

# BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, November 2, 2020 – Virtual Call

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18:00 – CALL TO ORDER

## Directors Present

President (meeting chair).....	Ali Poostizadeh
Vice-President Finance & Operations.....	Abid Wahab
Vice-President External.....	Taylor Dotto
Vice-President Internal.....	Tashia Kootenayoo
Vice-President Campus Life.....	Ahmed Fayed
Director at Large.....	Kai Rogers
Director at Large.....	Jakson Pashelka
Director at Large.....	Taha Ilyas
Director at Large.....	Rohan Dabral
Faculty of Arts and Social Sciences Representative.....	Cody Isaac
Faculty of Creative & Critical Studies Representative.....	Sage Cannon
Graduate Studies Representative.....	Cassidy Wallis
Faculty of Science Representative.....	Arshdeep Purba
Faculty of Management Representative.....	Mohana Rambe
Faculty of Applied Science Representative.....	Richardo Brown
Faculty of Health & Social Development Representative.....	Naomi Maldonado-Rodriguez
Faculty of Education Representative.....	<i>vacant</i>
Board of Governors Representative ( <i>ex-officio</i> ).....	Jassim Naqvi
Senate Caucus Student Representative ( <i>ex-officio</i> ).....	Rhys Herzberg

## Directors Absent

## Staff Present

General Manager.....	Lori Stevenson
Advocacy & Governance Coordinator.....	Sarah Furgason
Well Pub Manager.....	Mike Ouellet

## 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

## 2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

20/11/02.01 MOTION

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Be it resolved that the agenda be adopted.

20/11/02.02 MOTION

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Be it resolved that Naomi Maldonado-Rodriguez be appointed to the position of Faculty of Health and Social Development Representative until vacant Board of Directors positions have been filled.

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

20/11/02.03 MOTION

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Be it resolved that minutes of the meeting held October 21, 2020 be adopted.

## 4. PRESENTATIONS

### 4.1 Audited Financial Statements

20/11/02.04 MOTION

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Be it resolved that the audited financial statements ending May 31, 2020 be adopted as attached.

20/11/02.05 MOTION

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Be it resolved that Tomkins Wozny LLP be recommended as auditors for the 2020/2021 fiscal year at the Annual General Meeting.

## 5. MONTHLY REPORTS

## 6. COMMITTEE BUSINESS

### 6.1 Executive Committee

20/11/02.06 MOTION

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Be it resolved that the minutes of the meeting held October 21, 2020 be adopted.

**6.2 Finance Committee**

**6.3 Policy Committee**

**6.4 Campus Life Committee**

20/11/02.07 MOTION

Fayed/

Be it resolved that the minutes of the meeting held October 8, 2020 be adopted.

**6.5 Campaigns Committee**

**6.6 Oversight Committee**

20/11/02.08 MOTION

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Be it resolved that the Oversight Committee Executive Review Report be adopted.

**6.7 Electoral Committee**

20/11/02.09 MOTION

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Be it resolved that the 2020 By-Election Report by the Chief Returning Officer be adopted as attached.

20/11/02.10 MOTION

/

Be it resolved that the nomination forms for the 2020 By-Election be destroyed.

20/11/02.11 MOTION

/

Be it resolved that the following hours be approved for payment:

Massey-Leclerc, Chief Returning Officer: 21.5

Peterson, Deputy Returning Officer: 11

**7. REPORT ON UNIVERSITY RELATIONS**

**7.1 Board of Governors**

**7.2 Senate**

### **7.3 Other University Committees**

#### **8. OLD BUSINESS**

#### **9. NEW BUSINESS**

20/11/02.12 MOTION

Kootenayoo/

Be it resolved that the Innovate, Design, Sustain (IDS) Student Association be ratified.

20/11/02.13 MOTION

/

Be it resolved that Bylaw changes be submitted to the Annual General Meeting for approval as attached.

#### **10. INFORMATION ITEMS**

##### **10.1 UBC Committee Opportunities**

#### **11. ADJOURNMENT**

**FINANCIAL STATEMENTS**

**STUDENTS UNION OF UBC  
OKANAGAN**

**May 31, 2020**

# INDEPENDENT AUDITOR'S REPORT

To the Members of  
**Students Union of UBC Okanagan**

## ***Opinion***

We have audited the financial statements of Students Union of UBC Okanagan (the Students Union), which comprise the statement of financial position as at May 31, 2020, and the statements of changes in operations and changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Students Union as at May 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

## ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Students Union in accordance with the ethical requirements that are relevant to our audits of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Students Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Students Union or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Students Union's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

## INDEPENDENT AUDITOR'S REPORT

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Students Union's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Students Union's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Students Union to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Report on Other Legal and Regulatory Requirements**

As required by the British Columbia Societies Act, we report that, in our opinion, the accounting principles used in these financial statements, Canadian accounting standards for not-for-profit organizations, have been applied on a basis consistent with that of the preceding year.

Vancouver, Canada  
*Date of board approval*

Chartered Professional Accountants

**STATEMENT OF FINANCIAL POSITION**

As at May 31

	General Fund \$	Capital Fund \$	Health and Dental Fund \$	Total	
				2020 \$	2019 \$
<b>ASSETS</b>					
<b>Current</b>					
Cash	223,283	—	—	223,283	1,972,795
Accounts receivable	127,452	—	—	127,452	56,880
Inventory [note 5]	52,771	—	—	52,771	51,624
Prepaid expenses	25,328	—	—	25,328	44,973
<b>Total current assets</b>	<b>428,834</b>	<b>—</b>	<b>—</b>	<b>428,834</b>	<b>2,126,272</b>
Investments	2,193,120	—	2,806,880	5,000,000	2,643,200
Capital assets [note 6]	—	2,831,665	—	2,831,665	2,939,533
	<b>2,621,954</b>	<b>2,831,665</b>	<b>2,806,880</b>	<b>8,260,499</b>	<b>7,709,005</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Accounts payable and accruals [note 7]	249,755	—	40,313	290,068	328,580
Club and course union payables [note 8]	631,390	—	—	631,390	522,796
Other payables [note 9]	163,130	—	—	163,130	103,093
Current portion of long-term debt [note 10]	—	159,737	—	159,737	151,052
<b>Total current liabilities</b>	<b>1,044,275</b>	<b>159,737</b>	<b>40,313</b>	<b>1,244,325</b>	<b>1,105,521</b>
Long-term debt [note 10]	—	2,115,989	—	2,115,989	2,275,727
	<b>1,044,275</b>	<b>2,275,726</b>	<b>40,313</b>	<b>3,360,314</b>	<b>3,381,248</b>
<b>NET ASSETS</b>					
Invested in capital assets	—	555,939	—	555,939	512,754
Unrestricted	1,577,679	—	—	1,577,679	1,479,271
Internally restricted	—	—	2,766,567	2,766,567	2,335,732
	<b>1,577,679</b>	<b>555,939</b>	<b>2,766,567</b>	<b>4,900,185</b>	<b>4,327,757</b>
	<b>2,621,954</b>	<b>2,831,665</b>	<b>2,806,880</b>	<b>8,260,499</b>	<b>7,709,005</b>

Contractual obligations [note 11]

COVID-19 [note 23]

See accompanying notes to the financial statements

On behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director



# Students Union of UBC Okanagan

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Year ended May 31

	General Fund \$	Capital Fund \$	Health and Dental Fund \$	Total	
				2020 \$	2019 \$
<b>REVENUE</b>					
Student fees - health and dental	—	—	2,299,420	2,299,420	2,071,178
- operating	1,482,286	—	—	1,482,286	1,345,445
Pub and food services [note 15]	812,245	—	—	812,245	867,761
Bookstore [note 14]	367,318	—	—	367,318	410,731
Coffee House [note 16]	199,829	—	—	199,829	275,050
Lease income [note 13]	152,603	—	—	152,603	140,520
Wage subsidy - government assistance [note 23]	90,231	—	—	90,231	—
Interest	89,176	—	—	89,176	73,668
UPass administration fees	63,130	—	—	63,130	58,903
Events	29,257	—	—	29,257	—
Sponsorship income	7,800	—	—	7,800	11,650
Room bookings	1,510	—	—	1,510	4,960
Miscellaneous	853	—	—	853	1,213
Student Union Productions [note 12]	—	—	—	—	60,178
	<b>3,296,238</b>	<b>—</b>	<b>2,299,420</b>	<b>5,595,658</b>	<b>5,321,257</b>
<b>EXPENSES</b>					
Accounting and legal	22,032	—	—	22,032	48,033
Administration collections	11,858	—	—	11,858	10,764
Advertising and promotion	30,786	—	—	30,786	22,291
Amortization	—	189,040	—	189,040	192,789
Bank charges and interest	3,206	—	—	3,206	2,856
Bookstore [note 14]	365,458	—	—	365,458	392,872
Brand development	12,900	—	—	12,900	—
Bursaries	195,000	—	—	195,000	64,000
Coffee House [note 16]	251,544	—	—	251,544	277,611
Conference and training	22,375	—	—	22,375	37,119
Events	28,915	—	—	28,915	—
Executive and elections	6,258	—	—	6,258	6,675
Executive GM Operations	8,295	—	—	8,295	5,812
Handbook, net	—	—	—	—	(1,765)
Health and Dental Plan premiums and other	—	—	1,868,585	1,868,585	1,969,325
Honoraria - board of directors [note 4]	18,742	—	—	18,742	17,519
Insurance and memberships	14,584	—	—	14,584	11,700
Interest on long-term debt	—	134,268	—	134,268	142,755
Loss (gain) on disposal of assets	—	(1,342)	—	(1,342)	3,946
Office expenses	21,561	—	—	21,561	20,957
Repairs and maintenance	18,976	—	—	18,976	23,154
Ombudsperson	25,000	—	—	25,000	25,000
Pub and food services [note 15]	840,560	—	—	840,560	813,305
Resource centres	14,000	—	—	14,000	14,000
Student Affairs/campaigns	14,832	—	—	14,832	5,120
Student accounting and legal services	207	—	—	207	636
Student Union Productions expenses [note 12]	—	—	—	—	59,992
Telephone and utilities	16,412	—	—	16,412	12,271
President [notes 4 & 17]	52,605	—	—	52,605	41,798
VP Finance & Operations [notes 4 & 18]	209,840	—	—	209,840	164,844
VP Services [notes 4 & 19]	84,615	—	—	84,615	85,327
VP Internal [notes 4 & 20]	34,170	—	—	34,170	49,035
VP External [notes 4 & 21]	51,498	—	—	51,498	42,426
Wages and employee benefits [note 4 & 22]	456,450	—	—	456,450	368,563
	<b>2,832,679</b>	<b>321,966</b>	<b>1,868,585</b>	<b>5,023,230</b>	<b>4,930,730</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>463,559</b>	<b>(321,966)</b>	<b>430,835</b>	<b>572,428</b>	<b>390,527</b>
Fund balances, beginning of year	1,479,271	512,754	2,335,732	4,327,757	3,937,230
Interfund transfer - purchase of capital assets	(89,830)	89,830	—	—	—
Interfund transfer - repayment of debt	(275,321)	275,321	—	—	—
<b>Fund balances, end of year</b>	<b>1,577,679</b>	<b>555,939</b>	<b>2,766,567</b>	<b>4,900,185</b>	<b>4,327,757</b>

See accompanying notes to the financial statements

**STATEMENT OF CASH FLOWS**

Year ended May 31

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	<b>572,428</b>	390,527
Amortization of capital assets	<b>189,040</b>	192,789
Loss (gain) on disposal of assets	<b>(1,342)</b>	3,946
	<b>760,126</b>	587,262
Changes in non-cash working capital items		
Accounts receivable	<b>(70,572)</b>	19,004
Inventory	<b>(1,147)</b>	(10,354)
Prepaid expenses	<b>19,645</b>	(2,380)
Accounts payable and accrued liabilities	<b>(38,512)</b>	49,803
Other liabilities	<b>168,631</b>	55,370
<b>Cash provided by operating activities</b>	<b>78,045</b>	111,443
<b>FINANCING ACTIVITIES</b>		
Proceeds from sale of capital assets	<b>10,000</b>	—
Repayment of long-term debt	<b>(151,053)</b>	(142,839)
<b>Cash used in financing activities</b>	<b>(141,053)</b>	(142,839)
<b>INVESTING ACTIVITIES</b>		
Purchase of term deposits	<b>(2,356,800)</b>	(1,870,431)
Purchase of capital assets	<b>(89,830)</b>	(32,574)
<b>Cash used in investing activities</b>	<b>(2,446,630)</b>	(1,903,005)
<b>Decrease in cash for the year</b>	<b>(1,749,512)</b>	(1,347,139)
Cash, beginning of year	<b>1,972,795</b>	3,319,934
<b>Cash, end of year</b>	<b>223,283</b>	1,972,795

*See accompanying notes to the financial statements*

## NOTES TO FINANCIAL STATEMENTS

May 31, 2020

### 1. PURPOSE OF THE ORGANIZATION

The purpose of the Students Union of UBC Okanagan is to co-ordinate, direct and promote the activities of the students of the UBC Okanagan campus. The Students Union is registered under the B.C. Society Act as a not-for-profit organization and is exempt from income taxes under the Income Tax Act of Canada.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### a) Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) that are applicable to a students union that will continue in operation for the foreseeable future and will be able to realize its assets and discharge its liabilities in the normal course of operations (a “going concern”).

