

# **ANNUAL GENERAL MEETING AGENDA**

Students' Union Okanagan of UBC, Local 12 British Columbia Federation of Students  
Annual General Meeting, November 25, 2021

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18:30 – CALL TO ORDER

**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**

21/11/24.01 MOTION

Be it resolved that Michael Gauld serve as meeting chair.

21/11/24.02 MOTION

Be it resolved that the agenda be adopted.

**3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

21/11/24.03 MOTION

Be it resolved that minutes of the Annual General Meeting held November 18, 2020 be adopted.

**4. PRESENTATION OF 2021/2022 BUDGET**

Presented by Vice-President Finance and Administration, Muhammad Waseem.

**5. ANNUAL AUDIT REPORT**

Presented by Tomkins Wozny, LLP.

21/11/24.04 MOTION

Be it resolved that the Audit Report for the 2020/2021 fiscal year be adopted.

**6. APPOINTMENT OF AUDITORS**

21/11/24.05 MOTION

Be it resolved that Tomkins Wozny, LLP be appointed as auditors for the 2021/2022 fiscal year.

**7. ADOPTION OF NEW BYLAWS**

21/11/24.06 MOTION

Be it resolved that the changes to the Bylaws as presented to the members of the Society be adopted as attached.

**8. REPORT OF THE EXECUTIVE COMMITTEE**

**9. COMMITTEE REPORTS**

**10. QUESTION PERIOD**

**11. ADJOURNMENT**

# ANNUAL GENERAL MEETING MINUTES

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Annual General Meeting, November 18, 2020

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Meeting called to order at 18:05

## 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

### 20/11/18.01 MOTION

Brown/Dabral

Be it resolved that Michael Olson serve as meeting chair.

**CARRIED**

### 20/11/18.02 MOTION

Ilyas/Dabral

Be it resolved that the agenda be adopted.

**CARRIED**

## 3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

### 20/11/18.03 MOTION

Pashelka/Rambe

Be it resolved that minutes of the Annual General Meeting held November 19, 2019 be adopted.

**CARRIED**

## 4. PRESENTATION OF 2020/2021 BUDGET

Vice-President Finance and Administration, Abid Wahab presented on the 2020/2021 budget.

Wahab answered questions from the members about the budget and operations.

### 20/11/18.04 MOTION

Brown/Olmstead

Be it resolved that the sections "Annual Audit Report" and "Appointment

of Auditors" be moved to follow the presentation of the budget.

**CARRIED**

## **5. ANNUAL AUDIT REPORT**

Eric Allas of Tompkins Wozny, LLP presented the annual audit report.

### **20/11/18.04 MOTION**

Purba/Dixon

Be it resolved that the Audit Report for the 2019/2020 fiscal year be adopted.

**CARRIED**

## **6. APPOINTMENT OF AUDITORS**

### **20/11/18.05 MOTION**

Purba/Rambe

Be it resolved that Tomkins Wozny, LLP be appointed as auditors for the 2020/2021 fiscal year.

**CARRIED**

## **7. REPORT OF THE EXECUTIVE COMMITTEE**

The Executive Committee presented on the activities of the students' union from the 2019/2020 academic year and answered questions from the members.

## **8. ADOPTION OF NEW BYLAWS**

### **20/11/18.06 MOTION**

Be it resolved that the changes to the Bylaws as presented to the members of the Society be adopted as attached, and

Be it further resolved that the changes to Executive Director titles and responsibilities take effect May 1, 2021.

Quorum was not present for consideration of the motion.

## **9. ADJOURNMENT**

Meeting adjourned at 19:41

## 2021-2022 SUO Budget

<b>Revenue Summary</b>	<b>BUDGET 2021 - 2022</b>	<b>BUDGET 2020 - 2021</b>	<b>BUDGET 2019 - 2020</b>
<u>Student Fees</u>			
Membership Fees	\$1,673,907.06	\$1,380,453.88	\$1,350,000.00
Total SUO Membership Fees	\$1,673,907.06	\$1,380,453.88	\$1,350,000.00
<u>General Society Revenue</u>			
Bank Lease & ATM Lease	\$10,185.00	\$10,185.00	\$8,500.00
Canada Wage Subsidy	\$112,500.00	\$0.00	
Interest & Exchange Earned	\$40,000.00	\$80,000.00	\$70,000.00
Koi Sushi Lease (Net)	\$26,000.00	\$15,000.00	\$70,000.00
Fusion Express Lease (Net)	\$26,000.00	\$6,400.00	\$46,000.00
Miscellaneous & PST commission	\$500.00	\$210.00	\$1,500.00
Room Bookings - Theatre & Boardrm	\$0.00	\$0.00	\$5,000.00
Sponsorship - Orientation EXPO	\$0.00	\$0.00	\$6,000.00
Student Care Lease	\$25,000.00	\$25,000.00	\$25,000.00
UPASS Fees (Net)	\$65,000.00	\$9,400.00	\$60,000.00
Total General Society Revenue	\$305,185.00	\$146,195.00	\$292,000.00
SUO Business Revenue (NET)			
Green Bean Coffee House & Catering	(\$51,076.98)	(\$53,944.03)	\$0.00
GreenText & More Bookstore	(\$3,425.00)	(\$58,081.09)	\$9,700.00
Well Student Pub	(\$49,875.00)	(\$72,438.00)	\$39,175.00
Total SUO Business Net Revenue	(\$104,376.98)	(\$184,463.12)	\$48,875.00
<b>Total SUO Revenue</b>	<b>\$1,874,715.08</b>	<b>\$1,342,185.76</b>	<b>\$1,690,875.00</b>

