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Students' Union
UBC Okanagan

REGULATIONS

Version History *(insert rows as needed)*:

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3.13	September 25, 2026	Quinlin Osadczuk	Committee Regulation changes

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

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REGULATION I - COMMITTEES

1 In this regulation, unless the context otherwise requires:

a. "Ad Hoc Committee" means a temporary Committee established in accordance with this Regulation;

b. "Committee" means a Committee established in accordance with this Regulation, unless otherwise specified;

c. "Committee member" means a voting member of a Committee;

d. "Resource" means an individual who shall advise a Committee on an as-needed basis;

e. "Student-at-Large" refers to any Member of the Students' Union who holds the position of a non-elected representative and participates in various committees within the Union;

Types of Committees

2 There shall be two types of Committees: (Standing) Committees and Ad Hoc Committees. These bodies shall serve to facilitate the work of the Board of Directors; provide a venue for further study of complex issues; gather input from and facilitate communication with Members; and execute functions as directed by the Students' Union bylaws, collective agreement, and other statutes.

3 The Standing Committees of the Students' Union shall be those set out in the Students' Union's bylaws.

4 The Board of Directors shall establish Committees in accordance with the bylaws and regulations to carry out specific functions, study issues in greater detail and provide recommendations to the Board of Directors. Committee structure and membership shall be specified in this Regulation. All Committees shall meet at least once a month, unless otherwise specified in this Regulation. In accordance with the UBCSUO bylaws and regulations, the Board shall maintain the following Standing Committees:

a. Campaigns Committee;

b. Campus Life Committee;

c. Finance Committee;

d. Oversight Committee;

e. Policy Committee;

5 The Board of Directors shall, at the earliest opportunity, ensure sufficient membership of the Finance and Oversight Committees, prior to the appointments of any other committees.

6 The Board of Directors may establish Ad Hoc Committees by Resolution in accordance with Bylaw XVII (17) and with this Regulation. A motion to establish and/or dissolve an Ad Hoc Committee must satisfy this Regulation. Though other Ad Hoc Committees may be established by the Board on an as-needed basis, the following Ad Hoc Committees must be established and dissolved by the Board in the timeframes specified in this Regulation:

a. Student Association Funding Committee;
b. Student Association Oversight Committee;
c. Electoral Committee;
d. Media Fund Committee; and
e. Disciplinary Committee.

General Membership

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

8 A student and/or Director ceases to be a Committee member:

a. at the conclusion of their term, unless it is extended by the Board of Directors;
b. upon the winding up or dissolution of the Committee;
c. upon their resignation or death;
d. if they cease to be a Member of the UBCSUO, or is no longer a Member in good standing, as defined in Bylaw II; or
e. if their appointment is rescinded by the Board of Directors.

9 Every Committee member is entitled and has the obligation to:

a. attend and participate in meetings of the Committee;
b. provide their opinions and represent, to the best of their ability, the interests of the Members and the Student Union in their participation as Committee members; and
c. for Standing and Ad Hoc Committees, exercise one (1) vote on any matter before the Committee or Ad Hoc Committee.

10 Every Committee shall have a chair, to be appointed in accordance with this Regulation.

11 The chair of a Committee has the power and duty to:

a. schedule Committee meetings in accordance with this Regulation;
b. prepare, or cause to be prepared, the agenda and the minutes of Committee meetings;
c. preside over Committee meetings;
d. provide a tie-breaker vote in instances of a dead-lock; and
e. communicate and provide to the Board of Directors:

i. minutes of each Committee meeting, said minutes to be provided for approval at the next possible board meeting;
ii. advice and recommendations of the Committee;
iii. reports on the progress of the Committee; and
iv. advice regarding filling vacancies on the Committee.

12 The chair of a Committee shall serve notice of the date, time and location of Committee meetings to all Committee members at least three (3) days in advance of each regularly scheduled meeting. The agenda shall be distributed to Committee members at least twenty-four (24) hours in advance of each meeting. For a non-regularly scheduled Committee meeting, the notice and the agenda shall be given to Committee members at least twenty-four (24) hours in advance of the meeting.

13 The General Manager shall serve as a resource on an as-needed basis to all committees they do not already serve on.

Conduct of Committee Members

14 A Committee member who misses 3 Committee meetings without properly sending the chair the regrets shall be automatically removed from the Committee, and may only be reinstated at the direction of the Board.

15 The Board of Directors has the discretion to remove a member from a Committee by majority vote.

16 If a Committee member is removed from a Committee, it shall be up to the discretion of the Board to determine whether the Committee vacancy must be filled.

Schedule of Meetings

17 Committee meetings shall be scheduled in consultation with Committee members and in accordance with this Regulation.

Conduct of Meetings

18 Unless otherwise specified, the quorum for meetings is at least 50% of the total number of active Committee members and must include the presence of the chair.

19 The chair shall preside over Committee meetings.

20 Committee meetings shall normally be conducted in accordance with Robert's Rules of Order.

21 Committees may establish their own rules of order, provided that the rules:

a. facilitate the effective and democratic conduct of meetings; and
b. do not limit any Committee member from their participation in the Committee.

22 Committee meetings shall be open to the Members unless the Board of Directors has empowered the Committee and the Committee duly resolves to move the meeting *in camera*.

Applications Process for Students at Large

23 Within ten (10) days of the conclusion of the UBCSUO general elections each March, the outgoing Board, in consultation with the Advocacy and Governance Coordinator, shall develop and release an application process to identify and select candidates for all Committees which explicitly permits Students at Large to sit on such Committees.

24 The incoming Board shall decide upon and ratify the Students at Large who shall serve on each Committee by the thirtieth (30) day of the new fiscal year.

25 As part of this process, the Board shall make every reasonable effort to advertise to Members the details of:

a. Which Committees Students at Large are permitted to sit on;
b. the mandate, purpose, and ideal candidate(s) for each Committee; and
c. how Students at Large may apply for a position on each Committee.

26 The advertising process for contacting Students at Large to sit on Committees shall include but need not be limited to:

a. mass email;
b. social media postings; and
c. the creation and dispersion of posters.

Student-at-Large Responsibilities and Code of Conduct

27 Scope of responsibilities of Students at Large includes:

a. Committee Participation: Students-at-Large are expected to actively participate in committees they are appointed to and contribute constructively to discussions and decision-making processes;

b. Voting Rights: Students-at-Large have the privilege of voting on matters discussed within committees. This right is to be exercised responsibly and in alignment with the best interests of the Student Union;

c. Advocacy: Students-at-Large are encouraged to advocate for the diverse needs and concerns of the student body within the scope of their committee assignments;

d. Information Sharing: Students-at-Large should communicate relevant information and updates from committees back to the general student body, fostering transparency and inclusivity.

28 Code of conduct of Students-at-Large includes:

a. Adherence to Policies: Students-at-Large are required to abide by all Student Union policies, regulations, bylaws and applicable laws;

b. Professionalism: Students-at-Large are expected to conduct themselves with professionalism and respect towards fellow committee members, Student Union staff, and the wider student community;

c. Confidentiality: Students-at-Large must maintain the confidentiality of sensitive information discussed within committee meetings and refrain from disclosing such information without proper authorization;

d. Conflict of Interest: Students-at-Large must disclose any potential conflicts of interest that may arise in the course of their committee duties and recuse themselves from voting or influencing decisions where a conflict exists;

e. Attendance: Regular attendance at committee meetings is crucial. In the event of unavoidable absences, Students-at-Large should communicate in advance to the chair of the committee when possible.

29 Prior to assuming their responsibilities, Students at Large are required to sign a Code of Conduct acknowledgment, indicating their commitment to upholding the principles outlined in this regulation. Failure to adhere to the Code of Conduct may result in disciplinary action, including but not limited to removal from committee assignments.

Standing Committees

30 All Standing Committees have the power and duty to:

a. convene meetings for the purpose of fulfilling their mandate;
b. prepare and provide the minutes of meetings of the Committee to the Board of Directors so that the minutes are included in the agenda package at the next regular Board of Directors meeting;
c. report to the Board of Directors, as required;
d. engage in consultation with the Members as needed;
e. provide advice and recommendations to the Board of Directors related to the mandate of the Committee; and
f. discharge other powers and duties delegated by the Board of Directors.

31 All Standing Committees shall meet at least once a month unless otherwise directed by the Board of Directors.

Campaigns Committee

32 In accordance with Bylaw XVII (17), the mandate of the Committee is to coordinate and execute the advocacy campaigns of the Students' Union.

33 The Committee members shall consist of:

a. President;
b. Vice President External;
c. Advocacy and/or Governance Coordinator;
d. at least two (2) additional directors;
e. One (1) Resource Centre Director; and
f. up to five (5) Students at Large.

34 Vice President External shall serve as chair of the Committee.

35 The Campaigns Committee shall have the additional power and duty to:

a. plan and implement campaigns relating to issues important to Members as directed by the Board;
b. plan and execute the local implementation of campaigns of the BC Federation of Students;
c. liaise with and review the work of other organizations and Student Associations to ensure that the Students' Union is working collectively, where appropriate;
d. make recommendations to the Board of Directors for new campaigns; and
e. make recommendations to the Board of Directors on matters referred to the Campaigns Committee.

Campus Life Committee

36 In accordance with Bylaw XVII (17), the mandate of the Committee is to coordinate and execute the events, activities, student engagement and volunteerism activities of the Students' Union.

37 The Committee shall ensure consultation with all pertinent university partners on all planned events. Partners consulted shall include but not be limited to the Student Experience Office, Health and Wellness, Residence Life, and SVPRO.