#### b) Financial Instruments Policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

#### c) Revenue Recognition

The Students Union receives monies from a number of different sources and classifies these monies into different categories of revenue. The Students Union uses the deferral method of accounting for contributions. Revenues received without restrictions are reported as revenue at the time the services are substantially provided or the product is delivered.

#### d) Fund Accounting

The Students Union follows fund accounting. The major funds are described below:

##### *Operating Fund*

The Operating Fund reports the assets, liabilities, revenues and expenses related to the Students Union's support services and administrative activities.

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Capital Asset Fund

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Student Union's capital assets.

Health & Dental Fund

The Health & Dental Fund was established to provide health and dental plans for students at the University. The Health and Dental plans are administered by StudentCare, which calculates premiums owing. Premiums are paid monthly and are adjusted periodically to account for actual claims experienced. The fund internally restricts excess revenue for future expenditures on health, dental and wellness initiatives.

e) Valuation of Inventories

Inventory has been valued at the lower of cost (determined principally on the first-in, first-out and specific item basis) or net realizable value. Supplies are recorded at cost.

f) Investments

Investments are carried at fair value. The investments consist of term deposits with maturity dates in excess of three months from the year end date and up to July 2021 with annual interest rate between 1.90% to 2.30%.

g) Amortization of Tangible Capital Assets

Amortization of tangible capital assets has been recorded using the declining balance method (except as noted) at the following annual rates prorated for the number of months of ownership:

- JPM Student Center 30 years Straight Line
- Office equipment 20%
- Radio station equipment 20%
- Recreation equipment 20%
- Computer equipment 20%
- Newspaper equipment 20%
- Bookstore equipment 20%
- Pub and food service equipment 20%
- Theatre equipment 20%
- Student Union Productions equipment 20%
- Coffee House equipment 20%
- Signage 20%
- Website 20%

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**h) Use of Estimates**

The preparation of financial statements in conformity with Canadian ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to useful lives of tangible capital assets. Actual results could differ from the estimates.

**3. FINANCIAL INSTRUMENTS**

The Students Union of UBC Okanagan is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Students Union of UBC Okanagan's risk exposure and concentration as of May 31, 2020.

**Credit Risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Students Union of UBC Okanagan is exposed to limited credit risk from customers due to the limited amount of revenue collected on account. Most daily sales are cash sales and all Membership fees are collected by UBC and remitted to the Students Union of UBC Okanagan.

**Liquidity Risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Students Union of UBC Okanagan has low liquidity risk as their cash and cash equivalents are easily converted to cash in order to meet its financial liabilities.

**Interest Rate Risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Students Union of UBC Okanagan manages exposure through its normal operating and financing activities. The Students Union of UBC Okanagan is exposed to interest rate risk primarily through its cash equivalents. The long term debt is at a fixed rate of interest so the interest rate risk is minimal for this financial instrument.

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**3. FINANCIAL INSTRUMENTS (CONT'D)**

Unless otherwise noted, it is management’s opinion that the Students Union of UBC Okanagan is not exposed to significant other risks arising from these financial instruments.

**4. REMUNERATION**

In accordance with the BC Societies Act, a society must include a note setting out remuneration paid to its directors and its highest paid (\$75,000 plus) employees/contractors. Below is a list of the directors and employees, and their respective remuneration, that meet the qualifications of section 36 of the BC Societies Act.

	<b>2020</b>	<b>2019</b>
	\$	\$
President <i>[note 16]</i>	<b>19,765</b>	20,310
Vice-President Finance and Operations <i>[note 18]</i>	<b>20,904</b>	18,642
Vice-President External <i>[note 21]</i>	<b>20,168</b>	20,312
Vice-President Internal <i>[note 20]</i>	<b>18,366</b>	20,125
Vice-President Services <i>[note 19]</i>	<b>20,904</b>	20,446
Directors at Large	<b>18,742</b>	17,519
Executive General Manager	<b>86,633</b>	77,486

**5. INVENTORY**

	<b>2020</b>	<b>2019</b>
	\$	\$
Bookstore	<b>29,157</b>	27,324
Coffee shop	<b>13,822</b>	11,324
Pub and Food Services	<b>9,792</b>	12,976
	<b>52,771</b>	51,624

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**6. CAPITAL ASSETS**

	2020			2019
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
	\$	\$	\$	\$
JPM Student Center - leasehold	3,905,761	1,360,032	2,545,729	2,665,106
Office equipment	107,005	65,816	41,189	34,718
Radio station equipment	6,048	3,269	2,779	3,473
Recreation equipment	40,623	31,021	9,602	8,187
Computer equipment	199,305	126,238	73,067	42,743
Newspaper equipment	23,265	18,973	4,292	5,365
Bookstore equipment	34,390	26,643	7,747	9,684
Pub and food services equipment	361,595	284,573	77,022	84,998
Theatre equipment	58,965	46,530	12,435	15,544
Student Union Productions equipment	19,484	12,147	7,337	18,163
Coffee house equipment	72,584	53,359	19,225	16,725
Signage	64,938	40,649	24,289	26,137
Website	19,584	12,632	6,952	8,690
	<b>4,913,547</b>	<b>2,081,882</b>	<b>2,831,665</b>	<b>2,939,533</b>

**7. ACCOUNTS PAYABLE AND ACCRUALS**

	2020	2019
	\$	\$
Accounts payable	112,688	163,868
StudentCare	40,313	—
Government remittances - GST	1,146	7,514
- PST	—	258
- WorkSafeBC	479	388
Payroll payable	49,743	64,415
Lease deposit	—	1,167
Accrued interest payable	85,699	90,970
	<b>290,068</b>	<b>328,580</b>

**8. CLUB AND COURSE UNION PAYABLES**

	\$
Balance, beginning of year	522,796
Add: Receipts	741,637
Less: Payouts	(633,043)
Balance, end of year	<b>631,390</b>

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**9. OTHER PAYABLES**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Resource Centres	<b>34,649</b>	19,462
Media Fund	<b>53,971</b>	33,738
Phoenix Newspaper	<b>2,589</b>	(1,482)
Heat Wave Radio	<b>10,621</b>	4,128
WUSC Student Refugee Program	<b>61,300</b>	47,247
	<b>163,130</b>	103,093

**10. LONG-TERM DEBT**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>UBCO - Soft Costs Mortgage</b>		
Payable in blended annual instalments of \$66,524 including interest at 5.75%. The term is 15 years or 180 months and the loan is unsecured. Required payments will be taken at source by UBCO based on the collection of assessed Student Fees and the corresponding calculated disbursement/reconciliation in September/October and March of each fiscal year. UBCSU also agrees to apply 50% of any excess revenue over expenses supported by the UBCSU annual financial statements against the repayment of principal of this loan. Any additional payments in multiples of \$25,000 do not reduce the annual payment but rather the principal amount outstanding at the time of the additional payment.	<b>160,402</b>	214,588
<b>UBCO - Building Costs Mortgage</b>		
Payable in blended annual instalments of \$224,067 including interest at 5.75%, concluding September 30, 2033. Required payments will be taken at source by UBCO based on the collection of assessed Student Fees and the corresponding calculated disbursement/reconciliation in September/October and March of each fiscal year. The loan is unsecured.	<b>2,115,324</b>	2,212,191
	<b>2,275,726</b>	2,426,779
Less: current portion due within one year	<b>(159,737)</b>	(151,052)
	<b>2,115,989</b>	2,275,727

The required principal repayable on the long-term debt over the next five years will be as follows:

	<b>\$</b>
2021	<b>159,737</b>
2022	<b>168,922</b>
2023	<b>157,057</b>
2024	<b>121,142</b>
2025	<b>128,108</b>



**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**11. CONTRACTUAL OBLIGATIONS**

The Student Union has entered into a 30 year lease agreement for premises in the J. Peter Meekison Student Center commencing on the Commencement Date, August 14, 2009. Rent in the amount of \$10 per annum is payable on the Commencement Date, and each anniversary of the Commencement Date thereafter. Payment of Additional Rent shall be paid on a quarterly basis as accounts are rendered by the University or its agent from time to time, and in any event within 30 calendar days of the date of such account. Additional Rent includes the Student Union's proportionate share of the operating costs, goods and services or value added taxes, and occupancy costs (Electricity, custodial services, maintenance, gas, garbage, sewage, water, other utilities and operating costs). On August 5, 2014 the University and Student Union mutually agreed to amend the lease to increase the demised premises and alter the approved commercial activities and increase the maximum commercial space. To compensate the University for this amendment the Student Union agreed to pay an annual amount of \$1,980 as additional rent plus applicable GST during the term of the lease.

**12. STUDENT UNION PRODUCTIONS**

	2020	2019
	\$	\$
Revenue		
SUP events	—	59,805
Rentals and services - external	—	296
Rentals and services - internal	—	77
	—	60,178
Expenses		
SUP event expenses	—	50,636
Honoraria and subcontracts	—	8,950
Office and miscellaneous	—	81
Website expenses	—	325
	—	59,992
	—	186

Prior to the 2020 fiscal year, many events of the Students' Union were run and branded under the banner of Student Union Productions (SUP), while others were under Students' Union branding. In the 2020 fiscal year, SUP was amalgamated under the Students' Union Campus Life portfolio in order to have a cohesive approach to event planning, management and branding. As such, SUP ceased to exist in the 2020 fiscal year.

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**13. LEASE INCOME**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Third party lease revenue	<b>152,603</b>	140,520

**14. BOOKSTORE**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Revenue		
Bus passes	<b>25,173</b>	24,283
Merchandise and new books	<b>181,929</b>	191,241
Used books	<b>159,670</b>	193,190
Miscellaneous	<b>546</b>	2,017
	<b>367,318</b>	410,731
Expenses		
Bus passes	<b>25,026</b>	23,887
Merchandise	<b>84,042</b>	74,397
New books	<b>51,561</b>	50,328
Used books	<b>111,870</b>	151,855
Supplies and maintenance	<b>9,341</b>	11,825
Credit card charges	<b>4,812</b>	6,145
Wages	<b>78,806</b>	74,435
	<b>365,458</b>	392,872
	<b>1,860</b>	17,859

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**15. PUB AND FOOD SERVICES**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Revenue		
Sales	<b>809,806</b>	863,852
Catering and special events	<b>782</b>	250
Pool tables	<b>1,307</b>	3,235
Entertainment & promotions	<b>350</b>	424
	<b>812,245</b>	867,761
Expenses		
Cost of goods sold	<b>431,331</b>	444,571
Advertising and promotions	<b>—</b>	66
Audit - liquor	<b>275</b>	275
Bank charges	<b>2,652</b>	3,132
Cleaning supplies	<b>496</b>	458
Entertainment	<b>185</b>	999
Equipment and supplies	<b>2,468</b>	3,804
Insurance	<b>6,000</b>	6,000
Licenses	<b>1,478</b>	2,021
Maintenance and repairs	<b>12,262</b>	12,886
Miscellaneous	<b>761</b>	691
Telephone and cable	<b>3,269</b>	2,423
Uniforms	<b>3,456</b>	2,769
Utilities	<b>12,134</b>	15,252
Wages and benefits	<b>363,793</b>	317,958
	<b>840,560</b>	813,305
	<b>(28,315)</b>	54,456

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**16. COFFEE HOUSE**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Revenue		
Sales - Coffee House	<b>169,921</b>	231,115
Sales - catering	<b>29,908</b>	43,935
	<b>199,829</b>	275,050
Expenses		
Advertising	—	116
Wages and benefits	<b>134,724</b>	123,413
Purchases and supplies	<b>106,489</b>	142,677
Bank charges	<b>2,124</b>	3,111
Maintenance	<b>8,207</b>	8,294
	<b>251,544</b>	277,611
	<b>(51,715)</b>	(2,561)

**17. PRESIDENT**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Salary - President	<b>19,765</b>	20,310
Legacy Fund	<b>19,763</b>	12,926
Membership Outreach	<b>4,269</b>	—
President's Fund	<b>8,808</b>	8,562
	<b>52,605</b>	41,798

**18. VP FINANCE AND OPERATIONS**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Salary - VP Finance and Operations	<b>20,904</b>	18,642
Club Development	<b>19,121</b>	12,277
Student Association Grants	<b>169,815</b>	133,925
	<b>209,840</b>	164,844

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**19. VP SERVICES**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Salary - VP Services	<b>20,904</b>	20,446
Orientation Week (Frosh)	<b>46,410</b>	51,496
Year End Party (Recess)	<b>242</b>	12,150
Events Development	<b>17,059</b>	1,235
	<b>84,615</b>	85,327