## 2021-2022 SUO Budget

<b>Expenditure Summary</b>	Budget 2021 - 2022	BUDGET 2020 - 2021	Budget 2019 - 2020
Departmental Summary ( pg. 3 - 5)			
Executive GM Operations	\$11,000.00	\$11,000.00	\$10,000.00
President	\$44,500.00	\$39,280.48	\$41,000.00
Vice-President Finance & Operations	\$26,000.00	\$21,280.48	\$21,000.00
Vice-President Campus Life	\$26,000.00	\$21,280.48	\$21,000.00
Vice-President Internal	\$26,000.00	\$21,280.48	\$21,000.00
Vice-President External	\$26,000.00	\$21,280.48	\$21,000.00
Board of Directors	\$104,719.20	\$55,292.14	\$73,000.00
Campus Life	\$395,500.00	\$205,890.00	\$357,500.00
Student Services	\$121,100.00	\$533,600.00	\$163,100.00
Advocacy	\$163,200.00	\$47,800.00	\$66,150.00
Society Operations	\$965,916.26	\$798,805.66	\$782,740.00
Total	\$1,909,935.46	\$1,776,790.20	\$1,577,490.00
<b>Total SUO Expenses</b>	<b>\$1,909,935.46</b>	<b>\$1,776,790.20</b>	<b>\$1,577,490.00</b>
Net Revenue (before Amortization)	(\$35,220.38)	(\$434,604.44)	\$113,385.00
Non-Cash Operating Expense			
Amortization/Depreciation	\$200,000.00	\$200,000.00	\$205,000.00
Net Operating Revenue	(\$235,220.38)	(\$634,604.44)	(\$91,615.00)
Cash Flow items-Capital Purchases & Debt Repayment			
Current year Capital Purchases	\$358,737.50	\$240,000.00	\$150,000.00
Principle payments on Long-term Debt	\$168,922.00	\$159,737.00	\$151,052.00
<b>Change in Net Assets</b>	<b>(\$762,879.88)</b>	<b>(\$1,034,341.44)</b>	<b>(\$392,667.00)</b>

## 2021-2022 SUO Budget

<b>Director Expenses</b>	Budget 2021 - 2022	BUDGET 2020 - 2021	Budget 2019 - 2020
<b>General Manager</b>			
GM Operations Fund	\$11,000.00	\$11,000.00	\$10,000.00
<b>Total GM Operations Expenses</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$10,000.00</b>
<b>President</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
Campus Relations & Engagement	\$18,500.00	\$18,000.00	\$20,000.00
<b>Total President Expenses</b>	<b>\$44,500.00</b>	<b>\$39,280.48</b>	<b>\$41,000.00</b>
<b>Vice-President Finance &amp; Operations</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
<b>Total VP Finance &amp; Operations</b>	<b>\$26,000.00</b>	<b>\$21,280.48</b>	<b>\$21,000.00</b>
<b>Vice-President Campus Life</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
<b>Total VP Campus Life</b>	<b>\$26,000.00</b>	<b>\$21,280.48</b>	<b>\$21,000.00</b>
<b>Vice-President Internal</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
<b>Total VP Internal</b>	<b>\$26,000.00</b>	<b>\$21,280.48</b>	<b>\$21,000.00</b>
<b>Vice-President External</b>			
Salary	\$26,000.00	\$21,280.48	\$21,000.00
<b>Total VP External</b>	<b>\$26,000.00</b>	<b>\$21,280.48</b>	<b>\$21,000.00</b>
<b>Board of Directors</b>			
Conference/Travel	\$65,000.00	\$25,000.00	\$40,000.00
Honoraria (Board of Directors)	\$29,719.20	\$25,292.14	\$23,000.00
Training	\$10,000.00	\$5,000.00	\$10,000.00
<b>Total Board of Directors Expenses</b>	<b>\$104,719.20</b>	<b>\$55,292.14</b>	<b>\$73,000.00</b>

## 2021-2022 SUO Budget

<b>Services Expenses</b>	<b>Budget 2021 - 2022</b>	<b>BUDGET 2020 - 2021</b>	<b>Budget 2019 - 2020</b>
<b>Campus Life</b>			
Educational/Speaker Events	\$35,000.00	\$41,000.00	\$25,000.00
Club Development(EXPO,Orientation,ACC)	\$30,500.00	\$13,750.00	\$30,000.00
Student Association Grants	\$160,000.00	\$85,000.00	\$170,000.00
Graduate Student Fund	\$25,000.00	\$20,000.00	
Orientation Week (Frosh)	\$10,000.00	\$0.00	\$60,000.00
Year End Party (Recess)	\$76,000.00	\$24,500.00	\$27,500.00
Event Support	\$12,000.00	\$2,400.00	
Events Development	\$47,000.00	\$19,240.00	\$45,000.00
<b>Total Campus Life</b>	<b>\$395,500.00</b>	<b>\$205,890.00</b>	<b>\$357,500.00</b>
<b>Student Services</b>			
Membership Outreach	\$13,600.00	\$58,500.00	\$12,000.00
Legacy Fund (Student Development)	\$1,000.00	\$20,000.00	\$45,000.00
Promotional Material	\$25,000.00	\$2,600.00	\$42,100.00
Volunteer Appreciation	\$2,000.00	\$2,000.00	\$6,000.00
Pantry & Food Security Programs	\$26,000.00	\$14,000.00	\$4,000.00
Ombudsmen	\$30,000.00	\$25,000.00	\$25,000.00
Elections/Referenda	\$10,000.00	\$15,000.00	\$10,000.00
Web Site Maintenance	\$5,500.00	\$4,500.00	\$5,000.00
Student Aid & Endowment Fund	\$5,000.00	\$390,000.00	\$10,000.00
Student Legal Fund	\$0.00	\$0.00	\$2,000.00
Tax Service	\$3,000.00	\$2,000.00	\$2,000.00
<b>Total Student Services</b>	<b>\$121,100.00</b>	<b>\$533,600.00</b>	<b>\$163,100.00</b>
<b>Advocacy</b>			
Accessibility, Equity & Inclusion	\$72,000.00	\$0.00	\$7,500.00
WUSC Awareness Development	\$0.00	\$7,000.00	\$4,500.00
Resource Development	\$12,000.00	\$9,400.00	\$5,000.00
Mental Health Initiatives	\$8,500.00	\$4,000.00	\$15,000.00
Sustainability Initiatives	\$39,700.00	\$7,650.00	\$5,000.00
Advocacy Campaigns	\$15,500.00	\$12,250.00	\$14,700.00
Resource Center Grants	\$15,000.00	\$7,000.00	\$14,000.00
Annual/ Special General Meetings	\$500.00	\$500.00	\$450.00
<b>Total Advocacy</b>	<b>\$163,200.00</b>	<b>\$47,800.00</b>	<b>\$66,150.00</b>