38 The Committee members shall consist of:

a. VP Campus Life;
b. VP Internal;
c. at least three (3) additional directors;
d. a minimum of three (3) and maximum of nine (9) students at large.

39 Pursuant to Bylaw X (4)(h), The Vice President Campus Life shall serve as the chair of the Committee.

40 The Membership Outreach Coordinator and the Well Pub Manager shall serve as Resources to this Committee.

41 The Committee has the additional power and duty to:

a. plan and implement annual campus life events including but not limited to Frosh, Recess, Well events, and campus entertainment/wellness events;
b. ensure that events are planned which can provide service to the unique communities within the student body;
c. plan and implement the Students' Union's participation with ongoing UBCO events including but not limited to Welcome Week, speaker series, convocation, and Thrive Week;
d. regularly review work relating to Campus Life of coalition partners and other like-minded organizations in order to enhance UBC Students' Union Okanagan Campus Life;
e. make recommendations to the Board on the branding and marketing activities and projects of the Students' Union;
f. make recommendations to the Board on partnerships and sponsorships to provide enhanced campus life and increased events for the membership; and
g. make recommendations to the Board of Directors on matters referred to it.

Finance Committee

42 The mandate of the Committee is to:

a. assist the Vice President Finance and Administration with the production of the budget;
b. advise the Board of Directors and Executive Committee on general finances of the Student Union;
c. assess the availability of funds for capital purchases and major projects; and develop long-term financial plans for the Students' Union;
d. oversee and provide input on the financial services and operations of the Students' Union, including but not limited to the Health and Dental Plan and office services; and
e. make recommendations to the Board of Directors on adoption of the audit, appointment of the auditor and action arising from the auditor's recommendations.

43 The Committee members shall consist of:

a. President;
b. Vice President Finance and Administration;
c. General Manager;
d. Finance Manager;
e. up to two (2) additional non-executive directors; and
f. Operations and Service Manager as a non-voting, advisory member.

44 Pursuant to Bylaw X (5)(b), the Vice President Finance and Administration shall serve as the chair of the Committee.

45 The Finance Committee has the additional power and duty to:

a. hold part or all of a meeting *in camera* as necessary;
b. oversee the finances of the Student Union;
c. review the monthly financial statements of the Student Union;
d. provide a written report to the Board of Directors each fiscal quarter on the finances of the Student Union and, pursuant to Bylaw IX (3)(h), recommend amendments to the budget as required; and
e. assist the Vice President Administration and the General Manager in the discharge of their duties with respect to the finances of the Student Union.

46 The powers and duties of the Committee shall be discharged on the basis of consensus among the Committee members. For matters which cannot be determined by consensus the Committee shall refer such matters to the Executive Committee for resolution in consultation with the General Manager.

Oversight Committee

47 The mandate of the Committee is to oversee the performance of Executive Directors and to hold Executives accountable for their actions.

48 The Committee shall meet monthly to review Executive weekly work reports approve Executive pay.

49 The Oversight Committee shall conduct three reviews of each Executive Director. The Committee shall review the executive reports and meet with all staff partners and other relevant individuals to assess the performance of each Executive in relation to Appendix A of this Regulation and their established Executive goals. These Reviews shall occur:

a. during the June Oversight Committee Meeting;
b. during the September Oversight Committee Meeting; and
c. during the January Oversight Committee Meeting;

50 The Committee members shall consist of at least three (3) members but no more than five total members, including:

a. General Manager
b. Up to three non-Executive (3) Directors; and
c. One (1) Student at Large.

51 All staff members shall serve as resources to the Committee on an as-needed basis.

52 The Oversight Committee may mandate, or an executive may request, a meeting to discuss pertinent committee business.

53 The Oversight Committee may mandate, or an executive may request, an interim review to demonstrate improvements in an executive's performance.

54 At the December Board meeting, the Chair of the Oversight Committee shall present a report detailing the committee's oversight efforts to date and setting forth their goals for the remainder of the elected term. Following the presentation, the Directors of Board may provide written suggestions to the Chair of the Oversight Committee regarding oversight matters.

55 The Oversight Committee shall facilitate a final executive summary report to the Board of Directors. This report shall be presented at the last board meeting in the month of April, and shall be published on the official Students' Union website.

56 The Committee shall elect a chair at the first Committee meeting to serve throughout the duration of their term.

57 If the Committee has insufficient members due to vacancies or Conflict of Interest, the Board shall, as soon as possible, appoint sufficiently qualified persons as interim members.

58 Interim members, appointed by the Board, remain members of the Committee until the pre-existing vacancy has been filled.

59 In the case of a vacancy in the position of the Committee Chair, the Committee shall appoint an acting Chair from amongst the remaining Committee members to assume the duties of the Chair until a replacement is appointed.

60 If the Committee Chair is unable to assume the Chair's duties for a meeting due to a Conflict of Interest, the Committee members shall choose an acting Chair from among themselves to assume the duties of Chair for that meeting.

61 The Student Union must provide the Committee with any documentation relevant to Committee business upon request.

62 If the Committee requires more than one meeting to determine the outcome of a particular matter, the same members of the Committee must be present at all additional meetings.

63 A Committee member may not serve or remain on the Oversight Committee if that person:

a. is or becomes a member of the Executive Committee;
b. is or becomes an employee of any Student Union business;
c. is an Executive member of a Student Association;
d. is deemed by the Board of Directors to be an unsuitable candidate for fulfilling the duties and responsibilities of an Oversight Committee member;

e. misses two (2) consecutive Committee meetings; or
f. is guilty of violating any policy of the UBCSUO Regulations and Bylaws.

64 The committee has the additional power to have the investigation proceedings in camera pursuant to Bylaw XI-Disciplinary procedures:27-28 .

Policy Committee

65 The Committee shall meet at least six (6) times annually.

66 The mandate of the Committee is to review, facilitate consultation of the Members, and advise the Board of Directors on the Constitution, Bylaws, Regulations, and other policies of the Student Union.

67 The Committee shall study the Regulations and other policies of the Student Union on an as-needed basis or as instructed by the Board of Directors.

68 The Committee shall, as needed, be responsible for drafting, or causing to be drafted:

a. Amendments to the Constitution and Bylaws;
b. Amendments to the Regulations or other policies of the Student Union; and
c. New Bylaws, Regulations, or policies of the Student Union.

69 The Committee members shall consist of the:

a. Vice President Internal;
b. General Manager;
c. Up to four (4) additional Directors; and
d. At least one (1) Student at Large.
e. Governance Coordinator

70 Pursuant to Bylaw X (2)(c), the Vice President Internal shall serve as the chair of the Committee.

71 The Membership Outreach Coordinator shall serve as a Resource to this Committee.

72 The Committee has the additional power and duty to hold part or all of a meeting *in camera* as necessary.

Ad Hoc Committees

73 Pursuant to Bylaw XVII (5), the Board of Directors may by Resolution establish an Ad Hoc Committee in accordance with this Regulation.

Establishment of Ad Hoc Committees

74 A motion to establish an Ad Hoc Committee must satisfy the requirements in this portion of the Regulation.

75 The following aspects must be addressed by the Board of Directors when establishing an Ad Hoc Committee:

a. the mandate of the Ad Hoc Committee;
b. the membership of the Ad Hoc Committee;
c. the powers and duties of the Ad Hoc Committee;
d. whether the Ad Hoc Committee may hold meetings *in camera*; and
e. the expected timeline for the Ad Hoc Committee to fulfill its purpose, if applicable.

Ad Hoc Committee Mandate and Structure

76 The mandate of an Ad Hoc Committee may fulfill either of the following purposes:

a. To study a specific matter and provide advice to the Board of Directors or Executive Committee; or
b. For other purposes required by the Board of Directors.

77 Unless otherwise specified by the Board of Directors, an Ad Hoc Committee shall consist of five (5) members, including at least one (1) Director.

78 The chair of the Ad Hoc Committee shall be appointed by the Board of Directors, unless they choose to delegate this duty to the Committee members. If delegated to the Committee members, the chair shall be appointed at the first meeting of the Ad Hoc Committee.

Powers and Duties

79 Subject to the discretion of the Board of Directors, Ad Hoc Committees have the power and duty to:

a. Convene meetings for the purpose of fulfilling the mandate of the Ad Hoc Committee;
b. Prepare and provide minutes of meetings of the Ad Hoc Committee to the Board of Directors;
c. Report to the Board of Directors, as required; and
d. Discharge other powers and duties delegated by the Board of Directors.

Schedule of Meetings and Timelines

80 Ad Hoc Committees shall normally meet at least once per month from September through April.

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

Dissolution of Ad Hoc Committees

82 An Ad Hoc Committee is dissolved and ceases to exist:

a. when it has fulfilled its mandate; or

b. at any time, upon a majority vote of the Board of Directors.

Student Association Funding Committee

83 The mandate of the Committee is to review submitted Student Association funding applications, determine the allocation of funding, and present these funding recommendations to the Board of Directors.

84 The Committee shall meet as necessary to make funding recommendations in a timely manner.

85 The Committee members shall consist of :

a. Vice President Finance (chair);

b. Vice President Internal;

c. Membership Outreach Coordinator;

d. General Manager; and

e. One (1) Director at Large

86 Pursuant to Bylaw X (5)(b), the Vice President Finance and Administration shall serve as the chair of the Committee.

87 The Committee shall have the additional power and duty to:

a. review and evaluate submitted Student Association funding applications;

b. consult with Student Associations on an as-needed basis;

c. approve, reject, or modify Student Association funding requests up to and including two thousand dollars ($2,000); and

d. make recommendations on all Student Association funding requests greater than two thousand dollars ($2,000) to the Board of Directors;

88 The maximum amount of funding a Student Association can receive in a year is three thousand and five-hundred dollars ($3,500). Under special circumstances, the Board of Directors may approve amounts larger than three thousand and five-hundred dollars ($3,500) by two-thirds resolution.

