance

36. Except as otherwise required by this Regulation, the governance of a Course Union shall be determined by the members of that Course Union.
37. Every member of a Course Union is eligible to:
  - (a) Nominate and seek election to any position within the Course Union;
  - (b) Exercise one (1) vote in the appointment or election of the Course Union President and for every other Executive Officer; and

- (c) Vote for each vacant position on a Council, provided that he or she may only cast one (1) vote for any given Candidate.
38. A Course Union must make a reasonable effort to ensure that every member of the Course Union is aware of:
- (a) The time and location where the appointment or election of Executive Officers and Council Members is to take place; and
  - (b) How a member of the Course Union becomes a Candidate for election or appointment to Council or an Executive Officer position.

#### Course Union Councils

- 39. Every Course Union must have a Council consisting of at least three (3) members elected or appointed by and from amongst the members of the Course Union.
- 40. The term for a member of a Council is twelve (12) months.
- 41. The Vice President Services, in his or her sole discretion, may appoint or rescind the appointments of a member of Council if he or she believes that doing so is in the best interests of the members of the Course Union.
- 42. The Council is responsible for conducting the business of the Course Union and ensuring that the requirements of this Regulation are satisfied.
- 43. A member of a Council must, in exercising their duties to the Course Union, act in the best interests of the members of the Course Union.
- 44. A person who no longer meets the requirements of membership in that Course Union ceases to be a member of Council.
- 45. The Council must meet at least once per month from September through April.
- 46. Council meetings shall be scheduled by the Course Union President.
- 47. The time and location of Council meetings must be published at least seven (7) days in advance of the meeting.
- 48. Council meetings must be open to the members of that Course Union, and to the Directors, Executive Committee Directors, and the Vice President Services or his or her designate.

#### Course Union Executive

- 49. Every Course Union must elect or appoint a Course Union President by and from amongst the members of the Course Union.

50. The Course Union President shall serve for a term of twelve (12) months.
51. The Vice President Services, in his or her sole discretion, may appoint or rescind the appointment of the Course Union President if he or she believes that doing so is in the best interests of the members of the Course Union.
52. The Course Union President or designate shall serve as a liaison between the Course Union and the Student Union.
53. The Course Union President may have other powers and duties, as determined by the members of the Course Union.
54. The Course Union President of a Course Union who no longer meets the requirements of membership in that Course Union ceases to be a member of Council.

# **UBCSUO Legacy Fund Regulation**

## **Definitions**

1. In this regulation, unless the context otherwise requires:
  - (a) “UBCSUO Legacy fund” means a fund established by the Students’ Union to support active member initiatives;
  - (b) “Member” means any student who is a member in good standing of the UBC Students’ Union Okanagan;
  - (c) “Travel expenses” mean any and all travel associated costs, including but not limited to transportation, transportation fees and taxes, accommodation, and meals.

## **Purpose of Fund**

2. The UBCSUO Legacy Fund shall be administered by the Executive Committee in accordance with the following provisions:
  - (a) The purpose of this Fund shall be to provide funding to Active Members of the Society for:
    - i. Projects that benefit the University community;
    - ii. Projects that benefit the local community;
    - iii. Philanthropic activities, and projects;
    - iv. Conferences that benefit the University community and local community;
    - v. Other projects deemed worthy by the Executive Committee.
  - (b) Preference shall be given to projects on or near campus which affect local communities as opposed to more distant projects.

## **Access to Funds**

3. Only individual active members of the Society or informal groups of such members shall be eligible to receive monies from this Fund.
4. Neither the Society’s Subsidiary Organizations nor its Student Resource Groups shall receive monies from this Fund.
5. Neither registered Clubs nor Course Unions shall receive monies from this Fund.
6. An individual or group wishing to receive monies from this Fund shall submit an application to the Vice-President Finance, who shall present the applications to the Executive Committee for discussion and decision.
7. Individuals working together on a project should form themselves into an informal group and submit one joint application for the project rather than submitting individual applications.

### Exclusions and Limitations

8. UBCSUO Legacy Funds shall not be used for:
  - (a) Business or entrepreneurial ventures of any kind;
  - (b) Standard educational fees such as tuition, books, or supplies;
  - (c) Purchases of alcohol or other controlled substances;
  - (d) Purchases of capital assets
9. The maximum amount of a grant from this Fund shall not exceed \$2000.
10. Maximum amounts that will be granted for any travel costs will be:
  - (a) \$50 for regional travel (within the Southern Interior of BC);
  - (b) \$150 for travel within the province of British Columbia;
  - (c) \$300 for travel within Canada;
  - (d) \$500 for travel outside of Canada.
11. No more than one grant shall be made to any applicant in any one fiscal year. An individual who is part of a group receiving a grant shall not be eligible for a separate grant as an individual in that same fiscal year.
12. Grants from the Fund shall cover no more than seventy-five percent (75%) of the total cost of the project.
13. If a project is approved, money for the project shall be paid to the applicant only after the project is completed and a list of expenses has been submitted to the Vice-President Finance for verification.
14. In certain circumstances, funds may be paid to the applicant in advance of project completion should the applicant demonstrate need for earlier payment. This decision will be at the discretion of the Executive Committee.