## 2021-2022 SUO Budget

<b>General Expenses</b>	<b>Budget 2021 - 2022</b>	<b>BUDGET 2020 - 2021</b>	<b>Budget 2019 - 2020</b>
<b>General Society Operations</b>			
Accounting/Legal	\$48,100.00	\$35,000.00	\$35,000.00
Administration Collections	\$13,391.26	\$9,173.66	\$11,500.00
Advertising/Social Media	\$18,500.00	\$2,700.00	\$10,000.00
Long term Strategic Plan Consultation	\$60,000.00	\$40,000.00	\$25,000.00
Bad Debts/cash over/short	\$0.00	\$0.00	\$0.00
Bank and Interest Charges	\$3,000.00	\$3,000.00	\$2,500.00
Employee Conference and Training	\$15,000.00	\$7,000.00	\$7,000.00
Employee Wages & Benefits	\$565,528.00	\$486,392.00	\$472,000.00
Parking (Executive & non-staff)	\$3,200.00	\$3,500.00	\$4,000.00
Interest on Long Term Debt	\$121,669.00	\$130,854.00	\$139,540.00
Gain(loss) on Sale/Disposal of Assets	\$0.00	\$0.00	\$0.00
Insurance	\$46,428.00	\$23,986.00	\$14,500.00
Memberships	\$1,200.00	\$1,200.00	\$1,200.00
Office	\$47,000.00	\$20,500.00	\$21,500.00
Photocopy	\$4,000.00	\$3,000.00	\$5,500.00
Maintenance and Repairs	\$2,400.00	\$17,500.00	\$20,000.00
Telephone (Cell/Land lines)	\$16,500.00	\$15,000.00	\$13,500.00
<b>Total General Expenses</b>	<b>\$965,916.26</b>	<b>\$798,805.66</b>	<b>\$782,740.00</b>
<b>Total SUO Expenses</b>	<b>\$1,909,935.46</b>	<b>\$1,776,790.20</b>	<b>\$1,577,490.00</b>

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**FINANCIAL STATEMENTS**

**STUDENTS UNION OF UBC  
OKANAGAN**

**May 31, 2021**

Limited Liability Partnership \_\_\_\_\_



**Tompkins Wozny**  
Chartered Professional Accountants

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# INDEPENDENT AUDITOR'S REPORT

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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, 2021, 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, 2021, 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.
- 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.

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## INDEPENDENT AUDITOR'S REPORT

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- 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.

*Tompkins Wozny LLP*

Vancouver, Canada  
November 3, 2021

Chartered Professional Accountants



## Students Union of UBC Okanagan

## STATEMENT OF FINANCIAL POSITION

As at May 31

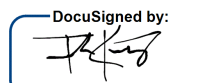
	General Fund \$	Capital Fund \$	Health and Dental Fund \$	Total	
				2021 \$	2020 \$
<b>ASSETS</b>					
<b>Current</b>					
Cash	1,914,020	—	—	1,914,020	223,283
Accounts receivable	121,284	—	—	121,284	127,452
Inventory [note 5]	35,392	—	—	35,392	52,771
Prepaid expenses	30,000	—	—	30,000	25,328
<b>Total current assets</b>	<b>2,100,696</b>	<b>—</b>	<b>—</b>	<b>2,100,696</b>	<b>428,834</b>
Investments	1,217,650	—	3,039,803	4,257,453	5,000,000
Capital assets [note 6]	—	2,704,120	—	2,704,120	2,831,665
	<b>3,318,346</b>	<b>2,704,120</b>	<b>3,039,803</b>	<b>9,062,269</b>	<b>8,260,499</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Accounts payable and accruals [note 7]	289,110	—	240,624	529,734	290,068
Club and course union payables [note 8]	770,423	—	—	770,423	631,390
Other payables [note 9]	84,940	—	—	84,940	163,130
Current portion of long-term debt [note 10]	—	168,922	—	168,922	159,737
<b>Total current liabilities</b>	<b>1,144,473</b>	<b>168,922</b>	<b>240,624</b>	<b>1,554,019</b>	<b>1,244,325</b>
Long-term debt [note 10]	—	1,947,066	—	1,947,066	2,115,989
	<b>1,144,473</b>	<b>2,115,988</b>	<b>240,624</b>	<b>3,501,085</b>	<b>3,360,314</b>
<b>FUND BALANCES</b>					
Invested in capital assets	—	588,132	—	588,132	555,939
Unrestricted	2,173,873	—	—	2,173,873	1,577,679
Internally restricted	—	—	2,799,179	2,799,179	2,766,567
	<b>2,173,873</b>	<b>588,132</b>	<b>2,799,179</b>	<b>5,561,184</b>	<b>4,900,185</b>
	<b>3,318,346</b>	<b>2,704,120</b>	<b>3,039,803</b>	<b>9,062,269</b>	<b>8,260,499</b>


Contractual obligations [note 11]

COVID-19 [note 21]

See accompanying notes to the financial statements

On behalf of the Board:

DocuSigned by:  
  
 DCA1BE96C973444...  
 Director

DocuSigned by:  
  