**20. VP INTERNAL**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Salary - VP Internal	<b>18,366</b>	20,125
Initiatives - Internal	<b>827</b>	—
Resource Development	<b>4,877</b>	540
Food Security	<b>7,419</b>	9,000
WUSC Awareness Development	<b>2,307</b>	4,370
Accessibility, Equity and Inclusion	<b>374</b>	15,000
	<b>34,170</b>	49,035

**21. VP EXTERNAL**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Salary - VP External	<b>20,168</b>	20,312
Educational/Speaker Events	<b>31,330</b>	22,114
	<b>51,498</b>	42,426

**NOTES TO FINANCIAL STATEMENTS**

May 31, 2020

**22. SUMMARY OF TOTAL WAGES AND BENEFITS**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Operations	<b>456,450</b>	368,563
Bookstore	<b>78,806</b>	74,435
Pub and food services	<b>363,793</b>	317,958
Coffee House	<b>134,724</b>	123,413
President	<b>19,765</b>	20,310
Vice-President Finance and Operations	<b>20,904</b>	18,642
Vice-President External	<b>20,168</b>	20,312
Vice-President Internal	<b>18,366</b>	20,125
Vice-President Services	<b>20,904</b>	20,446
	<b>1,133,880</b>	984,204

**23. COVID-19**

In March 2020, due to COVID-19, the Student Union closed the Pub, Bookstore, and Coffee House. The Coffee House and Bookstore reopened in the Summer. The Pub reopened at lower capacity in the Fall (the Pub is always closed in the Summer). The Coffee Shop has restructured sales to offer grocery items, no catering, and just a small offering of individual food items. The Coffee Shop continues to sell drinks as usual, but sales have decreased. The Pub, Bookstore, and Coffee House have all seen significant decreases in sales due to lower number of students on campus. Once the University returns to normal operations, the Student Union expects to see the business traffic return to normal.

The Student Union is anticipating a reduction in revenue over expenses, which will correspond to the duration of the COVID-19 crisis, and is taking steps to minimize, mitigate and defer discretionary costs. The Student Union believes that with their current cash reserves and the approach they are taking with respect to managing the crisis, the Student Union will be able to return to normal operations once it is deemed safe to do so.

The Student Union applied for and received a Canada Emergency Wage Subsidy grant to cover 75% of the salaries of its employees for the period March through August 2020. The Wage Subsidy will be applied for in September and subsequent periods as long as the Student Union meets the requirements.

# CAMPUS LIFE COMMITTEE MEETING MINUTES

UBC Students' Union Okanagan  
Campus Life Committee Meeting, October 8th, 2020, Zoom

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Meeting called to order at 10:03

## Directors Present

Vice-President Campus Life (meeting chair).....	Ahmed Fayed
Vice-President Internal.....	Tasha Kootenayoo
Graduate Student Representative .....	Cassidy Wallis
Student-at-Large .....	Sarah Bradley
Student-at-Large .....	Laavanya Prakash
Student-at-Large .....	Bardia Yasari
Student-at-Large .....	Jose Carvalho

## Directors Absent

Vice-President External.....	Taylor Dotto
Vice-President Finance .....	Abid Wahab

## Staff Present

Campus Life Coordinator.....	Joe Haugen
Membership Outreach Coordinator .....	Izzy Rusch
Advocacy & Governance Coordinator .....	Sarah Furgason
Well Pub Manager .....	Mike Ouellet
SUO Office/Reception .....	Rachel Fortin
Manager, Student Engagement.....	Liz Hilliard
Campus Health Specialist .....	Lauren Airth

## 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

## 2. PRESENTATIONS

### 2.1 Two-Spirit Literature Appreciation Event Proposal

Presneted by Atmaza Chattopadhyay (Equity Inclusion and Diversity Student Intern) and Sajni Lacey (Learning and Curriculum Support Librarian).

Chattopadhyay presented a financial support request for a two-spirit literature appreciation event that will host two-spirit and queer speakers. This will be done in tandem with a new library space devoted to two-spirit and queer literature.

Lacey reinforced this idea and offered the importance of working with campus partners to make this happen. The financial commitment level hasn't been decided quite yet. Lacey stated that collaborating on this event outside of financial support isn't out of the question.

Furgason asked for more materials outlining the financial ask with sponsorship details.

Lacey will draft a budget and offered branding recognition with financial support.

Carvalho would like to see more continuity in events like this, asking what would the long-term reach look like.

Lacey stated that the library will continue to look at the Indigenous strategic plan and continue to collect resources that better represent our student body.

Chattopadhyay would like to see the new space as an ongoing venue for queer and two-spirit students to showcase their work. This event is planned for next term in March.

A tentative proposal will be sent to Fayed to take to the Board of Directors.

## 20/10/08.01 MOTION

Kootenayoo/Bradley

Be it resolved that the Committee funds this Two-Spirit Literature event.

CARRIED

## 3. OLD BUSINESS

### 3.1 Speaker Series Update

Social Justice: LGBTQI2S+

We are continuing to work with other Western Canada Universities on another event for January.

Airth suggested looking into "Turn Me On" podcast hosts as possible speakers.

Hilliard suggested Jack Saddleback as an engaging individual for such an event.

Furgason suggested Ivan Coyote.

Sexual Assault Awareness Month (SAAM)

Kootenayoo thought exploring a speaker from within the Indigenous community would offer a strong lens for SAAM. Carvalho offered [Sex Worker Activism in Canada: Speaking Out](#) by Amy Lebovitch and Shawna



Ferris as a literary resource with consideration to the authors as speakers.

### **3.2 Financial Literacy Workshop**

## **4. NEW BUSINESS**

### **4.1 UBC Connects Speaker Event**

Robyn Maynard

Desmond Cole

Bradley thought Cole was very engaging and eye opening.  
Haugen offered both candidates as viable.

### **4.2 Significant Day Outreach**

World Mental Health Day, Oct.10

Furgason suggested creating a social media post with mental health resources.

Airth mentioned Campus Health is posting resources for substance abuse on their Instagram account.

National Coming Out Day, Oct.11

International Pronouns Day, Oct.21

Halloween, Oct.31

Kootenayoo suggested a pumpkin carving event.

Bradley spoke of a Halloween baking competition hosted through Zoom.

Carvalho elaborated on this idea and suggested to engage students with a pumpkin carving competition on Instagram. He also suggested a "treasure" hunt event. That he'll explore more on. Carvalho thought a nostalgic Halloween movie screening event would be great.

### **4.3 E Sports "Among Us" Event**

### **4.4 Yoga Club Meditation Series**

## **5. INFORMATION ITEMS**

### **5.1 Open Discussion**

Kootenayoo mentioned an importance to honor Breast Cancer Awareness Month.

## **6. ADJOURNMENT**

Meeting adjourned at 11:04.

# SUO Oversight Committee

## Executive Review Report

### OVERVIEW

The Executive Reviews are conducted by the Oversight Committee in accordance with Regulation 43:

The Oversight Committee shall conduct Trimester Reviews of each Executive Director. The Committee shall review Trimester Reports and meet with all staff partners and other relevant individuals to assess the performance of each Executive in relation to Appendix A of this Regulation and their established Executive goals.

These Reviews shall occur:

- a. during the September Oversight Committee Meeting;
- b. during the January Oversight Committee Meeting; and
- c. during the final Oversight Committee meeting in April.

The reviews are scheduled in such a manner as to reflect the work done by the Executives during each of the Academic Semesters covered by their term in office. This report covers the period May 1 – Aug 31, 2020.

### PROCESS

Pursuant to Bylaw X, each Executive Director is required to submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office, and to further provide a Trimesterly Report that updates the Oversight Committee on their progress towards these goals. The original goal reports for each Executive are attached as Appendix A to this report, and the standard progress report template they all filled out as Appendix B.

The Oversight Committee discussed and determined the following process and timelines for the conducting of this inaugural round of reviews:

- Executive Progress Reports to be requested from Executives two weeks ahead of individual meetings to give Oversight Committee members sufficient time to review.
- An Oversight Committee meeting to consolidate feedback on submitted reports, and to randomly assign Committee member(s) to lead individual review meetings with each Executive.
- Committee members to solicit feedback from the staff partner of their assigned Executive as necessary or appropriate.
- Review meetings to be conducted by assigned Oversight Committee members with Lori Stevenson, General Manager, sitting in for resource and support purposes if required.

Timeline for May-August 2020 Review

Executives notified of process	August 31, 2020
Progress Reports submitted	September 11, 2020
Oversight Committee meeting	September 17, 2020
Individual Executive Review meetings	September 28 – Oct 2, 2020

Review Assignment

President	Fatima Al-Roubaiai
VP Finance	Fatima Al-Roubaiai
VP External	Kai Rogers
VP Internal	Jassim Naqvi
VP Campus Life	Kai Rogers

Assigning Reviews

Executives were assigned a random number between 1 and 5 by the General Manager. In the order that they were visible to the General Manager on the Zoom screen, committee members were invited to choose a number between 1 and 5 and were assigned that particular executive.

At the time the reviews were to be conducted, the Oversight Committee was made up of:

Fatima Al-Roubaiai – Chair  
Kai Rogers  
Arshdeep Purba  
Cody Isaac – on leave  
Jassim Naqvi

Director Purba had newly joined the committee, with her first meeting occurring on September 17, 2020, as this process was being devised. It was therefore decided that Director Purba would participate in this round of reviews as an observer only, and two reviews were randomly assigned. Additionally, the committee was short a member due to the Leave of Absence of Director Isaac and therefore previous committee member Jassim Naqvi was invited back to help with the review process. Due to time constraints, Naqvi was able to commit to one review, requiring Al-Roubaiai and Rogers to conduct two reviews each. As Naqvi was not present at the meeting on September 17, he was assigned the remaining executive after Rogers and Al-Roubaiai did two rounds each of random number selection.

Determining Review Questions

**As the reviews conducted pertain to each Executive's progress toward their individual goals, standardized** questions were deemed to be neither appropriate nor meaningful. The only standardized question that was asked of the Executives was a self-rating of their performance on a scale of below average, average, above average or exceptional.

In order to ensure procedural fairness and impartiality in the absence of standardized questions, each member of the Oversight Committee had the opportunity to review Executive Goals, Trimester Progress reports, and to submit any questions they had for each Executive to a Google document. Themes presented in these collected questions provided the basis for those asked during the review. The Executives had the opportunity to speak to their progress towards their goals, including work done to date, work still to be completed, challenges and successes to date, and any anticipated goal revisions that may be required due to our lingering COVID-19 situation.

Collecting Feedback

**Specific feedback, gained through either the staff partner input or the committees' own experiences working with** the Executives was provided where it was present and appropriate. Feedback was also solicited from the Executives as to their overall thoughts and experiences with the Oversight process thus far.

## **INDIVIDUAL REVIEW RESULTS / OVERVIEW**

The following pages contain a summary of the review process for each individual Executive.

## **NEXT STEPS / FOLLOW UP**

Certain executives specifically requested an interim review prior to the next regularly scheduled one in January/February 2021 in order to address specific questions or concerns raised by the Oversight Committee. For the others, the Oversight Committee will follow up with email communication in order to receive updates or answers for specific questions or concerns raised during the review.

The Oversight Committee is also happy to receive feedback from the Board of Directors on the format of this report or procedure, or to entertain any requests that they may have.

UBCSUO PRESIDENT - Ali Poostizadeh

Overall progress towards goals

Goal	Successes	Challenges	OC Specific Concerns or Feedback*
Implementation of SUO long term planning	<ul style="list-style-type: none"> <li>Long term plan adopted by board. Shared understanding <b>of the SUO's</b> long term goals.</li> <li>Building relationships and connections for UBCSUO.</li> </ul>	<ul style="list-style-type: none"> <li>Communication with board members - less in-person time.</li> </ul>	<ul style="list-style-type: none"> <li>Outline plan to hire a third party firm for strategic planning.</li> <li>Consider developing a structured communication plan for the board members.</li> </ul>
Building referendum	<ul style="list-style-type: none"> <li>Taking steps to solidify the commitment from the administration and the student body.</li> </ul>	<ul style="list-style-type: none"> <li>Tight timeline</li> <li>Fewer students on campus</li> </ul>	<ul style="list-style-type: none"> <li>Offset the referendum by one year - revise this goal and plan accordingly.</li> <li>Plan for future student engagement and consultation regarding building.</li> </ul>
Diversity resource centre	<ul style="list-style-type: none"> <li>Concerns from students (ISC) have highlighted the need for further study.</li> <li>Collaborative approach between President and VP Internal.</li> </ul>	<ul style="list-style-type: none"> <li>How to continue to address the needs of minority students? How does the SUO support all students on campus?</li> </ul>	<ul style="list-style-type: none"> <li>VP Internal will lead the resource centre work.</li> <li>President will continue working on the diversity piece.</li> <li>Revise this goal accordingly.</li> <li>Develop a plan for the working group.</li> <li>How will Indigenous students be engaged in this process?</li> </ul>

\*either their own or from solicited feedback

Executive Self-Rating: On a scale of below average, average, and above average, Ali gave himself an above average rating.

