

ANNUAL GENERAL MEETING AGENDA

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

18:00 – 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

20/11/18.01 MOTION

Be it resolved that Michael Olson serve as meeting chair.

20/11/18.02 MOTION

Be it resolved that the agenda be adopted.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

20/11/18.03 MOTION

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

4. ANNUAL AUDIT REPORT

Presented by Tomkins Wozny, LLP.

20/11/18.04 MOTION

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

5. APPOINTMENT OF AUDITORS

20/11/18.05 MOTION

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

6. 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.

7. PRESENTATION OF 2020/2021 BUDGET

Presented by Vice-President Finance and Administration, Abid Wahab.

8. EXECUTIVE REPORT

9. QUESTION PERIOD

10. ADJOURNMENT

ANNUAL GENERAL MEETING MINUTES

UBC Students' Union, Okanagan Local 12 British Columbia Federation of Students
Annual General Meeting, Nov 19, 2019 – FIP 204

18:00pm – CALL TO ORDER

Meeting called to order at 18:05

68 members in attendance

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 THE AGENDA AND REVIEW OF MEMBERSHIP

19/11/19.01 MOTION

16/17

Be it resolved that Michael Olson be approved as chair for the meeting.

CARRIED

19/11/19.02 MOTION

49/20

Be it resolved that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES FROM PREVIOUS ANNUAL GENERAL MEETING

19/11/19.03 MOTION

54/52

Be it resolved that minutes of the AGM held November 20, 2018 be adopted.

CARRIED

76 members in attendance

4. ANNUAL AUDIT REPORT

Presented by Thompkins Wozny, Chartered Professional Accountants

19/11/19.04 MOTION

17/58

Be it resolved that the Audit report for the 2018/2019 fiscal year be adopted.

CARRIED

5. APPOINTMENT OF THE AUDITORS

19/11/19.06 MOTION

59/41

Be it resolved that Tompkins Wozny be appointed as auditors for the 2019/2020 fiscal year.

CARRIED

6. ADOPTION OF NEW BYLAWS

19/11/19.07 MOTION

54/03

Be it resolved that, by special resolution, the revised bylaws in the form presented to the members of the Society and attached hereto, are adopted and enacted to replace the existing bylaws.

CARRIED

77 members in attendance

7. PRESENTATION OF THE 2019/2020 BUDGET

Presented by:

Nimrah Pannu	VP Finance & Administration
Lori Stevenson	General Manager

78 members in attendance

8. EXECUTIVE REPORT

Report on the 2018/2019 year presented by:

Romil Jain	President
Holly Denby	VP Internal
Taylor Dotto	VP External
Ali Poostizadeh	VP Campus Life

68 members in attendance

19/11/19.08 MOTION

21/54

Be it resolved that the 2028-19 Executive Report be adopted.

CARRIED

9. QUESTION PERIOD

10. ADJOURNMENT

Meeting adjourned at 19:22

FINANCIAL STATEMENTS

**STUDENTS UNION OF UBC
OKANAGAN**

May 31, 2020



INDEPENDENT AUDITOR'S REPORT

To the Members of
Students Union of UBC Okanagan

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

INDEPENDENT AUDITOR'S REPORT

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

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

Report on Other Legal and Regulatory Requirements

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

Tompkins Wozny LLP

Vancouver, Canada
November 2, 2020

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at May 31

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

Contractual obligations [note 11]

COVID-19 [note 23]

See accompanying notes to the financial statements

On behalf of the Board:

Director

Director



STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Year ended May 31

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

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended May 31

	2020 \$	2019 \$
OPERATING ACTIVITIES		
Excess of revenue over expenses	572,428	390,527
Amortization of capital assets	189,040	192,789
Loss (gain) on disposal of assets	(1,342)	3,946
	760,126	587,262
Changes in non-cash working capital items		
Accounts receivable	(70,572)	19,004
Inventory	(1,147)	(10,354)
Prepaid expenses	19,645	(2,380)
Accounts payable and accrued liabilities	(38,512)	49,803
Other liabilities	168,631	55,370
Cash provided by operating activities	838,171	698,705
FINANCING ACTIVITIES		
Proceeds from sale of capital assets	10,000	—
Repayment of long-term debt	(151,053)	(142,839)
Cash used in financing activities	(141,053)	(142,839)
INVESTING ACTIVITIES		
Purchase of term deposits	(2,356,800)	(1,870,431)
Purchase of capital assets	(89,830)	(32,574)
Cash used in investing activities	(2,446,630)	(1,903,005)
Decrease in cash for the year	(1,749,512)	(1,347,139)
Cash, beginning of year	1,972,795	3,319,934
Cash, end of year	223,283	1,972,795