 0BAC1B97130C440...  
 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	
				2021 \$	2020 \$
<b>REVENUE</b>					
Student fees - health and dental	—	—	2,640,938	2,640,938	2,299,420
- operating	1,644,291	—	—	1,644,291	1,482,286
Wage subsidy - government assistance [note 21]	478,901	—	—	478,901	90,231
Pub and food services [note 14]	239,671	—	—	239,671	812,245
Interest	73,179	—	—	73,179	89,176
Media fees	69,416	—	—	69,416	—
Lease income [note 12]	56,510	—	—	56,510	152,603
Coffee House [note 15]	47,369	—	—	47,369	199,829
Bookstore [note 13]	35,388	—	—	35,388	367,318
Investment income (net)	17,809	—	—	17,809	—
UPass administration fees	4,161	—	—	4,161	63,130
Miscellaneous	258	—	—	258	853
Events	—	—	—	—	29,257
Sponsorship income	—	—	—	—	7,800
Room bookings	—	—	—	—	1,510
	<b>2,666,953</b>	<b>—</b>	<b>2,640,938</b>	<b>5,307,891</b>	<b>5,595,658</b>
<b>EXPENSES</b>					
Accounting and legal	25,618	—	—	25,618	22,032
Administration collections	13,154	—	—	13,154	11,858
Advertising and promotion	607	—	—	607	1,071
Advocacy [note 18]	17,229	—	—	17,229	40,643
Amortization	—	194,502	—	194,502	189,040
Bank charges and interest	2,884	—	—	2,884	3,206
Bookstore [note 13]	98,350	—	—	98,350	365,458
Brand development	1,500	—	—	1,500	12,900
Campus life [note 19]	59,311	—	—	59,311	283,977
Coffee House [note 15]	106,266	—	—	106,266	251,544
Directors expenses [notes 4 & 16]	141,084	—	—	141,084	158,327
Events	—	—	—	—	28,915
Health and Dental Plan premiums and other	—	—	2,608,326	2,608,326	1,868,585
Insurance and memberships	24,711	—	—	24,711	14,584
Interest on long-term debt	—	125,280	—	125,280	134,268
Loss (gain) on disposal of assets	—	—	—	—	(1,342)
Office expenses	16,316	—	—	16,316	13,854
Repairs and maintenance	926	—	—	926	18,976
Pub and food services [note 14]	295,539	—	—	295,539	840,560
Student accounting and legal services	—	—	—	—	207
Student services [note 17]	431,859	—	—	431,859	291,705
Telephone and utilities	8,774	—	—	8,774	16,412
Wages and employee benefits [note 4 & 20]	474,656	—	—	474,656	456,450
	<b>1,718,784</b>	<b>319,782</b>	<b>2,608,326</b>	<b>4,646,892</b>	<b>5,023,230</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>948,169</b>	<b>(319,782)</b>	<b>32,612</b>	<b>660,999</b>	<b>572,428</b>
Fund balances, beginning of year	1,577,679	555,939	2,766,567	4,900,185	4,327,757
Interfund transfer - purchase of capital assets	(67,546)	67,546	—	—	—
Interfund transfer - repayment of debt	(284,429)	284,429	—	—	—
<b>Fund balances, end of year</b>	<b>2,173,873</b>	<b>588,132</b>	<b>2,799,179</b>	<b>5,561,184</b>	<b>4,900,185</b>

See accompanying notes to the financial statements

## Students Union of UBC Okanagan

## STATEMENT OF CASH FLOWS

Year ended May 31

	2021	2020
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	660,999	572,428
Amortization of capital assets	194,502	189,040
Loss (gain) on disposal of assets	589	(1,342)
	<b>856,090</b>	<b>760,126</b>
Changes in non-cash working capital items		
Accounts receivable	6,168	(70,572)
Inventory	17,379	(1,147)
Prepaid expenses	(4,672)	19,645
Accounts payable and accrued liabilities	239,666	(38,512)
Other liabilities	60,843	168,631
<b>Cash provided by operating activities</b>	<b>1,175,474</b>	<b>838,171</b>
<b>FINANCING ACTIVITIES</b>		
Proceeds from sale of capital assets	—	10,000
Repayment of long-term debt	(159,738)	(151,053)
<b>Cash used in financing activities</b>	<b>(159,738)</b>	<b>(141,053)</b>
<b>INVESTING ACTIVITIES</b>		
Redemption (purchase) of term deposits	3,260,356	(2,356,800)
Net sales (purchase) of investments	(2,517,809)	—
Purchase of capital assets	(67,546)	(89,830)
<b>Cash provided by (used in) investing activities</b>	<b>675,001</b>	<b>(2,446,630)</b>
<b>Increase (decrease) in cash for the year</b>	<b>1,690,737</b>	<b>(1,749,512)</b>
Cash, beginning of year	223,283	1,972,795
<b>Cash, end of year</b>	<b>1,914,020</b>	<b>223,283</b>

See accompanying notes to the financial statements

**Students Union of BC Okanagan****NOTES TO FINANCIAL STATEMENTS**

May 31, 2021

**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.



## Students Union of BC Okanagan

# NOTES TO FINANCIAL STATEMENTS

May 31, 2021

## 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 of \$1,739,644 [2020 - \$5,000,000] with maturity dates in excess of three months from the year end date and up to July 2021 with annual interest rate between 2.30% to 2.35%. The investments also consist of marketable securities invested in a diversified portfolio with a fair market value of \$2,517,809 [2020 - \$Nil]. The cost of these marketable securities is \$2,462,811 [2020 - \$Nil].