89 The Committee shall meet as necessary in the beginning of each semester in order to fulfill the obligations set out in the Student Associations Regulation.

Student Association Oversight Committee

90 The mandate of the Committee is to oversee student association activities and handle complaints regarding student associations and their executives, ensuring compliance with SUO regulations and promoting accountability within Student Associations.

91 The Committee shall meet on an as-needed basis.

92 The Committee members shall consist of:

a. Vice President Internal (chair);

b. Membership Outreach Coordinator;

c. Students' Advocate;

d. General Manager;

e. VP Finance and Administration (primary) / VP Campus Life (alternative); and

f. Two (2) Directors at Large

93 The Vice President Internal shall serve as the chair of the Committee.

94 The Committee shall have the power and duty to:

a. conduct regular audits of student association activities to ensure adherence to SUO regulations;

b. investigate, substantiate and determine the validity of a complaint against a Student Association or its executives; during investigation, operation of the student association may be suspended;

c. determine what disciplinary action shall apply to the Student Association after verifying the validity of a complaint; The committee has the power to remove or replace the executives of the Student Association; and

d. take necessary actions to ensure free and fair election of the Student Association.

95 The Committee has the additional power and duty to hold part or all of a meeting in camera as necessary.

Electoral Committee

96 The mandate of the Committee is to administer all elections of the Students' Union, and to ensure that all elections occur in the manner prescribed by the Students' Union Bylaws and Election Regulations.

97 All Committee members shall study and remain familiar with the Students' Union Election Regulations in order to properly exercise their duties and judgements.

98 The Committee members shall consist of the:

a. Chief Returning Officer;
b. Up to two Deputy Returning Officers;
c. General Manager; and
d. Advocacy Governance Coordinator; and
e. Project Manager as a non-voting, advisory member.

99 The General Manager shall serve as the chair of the Committee.

100 As specified in the Election Regulations, the Electoral Committee shall have the additional power and duty to:

a. determine the eligibility of all nominated candidates;
b. investigate, substantiate, and determine the validity of a complaint for any violation of the Election Regulations or other UBCSUO Bylaws or Regulations;
c. when verifying the validity of a complaint, determine whether the offence which has occurred is minor or major, in accordance with the Election Regulations;
d. determine what penalty or penalties shall apply to a candidate who has committed a minor offence following an investigation by the CRO, or the appeal of any such decision;
e. rule an election invalid for any violation of the Election Regulations or other Students' Union Bylaws or Regulations following an investigation by the CRO, or the appeal of any such decision;
f. publish the reasons for decisions on all complaints in writing;
g. determine when an extension is necessary to adequately complete an investigation into a complaint, or to properly evaluate an appeal;
h. decide, in the event of a strike, circumstances beyond human control, or any other event which may delay the electoral procedure, how and when the electoral procedure shall best be followed;
i. submit a report on the conduct and results of all elections to the Board of Directors for ratification; and
j. carry out other responsibilities as specified in the Election Regulations.

101 The Committee shall meet as deemed necessary by the CRO prior to the campaigning and voting periods of an election.

102 The Committee shall meet at least once every twenty-four (24) hours during all but the last two days of the voting period of an election, unless the CRO determines that a meeting is unnecessary.

103 The Committee shall meet at least once every twelve (12) hours during the last two days of the voting period of an election, unless the CRO determines that a meeting is unnecessary.

104 The CRO may schedule additional meetings of the Committee during any period of an election if they deem necessary.

105 The Committee shall meet as deemed necessary by the CRO while administering a referendum.

Media Fund Committee

106 The mandate of the Committee is to administer funds collected from the student media fund fee.

107 The Committee shall meet:

a. as necessary to make funding recommendations to the Board by the end of August; and
b. on an as-needed basis.

108 The Committee members shall consist of the:

a. Vice-President Campus Life;
b. Vice-President Finance and Administration;
c. a member of the Board of Directors;
d. a member of the Phoenix and/or its successor;
e. a member of an SUO sanctioned media outlet and/or its successor; and
f. General Manager (non-voting, advisory).

109 Pursuant to Bylaw X (90)(h), the Vice-President Campus Life shall serve as the chair of the Committee.

110 The Committee shall have the additional power and duty of:

a. reviewing and evaluating funding requests;
b. compiling a report for the Board of Directors with details on how the Committee arrived at their decision on allocating funds; and
c. overseeing and making recommendations on the allocation of unawarded funds to the Board.

Disciplinary Committee

111 The mandate of the Committee is to investigate the allegations against directors and make recommendations to the board on the disciplinary measures in accordance with [Bylaw XI].

112 The Disciplinary Committee shall be comprised of five (5) directors as follows:

a. President (Chair of the Committee);

b. Vice-President Internal;

c. chairperson of Oversight Committee;

d. two (2) additional Directors to be appointed by the Board of Directors; and

e. General Manager (advisory with voting rights)

If there is an open investigation concerning one (1) of these members, it should be filled by Special Resolution of the Board.

113 The Committee shall meet on an as-needed basis.

114 The Committee shall have additional power and duty to hold part or all of a meeting in camera as necessary.

REGULATION II – ELECTIONS & REFERENDA

1 In this Regulation unless the context otherwise requires:

a. "Ballot" means an official ballot for use in an Election or Referendum;

b. "Candidate" means any Member who is duly nominated and accepts their nomination for a position on the Board of Directors or the Executive Committee during an Election in accordance with this Regulation;

c. "Campaigning" means the promotion of an individual who has intentions to become a Candidate or has been duly nominated as a Candidate, especially when such promotion is of a political capacity.

d. "Campaign Volunteer" means any Member that actively contributes to the candidate's campaign, including but not limited to: printing and putting up posters, assisting with tabling and assisting with social media campaigning/awareness.

e. "Committee" means the Electoral Committee unless otherwise specified as to mean the Executive or any other committee besides the Electoral Committee.

f. "CRO" means the person appointed as Chief Returning Officer in accordance with Bylaws V (29) and VIII (74) (h);

g. "DRO" means a Deputy Returning Officer appointed by the General Manager, in consultation with the CRO, to assist in the conduct of an Election or Referendum;

h. "Election" means an election to fill vacancies on the Board of Directors and/or the Executive Committee, including a by-election, as required by the Bylaws;

i. "Referendum" means a referendum of the Members held in accordance with the Bylaws and this Regulation; and

j. "Sponsorship" means the supporting or backing of a Candidate through financial, advisory, marketing, or other means of assistance.

Election and Referenda Officials

2 In addition to those powers and duties set out in Bylaw V, and subject to the requirements of the UBCSUO Bylaws and this Regulation, the CRO has the power and duty to:

a. require the Student Union to provide adequate resources for the administration of an Election or Referendum in accordance with the budget for each Election or Referendum;

b. reserve adequate space under the care and control of the Student Union in consultation with the General Manager for the purposes of conducting an Election or Referendum;

c. create or cause to be created all requisite forms necessary for the conduct of and Election or Referendum;

d. produce the Ballots or arrange for online voting;

e. Consult with the General Manager with respect to the appointment of DROs, and direct one or more DROs, as required;

f. consult at their discretion with the legal counsel for the Student Union with respect to matters pertaining to the administration of an Election or Referendum;

g. receive, initiate, and investigate all complaints from Members regarding the administration of an Election or Referendum with the General Manager and Electoral Committee;

h. address complaints and take appropriate disciplinary action against a Candidate within a 24-hour period, and 12-hour period of the last two days of election, unless the electoral committee determines that an extension is necessary to adequately complete the investigation;

i. publish on the SUO of UBC website and social media pages

j. their determinations with respect to complaints, including the reasons for the determinations;

k. prepare and propose to the Electoral Committee any additional rules and requirements for the administration of the Election or Referendum that are consistent with the Bylaws or Regulations; and

l. otherwise be responsible for the implementation of this Regulation.

3 Within twenty-one (21) days of the conclusion of any election or referendum, the CRO must submit to the Board of Directors for inclusion in the annual report of the Student Union a letter that:

a. summarizes the role of the CRO, as defined by the Bylaws and this Regulation;

b. certifies that the Elections and Referenda held since the previous annual general meeting were conducted in accordance with the Bylaws and the Regulations; and

c. restates for every Election or Referendum held since the previous annual general meeting the:

i. names of any Candidates;

ii. questions put to Referenda; and

iii. official results of the Elections and/or Referenda.

4 The board of directors shall facilitate an application process to select three outstanding candidates for DRO in a manner similar to the process for selecting the CRO.

5 Upon selecting these three candidates, the board shall provide the CRO with the applications materials from these candidates and allow the CRO to appoint the one or more candidates they believe to be best fit to serve as DROs.

6 Under the instruction of the CRO, any DRO shall assist with the supervision and administration of all elections and referenda including the conduct of voting.

Schedule of Elections and Referenda

7 Wherever possible the schedule for **General Elections** shall be as follows:

a. Nomination period will open at 8:00am PST on the first Monday in February, and will run until 4:00pm PST the Friday of the second week;

b. The All-Candidates meeting will take place on the same Friday that Nomination period ends;

c. Campaigning period will begin at 8:00am PST on the fourth Monday of February and will run until the close of voting;

d. Voting will commence at 8:00am PST on the first Monday of March, and will close at 11:59pm PST on the Wednesday of that week; and

e. Election results will be released no later than 5:00pm PST on the following Monday.