Q. Any anticipated revision required to goals due to COVID-19 or other unforeseen circumstances?

If yes, please explain: Yes, the building referendum may not be possible for this year. Ali will revise the goal so that **by the end of his term, all the work that he's done towards these major projects is passed along in a concise way.**

Overall feedback summary: Ali has made considerable progress towards the long term planning for the SUO. He has a student-focused, future orientation working towards a vision for a better UBCSUO. Ali's passion for the SUO is clear. A challenge exists in meeting the demands of students/school/work. Students reaching out to Ali directly requires added time and resources to address. Organizing and managing time and priorities is a challenge. Ali will

work on delegating more and learning to prioritize, including when to say no. Define scope/boundaries to avoid delays and bottlenecks. Also, future considerations for restructuring executive roles to manage student relations.

Increasing Board engagement. Ali will work with Lori to engage the Board members that might be underutilized and not active. Communication with Board members is less especially with less in-person communication particularly with the board members. Increased awareness within the executive team. How to understand what the skills of the board members are and how to utilize those skills efficiently. Consider putting together a structured communication plan for the Board.

General areas for improvement include increased attendance at the Finance Committee as Ali is a member of this committee and not attending meetings, and submitting required reports on time (i.e., work summaries, goal progress reports).

UBCSUO VP FINANCE AND ADMINISTRATION - Abid Wahab

Overall progress towards goals

Goal	Successes	Challenges	OC Specific Concerns or Feedback*
Tighter fiscal responsibility, including consultative budget planning and SUO business management	<ul style="list-style-type: none"> <li>● Consultative budgeting process more efficient this year, built on the successes from last year with clear roles, responsibilities, and expectations</li> <li>● Minimal progress on SUO business management plans to date - still in planning</li> </ul>	<ul style="list-style-type: none"> <li>● Minimal challenges around budgeting</li> <li>● SUO businesses continue operating in deficit, challenged further during COVID</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Identify strategies for sustainability and passing lessons learned to future VP Finance</li> </ul>
Efficient marketing budget expansion	<ul style="list-style-type: none"> <li>● Legacy Fund allotment adjusted to reflect COVID circumstances and less students on campus.</li> <li>● No progress on engaging external parties to assist with this goal.</li> </ul>	<ul style="list-style-type: none"> <li>● Difficult to anticipate campus activity this past term.</li> <li>● Setting up a mgmt student capstone project may be difficult with students studying remotely.</li> </ul>	<ul style="list-style-type: none"> <li>● Revise the goal of maximizing the utilization of the legacy fund in light of COVID.</li> <li>● Engage external parties to assist - i.e. management students to assist with business analysis and marketing (potential capstone project) with first steps to initiate discussions with mgmt faculty</li> </ul>

			<ul style="list-style-type: none"> <li>Need a defined plan with a timeline for engaging students.</li> </ul>
Increase campus engagement	<ul style="list-style-type: none"> <li>Original idea around cultural event funds has changed.</li> <li>Started gaming lounge and movie night at the Well.</li> </ul>	<ul style="list-style-type: none"> <li>Fewer students on campus is a challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Financial literacy workshops in progress - plan to begin in Oct.</li> <li>Outline social media marketing plan.</li> </ul>

\*either their own or from solicited feedback

Executive Self-Rating: On a scale of below average, average, and above average, Abid gave himself an above average rating.

Q. Any anticipated revision required to goals due to COVID-19 or other unforeseen circumstances?

If yes, please explain: **Yes, Abid's goals were created in early COVID times** when the student presence on campus was uncertain for the 2020-2021 school year. With goal 1, there is potential to push the capstone project to next year with initial discussions and setup occurring within Abid's term. With fewer students on campus, VP Finance joined Campus Life Committee to engage with students more directly. And goals 2 and 3 may need to be revised based on these considerations.

Overall feedback summary: Abid has made considerable progress in his role in light of this year's challenges. His approach in seeking alternative ways to engage students is thoughtful and considerate of the impacts of COVID. Abid actively pursues collaboration opportunities with his peers and approaches difficult discussions in a respectful and consistent manner.

Areas for improvement include improving punctuality for meetings, in particular Committees where Abid is the Chair, and submitting required reports on time (i.e., work summaries, goal progress reports).

UBCSUO VP EXTERNAL - Taylor Dotto

Overall progress towards goals

Goal	Successes	Challenges	OC Specific Concerns or Feedback*
Raise awareness around all gendered washrooms and change UBC washroom policy.	<ul style="list-style-type: none"> <li>Several positive discussions with UBC</li> <li>Some level of implementation expected this year</li> <li>Continuing to work on the video aspect of this goal</li> </ul>	<ul style="list-style-type: none"> <li>Still no access to washroom survey</li> <li>Poor communication from UBC</li> <li>Some individuals involved aren't as invested in the project</li> <li>The lobbying aspect of this goal is challenging</li> </ul>	<ul style="list-style-type: none"> <li>None, adequate progress made on this goal, all things considered.</li> </ul>
Eliminate interest on	<ul style="list-style-type: none"> <li>No progress</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with MP's</li> </ul>	<ul style="list-style-type: none"> <li>None, Taylor was very</li> </ul>

federal student loans and lobby federally in Ottawa.	<ul style="list-style-type: none"> <li>made in this goal</li> <li>Provincial lobby week is in November</li> </ul>	<ul style="list-style-type: none"> <li>had to be delayed</li> <li>Due to certain circumstantial challenges this is becoming more of a 2nd semester goal</li> </ul>	<ul style="list-style-type: none"> <li>upfront with why there has been no progress and we believe her reasons were valid.</li> <li>The end target for this year is a bit vague, what exactly will success look like in April.</li> </ul>
Ban the sale of single use plastic water bottles on campus.	<ul style="list-style-type: none"> <li>UBC agreed to pilot project</li> <li>Plans to launch pilot project in 2nd semester</li> </ul>	<ul style="list-style-type: none"> <li>UBC has not committed to banning the sale of single use water bottles.</li> </ul>	<ul style="list-style-type: none"> <li>Again, the end target is somewhat vague, we would like to see a hard document outlining what success looks like in April.</li> </ul>

\*either their own or from solicited feedback

Executive Self-Rating: On a scale of below average, average, and above average, Taylor gave herself an above average rating.

Q. Any anticipated revision required to goals due to COVID-19 or other unforeseen circumstances?

If yes, please explain: **Yes, certain aspects of Taylor's goals have been pushed towards 2nd semester due to circumstantial challenges with COVID-19.** She has been working towards finding leeways to work around certain challenges and concluded that she has been receiving results.

Overall feedback summary: Taylor has consistently and successfully delivered on anything she commits to doing. Under her leadership, the SUO has improved its advocacy over the last two years with the involvement of Taylor as **the VP external. Concerns were brought up that Taylor is taking on too much work and says "yes" to too many things.** Taylor said she is working with Sarah to ensure she maintains a healthy work/school/life balance.

UBCSUO VP INTERNAL - Tashia Kootenayoo

Overall progress towards goals

Goal	Successes	Challenges	OC Specific Concerns or Feedback*
<b>Course unions accountability and transparency</b>	<ul style="list-style-type: none"> <li>Date Set: Jan 2021</li> <li>Update in bylaws reflects this</li> </ul>	<ul style="list-style-type: none"> <li>Standardizing accountability systems</li> <li>This project is more work than just implementing policies and the small details need to be flushed out</li> <li>As the project has been progressing, it is becoming more evident that it might not meet the January deadline</li> </ul>	<ul style="list-style-type: none"> <li>What is the next move on this?</li> <li>What does the end result look like?</li> </ul>

<b>Interactive Student Association Online Handbook</b>	<ul style="list-style-type: none"> <li>• Distribution Date: Jan 2021</li> <li>• How-To videos made for quick and fast access</li> </ul>	<ul style="list-style-type: none"> <li>• Measuring engagement levels</li> <li>• Handbook is not a scalable project</li> <li>• Not meant to be an internal process, so must be promoted outside of UBCSUO.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>What does “success” look like?</b></li> <li>• <b>How can you know that students are accessing these pages to warrant the videos?</b></li> </ul>
<b>Academic Advocacy Procedures and Information Restructuring.</b>	<ul style="list-style-type: none"> <li>• Completion Date: May 2021</li> <li>• (Next steps are to set a meeting with Deans in Jan/Feb 2021)</li> </ul>	<ul style="list-style-type: none"> <li>• Deans are very busy so it is difficult to find meeting time.</li> <li>• FASS creation is new so we must <b>account for “wobble room”</b></li> <li>• Working on wording of this for a clearer distinction of what this is.</li> </ul>	<ul style="list-style-type: none"> <li>• Is this meant to be an <b>“internal process”</b>?</li> </ul>

\*either their own or from solicited feedback

Executive Self-Rating: Tashia explained her belief of performance not being a linear model as every week consists of different outcomes. She described some weeks to be above average, whereas, other weeks are simply average.

Q. Any anticipated revision required to goals due to COVID-19 or other unforeseen circumstances? YES/NO  
If yes, please explain:

**No. COVID-19 has allowed for streamlining policy work in the absence of other intermittent physical on-campus work. It has, however, been difficult to maintain traction on Goal 3, “Academic Advocacy Procedures and Information Restructuring” due to the creation of the Faculty of Arts and Social Sciences and also due to COVID-19, and it has been difficult to meet with Deans for feedback on this process.**

Overall feedback summary:

Very cohesive self-reflection. She acknowledged that more work needs to be done regarding UBCSUO-UBC Administration relations. Work on restructuring the resources centers and resource liaison must also be committed to. OC and the Board should keep an eye on committed deadlines to ensure work is done in a non-rushed manner.

UBCSUO VP CAMPUS LIFE - Ahmed Fayed

Overall progress towards goals

Goal	Successes	Challenges	OC Specific Concerns or Feedback*
Create more job opportunities	<ul style="list-style-type: none"> <li>• Goal was explored.</li> <li>• Minimal update provided on this goal.</li> </ul>	<ul style="list-style-type: none"> <li>• No jobs created, progress stalled due to a variety of factors.</li> <li>• Feasibility of this</li> </ul>	<ul style="list-style-type: none"> <li>• While Ahmed says he would like to continue with these goals, feedback from others stakeholders has</li> </ul>



		goal and/or specific ideas (like ResArts) is questionable due to current COVID circumstances.	<p>indicated that these are not the ideas and/or feasible in the current time.</p> <ul style="list-style-type: none"> <li>● Revise this goal with a defined timeline, and what success looks like in April.</li> <li>● We would like to see more details provided in the progress report.</li> </ul>
More events that fit within the SUO portfolio and ethics	<ul style="list-style-type: none"> <li>● More diverse events have been put on, including drag bingo, trivia, online gaming.</li> </ul>	<ul style="list-style-type: none"> <li>● COVID-19 and online burnout make things challenging.</li> </ul>	<ul style="list-style-type: none"> <li>● We would like to see more event data collected, analyzed, utilized and shared. This will assist future event planning.</li> <li>● We would like Ahmed to take the lead and demonstrate a comprehensive understanding of the SUO event planning process.</li> </ul>
Speakers and Better incentives	<ul style="list-style-type: none"> <li>● Angela Davis' event was a success.</li> <li>● Additional speaker events are in the works.</li> </ul>	<ul style="list-style-type: none"> <li>● As per Ahmed, the <b>event wasn't</b> marketed to students well.</li> </ul>	<ul style="list-style-type: none"> <li>● Conflicting reports on what Ahmed has, or has not personally done for this event, and others. See specific feedback below - the Oversight Committee would like to see Ahmed fully step into his role.</li> <li>● Ahmed did not seem confidently aware of what the SUO contributed to the Angela Davis event.</li> </ul>

\*either their own or from solicited feedback

Executive Self-Rating: On a scale of below average, average, and above average, Ahmed gave himself a below average rating.

Q. Any anticipated revision required to goals due to COVID-19 or other unforeseen circumstances: YES  
If yes, please explain:

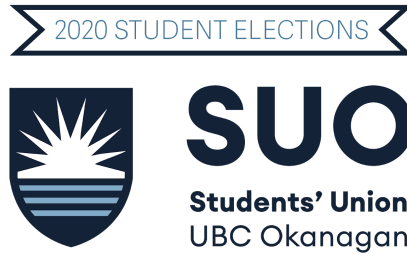
Campus life in the COVID reality is requiring a total revamp of how the SUO provides events and services to students. These plans and strategies must be constantly revisited to ensure the Campus Life team is using the best possible approach.

Overall feedback summary:

Ahmed has stated he is not satisfied with his own performance so far. Based on the performance review, his performance has impacted his team and there is room for improvement.