### **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%



**Students Union of BC Okanagan****NOTES TO FINANCIAL STATEMENTS**

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May 31, 2021

**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, 2021.

**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.

## Students Union of BC Okanagan

### NOTES TO FINANCIAL STATEMENTS

May 31, 2021

#### 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.

	2021	2020
	\$	\$
President <i>[note 16]</i>	21,618	19,765
Vice-President Finance and Operations <i>[note 16]</i>	21,844	20,904
Vice-President External <i>[note 16]</i>	21,033	20,168
Vice-President Internal <i>[note 16]</i>	20,910	18,366
Vice-President Services <i>[note 16]</i>	16,126	20,904
Directors at Large	20,534	18,742
Executive General Manager	87,781	86,633

#### 5. INVENTORY

	2021	2020
	\$	\$
Bookstore	17,712	29,157
Coffee shop	10,426	13,822
Pub and Food Services	7,254	9,792
	<b>35,392</b>	<b>52,771</b>

## Students Union of BC Okanagan

## NOTES TO FINANCIAL STATEMENTS

May 31, 2021

## 6. CAPITAL ASSETS

	2021		2020	
	Cost \$	Accumulated Amortization \$	Net Book Value \$	Net Book Value \$
JPM Student Center - leasehold	3,905,761	1,490,068	2,415,693	2,545,729
Office equipment	107,005	74,054	32,951	41,189
Radio station equipment	6,048	3,825	2,223	2,779
Recreation equipment	54,631	33,769	20,862	9,602
Computer equipment	204,389	141,343	63,046	73,067
Newspaper equipment	23,265	19,831	3,434	4,292
Bookstore equipment	34,390	28,192	6,198	7,747
Pub and food services equipment	375,317	300,050	75,267	77,022
Theatre equipment	58,965	49,017	9,948	12,435
Student Union Productions equipment	21,213	13,829	7,384	7,337
Coffee house equipment	71,988	57,204	14,784	19,225
Signage	65,735	45,618	20,117	24,289
Website	32,213	—	32,213	6,952
	<b>4,960,920</b>	<b>2,256,800</b>	<b>2,704,120</b>	<b>2,831,665</b>

## 7. ACCOUNTS PAYABLE AND ACCRUALS

	2021 \$	2020 \$
Accounts payable	120,924	112,688
StudentCare	240,624	40,313
Government remittances - GST	73	1,146
- WorkSafeBC	696	479
- payroll liabilities	18,454	—
Payroll payable	68,838	49,743
Accrued interest payable	80,125	85,699
	<b>529,734</b>	<b>290,068</b>

## 8. CLUB AND COURSE UNION PAYABLES

	2021 \$	2020 \$
Balance, beginning of year	631,390	522,796
Add: Receipts	386,413	741,637
Less: Payouts	(247,380)	(633,043)
Balance, end of year	<b>770,423</b>	<b>631,390</b>

## Students Union of BC Okanagan

### NOTES TO FINANCIAL STATEMENTS

May 31, 2021

#### 9. OTHER PAYABLES

	2021	2020
	\$	\$
Resource Centres	41,842	34,649
Media Fund	—	53,971
Phoenix Newspaper	—	2,589
Heat Wave Radio	—	10,621
WUSC Student Refugee Program	43,098	61,300
	<b>84,940</b>	163,130

#### 10. LONG-TERM DEBT

	2021	2020
	\$	\$
<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.		
	103,101	160,402
<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	2,012,887	2,115,324
fiscal year. The loan is unsecured.	2,115,988	2,275,726
Less: current portion due within one year	(168,922)	(159,737)
	<b>1,947,066</b>	2,115,989

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

	\$
2022	168,922
2023	157,057
2024	121,142
2025	128,108
2026	135,474

## Students Union of BC Okanagan

### NOTES TO FINANCIAL STATEMENTS

May 31, 2021

#### 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. LEASE INCOME

	2021	2020
	\$	\$
Third party lease revenue	56,510	152,603

#### 13. BOOKSTORE

	2021	2020
	\$	\$
Revenue		
Bus passes	6,682	25,173
Merchandise and new books	14,148	181,929
Used books	14,488	159,670
Miscellaneous	70	546
	<b>35,388</b>	367,318
Expenses		
Bus passes	6,359	25,026
Merchandise	15,155	84,042
New books	—	51,561
Used books	3,518	111,870
Supplies and maintenance	8,930	9,341
Credit card charges	2,362	4,812
Wages	62,026	78,806
	<b>98,350</b>	365,458
	<b>(62,962)</b>	1,860

## Students Union of BC Okanagan

## NOTES TO FINANCIAL STATEMENTS

May 31, 2021

**14. PUB AND FOOD SERVICES**

	2021	2020
	\$	\$
Revenue		
Sales	239,671	809,806
Catering and special events	—	782
Pool tables	—	1,307
Entertainment & promotions	—	350
	<b>239,671</b>	<b>812,245</b>
Expenses		
Cost of goods sold	118,879	431,331
Audit - liquor	300	275
Bank charges	693	2,652
Cleaning supplies	451	496
Entertainment	—	185
Equipment and supplies	566	2,468
Insurance	6,000	6,000
Licenses	3,266	1,478
Maintenance and repairs	7,052	12,262
Miscellaneous	379	761
Telephone and cable	837	3,269
Uniforms	1,533	3,456
Utilities	11,655	12,134
Wages and benefits	143,928	363,793
	<b>295,539</b>	<b>840,560</b>
	<b>(55,868)</b>	<b>(28,315)</b>

**15. COFFEE HOUSE**

	2021	2020
	\$	\$
Revenue		
Sales - Coffee House	47,369	169,921
Sales - catering	—	29,908
	<b>47,369</b>	<b>199,829</b>
Expenses		
Advertising	19	—
Wages and benefits	71,817	134,724
Purchases and supplies	31,863	106,489
Bank charges	612	2,124
Maintenance	1,955	8,207
	<b>106,266</b>	<b>251,544</b>
	<b>(58,897)</b>	<b>(51,715)</b>

## Students Union of BC Okanagan

### NOTES TO FINANCIAL STATEMENTS

May 31, 2021

#### 16. DIRECTORS EXPENSES

	2021	2020
	\$	\$
Salary - President	21,618	19,765
Salary - VP Finance and Operations	21,844	20,904
Salary - VP External	21,033	20,168
Salary - VP Internal	20,910	18,366
Salary - VP Services	16,126	20,904
Honoraria	20,534	18,742
Campus relations & engagement	5,600	8,808
GM operations	4,640	8,295
Conferences & travel	1,768	22,295
Training	7,011	80
	<b>141,084</b>	<b>158,327</b>