8 The CRO will determine and set out the schedule of any required By-Elections, including dates for:

a. Posting notice of vacancies;

b. The acceptance of nominations;

c. Publication of Candidate names;

d. Election forums; and

e. Voting.

9 The CRO must post vacancies and the nomination process for each Election in accordance with the electoral schedule.

10 Nominations will be accepted in accordance with the Election or By-Election schedules.

11 Following the close of nominations, the CRO must cause to be posted, in accordance with Bylaw VI, the:

a. names of the Candidates for each position;

b. schedule of the Election, including voting days; and

c. contact information for the CRO.

12 Voting shall take place in accordance with the Election or By-Election schedule.

13 At least one (1) Election forum shall be held in accordance with the Election or By-Election schedule, at a time determined by the CRO.

14 A Referendum shall coincide with regularly scheduled Elections provided that it is held within a reasonable time period after it is called for in accordance with Bylaw V (36)

15 Upon the calling of a Referendum the CRO must cause to be posted, in accordance with Bylaw VI, the:

a. question to be voted on by the Members;
b. schedule of the Referendum, including voting days; and
c. contact information of the CRO.

Candidates

16 Subject to Bylaw VII, every Member is eligible to nominate and to be nominated for candidacy in an Election. For greater certainty, Associate Members are not eligible to nominate, be nominated for candidacy, or vote in SUO Elections.

17 The nomination papers of a Member must include:

a. the Candidate's full legal name and student identification number as it appears on their University-issued student identification;
b. the name by which the Candidate is preferred or which is found on a legal document;
c. the endorsement of at least fifteen (15) Members, evidenced by their:
    i. full name and student identification number as it appears on their University-issued student identification; and
    ii. signature and the date of the nomination;
d. a declaration of acceptance of the nomination signed and dated by the Candidate; and
e. Proof of being fully vaccinated against COVID-19, with exemptions being granted by the Electoral Committee in limited circumstances, pursuant to the BC Human Rights Tribunal, and Chief Medical Health Officer. This regulation shall cease to be in effect pursuant to the rescinding of Government COVID-19 Health Orders.

18 A Member may be nominated to run for only one (1) position in an Election.

19 Incomplete nominations and nominations received after the deadline for submission of nominations shall be rejected.

Campaigns & Candidate Conduct

20 It is the responsibility of Candidates to be familiar and comply with the Regulations and Bylaws.

21 The CRO will convene a meeting following the close of nominations to review with Candidates the campaign rules and requirements set out in this Regulation and the Bylaws.

a. candidates shall be declared ineligible if they fail to attend the All-Candidates Meeting. The candidate is entirely responsible for obtaining all information provided at that meeting.

b. in situations such as but not limited to, academic conflict, work obligation or extenuating circumstances, the CRO may consider waiving the disqualification of a candidate for failure to attend the All-Candidates meeting. However, the Candidate must communicate and provide proof of a valid excuse no later than 24 hours prior to the end of nomination period. In addition, an absence is only considered valid if approved by the CRO prior to the start of the All-Candidates meeting.

22 Candidates are liable for their conduct and are responsible for the conduct of other parties who are acting under the instructions of the Candidate.

23 A candidate shall not be considered eligible to run in an election if they are elected to political office unless they resign from their political office

24 Candidates may campaign by any means except may not:

a. Campaign:
   i. in Student Union businesses and other premises except as permitted by the CRO;
   ii. in any University classroom during or immediately before a class without obtaining the prior permission of the professor;
   iii. within the proximity of the polling location as designated by the CRO;
   iv. by pooling campaign finances. Further, candidates must individually report campaign spending. Each instance of spending must be reported to the CRO within 24 hours of the expenditure occurring, with a final official report submitted within 24 hours of polls closing.
   v. using another candidates name or picture in the same graphic, poster, or video.
   vi. as a slate. Each candidate must maintain separate finances, produce unique campaign materials, present campaign platforms distinct from other candidates, refrain from endorsing another candidate in the election, or engage in any other activity which would make the candidate a slate as determined by the Electoral Committee.
   vii. while receiving or encouraging sponsorship from an outside body, including but not limited to political parties, corporations or organizations.
   viii. receiving assistance or resources in any form from a political party.
   ix. by putting up posters or advertisements, or actively campaigning anywhere that is outside of the designated UBCO campus boundaries.
   x. by manipulating their preferred name in any way that suggests that candidates are affiliated on the ballot.
   xi. while having campaign managers or volunteers that are not Members of the Students' Union.
   xii. by soliciting off-campus businesses or organizations to provide services that might be deemed to exceed the campaign-spending limit.

xiii. by soliciting endorsements from: UBC professors or administrators or; Students' Union run businesses, services or Students' Union administrators.

xiv. by using profanity on any election material. This includes any statement or imagery that suggests hatred or intolerance towards any group.

xv. by making discriminatory or defamatory statements against another candidate.

xvi. while being endorsed by any student who is an Executive or Director of the Students' Union, nor can candidates recruit these individuals to work on their campaigns;

xvii. outside of the rules of fair play as determined by the Electoral committee. Breaking the rules of fair play includes, but is not limited to, libel, slander, general sabotage of the campaigns of other candidates, misrepresentation of fact, and malicious or intentional breach of applicable regulations; or

xviii. while using campaign materials with any Students' Union logo other than the approved Students' Union Elections Logo.

b. harass or display aggressive, violent, or threatening behaviour;

c. interfere, or attempt to interfere, with the administration of the Election;

d. jeopardize, or take any action which could reasonably be expected to jeopardize, the integrity of the Election;

e. impede or interfere with the ability of another Candidate to campaign;

f. remove, replace, modify, or damage the materials of, or cause similar harm to, another Candidate;

g. provide money or items of monetary value as an incentive or any form of consideration to a Member in exchange for his or her support; and

h. otherwise act in a manner inconsistent with the University policies related to student conduct.

25 Candidates shall be responsible for the actions or violations stemming from such actions of any volunteer(s) party unless the CRO determines that they did not direct the action, and could not have reasonably foreseen that such an action would occur.

a. candidates may dissociate themselves from any person or organization who would otherwise be considered a volunteer, provided that they give immediate written notice to the CRO, and that the Committee is satisfied that the dissociation is genuine.

b. candidates shall not be held responsible for the actions of any person or organization if the candidate had previously and adequately dissociated themselves from that person or organization

c. candidates shall compile and maintain an up-to-date list of the names, phone numbers, and email addresses of all campaign volunteers. The list shall be forwarded to the CRO within 24 hours of the CRO's request.

26 Candidates may display posters and other campaign materials at the locations designated by the CRO.

27 Failing to get approval from the CRO for campaign materials that are later deemed to have violated campaign regulations will result in disqualification.

28 There shall be no campaigning by any candidate outside of the campaigning period.

29 Every Candidate shall be required to limit their campaign expenditure to a maximum of ninety dollars ($90 CAD) Canadian dollars. This shall be reimbursed by the Student Union following the conclusion of the elections, except if the candidate:

a. is disqualified;
b. voluntarily withdraws their candidacy; or
c. does not use funds solely on necessary campaign materials.

30 Candidates who spend over the campaign limit will be subject to disqualification.

Promotion of Elections and Referenda

31 The CRO shall promote awareness of Elections and Referenda among the Members, including, but not limited to, through the following means:

a. Online platforms including Social media and the Students' Union Website;

b. Posters and other print material;

c. Tabling and direct student engagement;

d. Election information forums and debates;

e. At least three (3) promotional videos

32 The CRO shall work in collaboration with the Communications Manager to establish awareness content for Social Media no later than ten (10) business days prior to the start of an election, campaigning period or referenda date.

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

34 Except as otherwise noted Referenda shall be conducted in accordance with the same manner as Elections.

Election Offences and Complaints

35 The CRO shall receive and investigate complaints and shall report their findings to the electoral committee.

36 Any Member may file a complaint in the format designated by the CRO regarding the administration of an Election or Referendum or the conduct of a Candidate.

37 Complaints must be filed within twenty-four (24) hours of the occurrence or discovery of the evidence forming the basis of the complaint.

38 A complaint must include:

a. the name and contact information of the Member submitting the complaint;
b. a description of the complaint including the relevant section or sections of this Regulation that are alleged to have been violated; and
c. all information and evidence relevant to the complaint.

Burden and Standard of Proof

39 The onus to prove the complaint is upon the complainant.

40 Any person accused of committing an Election offence shall be presumed not to have committed that offence until they are found guilty through an investigation conducted by the CRO in accordance with this Regulation.

41 Any person accused of committing an Election offence shall be permitted to be accompanied or represented by a person of his or her choice during the investigation of a complaint.

42 A person accused of committing an Election offence must be:

a. provided with a copy of the complaint including all of the evidence supporting the complaint;
b. made aware of the procedure for investigating complaints set out in this Regulation; and
c. permitted to respond in writing to the accusations made against them.

43 The CRO must make every reasonable effort to meet with a candidate over the course of the investigation before rendering a decision on a complaint or disqualification.

a. at least one other member of the Electoral Committee must also be present at this meeting; and
b. this meeting shall be recorded.

44 The CRO shall provide a signed, clearly articulated copy of the decision on the complaint to the electoral committee, complainant, and respondent prior to it being released publicly.

45 The candidate(s) may appeal the ruling of the electoral committee using the guidelines outlined under the sub-section below entitled "Appeals".