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

1. PURPOSE OF THE ORGANIZATION

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

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Presentation

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

b) Financial Instruments Policy

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

c) Revenue Recognition

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

d) Fund Accounting

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

Operating Fund

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

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

Capital Asset Fund

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

Health & Dental Fund

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

e) Valuation of Inventories

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

f) Investments

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

g) Amortization of Tangible Capital Assets

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

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

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

h) Use of Estimates

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

3. FINANCIAL INSTRUMENTS

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

Credit Risk

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

Liquidity Risk

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

Interest Rate Risk

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

3. FINANCIAL INSTRUMENTS (CONT'D)

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

4. REMUNERATION

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

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

5. INVENTORY

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

6. CAPITAL ASSETS

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

7. ACCOUNTS PAYABLE AND ACCRUALS

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

8. CLUB AND COURSE UNION PAYABLES

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

9. OTHER PAYABLES

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

10. LONG-TERM DEBT

	2020	2019
	\$	\$
UBCO - Soft Costs Mortgage		
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.		
	160,402	214,588
UBCO - Building Costs Mortgage		
Payable in blended annual instalments of \$224,067 including interest at 5.75%, concluding September 30, 2033. Required payments will be taken at source by UBCO based on the collection of assessed Student Fees and the corresponding calculated disbursement/reconciliation in September/October and March of each fiscal year. The loan is unsecured.		
	2,115,324	2,212,191
	2,275,726	2,426,779
Less: current portion due within one year	(159,737)	(151,052)
	2,115,989	2,275,727

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

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

11. CONTRACTUAL OBLIGATIONS

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

12. STUDENT UNION PRODUCTIONS

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

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

13. LEASE INCOME

	2020	2019
	\$	\$
Third party lease revenue	152,603	140,520

14. BOOKSTORE

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

15. PUB AND FOOD SERVICES

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

16. COFFEE HOUSE

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

17. PRESIDENT

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

18. VP FINANCE AND OPERATIONS

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

19. VP SERVICES

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

20. VP INTERNAL

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

21. VP EXTERNAL

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

NOTES TO FINANCIAL STATEMENTS

May 31, 2020

22. SUMMARY OF TOTAL WAGES AND BENEFITS

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

23. COVID-19

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

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

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



The University of British Columbia Students' Union Okanagan

BYLAWS

Version History (insert rows as needed):

Version	Date	Name	Comment
1.0	June 24 th , 2019	Holly Denby	New document format ratified by BoD
1.1	November 19 th , 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. “Representative 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 Director of University and Academic Affairs, Director of External Affairs, Director of Internal Affairs, Director of Finance and Administration, and Director of Student 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 Director of 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 Director of University and Academic Affairs at least thirty (30) days in advance of the date of the annual general meeting, the Special Resolution or Ordinary Resolution shall be added to the agenda.
- 20** The following business shall be conducted at the annual general meeting:
 - 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 Director of Internal Affairs and/or the General Manager with respect to the activities of the Student Union for the previous academic year of the University.
- 21** A special general meeting may be called by a Special Resolution of the Board of Directors.
- 22** If a petition is delivered to the Director of University and Academic Affairs of the Student Union stating the purpose of the meeting and bearing the signatures of at least ten (10) percent of the Members of the Student Union, a special general meeting must be convened by the Board of Directors without delay.
- 23** There shall be no voting by proxy at any general meeting of the Student Union.
- 24** A quorum at a general meeting is achieved where the number of Members present at such meeting is equal to or greater than one percent of the Members or fifty (50) Members, whichever is the lesser number.