**Ahmed's workload and contribution to his role are below the expectations** of the Oversight Committee and his peers. This, in combination with actions observed in-practice, has contributed to concern amongst his peers that Ahmed will not follow through with his commitments, or will not complete them to a satisfactory level. Additionally, the expectation is that Ahmed should be taking the bulk of the initiative on tasks within the Campus Life portfolio with strong support by his staff partner. However, what we have seen in practice is the reverse. There is a concern about the balance of this workload and that the staff partner is being overutilized in this partnership. We would like to see Ahmed fully step into this role, take more initiative, and follow through on his responsibilities.

Professionalism: Feedback collected through this review process indicated that Ahmed often misses meetings with no notice or regrets, and when present he is often late and unprepared. An example of this is the Media Fund meeting, during which Ahmed was Chair and did not contribute to the discussions. These observations were shared with Ahmed during this review meeting and he committed to take immediate action to resolve these concerns. It is important to note that shortly after this review, Ahmed was absent from the executive pay consultation meeting where members of the Oversight Committee were present, and he did not provide notice of his absence. Additional areas for improvement include more attention to timely executive reporting, including timesheets and progress reports.



# **University of British Columbia Students' Union Okanagan**

## **2020 By-Election**

October 26<sup>th</sup>, 2020  
Prepared by the Chief Returning Officer  
UBC Students' Union Okanagan  
UNC 133-3272 University Way  
Kelowna, BC V1V 1V7

October 26<sup>th</sup>, 2020

Dear Chairperson of the UBCSUO Board of Directors,

Every year the Board is responsible for ratifying the elections report. Approval of this report makes the election results final. I submit this report as the Chief Returning Officer (CRO) with the following motions that I ask the Board to approve:

1. Be it resolved that the UBCSUO Board of Directors approve the 2020 By-Election report as submitted by the Chief Returning Officer.
2. Be it further resolved that the UBCSUO Board of Directors approve the destruction of the nomination forms used in the 2020 By-Election.

This report is to be accepted as an all or nothing package and without amendments. If the Board feels that changes should be made, the report will need to be taken off the table for further consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tyleigh Massey-Leclerc', written in a cursive style.

Tyleigh Massey-Leclerc  
*Chief Returning Officer*

**Table of Contents**

Introduction	3
Candidate Positions	4
Election Officials	4
Timeline	5
Marketing Efforts	6
Campaign Period	7
Voting Procedure	8
Suggestions and Recommendations	8
Conclusion	10
Appendix I: Unofficial Results	11

## **Introduction**

This report serves as official documentation for the 2020 UBCSUO By-Election. It shall contain details of the procedures followed before the elections; the announcement of the election, the call for nominations and ensuing nomination period; the campaign period, the voting period and thereafter the announcement of the results.

It is to provide a clear report of how the elections were carried out, providing that due process was followed to provide a free, fair and transparent election. I also hope that it serves as a template for future CROs to follow when preparing to carry out an election.

This By-Election was the first UBCSUO Board of Directors Election that was carried-out exclusively online. Given the extenuating circumstances of an online learning environment in the wake of the ongoing pandemic, accommodations were made to improve student accessibility to election proceedings. Special consideration must be paid for any future elections of this unique nature.

Regards,

Tyleigh Massey-Leclerc

*Chief Returning Officer*

**Candidate Positions**

The following positions were included in the UBCSUO 2020 By-Election:

Director at Large (2)

Faculty of Applied Science Representative

Faculty of Management Representative

Faculty of Science Representative

**Election Officials**

*Chief Returning Officer*

Tyleigh Massey-Leclerc

*Deputy Returning Officer*

Maya Peterson

## **Timeline**

### *September 24th - Prenomination Period*

The Annual By-Election was called on Thursday, September 24th via the UBCSUO Elections Facebook page.

### *September 28th to October 2nd - Nomination Period*

The nomination period opened at 8:00 AM on Monday, September 28th and closed at 3:00 PM on Friday, October 2nd. Nomination forms were available exclusively online via the UBCSUO Elections Facebook Page and the UBCSUO Web Page. Candidates were required to submit their nomination form to the CRO by email before the close of the nomination period.

### *October 2nd - All Candidates Meeting*

The all candidates meeting took place at 5:00 PM on Friday, October 2nd via *Zoom*. The CRO outlined campaign expectations and the rights and responsibilities of the UBCSUO Board of Directors.

### *October 5th to October 15th - Campaign Period*

The Campaign period opened at 8:00 AM on Tuesday, October 5th and closed at 11:59 PM on Thursday, October 15th. The candidate debate was held on Thursday, October 8th via *Zoom*, with Directors at Large featured in the first portion followed by Faculty Representatives in the second. One candidate could not attend due to wifi accessibility issues.

### *March 2nd to 4th - Voting Period*

The voting period opened at 8:00 AM on Tuesday, October 13th and closed at 11:59 PM on Thursday, October 15th. Voting occurred through the university system, WebVote.



## Marketing Efforts

The website UBCSUO Elections ([ubcsuoelections.ca](http://ubcsuoelections.ca)) - a platform to release the official biographies of all candidates, links to the video publications of the debates, and outline voting - was updated this by-election to include online access to nomination packages. The Facebook page “UBCSUO Elections” was used as a platform to release all official election materials and news. An initial announcement of the election was made on September 24th and shared via the UBCSUO Facebook page. This provided the official timeline for the elections and allowed those interested in running to prepare. A full list of open Board positions was made available. Instructions on how to submit online nomination packages were also made apparent.

During the nomination period, several posts were made and shared across Facebook to increase student awareness. Unaffiliated student-led Instagram accounts (e.g., UBCOConfessions) also shared some of these promotional posts.

Following the close of the nomination period, email distributions to all registered UBCSUO members were utilized twice: (1) to announce the candidates running in the by-election, outline the election process and timeline, advertise the online *Zoom* debate, and provide a direct link to WebVote; (2) to announce the opening of the voting period, reiterate the election timeline, provide resources for making an informed voting decision, and include the direct link to WebVote. Facebook posts were also made to promote the online debate. The debate *Zoom*-meeting ID, passcode, and early registration link were all provided on our social media, the UBCSUO Elections webpage, and through our first email distribution. The debate was recorded via *Zoom*, posted to the UBCSUO Elections webpage, and shared through the UBCSUO Elections Facebook page.

During the voting period, many of the candidates included the election timeline and links to WebVote on their promotional material. Several posts were made and shared across Facebook to

increase student awareness. Unaffiliated student-led Instagram accounts also shared some of these promotional posts.

### **Campaign Period**

The campaign period opened on October 13th and closed on October 15th. The committee decided to allow campaigning to continue through the voting period per the precedent set in the 2020 General Election.

Candidates were guided by the UBCSUO by-laws and regulations during the campaign period and the guidelines set out by the CRO. These provided a fair opportunity for all to campaign sufficiently.

All candidates were given the opportunity to have their photograph and biography uploaded to the official UBCSUO Elections website. Additionally, we provided a platform for all the candidates to campaign during the Virtual Debate, where candidates could present their respective platforms. This debate was recorded and posted to the aforementioned platforms.

Official complaints had to be submitted by email to the CRO within 24 hours of the occurrence or discovery of the evidence forming the basis of the complaint. During the election timeline, there were zero (0) complaints brought forward to the CRO.

However, candidates were aware of the procedure that the CRO would follow in the investigation of any complaints, as outlined in the regulations:

61. The CRO shall investigate and decide a complaint along with the General Manager within twenty-four (24) hours of its receipt or twelve (12) hours on the last two days of the election. The CRO must bring the complaint to the Electoral Committee.

62. The CRO must give fair consideration to all evidence relevant to a complaint.

63. Upon the conclusion of an investigation of a complaint the CRO must decide whether an offence has occurred and, if so, whether the offence is minor or major.

64 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 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.

65. The CRO and General Manager must publish the reasons for his or her decisions in writing.

### **Voting Procedure**

Voting occurred through the UBC WebVote system. WebVote was utilized because it is easy to use, highly secure by design (i.e., integrated into the SSC Platform), and administered by the university. Any attempt to interfere with the system and influence the results would be met with serious repercussions such as expulsion from the university for non-academic misconduct (Student Code of Conduct 4.1).

### **Suggestions and Recommendations**

#### *UBCSUO Elections Instagram Page*

The committee has received feedback from students - on multiple occasions - that the UBCSUO Elections Facebook page is not sufficient in terms of a 'social media presence'. We have been made aware that many students rely on *Instagram* for updates including, but not limited to, election announcements, SUO events, and general university-oriented news. Given the extenuating circumstances of this pandemic, we find it to be of utmost importance to

accommodate students' needs for accessibility to SUO publications. Although many students use Facebook, it does not cast a wide enough net to capture the attention of all student union members. We feel that special consideration should be made to the creation of an Instagram page, in order to accommodate the UBC Okanagan students that currently fall through the cracks.

### *Online Nomination Packages*

By necessity of this by-election, online nomination forms were implemented. In place of signatures, candidates were required to provide the phone numbers of their signatories. This process of online submission was sufficient, as we were still capable of verifying the enrollment and membership status of signatories. Moreover, less time was expended attempting to transfer information from hard copy documents to online programs in order to verify student numbers. At the very least, online nomination packages should be utilized during web-oriented university instruction, if not also for future, in-person elections.

**Conclusion**

Overall, we feel that this was a successful election. We reiterate that we ask the Board of Directors to pass the following motions:

1. Be it resolved that the UBCSUO Board of Directors approve the 2020 By-Election report as submitted by the Chief Returning Officer.
2. Be it further resolved that the UBCSUO Board of Directors approve the destruction of the nomination forms used in the 2020 By-Election.

We hope that this report provides a thorough understanding of the process of the 2020 By-Election.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tyleigh Massey-Leclerc', written in a cursive style.

Tyleigh Massey-Leclerc  
*Chief Returning Officer*

Maya Peterson  
*Deputy Returning Officer*

## Appendix I: Unofficial Election Results

Director-at-Large (2)

<b>Taha Ilyas</b>	<b>113 votes</b>
<b>Jakson Pashelka</b>	<b>107</b>
Jose Carvalho	90
Carlos J. Real Lopez	65

Total 375 (3.3% of the voters)

Faculty of Science Representative**Arshdeep Purba**

<b>Yes</b>	<b>141</b>
No	23

Total 164 (1.4% of voters)

Faculty of Applied Science Representative**Richardo Brown**

<b>Yes</b>	<b>128</b>
No	20

Total 148 (1.3% of voters)

Faculty of Management Representative**Mohana Rambe**

<b>Yes</b>	<b>145</b>
No	20

Total 165 (1.4% of voters)



The University of British Columbia Students' Union Okanagan

# BYLAWS

**Version History (insert rows as needed):**

Version	Date	Name	Comment
1.0	June 24 <sup>th</sup> , 2019	Holly Denby	New document format ratified by BoD
1.1	November 19 <sup>th</sup> , 2019	Holly Denby	Bylaw updates passed at AGM
1.2			

*Any changes to the document should be made and recorded accordingly in Version History.*

**TABLE OF CONTENTS**

BYLAW I – INTERPRETATION AND DEFINITIONS	3	
BYLAW II – MEMBERSHIP	5	
BYLAW III – MEMBERSHIP FEES	5	
BYLAW IV – GENERAL MEETINGS	7	
BYLAW V – ELECTIONS & REFERENDA	9	
BYLAW VI – NOTICE FOR GENERAL MEETINGS, ELECTIONS, AND REFERENDA	11	
BYLAW VII – BOARD OF DIRECTORS	12	
BYLAW VIII – POWERS AND DUTIES OF THE BOARD OF DIRECTORS	<del>16</del>	Deleted: 15
BYLAW IX – THE EXECUTIVE COMMITTEE	<del>18</del>	Deleted: 17
BYLAW X – INDIVIDUAL ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE DIRECTORS	<del>20</del>	Deleted: 19
BYLAW XI – REGULATIONS	<del>26</del>	Deleted: 25
BYLAW XII – FINANCES	<del>26</del>	Deleted: 25
BYLAW XIII – AUDITORS	<del>27</del>	Deleted: 26
BYLAW XIV – AMENDING THE BYLAWS AND CONSTITUTION	<del>27</del>	Deleted: 26
BYLAW XV – RECORDS	<del>27</del>	Deleted: 26
BYLAW XVI – STUDENT MEDIA FUND	<del>28</del>	Deleted: 27
BYLAW XVII – COMMITTEES	<del>28</del>	Deleted: 27
BYLAW XVIII – EARNINGS AND DISSOLUTION	<del>29</del>	Deleted: 28