Investigation of Complaints

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

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

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

49 Upon the conclusion of an investigation of a complaint relating to the administration of an Election or Referendum or the conduct of a candidate, if the CRO along with General Manager decides that the complaint is valid, the CRO must also determine whether the integrity or result of the Election or Referendum has been materially affected. If the CRO decides that the integrity or result of the Election or Referendum has been materially affected, the CRO must determine whether all or part of the Election or Referendum is invalid.

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

Appeals

51 If a candidate wishes to appeal any ruling of the CRO, the appeal must be issued in writing to the electoral committee within 12 hours of said ruling; all appeals must be signed by the candidate.

52 Time limits for the appeals process can be extended, but not reduced, at the discretion of the CRO or the electoral committee.

53 The decision of the electoral committee on the appeal is final and may not be contested.

54 The election results will not be considered official nor may they be announced to the public until rulings are made on all outstanding appeals.

55 If an appeal would reverse the disqualification of a candidate after said candidate's name has been removed from any active ballots, the electoral committee shall acknowledge that if the appeal is successful a revote must be conducted for the position in dispute, ensuring that the reinstated candidate's name appears on the ballot for the entire duration of the revote. This shall not apply if a candidate's disqualification is reversed prior to the beginning of voting, so long as their name appears on all ballots used in the election.

Candidate Misconduct

56 A Candidate shall be disqualified from an Election if they are found to have committed either:

a. three (3) separate Minor Offences; or
b. one (1) Major Offence.

57 A Candidate is guilty of a Minor Offence if they willingly violate any provision of this regulation that does not result in the integrity of the Election being materially compromised or result in serious harm or undue disadvantage to another Candidate.

58 A Candidate is guilty of a Major Offence if they willingly commit, or attempt to commit, any act which a reasonable person exercising an ordinary standard of care would have known was likely to:

a. materially compromise the integrity of the Election;
b. result in serious harm or undue disadvantage to another Candidate; or
c. constitute two minor violations that occur within the last twenty-four (24) hours of the campaign period.

59 Penalties for violating minor offences shall include but not be limited to:

a. 24-hour suspension of a candidate's campaign for each offence; and/or
b. a written apology which may either be directed to a specific person/organization or made known to Members of the Student Union.

60 Elections may be considered null if:

a. a candidate commits a Major Violation during the voting period; or
b. the Electoral Committee deems the integrity of the election to be compromised.

REGULATION III – FINANCE

1 In this Regulation, unless the context otherwise requires:

a. "Bonds" means a fixed income instrument that represents a loan made by an investor to a borrower;

b. "Commercial paper" means an unsecured, short-term debt instrument issued by a corporation, typically for the financing of accounts payable and inventories and meeting short-term liabilities;

c. "Custodian" means an individual who will physically maintain possession of investments owned by the Student Union, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. May also perform regular accounting of all assets owned, purchased or sold;

d. "ESG" means environmental, social and governance;

e. "Investment" means any investment of funds permitted by Bylaw XII ;

f. "Investment Manager" means an individual who has discretion to purchase, sell, or hold the specific investment vehicles authorized by the finance committee to meet the Student Union's investment objectives;

g. "Moody's" means the bond credit rating business of Moody's Corporation, representing the company's traditional line of business and its historical name;

h. "Money Market Mutual Funds" means a kind of mutual fund that invests only in highly liquid instruments such as cash, cash equivalent securities, and high credit rating debt-based securities with a short-term, maturity—less than 13 months;

i. "Notes" means is a legal document that serves as an IOU from a borrower to a creditor or to an investor;

j. "Signing Officer" means a person who is designated by Bylaw XII (99) to serve as a signing officer of the Student Union; and

k. "Standard & Poor's" means is a leading index provider and data source of independent credit ratings.

l. "Credit card" refers to a credit card issued by an authorized credit card association existing for the purpose of obtaining money on credit for auditable Student Union expenses.

m. "Credit card association" means (i) Visa; (ii) MasterCard; (iii) American Express Travel Related Services Company; (iv) any other organization or association that hereafter contracts to authorize, capture and settled transactions effected with Credit Cards issued or sponsored by such organization or association and any successor organization or association to any of the foregoing.

n. "card-holder" shall refer to permanent Student Union staff member approved to be issued with the organization credit card.

Budget

2 The Vice President Finance and Administration, in consultation with the Finance Committee, shall draft the budget for consideration by the Board of Directors by May 31st of each year.

3 The Executive Committee, on the advice of the Vice President Finance and Administration and General Manager, shall recommend the budget for adoption by the Board of Directors by June 30th of each year.

4 Pursuant to Bylaw VIII (74)(e), the Board of Directors must adopt the budget on or before July 31st of each year.

5 The budget must:

a. reasonably project revenues and expenditures; and
b. designate who is responsible for oversight of each line item.

6 The Board may amend the budget at any time by Two-Thirds Resolution.

7 Budgeted amounts may be reallocated by up to ten percent (10%) by resolution of the Executive Committee provided that there is no net increase to the budget.

Disbursement of Funds

8 Non-budgeted expenses up to and including ten thousand dollars ($10,000) must be approved by the person responsible for the relevant line item.

9 Non-budgeted expenses greater than ten thousand dollars ($10,000) but less than twenty-five thousand dollars ($25,000) must be approved by the Executive Committee.

10 The Board of Directors must approve all non-budgeted expenses equal to or greater than twenty-five thousand dollars ($25,000).

11 Signing Officers may sign-off on payments if they are reasonably satisfied, upon the inspection of supporting documentation, that the disbursement is valid and duly authorized in accordance with this Regulation.

12 Pursuant to Bylaw XII (99), payments must be signed by two Signing Officers.

13 Signing Officers must not request or sign-off on payments made payable to themselves, or in any other cases where there could reasonably appear to be a conflict of interest.

14 Pursuant to Bylaw XII (100), the General Manager shall oversee the issuance of all cheques.

Investments

15 The Finance Committee shall oversee the Investments of the Student Union.

16 The Finance Committee has authorization to delegate certain responsibilities to professional experts in various fields. This includes, but is not limited to, the following:

a. Investment Manager;
b. Custodian; or
c. Additional specialists such as attorneys, auditors and others who may be employed by the Student Union to assist in meeting its responsibilities and obligations to administer investment assets prudently.

17 As a responsible owner, the Student Union, will regularly engage and collaborate with its active investment managers on matters related to environmental, social and governance (ESG) risks and opportunities. Specifically, the Student Union will:

a. integrate the consideration of ESG factors into the investment process as an additional criterion in the selection and ongoing monitoring of active investment managers;
b. regularly review and track the engagement of active investment managers with their investee companies and their proxy voting records on ESG related issues;
c. obtain and evaluate annual disclosure from all active investment managers on how ESG factors are incorporated into their investment decision making processes;
d. collaborate with other institutional investors and industry associations on ESG matters where appropriate; and
e. disclose and publish a detailed listing of its investments annually, and report on ESG matters in the Finance Committee's annual report.

Asset Quality and Allocation

18 The quality rating of fixed-income securities, bonds and notes, must be "A" or better, as rated by Standard & Poor's or Moody's. The portfolio may consist of only traditional principal and interest obligations with maturities of seven years or less.

19 The quality of commercial paper must be A-1, as rated by Standard & Poor's, and/or P-1, as rated by Moody's, or better. The assets of any money market mutual funds must comply with this standard and/or quality provisions for fixed-income securities.

20 Prohibited investments includes, but are not limited to, the following:

a. commodities and futures contracts;
b. private placements;
c. options; and
d. non-registered securities.

21 Subject to market conditions, donated securities will generally be sold immediately upon receipt by the Student Union. Where it is advantageous to do so, and subject to the constraints of this policy, UBCSUO may hold these securities internally

22 Rebalancing of the portfolio's strategic asset allocation shall be adopted as a risk-management strategy. Once an asset allocation is implemented that matches the portfolio's risk tolerance, rebalancing approximately semi-annually, when necessary, should allow the maintenance of risk exposure at an appropriate level. Investment managers must consult with the UBCSUO before rebalancing.

23 The investment manager will maintain reasonable diversification at all times. They may not allow the investments in equity securities of any one company to exceed 10 percent of the portfolio or the total securities position (debt and equity) in any one company to exceed 10 percent of the portfolio. Reasonable sector allocations and diversification must also be maintained. No more than 25 percent of the portfolio may be invested in the securities of any one sector.

Asset Quality and Allocation

24 The funds of the UBCSUO may be invested as Investments, provided that sufficient cash, or cash equivalents, are held to ensure sufficient operating liquidity throughout the fiscal year.

25 To accomplish the organization's investment objectives, based on its time horizon, risk tolerances, performance expectations, and asset class preferences, an optimal portfolio was identified. The investment manager is authorized to utilize portfolios with the following strategic asset allocations.

Asset Class	Lower Limit	Strategic Allocations	Upper Limit
Canadian Bond	0%	18%	70%
Global Bond	0%	45%	90%
Canadian Equity	0%	6%	30%
Global Equity	0%	18%	30%
High Yield	0%	13%	60%
Cash	0%	0%	20%

Reporting Requirements

26 Quarterly - The investment manager shall provide the Finance Committee with detailed information about asset allocation, investment performance, future strategies, and other matters of interest.

27 Annually - The investment manager will provide an annual summary of all transactions in each fiscal year, together with a report of investment performance for the year by portfolio,

to the Board. Investment objectives will be reviewed to confirm that they are in line with goals and objectives contained herein.

Review of Performance and Policy

28 The Finance Committee shall meet at least once annually with the investment manager to review the results of the investment portfolio to determine whether the performance benchmarks have been met. At this meeting, the Finance Committee will decide if they would like to reappoint the investment manager for the following year.