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

BYLAW V – ELECTIONS & REFERENDA

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

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

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

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

BYLAW VII – BOARD OF DIRECTORS

- 46** The Board of Directors shall be the official governing body of the Student Union.
- 47** The voting members of the Board of Directors shall be composed of the following:
- a. five (5) Executive Committee Directors;
 - b. four (4) At Large Representatives; and
 - c. eight (8) Faculty Representatives as follows:
 - i. one (1) Faculty Representative enrolled in the Irving K. Barber Faculty of Arts and Social Sciences;
 - ii. one (1) Faculty Representative enrolled in the Irving K. Barber Faculty of Science;
 - 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.
- a. Each Director must be a Member of the Student Union.
- 51** 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.
- 52** A Board of Directors position that remains unfilled after an election or by-election is a vacant position.

- 53** No Member of the Student Union shall hold more than one position on the Board of Directors, including non-voting positions.
- 54** The Board of Directors shall meet at least once a month.
- 55** The Director of University and Academic Affairs shall convene a meeting of the Board of Directors meeting without delay if a meeting is requested by:
- twenty-five (25) percent or more of the voting members of the Board of Directors;
 - the majority of the members of the Executive Committee; or
 - if the Director of University and Academic Affairs determines that a meeting of the Board of Directors is required.
- 56** There shall be at least twenty-four (24) hours' notice given for a non-regularly scheduled meeting of the Board of Directors.
- 57** Meetings of the Board of Directors shall be open to the membership unless the Board of Directors resolves to move the meeting in camera.
- 58** 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.
- 59** The voting members of the Board of Directors shall be elected by the Members in a general election to be held annually between February 1st and March 31st. 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.
- 60** Directors elected in the general election shall commence their term on the Board of Directors on May 1st of the year in which they are elected and their term on the Board of Directors shall expire on April 30th of the following year.
- 61** 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,
- 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
 - no more than two (2) Executive Committee Director positions may be filled by appointment of the Board of Directors.
- 62** 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 15th and October 15th, 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.

- 63** Directors elected in the by-election shall commence their term on the Board of Directors on November 1st of the year in which they are elected and their term on the Board of Directors shall expire on April 30th of the following year.
- 64** 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.
- 65** The term of the Senate Student Representative on the Board of Directors shall be concurrent with their term on the University's Senate.
- 66** 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.
- 67** 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.
- 68** An employee of the Student Union may not serve as a Director of the Student Union.
- 69** 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.
- 70** 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.
- 71** 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.
- 72** 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 1st of each year.

BYLAW VIII – POWERS AND DUTIES OF THE BOARD OF DIRECTORS

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

- a. shall approve the strategic plan by Resolution;
- b. shall adhere to the strategic plan;
- c. may amend the strategic plan as required by Resolution;
- d. shall approve the annual operating budget by July 31st 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.

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

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

75 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 Strategic Plan, programs, services, policies and decisions made by the Board of Directors; and
 - iii. Serve on at least one (1) committee of the Board.
 - d. attend and assist with Student Union events and engagement activities.
- 76** The Board of Governors Student Representative shall be a liaison between the Board of Directors and the University's Board of Governors.
- 77** The Senate Student Representative shall be a liaison between the Board of Directors and the UBC Okanagan Senate.
- 78** The Executive Committee Directors shall perform the duties set out under the Bylaws.

BYLAW IX – THE EXECUTIVE COMMITTEE

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

80 The Executive Committee shall consist of the:

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

81 The Executive Committee shall:

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

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

- 83** Each member of the Executive Committee shall have one vote on the Executive Committee.
- 84** 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.
- 85** The Executive Committee may not contradict or amend the decisions of the Board of Directors.
- 86** 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