## BYLAW I – INTERPRETATION AND DEFINITIONS

- 1 In these Bylaws, unless the context otherwise requires, expressions defined in the *Societies Act*, as amended from time to time, shall have the meanings so defined under the *Societies Act*. Words imparting the singular shall include the plural, and vice versa.
- 2 In these Bylaws, unless the context otherwise requires:
  - a. "Board of Directors" shall mean the governing body of the Student Union;
  - b. "Board of Governors Student Representative" shall mean the Director serving on the Board of Directors in an ex officio capacity as a result of their election to the University's Board of Governors;
  - c. "Bylaws" shall mean the bylaws of the Student Union;
  - d. "chairperson" shall refer to the Director appointed by two-thirds (2/3) majority by the Board to serve as the chairperson for all Board of Directors meeting;
  - e. "Chief Returning Officer" shall mean a neutral individual, appointed by the Board of Directors, who is responsible for the conduct of Student Union elections and referenda;
  - f. "Constitution" shall mean the constitution of the Student Union;
  - g. "Director" shall mean a person serving on the Board of Directors;
  - h. "Representative At Large" shall mean those Directors elected at large by the Members;
  - i. "Executive Committee" shall mean the committee comprised of the Executive Committee Directors;
  - j. "Executive Directors" means those Directors elected to the positions of Director of University and Academic Affairs, Director of External Affairs, Director of Internal Affairs, Director of Finance and Administration, and Director of Student Life;
  - k. "Faculty Representatives" shall mean those Directors elected by and from among students enrolled in each of the faculties of the University;
  - l. "Finance Committee" shall mean the committee responsible for assisting the Director of Finance and Administration with the preparation of the annual budget and other financial matters of the Student Union;
  - m. "General Manager" shall mean the General Manager of the Student Union;
  - n. "Member" shall mean those persons who satisfy the requirements set out under Bylaw II;
  - o. "Leave of Absence" shall mean a period of absence from duty without pay;
  - p. "Ordinary Resolution" shall mean a resolution requiring a simple majority vote of the membership;
  - q. "Policy Committee" shall mean the committee responsible for considering and recommending amendments to the Constitution, Bylaws, and Regulations;
  - r. "Regulations" shall mean the procedures and policies of the Student Union adopted under these Bylaws by Special Resolution;

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- s. "Resolution" shall mean a resolution of the Board of Directors passed by the majority of the votes cast, exclusive of abstentions;
- t. "Resource Centre" shall mean an advocacy focused student group with a common interest that has been granted student space and funding by the Student Union;
- u. "Senate" shall mean the Okanagan senate of the University.
- v. "Senate Caucus" shall mean the group of students currently elected as Senators to the University's Senate.
- w. "Senate Student Representative" means the student elected, from time to time, by the Senate Caucus to serve as a Director on the Board of Directors;
- x. "*Societies Act*" and "Act" means the *Societies Act* (British Columbia) or any successor legislation from time to time in force, and any regulations made under the Act as amended from time to time.
- y. "Special Resolution" means a resolution passed at either a general meeting or a meeting of the Board of Directors requiring a two third majority vote;
- z. "Student Association" shall mean clubs, course unions, or special interest groups ratified by the Student Union;
- aa. "Student Union" shall mean the Student Union of UBC Okanagan;
- bb. "Trimester Report" means a document created by each Executive that updates the Oversight Committee on the status of Executive Goals; and
- cc. "University" shall mean the Okanagan campus of the University of British Columbia.

## **BYLAW II – MEMBERSHIP**

- 3** The Members of the Student Union shall be any student currently registered in at least one credit course at the University who has been assessed the Student Union's membership fee for the current University semester.
- 4** Membership in the Student Union shall cease six months (6) after the end of the last semester in which a Member has registered in at least one credit course at the University.

## **BYLAW III – MEMBERSHIP FEES**

- 5** "CPI" means the Consumer Price Index (All Items) as published by Statistics Canada, or any successor agency;
- 6** "Faculty Fees" means any fees collected by a particular faculty or program of the University from students registered in that particular faculty or program that has been previously approved by a referendum of such students in that particular faculty or program;
- 7** "Student Union Fees" shall mean fees collected by the Student Union from the Members, which shall include, but not be limited to, the following fees:
  - a. general programs and services fees provided by the Student Union;
  - b. U-Pass fees;
  - c. the health and dental plan provided by the University;
  - d. the media fund;
  - e. a library levy; and
  - f. any other fee or levy approved by the Members in a referendum but does not include Faculty Fees or fees payable to a provincial or national organization.
- 8** All Members shall be assessed and pay Student Union membership fees in accordance with these Bylaws.
- 9** Where the Student Union is a member of a provincial or national organization, the Student Union shall collect in trust, on behalf of the Members, and remit the membership fee as set by such organization from time to time.
- 10** The Student Union Fees may be set or adjusted from time to time by referendum, provided sufficient notice has been given in accordance with Bylaw VI. For further clarity and subject to Bylaw III below, "adjustment" shall mean any increase to the Student Union Fees.

- 11** With the exception of fees associated with the U-Pass, the Student Union Fees, the Faculty Fees and any fees collected by the Student Union for a provincial or national organization may be adjusted on an annual basis in accordance with the CPI Index.
- 12** Student Union Fees and any other fees collected by the Student Union from the Members shall be posted on the website of the Student Union.
- 13** The Student Union shall refund Student Union Fees to any Member who withdraws from the University within twenty-one (21) days of registration.
- 14** A Member who fails to pay membership fees when due shall cease to be in good standing and shall not be entitled to:
  - a. vote at a general meeting;
  - b. vote in a referendum;
  - c. vote in an election;
  - d. run for a position on the Board of Directors; or
  - e. hold a position on the Board of Directors.
- 15** The WUSC Student Refugee Program fee shall only be assessed against Members that are registered in an undergraduate program.

## BYLAW IV – GENERAL MEETINGS

- 16 There shall be an annual general meeting of the Student Union held during the fall semester with the date and agenda of the meeting to be determined by the Board of Directors.
- 17 The Board of Directors shall establish the date of the annual general meeting at least forty-five (45) days in advance of the annual general meeting.
- 18 The Board of Directors shall include on the agenda of the annual general meeting any Ordinary Resolution or Special Resolution approved by the Board of Directors by Resolution.
- 19 If a petition bearing the signatures of at least five (5) percent of the Members of the Student Union in support of having one or more Special Resolutions or Ordinary Resolutions considered at an annual general meeting is delivered to the [Director of Internal affairs](#), at least thirty (30) days in advance of the date of the annual general meeting, the Special Resolution or Ordinary Resolution shall be added to the agenda.
- 20 The following business shall be conducted at the annual general meeting:
- receiving and approving the preceding fiscal year's financial statement and report of the auditors;
  - appointing the auditors of the Student Union for the ensuing fiscal year;
  - presenting the annual operating budget of the Student Union; and
  - receiving the report of the President and/or the General Manager with respect to the activities of the Student Union for the previous academic year of the University.
- 21 A special general meeting may be called by a Special Resolution of the Board of Directors.
- 22 If a petition is delivered to the [Director of Internal Affairs](#), of the Student Union stating the purpose of the meeting and bearing the signatures of at least ten (10) percent of the Members of the Student Union, a special general meeting must be convened by the Board of Directors without delay.
- 23 There shall be no voting by proxy at any general meeting of the Student Union.
- 24 A quorum at a general meeting is achieved where the number of Members present at such meeting is equal to or greater than one percent of the Members or fifty (50) Members, whichever is the lesser number.

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- 25** If within one half hour from the time appointed for an annual general meeting, a quorum is not present, those present shall be deemed to be a quorum, but may only transact such business as is referred to in Bylaw IV and no other business.
- 26** Each Member is entitled to one (1) vote at a general meeting of the Student Union.
- 27** General meetings shall be conducted according to the most recently published version of Robert's Rules of Order in so far as they do not contravene any part of the Constitution, the Bylaws, or the Regulations of the Student Union.

## BYLAW V – ELECTIONS & REFERENDA

- 28 Each Member is entitled to one vote in the elections and referenda of the Student Union in accordance with these Bylaws.
- 29 The Board of Directors shall appoint a neutral individual as Chief Returning Officer by Resolution.
- 30 The Chief Returning Officer shall serve a term of two (2) years. The Board of Directors may reappoint the Chief Returning Officer for an additional two (2) year term at the expiration of each two (2) year term.
- 31 The Chief Returning Officer shall be responsible for the conduct of elections and referenda in accordance with the Regulations of the Student Union.
- 32 The Chief Returning Officer must discharge their duties in a fair and impartial manner.
- 33 The Board of Directors shall include procedures for the conduct of elections and referenda in the Regulations.
- 34 The Board of Directors shall not amend any procedures for the conduct of elections and referenda in Regulations during the months of February and March.
- 35 Members may vote on matters concerning the business of the Student Union by means of referendum.
- 36 A referendum shall be called without delay by the [Director of Internal Affairs](#) of the Student Union upon:
  - a. a Resolution of the Board of Directors; or
  - b. receipt of a petition duly signed by ten (10) percent of the Members delivered to the [Director of Internal Affairs](#) of the Student Union requisitioning a referendum on a particular question.
- 37 The Chief Returning Officer shall schedule the referendum in a manner that ensures that the Members have a reasonable opportunity to participate.
- 38 The text of the referendum question shall be clear and unambiguous and be capable of being answered “yes” or “no”.

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- 39** If in the opinion of the Chief Returning Officer, a submitted referendum question does not meet the standard of being clear and unambiguous and be capable of being answered “yes” or “no”, the Chief Returning Officer shall prepare a clear and unambiguous question that is capable of being answered “yes” or “no” and request that the Board of Directors approve the revised question.
- 40** A referendum of the Student Union shall, subject to these Bylaws, be acted upon by the Student Union where:
- a. a majority, or such greater percentage as may be required by the Societies Act (i.e. - where the Societies Act requires a Special Resolution) of the votes cast support the referendum; and
  - b. the number of votes cast is equal to or greater than five (5) percent of the Members of the Student Union.



## **BYLAW VI – NOTICE FOR GENERAL MEETINGS, ELECTIONS, AND REFERENDA**

- 41** The Student Union shall give not less than fourteen (14) days' written notice of a general meeting, election, or referenda.
- 42** A notice of a general meeting shall state the date, time, location, and proposed agenda for the meeting, and, if Special Resolutions are to be considered, the wording of the Special Resolution.
- 43** A notice of an election shall state the days for polling, locations of polling stations, and each position being voted on in the election.
- 44** A notice of a referendum shall state the days for polling, location of polling stations, and the question being considered in the referendum.
- 45** Sufficient notice of a general meeting, election, or referendum will be deemed to have been given with the posting of the following:
  - a. a conspicuous notice not less than eleven inches by seventeen inches in size posted on five (5) or more different bulletin locations on the University campus;
  - b. a notice provided to the student newspaper or other student publication normally available to all Members;
  - c. a notice not less than eleven inches by seventeen inches posted in a conspicuous location in the vicinity of the Student Union's offices;
  - d. a notice on the home page of the Student Union's website; and
  - e. if the Student Union has access to an electronic contact list for its Members, an email to all Members.

## BYLAW VII – BOARD OF DIRECTORS

46 The Board of Directors shall be the official governing body of the Student Union.

47 The voting members of the Board of Directors shall be composed of the following:

- a. five (5) Executive Committee Directors;
- b. four (4) At Large Representatives; and
- c. eight (8) Faculty Representatives as follows:
  - i. one (1) Faculty Representative enrolled in the Irving K. Barber School of Arts & Sciences in a program leading to an Arts degree;
  - ii. one (1) Faculty Representative enrolled in the Irving K. Barber School of Arts & Sciences in a program leading to a Science degree;
  - iii. one (1) Faculty Representative enrolled in the Faculty of Management;
  - iv. one (1) Faculty Representative enrolled in the Faculty of Applied Science;
  - v. one (1) Faculty Representative enrolled in the Faculty of Health and Social Development;
  - vi. one (1) Faculty Representative enrolled in the Faculty of Education;
  - vii. one (1) Faculty Representative enrolled in the Faculty of Creative and Critical Studies; and
  - viii. one (1) Faculty of Representative from the College of Graduate Studies.

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48 Each voting member of the Board of Directors shall have one vote on the Board of Directors.

49 The non-voting members of the Board of Directors shall be:

- d. one (1) Senate Student Representative to be elected by the student Senate Caucus; and
- e. one (1) Board of Governors Student Representative on an *ex-officio* basis.

50 The non-voting members of the Board of Directors shall have the same rights and obligations as voting members of the Board of Directors, except shall not be entitled to vote.

51 Each Director must be a Member of the Student Union.

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52 Any Member of the Student Union is eligible to run for any vacant position on the Board of Directors except for in the case of the position of Director of University and Academic Affairs. Due to the specialization of this role, a member must satisfy at least one of the following prerequisites;

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a. a term as a Director for the Student Union

b. a term as an Executive on a Student Association or Resource Centre

c. [a term as a Student Senator](#)

d. [a term as a student member of the UBC Board of Governors.](#)

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53 A Director position will be deemed to be vacant upon:

- a. the Director's death, resignation, removal, abandonment of the position; or
- b. the failure of the Director to maintain membership in the Student Union.