29 The investment policy in Regulation III - Finance shall be reviewed at least two years by the Board.

Student Association Grants

30 Student Associations may apply in writing to the Student Union for financial or other extraordinary support in accordance with this Regulation.

31 The Student Association Funding Committee shall consider and approve Student Association and club funding requests of up to and including two thousand dollars ($2,000).

32 The Board of Directors shall consider and approve Student Association and club funding requests over two thousand dollars ($2,000).

Audit & Financial Statements

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

34 The audited financial statements, upon their approval by the Board of Directors, shall be published on the Student Union website for inspection by the Members and Associate Members.

Credit Cards

35 The intended use of a business credit card is to limit and reduce cash reimbursements and cash transactions for out-of-pocket expenses, and the use of cheques.

36 A credit card can be issued to two (2) permanent Students' Union staff members withstanding clause thirty-seven (37) of these regulations and in accordance with procedures established by the Finance Manager and the Executive Committee in consultation with the General Manager.

37 All Directors including ex-officio members on the Board of Directors are prohibited from being issued, being in possession of, or using the Students Union credit card.

38 The Students' Union permanent staff member issued the Students Union credit card shall be subjected to the following:

a. Providing the requested personal information at the time of issuance;

b. Ensuring the proper safekeeping and appropriate use of the card;

c. Refraining from giving the card to another individual;

d. Supplying receipts and explanations for all credit card transactions;

e. Monthly review of transactions through issuing banks online portal and if applicable, immediately following up with the credit card association on any questionable transactions; and

f. Being responsible for all transactions that go through the credit card under their name and thus must retain all receipts for audit purposes;

39 All credit card transactions must be pre-approved expenses pertaining to within the Students' Union annual budget.

40 Failure to submit a receipt without reasonable cause may result in disciplinary action such as, but not limited to, the cardholder being personally liable for the expense.

41 Not withstanding Regulation Forty (40), if a receipt has been lost or misplaced, the cardholder must explain through written submission to the VP Finance and Finance Manager the purpose of the transaction for which the receipt has gone missing and explanation for the missing receipt. The mention submission shall require approval from the General Manager which indicated through their signature.

42 Any use of the credit card for expenses of a personal nature will result in disciplinary action as deemed by the Board of Directors.

43 If the cardholder is found to have misused the credit card for unauthorized transactions such as, but not limited to, the following, they will be legally liable for the expenses:

a. Expenses of a personal nature;

b. Expenses made without pre-approval from the General Manager;

c. Expenses not pertaining to official Students' Union business, its activities and any of its sub-organizations such as Student Associations; and

d. Illegal drugs, paraphernalia, or other prohibited items listed under the Code of Conduct of this regulation

44 If the cardholder loses the credit card, they may be subject to disciplinary action as deemed by the Board of Directors.

45 The Finance Manager shall oversee the following:

a. Reviewing all credit card transactions on a monthly basis;

b. Reviewing and providing recommendations to the Board of Directors in all cases of credit card misuse, including those resulting in disciplinary action; and

c. Verifying authorized transactions and scheduling payment in accordance with the terms of the credit card contract.

46 The VP Finance with the recommendation of the Finance Manager may cancel a credit card at any time provided advance notice is given to the Executive Committee.

47 If any Director, Staff member or the cardholder are found to be in violation of this regulation, the Office of the VP Finance may on a first violation issue a warning.

48 If any Director, Staff member or the cardholder are found to be in violation of this regulation, the Office of the VP Finance may on a second violation suspend a credit card for up to three (3) months.

49 If any Director, Staff member or the cardholder are found to be in violation of this regulation, the Office of the VP Finance may on a third violation suspend a credit card for up to six (6) months.

50 For major offence violations involving expense sums greater than hundred and fifty dollars ($150.00 CAD), there may be an investigation by the Finance Committee with recommended disciplinary action to the Board of Directors.

51 Any Student Union credit card shall remain secured on the Students' Union premise unless otherwise pre-authorized by the General Manager.

REGULATION IV - GOVERNANCE

1 In this Regulation, unless the context otherwise requires:

a. "Professional Misconduct" means behavior by an elected official which may damage the reputation of the Student Union, including: verbal, physical, sexual, or emotional abuse; breach of federal, provincial, or municipal law; misappropriation of Student Union resources or private property; falsification of records; acting upon Conflicts of Interest or Potential Conflicts of Interest; publication or encouragement of publication of information which is false, fraudulent, deceptive, misleading, or in violation of Student Union policy.

b. "Reprimand" means a formal, publicly released written statement of disapproval by the Board of Directors specifying the nature of a complaint and the reason it was determined valid.

c. "Warning" means a written notice issued by the Board of Directors that an Executive's conduct is not appropriate and could result in further consequences.

Directors and Executive Committee Directors

2 The Student Union shall insure and indemnify every Director for liabilities arising from their service, provided that their actions are in accordance with the Society Act of British Columbia and the Bylaws and Regulations.

3 Certificates of insurance shall be made available to Directors upon request.

4 The Executive Committee shall complete a Human Resources training and Labour Relations training within three (3) months of assuming office. Further, the President must complete ongoing training, pursuant to Bylaw X:1(h), once in September, and January respectively. This training must be organized by the General Manager of the SUO.

5 Pursuant to the Bylaws, Executive Committee Directors shall be bonded in the amount of twenty-five thousand dollars ($25,000).

6 In the fulfillment of their responsibilities, Executive Committee Directors are required to dedicate a minimum of fifty (50) hours every two weeks throughout the year to their duties as set out under the Bylaws and Regulations.

7 Of these fifty (50) hours, Executive Directors must be in the Student Union office at least three (3) days and fifteen (15) hours per week, and this must be during typical office hours. Of these fifteen (15) hours, Executive Committee Directors must schedule, post notice, and be available for student appointments for at least five (5) hours per week on average, except during the months of May, June, July and examination periods of December and April, wherein drop-in hours shall be flexible and subject to student requests.

8 Executive Directors working remotely are required to have consistent and reliable internet access, be able to attend all meetings and contribute in their full capacity, be in compliance

with all regulations relating to required hours, and be consistently available during standard SUO operating hours.

9 Executive Directors are entitled to the following time off with pay:

a. Winter Term 1 Reading Break, two (2) days;
b. SUO Office Christmas Closure;
c. Winter Term 2 Break, five (5) days; and
d. Ten (10) additional paid vacation days to use at their discretion over the course of their term.

10 If necessary, Executive Directors may opt to take ten (10) UNPAID additional days off over the course of their term of office. These unpaid days ma be used in combination with paid vacation periods to allow for longer absences.

11 Absences or time off requirements in excess of those mentioned above will be in the form of an unpaid Leave of Absence, which must be approved by the Board of Directors.

12 Executive Directors must notify the Oversight Committee of their intent to use any paid or unpaid days off. The Oversight Committee shall approve the executive's request, unless, the days off fall under any black-out periods, or the executive has used up all their allotted days off.

13 Executive Directors are required to be in office and may not take vacation or leaves of absence during the following black-out periods:

a. May; and
b. The last two weeks of August and the month of September.

14 In addition to the above regulation thirteen (13) the Vice President of Finance and Administration is required to be in the office and may not take a leave of absence during the months of June and July.

15 Notwithstanding regulation thirteen (13) and fourteen (14) Executive Directors may request, and the Oversight Committee consider, leaves of absence during black-out periods due to extenuating circumstances.

16 Each Executive Committee Director must provide reports as required in these regulations. These reports must include all significant information which may affect the Student Union's operations or membership.

17 Pay shall automatically be withheld at a rate of twenty-five dollars ($25.00) per day to a maximum reduction of the value of one complete pay period when a report or document is found to be late or incomplete.

18 Pay will automatically be withheld at a rate of hundred dollars ($100.00) a day with maximum reduction of the value of one complete pay period where a Transition report is late and withhold all pay until the report is submitted.

19 In cases where a report is late due to extenuating circumstances an Executive Director may appeal to the Chair of the Oversight Committee no later than twenty-four (24) hours of the missed due date, the chair has the discretion to waive the automatic reduction of pay.

20 The above reports are to be included as a standing agenda Item at each Board of Directors meeting for review and approval.

21 Each Executive Committee Director must provide a Progress Report to the Oversight Committee on the status of their Executive Goals to the Board of Directors.

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

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

24 The President, or person designated by the President, shall chair meetings of the Board of Directors

25 Subject to approval by the Board of Directors at the beginning of each meeting, the President, or their designate may:

a. determine the format of the Agenda; and
b. prioritize the business of meetings of the Board of Directors.

26 At least seventy-two (72) hours in advance of a meeting of the Board of Directors, the agenda shall be:

a. distributed electronically to every Director;
b. posted on the Student Union website; and
c. published in a prominent location on or about the Student Union office.

27 Any Director may require an item to be placed on the agenda for a meeting of the Board of Directors, provided that it is:

a. Received by the President or their designate at least five (5) days in advance of the meeting, whether electronically or in writing;
b. endorsed by two other Directors; and
c. relevant to the business of the Student Union, as determined by the President or their designate.

28 If within thirty (30) minutes from the time appointed for a meeting of the Board of Directors, a quorum is not present at or above 50 percent of all Members, the minutes shall reflect those in attendance and the meeting shall be adjourned.

29 Meetings of the Board of Directors shall not normally exceed three (3) hours in duration except if extended by Resolution.