87 The Director of University and Academic Affairs 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. be responsible for university relations of the Students' Union in terms of academics, administration and internal university related issues;
- h. be responsible for implementing the operational activities as set out in the Strategic Plan;
- i. act as a signing authority;
- j. work cooperatively with any Executive Committee member on their specific duties as required;
- k. where possible, represent the Students' Union at meetings of other organizations with which the Union is affiliated;
- l. represent the interests and policy of the Union and its membership during policy formulation by external organizations of which the Union is a member;
- m. be responsible for the distribution and dissemination of information provided by external organizations of which the Union is a member;
- n. receive complaints and comments related to the Student Union, the University, or any other concerns of Members;
- o. in coordination with staff and the Director of External Affairs, be responsible for reviewing federal, provincial, municipal and University policies that impact the academic, financial and social interests of the membership, and recommending appropriate action to the board;
- p. act an official liaison to University offices and departments as warranted and required;
- q. serve as the official representative for the Board on university committee and present to the administration at forums such as but not limited to Board of Governors and the Senate meetings;
- r. write letters or other communications as needed on behalf of the Board;
- s. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- t. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;

- u. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- v. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
- w. submit, in a timely manner, any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
- x. attend Student Association Orientation;
- y. fulfill any other responsibilities inherent in the legislation of the Students' Union.

88 The Director of Internal Affairs 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. be responsible for implementing the operational activities as set out in the Strategic Plan
- e. generally, oversee and coordinate the provision of services to the Members;
- f. act as the official liaison between the Students' Union and the General Manager;
- g. oversee the human resources of the Students' Union in coordination with the General Manager;
- h. ensure board and staff adherence with the Constitution, Bylaws and Regulations;
- i. chair and coordinate the activities of the Policy Committee;
- j. be responsible for relations with the membership;
- k. receive complaints and comments related to the Student Union, the University, or any other concerns of Members;
- l. in cooperation with the General Manager oversee the organization of the Student Union's general meetings;
- m. oversee the preparation of the annual report of the Union;
- n. sit on at least one (1) UBC Committee where possible;
- o. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
- p. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
- q. work cooperatively with any Executive Committee member on their specific duties as required;
- r. attend Student Association orientation;
- s. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
- t. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;

- u. submit, in a timely manner, a monthly any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
- v. fulfill any other responsibilities inherent in the legislation of the Students' Union.

89 Director of External Affairs shall:

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

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

90 Director of Student Life shall:

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

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

91 Director of Finance and Administration shall:

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

- j. in accordance with the regulations and with the assistance of the General Manager, provide Executive honoraria payroll direction to the Finance Manager;
 - k. ensure that budgeted allocations are reasonably adhered to, and where overages have or are expected to occur, immediately bring these to the attention of the Board of Directors;
 - l. oversee or cause to be overseen all monies received and disbursed by the Students' Union and keep or cause to be kept all invoices, receipts and vouchers;
 - m. act as a signing authority;
 - n. be responsible for ensuring the implementation and observance of Union by-laws and policies related to the financial management of the Union;
 - o. sit on at least one (1) UBC Committee where possible;
 - p. be aware of all responsibilities required of them in accordance with the Students' Union Bylaws, Regulations and Procedures;
 - q. ensure that the rules outlined in the Constitution, Bylaws, and Policies are considered their first priority;
 - r. submit a written report outlining three goals for their term of office to the Oversight committee within 60 days of assuming office;
 - s. provide a Trimesterly Report that updates the Oversight Committee on the status of Executive Goals;
 - t. submit, in a timely manner, a monthly any written reports, work summaries or time sheets to the Board of Directors and/or Oversight Committee as requested or required;
 - u. be responsible for implementing the operational activities as set out in the Strategic Plan;
 - v. work cooperatively with any Executive Committee member on their specific duties as required;
 - w. attend Student Association Orientation;
 - x. fulfill any other responsibilities inherent in the legislation of the Students' Union.
- 92** 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 1st of each year.
- 93** Each Executive Committee Director shall keep accurate records and files concerning their activities and responsibilities.

BYLAW XI – REGULATIONS

94 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.

95 Amendments to the Regulations shall require a Special Resolution.

BYLAW XII – FINANCES

96 The fiscal year of the Student Union shall be from the first (1st) of June to the thirty-first (31st) of May of the following year.

97 The financial statements of the Student Union shall be published annually, no later than the fifteenth (15th) 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.

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

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

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

100 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.

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

BYLAW XIII – AUDITORS

102The auditors of the Student Union shall be appointed by Ordinary Resolution at each annual general meeting.