#### 17. STUDENT SERVICES

	2021	2020
	\$	\$
Elections/referenda	6,472	5,709
Legacy Fund	(10,289)	19,763
Membership Outreach	7,387	4,269
Pantry and food security	4,225	7,419
Promotional material	2,368	29,716
Ombudsperson	25,000	25,000
Student aid and endowments	392,000	195,000
Volunteer appreciation	—	827
Website maintenance	4,696	4,002
	<b>431,859</b>	<b>291,705</b>

#### 18. ADVOCACY

	2021	2020
	\$	\$
Accessibility, equity and inclusion	—	374
Advocacy campaigns	2,198	14,832
Annual/special general meetings	450	549
Mental health initiatives	—	3,704
Resource Center Coordinator	9,200	4,877
Resource Center grants	3,100	14,000
Sustainability initiatives	2,281	—
WUSC awareness development	—	2,307
	<b>17,229</b>	<b>40,643</b>



## Students Union of BC Okanagan

### NOTES TO FINANCIAL STATEMENTS

May 31, 2021

#### 19. CAMPUS LIFE

	2021	2020
	\$	\$
Club development	3,959	19,121
Educational speaker events	6,367	31,330
Events development	17,712	17,059
Graduate student fund	2,300	—
Orientation Week - Frosh	—	46,410
Recess	—	242
Student Association grants	28,973	169,815
	<b>59,311</b>	<b>283,977</b>

#### 20. SUMMARY OF TOTAL WAGES AND BENEFITS

	2021	2020
	\$	\$
Operations	474,656	456,450
Bookstore	62,026	78,806
Pub and food services	143,928	363,793
Coffee House	71,817	134,724
President	21,618	19,765
Vice-President Finance and Operations	21,844	20,904
Vice-President External	21,033	20,168
Vice-President Internal	20,910	18,366
Vice-President Services	16,126	20,904
	<b>853,958</b>	<b>1,133,880</b>

#### 21. COVID-19

Due to COVID-19, the UBC Okanagan campus continued to operate with very few in person classes. Due to a much lower volume of students on campus for the 2020-2021 fiscal year, the Student Union operated the Pub, Bookstore, and Coffee House at limited hours and minimal staffing. 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.

**Students Union of BC Okanagan**

**NOTES TO FINANCIAL STATEMENTS**

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May 31, 2021

**21. COVID-19 (CONT'D)**

During the year, the Society received Canada Emergency Wage Subsidies in the amount of \$478,901 [2020 - \$90,231].

**22. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform to the current year presentation.

# UBCSUO

STUDENTS' UNION OF UBC OKANAGAN

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.*

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## **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. “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;
  - e. “Constitution” shall mean the constitution of the Student Union;
  - f. "Director" shall mean a person serving on the Board of Directors;
  - g. “Directors At Large” shall mean those Directors elected at large by the Members;
  - h. “Executive Committee” shall mean the committee comprised of the Executive Committee Directors;
  - i. “Executive Directors” means those Directors elected to the positions of President, Vice President External, Vice President Internal, Vice President Finance and Administration, and Vice President Campus Life;
  - j. “Faculty Representatives” shall mean those Directors elected by and from among students enrolled in each of the faculties of the University;
  - k. “Finance Committee” shall mean the committee responsible for assisting the Vice President Finance and Administration with the preparation of the annual budget and other financial matters of the Student Union;
  - l. "General Manager" shall mean the General Manager of the Student Union;
  - m. "Member" shall mean those persons who satisfy the requirements set out under Bylaw II;
  - n. “Leave of Absence” shall mean a period of absence from duty without pay;
  - o. "Ordinary Resolution" shall mean a resolution requiring a simple majority vote of the membership;
  - p. “Policy Committee” shall mean the committee responsible for considering and recommending amendments to the Constitution, Bylaws, and Regulations;
  - q. “Regulations” shall mean the procedures and policies of the Student Union adopted under these Bylaws by Special Resolution;
  - r. “Resolution” shall mean a resolution of the Board of Directors passed by the majority of the votes cast, exclusive of abstentions;
  - s. “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;
  - t. “Senate” shall mean the Okanagan senate of the University.

- u. "Senate Caucus" shall mean the group of students currently elected as Senators to the University's Senate.
- v. "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;
- w. "*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.
- x. "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;
- y. "Student Association" shall mean clubs, course unions, or special interest groups ratified by the Student Union;
- z. "Student Union" shall mean the Student Union of UBC Okanagan;
- aa. "Trimester Report" means a document created by each Executive that updates the Oversight Committee on the status of Executive Goals; and
- bb. "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 President of the Student Union 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:
  - a. receiving and approving the preceding fiscal year's financial statement and report of the auditors;
  - b. appointing the auditors of the Student Union for the ensuing fiscal year;
  - c. presenting the annual operating budget of the Student Union; and
  - d. 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 President 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.

- 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 President 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 President 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”.

- 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 Directors; and
  - c. eight (8) Faculty Representatives as follows:
    - i. one (1) Faculty Representative enrolled in the Irving K. Barber School of Arts & Social Sciences;
    - ii. one (1) Faculty Representative enrolled in the Irving K. Barber School of Sciences;
    - 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.
- 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.
- 52** 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.
- 53** A Board of Directors position that remains unfilled after an election or by-election is a vacant position.

- 54** No Member of the Student Union shall hold more than one position on the Board of Directors, including non-voting positions.
- 55** The Board of Directors shall meet at least once a month.
- 56** The President shall convene a meeting of the Board of Directors meeting without delay if a meeting is requested by:
- 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 President determines that a meeting of the Board of Directors is required.
- 57** There shall be at least twenty-four (24) hours' notice given for a non-regularly scheduled meeting of the Board of Directors.
- 58** Meetings of the Board of Directors shall be open to the membership unless the Board of Directors resolves to move the meeting in camera.
- 59** 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.
- 60** 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.
- 61** 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.
- 62** 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.
- 63** 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.