54 A Board of Directors position that remains unfilled after an election or by-election is a vacant position.

55 No Member of the Student Union shall hold more than one position on the Board of Directors, including non-voting positions.

56 The Board of Directors shall meet at least once a month.

57 The [Chairperson](#) shall convene a meeting of the Board of Directors meeting without delay if a meeting is requested by:

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- a. twenty-five (25) percent or more of the voting members of the Board of Directors;
- b. the majority of the members of the Executive Committee; or
- c. if the [Chairperson](#) determines that a meeting of the Board of Directors is required.

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58 There shall be at least twenty-four (24) hours' notice given for a non-regularly scheduled meeting of the Board of Directors.

59 Meetings of the Board of Directors shall be open to the membership unless the Board of Directors resolves to move the meeting in camera.

60 A quorum at a Board of Directors meeting shall be fifty (50) percent of the voting Director positions currently filled on the Board of Directors with at least two Executive Committee Directors present.

61 The voting members of the Board of Directors shall be elected by the Members in a general election to be held annually between February 1<sup>st</sup> and March 31<sup>st</sup>. With respect to the Faculty Representative positions, only Members enrolled in the constituency of each Faculty Representative shall be entitled to vote in connection with the election of that position.

62 Directors elected in the general election shall commence their term on the Board of Directors on May 1<sup>st</sup> of the year in which they are elected and their term on the Board of Directors shall expire on April 30<sup>th</sup> of the following year.

- 63** In the event that a voting Director position becomes vacant, the Board of Directors may fill the vacancy by a Special Resolution arising until the position is filled in next election of the Student Union. Notwithstanding anything to the contrary,
- a. with respect to filling a vacancy arising in connection with a Faculty Representative position, the vacancy shall be filled by a Member enrolled in the respective faculty; and
  - b. no more than two (2) Executive Committee Director positions may be filled by appointment of the Board of Directors.
- 64** If vacancies among the voting Director positions have arisen on the Board of Directors, whether or not the vacancies have been filled by appointment, a by-election shall be held between September 15<sup>th</sup> and October 15<sup>th</sup>, of such calendar year, to fill the vacancies by election. With respect to the Faculty Representative positions, only Members enrolled in the constituency of the particular Faculty Representative shall be entitled to vote in connection with the election of that position.
- 65** Directors elected in the by-election shall commence their term on the Board of Directors on November 1<sup>st</sup> of the year in which they are elected and their term on the Board of Directors shall expire on April 30<sup>th</sup> of the following year.
- 66** The term of the Board of Governors Student Representative on the Board of Directors shall be concurrent with their term on the University's Board of Governors.
- 67** The term of the Senate Student Representative on the Board of Directors shall be concurrent with their term on the University's Senate.
- 68** The Board of Directors shall not fill any vacancy that may arise in the Board of Governors Student Representative position on the Board of Directors.
- 69** In the event that a Senate Student Representative position becomes vacant, the Senate Caucus may fill the position by electing a member of the Senate Caucus to serve on the Board of Directors until their term on the University's Senate expires.
- 70** An employee of the Student Union may not serve as a Director of the Student Union.
- 71** A Director may be removed from the Board of Directors by Special Resolution at a general meeting and another person may be appointed by Ordinary Resolution to serve until the position is filled in an election or by-election.
- 72** A Director who misses three (3) consecutive Board of Directors meetings or four (4) meetings over the whole of their term, without reasonable cause or without an approved leave of absence, will be deemed to have abandoned office.

- 73** Board of Directors meetings shall be conducted according to the most recently published version of Robert's Rules of Order in so far as they do not contravene any part of the Constitution, the Bylaws, or the Regulations of the Student Union.
- 74** Each member of the Board of Directors, acting in accordance with guidelines set forth in the regulations, shall receive a monthly honorarium in an amount prescribed in the Regulations; however, changes to prescribed amounts shall not be made in the months of March and April and shall not take effect until May 1<sup>st</sup> of each year.

## **BYLAW VIII – POWERS AND DUTIES OF THE BOARD OF DIRECTORS**

**75** The management, administration, and control of the property, revenue, business, and affairs of the Student Union are vested in the Board of Directors. Pursuant to the foregoing, the Board of Directors:

- a. shall approve the strategic plan by Resolution;
- b. shall adhere to the strategic plan;
- c. may amend the strategic plan as required by Resolution;
- d. shall approve the annual operating budget by July 31<sup>st</sup> of each year by Resolution;
- e. may amend the annual operating budget by A Special Resolution;
- f. may borrow and raise money upon terms and conditions which the Board of Directors deems appropriate;
- g. shall have the power to amend, repeal or adopt Regulations by A Special Resolution;
- h. shall appoint the Chief Returning Officer by Resolution;
- i. upon a Special Resolution, may remove any person appointed by the Board of Directors to that position, except for a duly appointed Director, provided that the person to be removed has been provided with seven days' notice of the meeting at which such resolution is proposed;
- j. may by Resolution overrule or amend any item arising out of minutes submitted to it pursuant to the Bylaws or the Regulations;
- k. may make such further rules as may be considered necessary for the Student Union, provided such rules and regulations are consistent with the Constitution, Bylaws, and Regulations of the Student Union;
- l. shall approve minutes of committees; and
- m. shall not delegate any of its powers and duties except as may be provided for in the Bylaws.

**76** In addition to their duties as Directors under the Societies Act and these Bylaws, the Representatives At Large shall:

- a. provide the Board with the perspective of students of the University as a whole including the views of marginalized groups on campus; and
- b. serve on at least one committee of the Board; and
- c. attend and assist with Student Union events and engagement activities.

**77** In addition to their duties as Directors under the Societies Act and these Bylaws, the Faculty Representatives shall:

- a. provide the Board with the perspective of students in the faculty from which they are elected;
- b. liaise with Members within their faculties and university officials about student needs and interests in their faculty; and

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- c. attend and participate in university committees as appointed or designated by the UBCSUO or the university for the purpose of representing student needs and interests, which may include but shall not be limited to:
  - i. University or faculty committees;
  - ii. Communicate with students in their faculty about the Students' Union Strategic Plan, programs, services, policies and decisions made by the Board of Directors; and
  - iii. Serve on at least one (1) committee of the Board.
- d. attend and assist with Student Union events and engagement activities.

**78** The Board of Governors Student Representative shall be a liaison between the Board of Directors and the University's Board of Governors.

**79** The Senate Student Representative shall be a liaison between the Board of Directors and the UBC Okanagan Senate.

**80** The Executive Committee Directors shall perform the duties set out under the Bylaws.

**BYLAW IX – THE EXECUTIVE COMMITTEE**

**81** The Executive Committee shall, further to the direction of the Board of Directors, oversee and administer the Student Union on a day-to-day basis.

**82** The Executive Committee shall consist of the:

- a. the Director of University and Academic Affairs;
- b. the Director of Internal Affairs;
- c. the Director of External Affairs;
- d. the Director of Finance and Administration; and
- e. the Director of Student Life.

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**83** The Executive Committee shall:

- a. meet at least twice a month;
- b. carry out the directives of the Board of Directors;
- c. collectively supervise and provide direction for implementation of directives of the Board of Directors;
- d. collectively be responsible for day to day decision making and oversight of the Student Union in accordance with the Bylaws and Regulations;
- e. collectively supervise and provide direction for the implementation and administration of the Regulations of the Student Union;
- f. by the month of July, prepare an annual strategic plan outlining the key goals of the Student Union for the year for approval by the Board of Directors;
- g. by the month of July, prepare an annual budget for approval by the Board of Directors;
- h. review the budget and strategic plan at least once in each fiscal quarter and present amendments, as required, to the Board of Directors;
- i. be responsible for internal and external communications of the Student Union;
- j. present options and make recommendations to the Board of Directors on matters of concern to Members;
- k. supervise the management of the employees of the Student Union;
- l. approve changes in the employment or terms of employment of the General Manager;
- m. ensure that a fidelity bond for all signing officers in an amount in accordance with Bylaw XIII in place;
- n. ensure that directors' and officers' liability insurance and other desirable insurance policies are in place;
- o. coordinate and engage in, or delegate the authority to coordinate and engage in, negotiations with third parties on contractual matters; and
- p. ensure a program of orientation is in place for all new Directors.

**84** Quorum at an Executive Committee meeting shall be three (3) Executive Committee members.



- 85** Each member of the Executive Committee shall have one vote on the Executive Committee.
- 86** If an Executive Director is absent from the office for 3 consecutive weeks or more, the board may place them on a leave of absence.
- 87** The Executive Committee may not contradict or amend the decisions of the Board of Directors.
- 88** Minutes of each Executive Committee shall be maintained and submitted to the Board of Directors for ratification without delay. If so desired, the Board of Directors may reverse or amend a decision of the Executive Committee.

## BYLAW X – INDIVIDUAL ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE DIRECTORS

89 The Director of University and Academic Affairs shall:

- a. chair the first general meeting of the Board of Directors and facilitate the internal process for electing a chairperson. Should no volunteers for the role of chairperson be forthcoming, this individual will continue as chairperson.
- b. be responsible for university relations of the Students' Union in terms of academics, administration and internal university related issues;
- c. be responsible for implementing the operational activities as set out in the Strategic Plan ;
- d. act as a signing authority;
- e. work cooperatively with any Executive Committee member on their specific duties as required;
- f. where possible, represent the Students' Union at meetings of other organizations with which the Union is affiliated;
- g. represent the interests and policy of the Union and its membership during policy formulation by external organizations of which the Union is a member;
- h. be responsible for the distribution and dissemination of information provided by external organizations of which the Union is a member;
- i. receive complaints and comments related to the Student Union, the University, or any other concerns of Members;
- j. in coordination with staff and the Director of External Affairs, be responsible for reviewing federal, provincial, municipal and University policies that impact the academic, financial and social interests of the membership, and recommending appropriate action to the board;
- k. act an official liaison to University offices and departments as warranted and required;
- l. serve as the official representative for the Board on university committees and present to the administration at forums such as but not limited to Board of Governors and the Senate meetings.
- m. write letters or other communications as needed on behalf of the Board;
- n. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- o. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
- p. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- q. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
- r. submit, in a timely manner, any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
- s. attend Student Association Orientation;

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**Deleted:** <#>chair and coordinate the activities of the Executive Committee;¶  
<#>chair or delegate the chair of general meetings, provided that the Members at a general meeting may by Ordinary Resolution determine the chair at a given general meeting;¶  
<#>be proficient with the most recently published version of Robert's Rules of Order;¶  
<#>working with the Advocacy and Governance coordinator, prepare the agenda and associated packages for Board of Directors and Executive Committee meetings;¶  
<#>call Board of Directors meetings and Executive Committee meetings as required;¶  
<#>working with the Executive Committee and appropriate staff, ensure that the directives of the Board of Directors are properly implemented;¶  
<#>act as the official liaison between the Students' Union and the General Manager;¶  
<#>oversee the human resources of the Students' Union in coordination with the General Manager;¶

**Deleted:** ensure planning of the strategic direction and development of the Student Union

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oversee the operation of the Pantry – a student food bank;

**Deleted:** <#>in coordination with the General Manager, be responsible for the orientation of the incoming Board of Directors through an annual retreat where all relevant materials are presented to the incoming board, including but not limited to:¶

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t. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**Deleted:** submit bi-weekly timesheets to the Oversight Committee to facilitate honoraria payment; and

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90 The Director of Internal Affairs shall:

a. chair and coordinate the activities of the first annual Executive Committee and facilitating an internal vote on active chairperson for the committee; Should no volunteers for the role of chairperson be forthcoming, this individual will continue as chairperson.