103In 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.

104The remuneration of the auditor shall be approved by the Board of Directors.

105The 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.

106The 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

107The Bylaws and Constitution may be amended by Special Resolution of members at an Annual General Meeting or Special General Meeting.

BYLAW XV – RECORDS

108The 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.

109Subject 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

110Four (4) dollars per Member per academic year shall be levied to provide grant funding for all Student Union based media outlets.

111Only 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;

112The Student Media Fund will be granted by a two-thirds majority vote of the committee.

113Any unawarded fund shall revert to the Student Union and be dealt with as a budgetary surplus.

BYLAW XVII – COMMITTEES

114As 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.

115All 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.

116Each 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.

117The 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 Director of Finance and Administration with the preparation of the annual budget and other financial matters of the Student Union.
- c. a Campaigns Committee that shall be responsible for coordinating and executing the advocacy campaigns of the Students' Union.
- d. a Student Life committee shall be responsible for coordinating and executing the events, activities, student engagement and volunteerism activities of the Students' Union.
- e. an Oversight Committee that shall be responsible for reviewing and approving Executive Directors' goals, time, and performance.
- f. a Graduate Student Committee that shall be responsible for providing the Board of Directors with recommendations on various internal and external affairs based on graduate student input.

118The Board of Directors may establish ad-hoc committees from time to time to deal with specific issues.

119Minutes 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

120The 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.

121Upon 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 2020-2021 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.

TRANSITION OF TITLES

It is recommended that the Executive Director positions remove "President" and "Vice-President" titles and rename all five (5) roles as follows:

1. "President" renamed to "Director of University and Academic Affairs";
2. "Vice-President Internal" renamed to "Director of Internal Affairs";
3. "Vice-President External" renamed to "Director of External Affairs";
4. "Vice-President of Finance and Administration" renamed to "Director of Finance and Administration"; and
5. "Vice-President of Campus Life" renamed to "Director of Student Life"

WHAT THIS MEANS

The amendments above will result in the removal of all references to previous titles and replacement of corresponding new titles as appropriate. It also means shuffling of executive portfolio responsibilities. This applies specifically to the Directors of Internal, Student Life and University and Academic Affairs. These three (3) Executive Director positions have been recommended changes to focus their portfolios to better service students.

ADDITIONS TO THE BYLAWS

In July 2020, the Board of Directors reviewed a proposal for a Graduate Student advisory committee. To improve the diversity of representation in the SUO, the recommendation stands to amend the standing committee bylaw to include a "Graduate Student Committee" which will be chaired by the elected Graduate Student representative.

Please be advised that above is an outline of the recommendations for Bylaw amendments for your review and consideration. A comprehensive review of the Bylaw changes will be provided via presentation at the Annual General Meeting. If any questions are not addressed above, please contact the Vice President Internal at vpinternal@ubcsuo.ca

On behalf of the Students' Union of UBC Okanagan

2020-21 UBCSUO Budget

REVENUE	Draft Budget 2020 - 2021	Budget 2019 - 2020	Budget 2018 - 2019
<u>Student Fees</u>			
Membership Fees	\$1,380,453.88	\$1,350,000.00	1,200,000.00
Total Student Fees	\$1,380,453.88	\$1,350,000.00	1,200,000.00
<u>General Society Revenue</u>			
Bank Lease & ATM Lease	\$10,185.00	\$8,500.00	7,000.00
Interest & Exchange Earned	\$80,000.00	\$70,000.00	60,000.00
Koi Sushi Lease	\$15,000.00	\$70,000.00	65,000.00
Fusion Express Lease (formerly TDM)	\$6,400.00	\$46,000.00	43,500.00
Miscellaneous & PST commission	\$210.00	\$1,500.00	1,500.00
Room Bookings - Theatre & Boardrm	\$0.00	\$5,000.00	2,000.00
Sponsorship - Orientation EXPO	\$0.00	\$6,000.00	12,500.00
Student Care Lease	\$25,000.00	\$25,000.00	25,000.00
UPASS Fees (Net)**	\$9,400.00	\$60,000.00	50,000.00
Total General Society Revenue	\$146,195.00	\$292,000.00	\$266,500.00
SUO Business Revenue (NET)			
Green Bean Coffee House & Catering	(\$53,944.03)	\$0.00	10,000.00
GreenText & More Bookstore	(\$58,081.09)	\$9,700.00	16,040.00
Well Student Pub	(\$72,438.00)	\$39,175.00	60,000.00
Total Business Revenue	(\$184,463.12)	\$48,875.00	\$86,040.00
Total UBCSUO Revenue	\$1,342,185.76	\$1,690,875.00	\$1,552,540.00