- 64** 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.
- 65** 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.
- 66** The term of the Senate Student Representative on the Board of Directors shall be concurrent with their term on the University's Senate.
- 67** 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.
- 68** 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.
- 69** An employee of the Student Union may not serve as a Director of the Student Union.
- 70** 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.
- 71** 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.
- 72** 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.
- 73** 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**

**74** 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 annual action plan by Resolution;
- b. shall adhere to the mission statement, value statement and principles of the Students' Union and annual action plan;
- c. may amend the action 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.

**75** In addition to their duties as Directors under the Societies Act and these Bylaws, the Directors 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.

**76** 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
  - 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 Action 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.
- 77** The Board of Governors Student Representative shall be a liaison between the Board of Directors and the University's Board of Governors.
- 78** The Senate Student Representative shall be a liaison between the Board of Directors and the UBC Okanagan Senate.
- 79** The Executive Committee Directors shall perform the duties set out under the Bylaws.

## **BYLAW IX – THE EXECUTIVE COMMITTEE**

- 80** The Executive Committee shall alongside the General Manager, further to the direction of the Board of Directors, oversee and administer the Student Union on a day-to-day basis.
- 81** The Executive Committee shall consist of the:
- a. the President;
  - b. the Vice-President Internal;
  - c. the Vice-President External;
  - d. the Vice President Finance and Administration; and
  - e. the Vice President Campus Life.
- 82** 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 action 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 action 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.

- 83** Quorum at an Executive Committee meeting shall be three (3) Executive Committee members.
- 84** Each member of the Executive Committee shall have one vote on the Executive Committee.
- 85** 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.
- 86** The Executive Committee may not contradict or amend the decisions of the Board of Directors.
- 87** 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**

**88** The President shall:

- a. chair and coordinate the activities of the Executive Committee;
- b. 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;
- c. be proficient with the most recently published version of Robert's Rules of Order;
- d. working with the Advocacy and Governance coordinator, prepare the agenda and associated packages for Board of Directors and Executive Committee meetings;
- e. call Board of Directors meetings and Executive Committee meetings as required;
- f. working with the Executive Committee and appropriate staff, ensure that the directives of the Board of Directors are properly implemented;
- g. act as the official liaison between the Students' Union and the General Manager;
- h. oversee the human resources of the Students' Union in coordination with the General Manager;
- i. be responsible for university relations of the Students' Union in terms of academics, administration and internal university related issues;
- j. ensure planning of the strategic direction and development of the Student Union;
- k. oversee the operation of the Pantry – a student food bank;
- l. 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:
  - 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 VP Finance & Administration; and,
  - v. Students' Union timelines, priorities and strategic operating plans
- m. act as a signing authority;
- n. work cooperatively with any Executive Committee member on their specific duties as required;
- o. where possible, represent the Students' Union at meetings of other organizations with which the Union is affiliated;
- p. represent the interests and policy of the Union and its membership during policy formulation by external organizations of which the Union is a member;
- q. be responsible for the distribution and dissemination of information provided by external organizations of which the Union is a member;
- r. in coordination with staff and the Vice-President Internal, 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;

- s. sit as a representative of the Union on various administrative, Faculty, and University committees;
- t. coordinate, in general, the activities of the Executive and the Society as a whole;
- u. write letters or other communications as needed on behalf of the board;
- v. be responsible for implementing the operational activities as set out in the action plan;
- w. oversee the preparation of the annual report of the Union;
- x. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- y. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
- z. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- aa. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
- bb. submit a monthly written report to the Board of Directors summarizing their activities for that month;
- cc. submit bi-weekly timesheets to the Oversight Committee to facilitate honoraria payment; and
- dd. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**89** The Vice-President Internal shall:

- a. generally, oversee and coordinate matters internal to the Student Union including those matters relating to membership and governance;
- b. oversee, coordinate and liaise with the Resource Centres and delegate related responsibilities, as required, to the appropriate staff members;
- c. oversee the development and implementation of new services to the Members;
- d. generally, oversee and coordinate the provision of services to the Members;
- e. ensure board and staff adherence with the Constitution, Bylaws and Regulations;
- f. chair and coordinate the activities of the Policy Committee;
- g. be responsible for relations with the membership;
- h. receive complaints and comments related to the Student Union, the University, or any other concerns of Members;
- 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 corresponding 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;
- 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 cooperation with the General Manager and President, oversee the organization of the Student Union's general meetings;
- 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. in coordination with staff and the President, 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;
- 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 a monthly written report to the Board of Directors summarizing their activities for that month;
- v. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
- w. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**90 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. coordinate relations between the Student Union and the University;
- j. act an official liaison to the University including with the University's Equity and Inclusion Officer;
- 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;
- 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 a monthly written report to the Board of Directors summarizing their activities for that month;
- v. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
- w. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**91 Vice-President Campus 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, including, but not limited to, lectures, concerts, and other performances not included within the duties of other Executives;
- 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, promotion and social media along side the Communications Manager
- f. chair and coordinate the activities of the Campus 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 campus life events and activities, with the purpose of partnering in and cross branding events;
- i. in the absence of the Vice President Finance and Administration or President, act as a signing authority;
- j. sit on at least one (1) UBC Committee where possible;
- k. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- l. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
- m. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- n. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
- o. submit a monthly written report to the Board of Directors summarizing their activities for that month;
- p. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
- q. fulfill any other responsibilities inherent in the legislation of the Students' Union.