30 Meetings of the Board of Directors shall adjourn at or before 10:00PM except if extended by Resolution.

31 Minutes of meetings of the Board of Directors shall be taken and approved at the next meeting of the Board of Directors.

32 Minutes of meetings of the Board of Directors shall reflect the general nature of the business to be discussed *in camera*, but not disclose the content of the discussion or any confidential or privileged information.

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

34 All resolutions of the Board and the Executive Committee must be approved during open (public) meetings. Resolutions shall not be voted on, or approved during in-camera (closed) sessions.

Director and Executive Honoraria

35 Pursuant to Bylaw VII (73), every Director shall receive a base honorarium of $155 per month. This shall be known as the base honorarium and shall be paid monthly. The base amounts of honorarium shall be automatically adjusted on May 1st to match the Consumer Price Index as measured by Statistics Canada, using 2014 as the base year.

36 Director base honoraria shall be determined as follows:

a. $50 flat fee for attendance at the monthly board meetings; and
b. remainder based upon a report of participation and engagement in Students' Union general work and activities.

37 Director honoraria shall be approved by the executive committee based on the engagement and participation of the director reflected in their monthly report.

38 Pursuant to Bylaw X (92), every Executive shall be paid an honorarium.

39 Each Executive Director shall receive a base honorarium in the amount of $1000 bi-weekly. The base amounts of honorarium shall be automatically adjusted on May 1st to match the Consumer Price Index as measured by Statistics Canada, using 2021 as the base year.

40 Executive directors shall submit an SUO Executive Monthly report indicating the amount of work they have done in that month to the Oversight Committee. If the report is not submitted, there is a grace period of forty-eight (48) hours, and if the report fails to be submitted within the grace period, the honorarium for the following month shall be suspended. Honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union. Under extreme circumstances, this grace period can be negotiated and it should be communicated with the general manager and the oversight committee who would decide the extent of the emergency, and whether action should be taken or not, and honorarium be thusly suspended.

41 Directors shall submit a monthly report indicating the amount of work they have done in that month to the General Manager for approval from the Executive committee. If the report is not submitted, there is a grace period of forty-eight (48) hours, and if the report fails to be submitted within the grace period, the honorarium for the previous month shall be suspended. However, directors will still receive $50 flat fee for attending the monthly board meetings. Honoraria shall be paid in accordance with the payroll schedule for employees of the Student Union. Under extreme circumstances, this grace period can be negotiated, and it should be communicated with the general manager and the executive committee who would decide the extent of the emergency, and whether action should be taken or not, and honorarium be thusly suspended.

42 Subject to the requirements of Bylaw VII (73), the base amounts of honoraria may be amended by the Board of Directors by Resolution.

43 Subject to the requirements of Bylaw X (92), the base amounts of the Executive Director honoraria may be amended by the Board of Directors by Resolution provided that the new amount:

a. reflects the responsibilities and time commitments of Executive Directors; and
b. reasonably ensures that Members are able to serve as Executive Directors without enduring financial hardship.

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

Executive Accountability/Disciplinary Process

45 The Oversight Committee may recommend disciplinary measures of Executive Directors to the Board of Directors on the following grounds:

a. Failing to adequately fulfill one's duties and responsibilities as outlined in Student Union policy, including working required hours as outlined under Sections 5 and 6 of this Regulation;
b. Failing to adhere to the Code of Conduct or any other portion of Student Union Policy;
c. Engaging in professional misconduct when acting or perceived to be acting as representatives of the Student Union;

d. Failing to disclose a Conflict of Interest;

e. Failing to respect confidentiality including but not limited to in-camera discussions and human resource issues;

f. Inappropriately using one's position for personal gain;

g. Engaging in willful deceit such as but not limited to knowingly making misleading or false statements to the Board and/or Oversight Committee; or

h. If a complaint brought forward by any Member of the SUO to the Committee has been sustained and warrants disciplinary action

i. Failing to respond to official Oversight Committee communications and requests

46 Where an executive acts in a manner outside the Code of Conduct or fails more than once (1) to submit required reports on time, to the Oversight Committee may issue a warning to Indicate that further consequences could occur.

47 All complaints shall be brought forward to the Oversight Committee Chair

48 Complaints must include all evidence for the basis of the complaint. It is the responsibility of the complainant to provide sufficient evidence for an investigation to begin.

49 The Oversight Committee shall investigate all complaints pursuant to the following guidelines:

a. The Committee shall make every effort to resolve complaints in a manner that encourages cooperation, is fair to all parties, and is in the best interests of the SUO.

b. The Oversight Committee shall meet with all relevant parties prior to rendering a decision.

c. The Oversight Committee shall meet at least twice to discuss any complaint deemed legitimate.

d. The Oversight Committee shall keep fulsome records of every complaint and investigation.

50 A complaint may be established as frivolous or vexatious at the discretion of the Oversight Committee. Such complaints shall not be made, and repeated violations may lead to disciplinary action.

51 The Oversight Committee shall dismiss any complaint that:

a. Does not violate SUO Regulations or Bylaws

b. Is deemed to be frivolous or vexatious

c. Lacks sufficient evidence for an investigation to begin

d. Lacks sufficient merit

52 Notwithstanding Section 52, and in accordance with Section 49, the Oversight Committee may dismiss complaints at its discretion.

53 Anyone who submits two or more complaints that have been dismissed under Sections 49 and 50, shall be barred from making further complaints to the Oversight Committee. The Oversight Committee Chair and General Manager, may, at their discretion, overrule this regulation and allow subsequent complaints to be submitted. The Oversight Committee shall be informed of all decisions made.

54 The Oversight Committee shall investigate all complaints not subject to Sections 49, 50 and 51, pursuant to the following guidelines:

a. The Committee shall make every effort to resolve complaints in a manner that encourages cooperation, is fair to all parties, and is in the best interests of the SUO.

b. The Oversight Committee shall meet with all relevant parties prior to rendering a decision.

c. The Oversight Committee shall meet at least twice to discuss any complaint deemed legitimate.

d. The Oversight Committee shall keep fulsome records of every complaint and investigation.

55 The Oversight Committee may recommend, to the Board of Directors approve, any of the following sanctions on Executive Directors who have engaged in behaviors outlined in Section 43 of this Regulation:

a. Issuance of a Reprimand;
b. Reduction of pay or hours
c. Reduction or suspension of compensation;
d. Temporary or permanent revocation of powers and privileges; or
e. A move for impeachment.

56 The Oversight Committee shall be responsible for judging the performance of Executive Directors. The Oversight Committee is required to solicit evidence to facilitate fair judgement, including consideration of:

a. Timesheets and Executive reports;
b. Review of any complaints filed; and
c. When deemed necessary, input from any executives, directors, or staff members.

Correspondence

57 Correspondence to and from the Board of Directors and Executive Committee shall normally be received and sent by the President on behalf of the Executive Committee.

58 Outgoing correspondence shall normally be prepared by the Executive Committee Director most responsible for the matter.

59 Media releases shall be prepared by or under the supervision of the Vice President External and approved by the Executive Committee.

Contracts

60 The Executive Committee may, from time to time, enter into contracts in the name of the Student Union, provided that the amount has been budgeted for and the contract does not exceed fifty thousand dollars ($50,000) in value.

61 The Board of Directors may approve by Resolution and on the advice of the Executive Committee any contract equal to or greater than fifty thousand dollars ($50,000) in value.

62 Notwithstanding anything to the contrary, the General Manager may negotiate and enter into employment contracts on behalf of the Student Union, in consultation with the Executive Committee, from time to time.

63 Duly approved contracts shall be executed by two Signing Officers.

Human Resources

64 Pursuant to Bylaw X (87) (h), the Executive Committee shall oversee the General Manager.

65 The President, in consultation with the Executive Committee, shall oversee the human resources of the Student Union through the General Manager.

66 Every Director and Member shall direct any opinion or concern regarding:

a. an employee or the human resources of the Student Union to any member of the Executive Committee or the General Manager; or
b. the General Manager to the Executive Committee.

REGULATION V - POLITICAL POLICIES

1 In this Regulation, unless the context otherwise requires:

a. "External Communication" means any form of communication with any person or organization, except among the Student Union and its employees and Directors;

b. "Political Policy" means an official political position held by the Student Union established in accordance with this Regulation; and

c. "Spokesperson" means any person, including a Director or employee of the Student Union, who is authorized to make statements on behalf of the Student Union.

2 The purpose of Political Policies is to assert and communicate the thoughts, opinions, and beliefs of the Student Union.

3 The official political positions reflected as Political Policies shall be the official position of the Student Union for the purposes of External Communications.

4 The Board of Directors may, from time to time, adopt political positions that are not expressed in the form of a Political Policy

<u>Establishment of Political Policies</u>

5 Political Policies may be adopted by Two-thirds Resolution of the Directors.

6 Political Policies may be amended, renewed, or repealed at any time by a Two-thirds Resolution of the Directors.

7 Political Policies shall expire three (3) years after their adoption

8 Political Policies must contain:

a. a statement describing the subject of the Political Policy; and

b. the official political position of the Student Union regarding the subject of the Political Policy.

9 The subject of a Political Policy may be any matter:

a. consistent with the purposes of the Student Union as set out under the Constitution, and;

b. relevant to the interest of the Members in their capacity as University students.

10 The policy statement should be written such that it:

a. is clear and concise;
b. can be read and easily understood by the Members; and
c. sets out the desired action or expectations about the subject.
d. The Spokesperson must faithfully represent the views expressed in Political Policies in all means of External Communication.

11 In the absence of a Political Policy or other Resolution the President shall represent the opinions of the Members on a given matter to the best of his or her ability.