2020-21 UBCSUO Budget

Expenditure Summary	Draft Budget 2020 - 2021	Budget 2019 - 2020	Budget 2018 - 2019
Departmental Summary (pg. 3 - 5)			
Executive GM Operations	\$11,000.00	\$10,000.00	10,000.00
President	\$39,280.48	\$41,000.00	29,000.00
Vice-President Finance & Operations	\$21,280.48	\$21,000.00	20,000.00
Vice-President Campus Life	\$21,280.48	\$21,000.00	20,000.00
Vice-President Internal	\$21,280.48	\$21,000.00	20,000.00
Vice-President External	\$21,280.48	\$21,000.00	20,000.00
Board of Directors	\$55,292.14	\$73,000.00	-
Campus Life	\$205,890.00	\$357,500.00	293,500.00
Student Services	\$133,600.00	\$163,100.00	116,000.00
Advocacy	\$47,800.00	\$66,150.00	51,700.00
Society Operations	\$798,805.66	\$782,740.00	706,000.00
Total	\$1,376,790.20	\$1,577,490.00	1,286,200.00
Total UBCSUO Expenses	\$1,376,790.20	\$1,577,490.00	\$1,286,200.00
Net Revenue (before Amortization)	(\$34,604.44)	\$113,385.00	\$266,340.00
Non-Cash Operating Expense			
Amortization/Depreciation	\$200,000.00	\$205,000.00	\$210,000.00
Net Operating Revenue (after Amortization)	(\$234,604.44)	(\$91,615.00)	\$56,340.00
Cash Flow items-Capital Purchases & Debt Repayment			
Current year Capital Purchases	\$65,000.00	\$150,000.00	50,000.00
Principle payments on Long-term Debt	\$159,737.00	\$151,052.00	143,000.00
Change in Net Assets	(\$459,341.44)	(\$392,667.00)	(136,660.00)

2020-21 UBCSUO Budget

Director Expenses	Draft Budget 2020 - 2021	Budget 2019 - 2020	Budget 2018 - 2019
General Manager			
GM Operations Fund	\$11,000.00	\$10,000.00	10,000.00
Total GM Operations Expenses	\$11,000.00	\$10,000.00	10,000.00
President			
Salary	\$21,280.48	\$21,000.00	20,000.00
Campus Relations & Engagement	\$18,000.00	\$20,000.00	9,000.00
Total President Expenses	\$39,280.48	\$41,000.00	29,000.00
Vice-President Finance & Operations			
Salary	\$21,280.48	\$21,000.00	20,000.00
Total VP Finance & Operations	\$21,280.48	\$21,000.00	20,000.00
Vice-President Campus Life			
Salary	\$21,280.48	\$21,000.00	20,000.00
Total VP Campus Life	\$21,280.48	\$21,000.00	20,000.00
Vice-President Internal			
Salary	\$21,280.48	\$21,000.00	20,000.00
Total VP Internal	\$21,280.48	\$21,000.00	20,000.00
Vice-President External			
Salary	\$21,280.48	\$21,000.00	20,000.00
Total VP External	\$21,280.48	\$21,000.00	20,000.00
Board of Directors			
Conference/Travel	\$25,000.00	\$40,000.00	29,000.00
Honoraria (Board of Directors)	\$25,292.14	\$23,000.00	29,000.00
Training	\$5,000.00	\$10,000.00	10,000.00
Total BOD Expenses	\$55,292.14	\$73,000.00	\$68,000.00