**92 Vice-President 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. 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;
- i. 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;
- j. act as a signing authority;
- k. be responsible for ensuring the implementation and observance of Union by-laws and policies related to the financial management of the Union;

- l. sit on at least one (1) UBC Committee where possible;
  - m. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
  - n. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
  - o. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
  - p. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
  - q. submit a monthly written report to the Board of Directors summarizing their activities for that month;
  - r. submit bi-weekly timesheets to the General Manager to facilitate honoraria payment; and
  - s. fulfill any other responsibilities inherent in the legislation of the Students' Union
- 93** 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.
- 94** Each Executive Committee Director shall keep accurate records and files concerning their activities and responsibilities.

## **BYLAW XI – REGULATIONS**

- 95** 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.
- 96** Amendments to the Regulations shall require a Special Resolution.

## **BYLAW XII – FINANCES**

- 97** 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.
- 98** 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.
- 99** The following persons shall be the signing officers for the Student Union:
- a. the Vice-President Finance and Administration; and
  - b. the General Manager;
  - c. the President;
  - d. the Vice-President Campus Life.
- 100** All expenditures must be signed off by at least two signing officers. The Vice-President Finance and Administration or General Manager shall be one of the two signatories. In the event that both the VP Finance and Administration and General Manager are on vacation, leave, or the positions are vacant, the other two signatories shall suffice.
- 101** 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.
- 102** The Board of Directors shall include additional financial controls and procedures in the Regulations.

## **BYLAW XIII – AUDITORS**

**103**The auditors of the Student Union shall be appointed by Ordinary Resolution at each annual general meeting.

**104**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.

**105**The remuneration of the auditor shall be approved by the Board of Directors.

**106**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.

**107**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**

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

## **BYLAW XV – RECORDS**

**109**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.

**110**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**

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

**112**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;

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

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

## **BYLAW XVII – COMMITTEES**

**115**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.

**116**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.

**117**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.

**118**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 Campus 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.

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

**120**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**

**121**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.

**122**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.

## **PREFACE FOR RECOMMENDED BYLAW CHANGES AT THE 2021-2022 ANNUAL GENERAL MEETING**

Over the last few years, the SUO of UBC has been internally reorganizing itself to better serve the needs of our students. Our aim is to continue to rebuild and improve our policies to reinforce structures of accountability and transparency. As our membership continues to grow, we as a Students' Union must develop and improve our model of representation. The Board of Directors recommends the following outlined bylaw amendments be ratified to better align the internal guiding principles with the future development of the organization.

### **REVISIONS**

1. In 2019 UBC Okanagan re-structured its Faculty of Arts and Sciences, the SUO must revise our faculty representative names to reflect these changes. The amendments are as follows:
  - a. one (1) Faculty Representative enrolled in the Irving K. Barber School of Arts & Social Sciences;
  - b. one (1) Faculty Representative enrolled in the Irving K. Barber School of Sciences;
2. In 2019 the SUO and its membership approved the inclusion of "Student Associations" as the term for use in reference to Student Clubs and Course Unions. We are recommending this change be reflected consistently throughout the by-laws with any reference of 'clubs and/or course union' be replaced with Student Association.
3. In July of 2020 the previous Board of Directors ratified the Presidential Plan that outlined the need of the SUO to engage in long-term strategic planning. Whereas the current bylaws mandate an annual strategic plan, and whereas the SUO would like to engage in the development of a three to five year strategic plan, the recommended amendment is to replace reference to the strategic plan to action plan; with the understanding that the action plan document that would guide the yearly implementation of said long term strategic plan.

### **ADDITIONS**

1. To improve the diversity of representation in the SUO, the Board of Directors recommends the amendment of the standing committee bylaw to include a

“Graduate Student Committee” which will be chaired by the elected Graduate Student representative.

2. The SUO has grown its staff over the last four (4) years with the recent addition of a new General Manager and a Communications Manager. The recommendation is to add the GM to be include in those responsible for upholding the Executive committee mandate. As well as the addition of the CM to the responsibility of social media and membership engagement alongside the VP Campus Life.
3. SUO Mission statement has been revised to include principles and values of the organization to improve organizational planning and services to better reflect the needs of students.

Please be advised that above is an outline of the recommendations for By-law changes for your review and consideration. A presentation of these changes will be provided at the Annual General Meeting. If any questions are not addressed above, please contact the Vice President Internal and President at [vpinternal@suo.ca](mailto:vpinternal@suo.ca) and [president@suo.ca](mailto:president@suo.ca)

On behalf of the Students' Union of UBC Okanagan





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## MISSION STATEMENT

The mission of the Students' Union of UBC Okanagan is to nurture a community of care that enriches the student experience through, advocacy, services, governance and serves as the center of campus life.

## VALUES STATEMENT

The Students' Union of UBC Okanagan strives to create an atmosphere that is:





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## 01 DYNAMIC

- For and by students through governance, employment, programs, and involvement
- Entertaining, fun and high energy environment
- Able to ensure that all our membership and staff: Have their voice heard on issues that are important to them. Protect and promote their rights. Have their views and wishes genuinely considered when decisions are being made about their lives.

## 02 PROTECTED

- Welcoming, friendly and respectful
- Clean and well-maintained facility
- Accessible to the campus community



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## 03 INCLUSIVE

- *Promote and practice diversity through opportunities and programs*
- *Encourage comradeship and interaction*

## 04 CENTER OF CAMPUS LIFE

- Convenient and quality retail, food, services and activities
- Safe, comfortable and relaxing place to be
- Numerous versatile, flexible and well-equipped gathering spaces
- Diverse, equitable and multi-cultural event and engagement opportunities

# PRINCIPLES

## Community

We continuously cultivate a community of care that ensures our members and staff feel welcomed and appreciated.

## Integrity

We lead with a good example by ensuring we always take responsibility for our actions and words, through ensuring our decisions are aligned with bettering the student experience.





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# PRINCIPLES

## Respect

We appreciate the value of diverse opinions in developing approaches to varying situations.

## Transparency

We create an environment where our members and staff are encouraged to engage with us and where we are able to share openly about our business practices and actions.

## Accountability

We understand and accept the consequences of our actions for the areas in which we assume responsibility.