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b. act as the official liaison between the Students' Union and the General Manager;

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c. oversee the human resources of the Students' Union in coordination with the General Manager;

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d. in coordination with the General Manager, be responsible for the orientation of the incoming Board of Directors through an annual retreat where all relevant materials are presented to the incoming board, including but not limited to:

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i. the Students' Union Constitution, Bylaws and Regulations;

ii. meeting conduct and Robert's Rules of Order;

iii. Students' Union employee job descriptions;

iv. Students' Union budget, in conjunction with the Director of Finance & Administration; and

v. Students' Union timelines, priorities and strategic operating plans

e. generally, oversee and coordinate matters internal to the Student Union including those matters relating to membership and governance;

f. oversee, coordinate and liaise with the Resource Centres and delegate related responsibilities, as required, to the appropriate staff members;

g. oversee the development and implementation of new services to the Members;

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h. be responsible for implementing the operational activities as set out in the Strategic Plan

**Deleted:** <#>act as the main liaison between the Students' Union and the registered Clubs and Course Unions, and assists these groups in coordinating their activities;¶  
<#>along with the Membership Outreach Coordinator, be responsible for the planning and execution of the Clubs Orientation day and club development events;¶  
<#>along with the Membership Outreach Coordinator, be responsible for the preparation of the agendas for all Clubs Council meetings at least two (2) business days prior to the meeting;¶  
<#>act as chair, or elect a chair all meetings of Clubs Council;¶

i. generally, oversee and coordinate the provision of services to the Members;

j. ensure board and staff adherence with the Constitution, Bylaws and Regulations;

k. chair and coordinate the activities of the Policy Committee;

l. be responsible for relations with the membership;

m. receive complaints and comments related to the Student Union, the University, or any other concerns of Members;

n. in cooperation with the General Manager oversee the organization of the Student Union's general meetings;

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o. oversee the preparation of the annual report of the Union;

p. sit on at least one (1) UBC Committee where possible;

q. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;

r. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;

**Deleted:** <#>encourage communication between societies on campus that represent specific social, cultural and ethnic diversities by attending regular meetings of such groups;

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s. work cooperatively with any Executive Committee member on their specific duties as required;

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- t. attend Student Association orientation;
- u. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- v. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
- w. submit, in a timely manner, a monthly any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
- x. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**91 Vice-President External shall:**

- a. generally, oversee and coordinate the Union's advocacy activities and campaigns;
- b. maintain awareness of current issues and developments related to all levels of government relevant to the Students' Union;
- c. act as the primary advocate of students to all external stakeholders;
- d. act as the primary researcher for all political policies of the Students' Union and/or its affiliated organizations;
- e. chair and coordinate the activities of the Campaigns Committee;
- f. liaise and develop relationships with external organizations; and organize activities or events, including but not limited to Expo, that provide outreach to the external community;
- g. be responsible for the external relations of the Students' Union in terms of campaigns, British Columbia Federation of Students and external government relations;
- h. develop external policies with assistance from the General Manager;
- i. in coordination with staff and the Director of University and Academic Affairs, be responsible for reviewing federal, provincial, municipal and University policies that impact the academic, financial and social interests of the membership, and recommending appropriate action to the board;
- j. be responsible for implementing the operational activities as set out in the Strategic Plan
- k. sit on at least one (1) UBC Committee where possible;
- l. liaise and lobby with federal, provincial, and municipal governments to further the objectives, goals and policies of the Student Union;
- m. attend meetings of relevant local, provincial, national or international student groups;
- n. where possible, act as a delegate at all conferences of external lobby organizations with which the Union is a member;
- o. be responsible for informing the Executive Committee and Board of Directors of external matters that impact the Members;
- p. have such other duties as are outlined in the Bylaws and Regulations or as assigned by Board of Directors from time to time;

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**Deleted:** submit a monthly written report to the Board of Directors summarizing their activities for that month;

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**Deleted:** submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and

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**Deleted:** act an official liaison to the University including with the University's Equity and Inclusion Officer;

- q. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- r. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
- s. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- t. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
- u. submit, in a timely manner, a monthly any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
- v. attend Student Association Orientation,
- w. work cooperatively with any Executive Committee member on their specific duties as required;
- x. fulfill any other responsibilities inherent in the legislation of the Students' Union.

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**92** Director of Student Life shall:

- a. be responsible for the operation of activities aimed at the improvement of student life on campus;
- b. be responsible for regular programming and events throughout the academic year;
- c. be responsible for organizing and promoting the following events of the Students' Union:
  - i. Social events;
  - ii. Mental health events;
  - iii. Educational or speaker events;
  - iv. Workshops; and
  - v. Other events as may be mandated by the Board of Directors.
- d. assist in the creation and distribution of event promotion materials;
- e. be responsible for all membership engagement communications, including marketing and promotion;
- f. chair and coordinate the activities of the Student Life and Media Fund Committees;
- g. oversee the coordination of the Students' Union volunteer program, including the onboarding, training, coordination and stewardship of the volunteer workforce;
- h. encourage communication and collaboration between societies and groups on campus that promote student life events and activities, with the purpose of partnering in and cross branding events;
- i. act as the main liaison between the Students' Union and the registered Student Associations, and assists these groups in coordinating their activities;
- j. along with the Membership Outreach Coordinator, be responsible for the planning and execution of the Student Association Orientation day and development events;
- k. along with the Membership Outreach Coordinator, be responsible for the preparation of the agendas for all Student Association Council meetings at least two (2) business days prior to the meeting;

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- l. act as chair, or elect a chair all meetings of Student Association Council;
- m. encourage communication between societies on campus that represent specific social, cultural and ethnic diversities by attending regular meetings of such groups;
- n. in the absence of the Director of Finance and Administration or President, act as a signing authority;
- o. sit on at least one (1) UBC Committee where possible;
- p. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- q. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
- r. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- s. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goal
- t. be responsible for implementing the operational activities as set out in the Strategic Plan
- u. submit, in a timely manner, a monthly any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
- v. work cooperatively with any Executive Committee member on their specific duties as required;
- w. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**93** Director of Finance and Administration shall:

- a. generally, oversee and coordinate the finances of the Student Union;
- b. chair the Finance and Club Funding Committees;
- c. ensure the long-term financial stability of the Student Union in coordination with the General Manager;
- d. ensure the proper preparation and maintenance of all financial records, including books and accounts as are necessary to comply with the Societies Act, in coordination with the General and Finance Managers;
- e. prepare or cause to be prepared the financial statements and reports to be presented regularly to the Board of Directors and Executive Committee in coordination with the General and Finance Managers;
- f. assist, as required, the auditors in their annual audit of the Students' Union;
- g. working closely with all Students' Union staff and executives, develop the annual budget of the Student Union, in a manner not inconsistent with policies and priorities set out by the Executive Committee and Board of Directors, for approval at a meeting of the Board of Directors in July of each year;
- h. working closely with all Students' Union staff and executives, develop the annual strategic plan of the Student Union for approval at a meeting of the Board of Directors in July of each year;

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- i. in accordance with the regulations, report to the Executive committee a monthly summary of board member hours and meeting attendance in order to facilitate honoraria approval and payment;
  - j. in accordance with the regulations and with the assistance of the General Manager, provide Executive honoraria payroll direction to the Finance Manager;
  - k. ensure that budgeted allocations are reasonably adhered to, and where overages have or are expected to occur, immediately bring these to the attention of the Board of Directors;
  - l. oversee or cause to be overseen all monies received and disbursed by the Students' Union and keep or cause to be kept all invoices, receipts and vouchers;
  - m. act as a signing authority;
  - n. be responsible for ensuring the implementation and observance of Union by-laws and policies related to the financial management of the Union;
  - o. sit on at least one (1) UBC Committee where possible;
  - p. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
  - q. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
  - r. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
  - s. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
  - t. submit, in a timely manner, a monthly any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
  - u. be responsible for implementing the operational activities as set out in the Strategic Plan
  - v. work cooperatively with any Executive Committee member on their specific duties as required;
  - w. attend Student Association Orientation;
  - x. fulfill any other responsibilities inherent in the legislation of the Students' Union
- 94 Each Executive Committee Director shall be paid an honorarium in an amount prescribed in the Regulations; however, changes to prescribed amounts shall not be made in the months of March and April and shall not take effect until May 1<sup>st</sup> of each year.
- 95 Each Executive Committee Director shall keep accurate records and files concerning their activities and responsibilities.

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## BYLAW XI – REGULATIONS

- 96 The Board of Directors shall by A Special Resolution establish Regulations containing the policies and procedures of the Student Union, including those of the Board of Directors and Executive Committee.
- 97 Amendments to the Regulations shall require a Special Resolution.

## BYLAW XII – FINANCES

- 98 The fiscal year of the Student Union shall be from the first (1<sup>st</sup>) of June to the thirty-first (31<sup>st</sup>) of May of the following year.
- 99 The financial statements of the Student Union shall be published annually, no later than the fifteenth (15<sup>th</sup>) of November of each year, in a Student Union publication, or any other campus newspaper, and shall be made available at the main office of the Union.

100 The following persons shall be the signing officers for the Student Union:

- a. the Director of Finance and Administration; and
- b. the General Manager;
- c. the Director of University and Academic Affairs;
- d. the Director of Student Life.

101 All expenditures must be signed off by at least two signing officers. The Director of Finance and Administration or General Manager shall be one of the two signatories. In the event that both the Director of Finance and Administration and General Manager are on vacation, leave, or the positions are vacant, the other two signatories shall suffice.

102 All signing officers shall be bonded by a fidelity bond which shall indemnify the Student Union to the extent that Board of Directors and the General Manager deem necessary.

103 The Board of Directors shall include additional financial controls and procedures in the Regulations.

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## **BYLAW XIII – AUDITORS**

- 104**The auditors of the Student Union shall be appointed by Ordinary Resolution at each annual general meeting.
- 105**In the event of the resignation of the auditor or their inability to act as auditor, the vacancy shall be filled by the Board of Directors.
- 106**The remuneration of the auditor shall be approved by the Board of Directors.
- 107**The auditors of the Student Union shall have the right to examine all books, records and accounts of the Student Union and shall be entitled to request from the Board of Directors such information and explanations as may be required by the auditors for the due performance of their duties.
- 108**The auditors shall prepare an annual report for submission to the annual general meeting. Without limiting the generality of the foregoing, the auditors shall expressly state:
- a. whether they have obtained all information and explanations required, and whether they have been granted free access to the files, records and accounts of the Student Union; and
  - b. whether, in their opinion, the balance sheet forming a part of their report is properly drawn up so as to exhibit a true and fair representation of the financial affairs of the Student Union.

## **BYLAW XIV – AMENDING THE BYLAWS AND CONSTITUTION**

- 109**The Bylaws and Constitution may be amended by Special Resolution of members at an Annual General Meeting or Special General Meeting.

## **BYLAW XV – RECORDS**

- 110**The official books and records of the Student Union shall be kept in the main office of the Student Union, including the official minutes of the meetings of the Executive Committee and the Board of Directors.
- 111**Subject to the provisions of the Societies Act, the documents of the Student Union including, without limitation, the minutes of each meeting of directors, copies of consent resolutions of the directors, and accounting records for each of the Student Union's financial years including a record of each transaction materially affecting the

financial position of the Student Union, shall be made available or otherwise open to inspection by any Member of the Student Union.

## **BYLAW XVI – STUDENT MEDIA FUND**

**112**Four (4) dollars per Member per academic year shall be levied to provide grant funding for all Student Union based media outlets.

**113**Only accredited Student Union based media outlets in good standing shall be eligible for student media fund funding, subject to the following:

- a. applications for the Student Media Fund must demonstrate financial need, and, if requested, fully disclose the applicant's previous year's finances;
- b. eligibility for funding shall not be contingent on editorial stance and/or content;
- c. under no circumstances may the Student Union dictate to, restrict, censor, or impose any conditions not directly relating to financial management on a media outlet funded by the Student Union;

**114**The Student Media Fund will be granted by a two-thirds majority vote of the committee.

**115**Any unawarded fund shall revert to the Student Union and be dealt with as a budgetary surplus.

## **BYLAW XVII – COMMITTEES**

**116**As part of the Regulations, the Board of Directors shall adopt and maintain a committee terms of reference policy which shall include:

- a. membership of committees;
- b. roles of committees; and
- c. the selection process for membership of committees.

**117**All committees shall act only as an advisory body to the Board of Directors except in cases where the Board of Directors or Bylaws specifically delegate authority to a committee to make determinations on behalf of the Student Union.

**118**Each committee must have at least one (1) member on the Board of Directors to serve as a communication liaison between the committee and the Board of Directors.

**119**The following committees shall be standing committees of the Student Union:

- a. a Policy Committee that shall be responsible for considering and recommending amendments to the Constitution, Bylaws, and Regulations; and
- b. a Finance Committee that shall be responsible for assisting the Vice President Finance and Administration with the preparation of the annual budget and other financial matters of the Student Union.
- c. a Campaigns Committee that shall be responsible for coordinating and executing the advocacy campaigns of the Students' Union.
- d. a Student Life committee shall be responsible for coordinating and executing the events, activities, student engagement and volunteerism activities of the Students' Union.
- e. an Oversight Committee that shall be responsible for reviewing and approving Executive Directors' goals, time, and performance.
- f. a Graduate Student Committee that shall be responsible for providing the Board of Directors with recommendations on various internal and external affairs based on graduate student input.

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**120**The Board of Directors may establish ad-hoc committees from time to time to deal with specific issues.

**121**Minutes of all committee meetings must be kept and be included in the agenda at the next regular Board of Directors' meeting.

## **BYLAW XVIII – EARNINGS AND DISSOLUTION**

**122**The Union shall be carried on with no profit accruing to its members, and any operating surpluses shall be used to further the purposes of the Union. This provision was previously unalterable.

**123**Upon the winding up or dissolution of the Union, any assets remaining after the satisfaction of its debts and liabilities shall be transferred to a Canadian organization or organizations promoting objectives similar to those set out in paragraph 2 of the constitution, as may be decided by the members of the Union at the time of winding up or dissolution. This provision was previously unalterable.