2020-21 UBCSUO Budget

Services Expenses	Draft Budget 2020 - 2021	Budget 2019 - 2020	Budget 2018 - 2019
Campus Life			
Educational/Speaker Events	\$41,000.00	\$25,000.00	25,000.00
Club Development(EXPO,Orientation,ACC)	\$13,750.00	\$30,000.00	33,000.00
Student Association Grants	\$85,000.00	\$170,000.00	135,000.00
Graduate Student Fund	\$20,000.00		
Orientation Week (Frosh)	\$0.00	\$60,000.00	65,000.00
Year End Party (Recess)	\$24,500.00	\$27,500.00	5,000.00
Event Support	\$2,400.00		
Events Development	\$19,240.00	\$45,000.00	30,500.00
Total Campus Life	\$205,890.00	\$357,500.00	\$293,500.00
Student Services			
Membership Outreach	\$8,500.00	\$12,000.00	
Legacy Fund (Student Development)	\$20,000.00	\$45,000.00	31,500.00
Promotional Material	\$2,600.00	\$42,100.00	26,000.00
Volunteer Appreciation	\$2,000.00	\$6,000.00	2,500.00
Food Grant & Food Security Programs	\$4,000.00	\$4,000.00	9,000.00
Ombudsperson	\$25,000.00	\$25,000.00	25,000.00
Elections/Referenda	\$15,000.00	\$10,000.00	10,000.00
Web Site Maintenance	\$4,500.00	\$5,000.00	4,000.00
Student Aid & Endowment Fund	\$50,000.00	\$10,000.00	4,000.00
Student Legal Fund	\$0.00	\$2,000.00	2,000.00
Tax Service	\$2,000.00	\$2,000.00	2,000.00
Total Student Services	\$133,600.00	\$163,100.00	\$116,000.00
Advocacy			
Accessibility, Equity & Inclusion	\$0.00	\$7,500.00	15,000.00
WUSC Awareness Development	\$7,000.00	\$4,500.00	2,500.00
Resource Development	\$9,400.00	\$5,000.00	4,000.00
Mental Health initiatives	\$4,000.00	\$15,000.00	6,000.00
Sustainability Initiative	\$7,650.00	\$5,000.00	
Advocacy work & Campaigns	\$12,250.00	\$14,700.00	10,000.00
Resource Center Grants	\$7,000.00	\$14,000.00	14,000.00
Annual/ Special General Meetings	\$500.00	\$450.00	200.00
Total Advocacy	\$47,800.00	\$66,150.00	51,700.00

2020-21 UBCSUO Budget

General Expenses	Draft Budget 2020 - 2021	Budget 2019 - 2020	Budget 2018 - 2019
General Society Operations			
Accounting/Legal	\$35,000.00	\$35,000.00	47,000.00
Administration Collections	\$9,173.66	\$11,500.00	10,000.00
Advertising*-Social Media	\$2,700.00	\$10,000.00	3,000.00
Brand & LT Strategic Plan Development	\$40,000.00	\$25,000.00	0.00
Bad Debts/cash over/short	\$0.00	\$0.00	0.00
Bank and Interest Charges	\$3,000.00	\$2,500.00	2,500.00
Employee Conference and Training	\$7,000.00	\$7,000.00	4,000.00
Employee Wages & Benefits	\$486,392.00	\$472,000.00	405,000.00
Parking (Executive & other non-staff)	\$3,500.00	\$4,000.00	3,000.00
Interest on Long Term Debt (Building)	\$130,854.00	\$139,540.00	148,000.00
Gain(loss) on Sale/Disposal of Assets*	\$0.00	\$0.00	10,000.00
Insurance	\$23,986.00	\$14,500.00	1,500.00
Memberships	\$1,200.00	\$1,200.00	
Office	\$20,500.00	\$21,500.00	22,000.00
Photocopy	\$3,000.00	\$5,500.00	5,000.00
Maintenance and Repairs	\$17,500.00	\$20,000.00	30,000.00
Telephone (Cell/Land lines)	\$15,000.00	\$13,500.00	15,000.00
Total General Expenses	\$798,805.66	\$782,740.00	\$706,000.00
Total UBCSUO Expenses	\$1,376,790.20	\$1,577,490.00	\$1,354,200.00