### Unused Funds

15. Any unawarded funds shall revert to the Student Union and be dealt with as a budgetary surplus.

# **Travel & Accommodations Regulation**

## **Definitions**

1. In this Regulation, unless the context otherwise requires:
  - (a) “Travel” means any travel required, in accordance with this Regulation, of a Director or Executive Committee Director beyond the municipal boundaries of Kelowna, British Columbia; and
  - (b) “Traveller” means any Director or Executive Committee Director, or any other person designated by the Board of Directors or Executive Committee as such, who is required to engage in Travel.

## **Part 1: General Provisions**

### **Scope**

2. This Regulation applies to exclusively to Directors and Executive Committee Directors, and other Travellers as designated as such by the Board of Directors or Executive Committee who are required to travel by the Student Union to conduct its business.

### **Approval of Travel**

3. Travel is to be approved as required:
  - (a) By resolution or instruction of the Board of Directors or Executive Committee; and
  - (b) Whenever required to fulfill the obligations set out by a Regulation or Bylaw.

### **Arrangement of Transportation and Accommodations**

4. The Vice President Finance and Operations shall be responsible, in consultation with the General Manager, for approving Travel arrangements.
5. In approving arrangements for Travel, the Vice President Finance and Operations must consider:
  - (a) The logistical and operational needs of Travellers;
  - (b) The timeliness and duration of Travel;
  - (c) Cost-effectiveness; and
  - (d) The reasonable comfort and any special needs of those who Travel.



### Liability for Costs

6. Travellers shall be reimbursed by the Student Union for reasonably incurred costs arising from Travel.
7. The Student Union may provide an advance, where requested by the Traveller, for the costs of Travel, including the disbursements of any amounts provided for by this Regulation.
8. Requests for advances shall be considered for approval by the Vice President Finance and Operations in consultation with the General Manager.

### Reimbursement

9. Travel expense claims must include proof of payment of all expenses.
10. A claim for reimbursement must be submitted to the Student Union not later than thirty (30) days after the return date of Travel.
11. A claim for reimbursement must be accompanied by proof of payment.

### **Part 2: Transportation**

#### General Provisions

12. No Traveller shall be required to operate a motor vehicle.
13. If a Traveller volunteers to operate a motor vehicle, he or she must:
  - (a) Hold a valid “Class 5” British Columbia drivers licence, or equivalent;
  - (b) Rest for at least thirty (30) minutes within every four (4) hours of driving; and
  - (c) Not drive, in any 24-hour period, for more than:
    - (i) Five hundred (500) kilometers; and
    - (ii) Eight (8) hours.

#### Use of Personal Vehicles

14. A Traveller may volunteer the use of his or her personal vehicle, provided that he or she:
  - (a) Has proof of insurance of his or her personal vehicle, including third-party liability insurance coverage, of at least two million dollars (\$2,000,000);
  - (b) Certifies that, to the best of his or her knowledge, the vehicle is in good working order and is free of mechanical defects or other deficiencies; and

- (c) Satisfies any other requirements set out by the General Manager.
- 15. The Student Union must be provided with copies of certificates of insurance and drivers licences.
- 16. A Traveller who volunteers the use of his or her personal vehicle is entitled to reimbursement:
  - (a) On a per kilometer basis in the amount of the Canada Revenue Agency automobile allowance rates in effect for the dates of travel; and
  - (b) For all reasonably incurred parking expenses.
- 17. The Student Union is not liable for costs arising from any regular or unexpected maintenance or repairs needed during the use of a personal vehicle for Student Union business.

### Rental Vehicles

- 18. Vehicles may be rented for use by the Student Union, subject to:
  - (a) The purchase of third-party liability insurance in an amount determined by the General Manager, but not less than two million dollars (\$2,000,000); and
  - (b) Indemnification of the driver of a rental vehicle against all damage and losses incurred, except those resulting from:
    - (i) A contravention of the *Motor Vehicle Act* of British Columbia by the driver for which he or she is convicted; or
    - (ii) A willful violation of the rental agreement.
- 19. The Student Union shall normally purchase collision-loss insurance for all rental vehicles.

### **Part 3: Per Diems**

- 20. Travellers shall receive a per diem of fifty dollars (\$50) per day.
- 21. The Student Union shall reimburse the reasonable costs of meals consumed by Travellers.

### **Part 4: Accommodations**

#### Minimum Standards

- 22. In cases where a Traveller is required by the Student Union to be away from his or her place of residence overnight, the Student Union shall provide accommodation subject to the following conditions:

- (a) Each Traveller is provided with his or her own bed;
- (b) Whenever possible, the place of accommodation has, at the time of travel, a “three star” rating or better by Canadian Star Quality Accommodation for Travel in Canada, or for international Travel, the equivalent rating by a reputable organization that specializes in the rating of accommodations; and
- (c) Paragraph (b) does not apply when Travellers are provided with a room in the residences of a publicly funded Canadian post-secondary institution, so long as all other conditions of this Regulation are met.

#### Accommodation Provided by Third Parties

23. In cases where a Traveller is provided accommodations by a third party, the Society is obligated to ensure that the requirements of this Regulation are reasonably met.

#### **Part 5: Sundry Expenses**

##### Telephone Calls

24. The Student Union shall reimburse a Traveller for the reasonable costs of telephone calls made to and from locations within Canada for Student Union business purposes.

##### Internet Access

25. The Student Union shall reimburse a Traveller for the cost of Internet access.