12 The President shall be the Spokesperson of the Student Union with respect to the opinions of the Student Union.

13 The Vice-President External shall be a Spokesperson of the Student Union:

a. in cooperation with the President, as required by Bylaw X (87)(i) in the performance of their duties; and
b. in the absence or incapacity of the President.

14 A Spokesperson may be appointed, from time to time, by a Two-thirds Resolution of the Board of Directors in order to represent the views of the Student Union on a specific matter.

REGULATION VI – PRIVACY

1 In this Regulation, unless the context otherwise requires:

a. "Employee Personal Information" means employment-related personal information about an individual that is collected, used or disclosed solely for the purposes reasonably required in an employment relationship between an organization and an individual;

b. "Express Consent" is written or verbal consent obtained through notifying an individual how and why their Personal Information is being collected and that individual willingly agreeing to this action;

c. "Implied Consent" is written or verbal consent in which notification of collection and use is not needed, because the purpose of collecting this Personal Information should be obvious to a reasonable person;

d. "Information Sharing Agreement" is a contract which outlines the terms and conditions for sharing Personal Information in accordance with PIPA;

e. "Opt-out Consent" is the same as Express Consent with the additional stipulation that the individual shall be given the option not to participate by un-checking an agreement box;

f. "Personal Information" means any information about an identifiable individual and includes Employee Personal Information but does not include contact or work product information;

g. "PIPA" means the Personal Information Protection Act of British Columbia; and

h. "Privacy Officer" means the employee appointed to ensure that the Student Union is in compliance with PIPA.

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

Privacy Officer

3 If the Student Union does not have an individual appointed as Privacy Officer, the Board of Directors shall appoint a staff member to fill this vacancy.

4 The Privacy Officer shall be responsible for:

a. Creating a Privacy Management Program for the Student Union;

b. With cooperation from the General Manager, implementing the Privacy Management Program for the Student Union;

c. Facilitating a privacy training program for Student Union staff and, on an annual basis, the incoming Executive Committee;

d. Representing the Student Union on all privacy-related matters;

e. Ensuring there are proper reporting mechanisms in place to monitor that the Privacy Management Program is functioning effectively;

f. Developing and maintaining a Personal Information Inventory which records the type, use, and sensitivity of Personal Information the Student Union collects;
g. Submit a report to the policy committee on an annual basis on recommended changes to this Regulation and related policies in the procedural manual;
h. Fostering an overall culture of privacy within the Student Union; and
i. Any additional duties assigned to them in this Regulation or by PIPA.

5 The Student Union shall provide the contact information of their privacy officer on their website and any social media accounts and shall make this information clear and easily accessible.

6 The Privacy Officer must be aware of all provisions of both PIPA and this Privacy Policy and understand their duty to carry out all responsibilities designated to them in all parts of this Privacy Policy.

Collection and Use of Personal Information

7 Subject to this Regulation and compliance with PIPA, types of Personal Information collected by the Student Union shall include:

a. Names;
b. Addresses;
c. Social Insurance Numbers;
d. Birth dates;
e. Email addresses;
f. Personal bank account information;
g. Personal phone numbers; and
h. Signatures.

8 Subject to this Regulation and compliance with PIPA, uses of Personal Information collected by the Student Union shall include but not be limited to:

a. Employee records;
b. Volunteer signup;
c. Opt-out information;
d. Online event registration;
e. Providing information about Student Union elections;
f. Advocacy-related projects; and
g. Job application information.

9 The Student Union shall only collect and use Personal Information to the extent that a reasonable person would deem necessary to fulfill the specific purpose for which it is being collected and used.

10 The Student Union may not collect or use the Personal Information of any individual whose Personal Information isn't relevant to the specific purpose of collection or use.

11 The Student Union shall require either Express Consent or Implied Consent when collecting and using Personal Information and may only use Opt-Out Consent as a last resort, in accordance with PIPA.

12 The Student Union shall notify an individual each time their Personal Information is being collected or used for a new purpose, and an individual may withdraw their consent to having their Personal Information collected or used at any time.

a. The Student Union must notify individuals of the collection of their Personal Information at the time the collection occurs.

13 The Student Union may collect or use Employee Personal Information without consent if a reasonable person would deem it necessary to establish, manage, or terminate an employment relationship.

Consent

14 In accordance with PIPA, consent cannot be considered Implied Consent unless it was voluntarily given by the individual for the implicit purpose.

15 The Student Union must provide individuals enough information to allow them to make an informed decision when they must choose whether to give Express Consent.

16 Deceptive, false, or misleading practices used to collect Personal Information are not legitimate means of obtaining consent.

17 The Student Union may only collect, use, or disclose Personal Information with the consent of a source other than the owner of this Personal Information if:

a. It is clearly in the interests of the individual and consent cannot be obtained in a timely way;
b. The Personal Information is necessary for medical treatment and the individual is unable to give consent;
c. The Personal Information is collected visually at a public performance, sports meet or similar event that the individual voluntarily attends;
d. The information is used to decide if an individual is suitable for an honour, award or other similar benefit;
e. The information is necessary to collect or pay a debt owed to or by the Student Union; or
f. It is required by law.

18 The Student Union is required to provide an easily accessible, up-to-date copy of this privacy policy on their website due to recognition that all Members should be aware of their right to consent.

Disclosure of Personal Information

19 The Student Union shall only disclose Personal Information to the extent that a reasonable person would deem acceptable in the specific circumstance and when deemed necessary.

20 The Student Union shall require either Express Consent or Implied Consent when disclosing Personal Information and may only use Opt-Out Consent as a last resort, in accordance with PIPA.

21 The Student Union may disclose Employee Personal Information without consent if a reasonable person would deem it necessary to establish, manage, or terminate an employment relationship.

22 If a Board or staff member of the Student Union is unsure whether they have the authority to disclose Personal Information under PIPA, they shall consult the Privacy Officer before releasing any such information.

23 The Privacy Officer and Vice-President External shall be responsible for ensuring an Information Sharing Agreement is prepared and agreed upon for all intended exchanges of Personal Information between the Student Union and an external party. This Agreement must establish:

a. The roles and responsibilities for each party;
b. When and how the sharing of Personal Information may occur;
c. Limits on use and disclosure of Personal Information;
d. Required safeguards;
e. How and when Personal Information shall be returned or destroyed;
f. The processes for all parties to report and manage any suspected breaches; and
g. How each party will monitor compliance with the Information Sharing Agreement.

Retention of Personal Information and Personal Information Inventory

24 For greater certainty, the Personal Information Inventory shall not contain the actual Personal Information collected by the Student Union.

25 The Personal Information Inventory shall only be accessible to the Privacy Officer and Finance Manager, and all other individuals must go through the Privacy Officer to obtain any of its contents.

26 The Privacy Officer must make a reasonable effort to ensure Personal Information is accurate and complete, and on an annual basis shall:

a. Review and update the Personal Information Inventory;
b. Review and provide recommendations to this Regulation and related policies;
c. Assess risks to security of Personal Information and evaluate whether security controls are functioning effectively;

d. Propose revisions to security controls if they are not functioning effectively; and

e. Review the privacy management training program to see if it is still current, ensuring all staff and executives have participated in training *before* accessing Personal Information.

27 The Personal Information Inventory shall specify the sensitivity of the Personal Information collected by the Student Union, and therefore the stringency with which this information must be secured.

28 The Personal Information Inventory shall also specify who Personal Information may be collected from, why it is collected, and where it is stored.

Destruction of Personal Information

29 As per PIPA, Personal Information must be destroyed or anonymized as soon as it is no longer needed for any legal or business reasons.

30 The Privacy Officer shall redact all additional Personal Information collected which is not relevant to the purpose of collection.

31 The Privacy Officer shall purge all Personal Information maintained by the Student Union no longer needed in the months of April and December each year.

32 If Personal Information is used to make a decision about an individual, it must be kept for a full year in accordance with PIPA so that the individual can request access to their Personal Information after the decision has been made.

Protection of Personal Information

33 Any Student Union Board or staff member who deems it necessary to access Personal Information to fulfill a specific purpose related to the duties of their position must go through the Privacy Officer to gain access to this information.

34 The Privacy Officer may refuse access to Personal Information for any individual if the Privacy Officer determines that providing them with access to this information would be in violation of PIPA.

35 If the Board of Directors believes that a specific scenario in which granting an individual access to Personal Information is in line with PIPA and necessary to accomplish a specific purpose of the Student Union, they may overrule the Privacy Officer by two-thirds (2/3) vote.

36 In coordination with the Privacy Officer, the Vice-President External shall communicate on an annual basis to all external service providers or contractors who receive Personal Information from the Student Union its expectation on the privacy and security of the Personal Information of its Members in accordance with the relevant Information Sharing Agreement.

37 Any complaints received about the Student Union's management of Personal Information shall be directed to the Privacy Officer, who has a fiduciary duty to investigate and determine the legitimacy of these complaints and how they shall best be addressed.

38 The detailed process for the investigation and addressing of complaints regarding Personal Information shall be specified in the procedural manual and in the Privacy Management Program.

39 If the Privacy Officer believes a complaint has been substantiated, they shall determine and implement necessary revisions to the Privacy Management Program to better meet the Student Union's obligations to PIPA and to avoid similar occurrences in the future.

40 The protocol for breaches to the security of Personal Information possessed by the Student Union shall be specified in the procedural manual and in the Privacy Management Program.

41 In accordance with PIPA, any Personal Information stored on paper must be securely stored and only accessible to the Privacy Officer. Additionally, any Personal Information stored digitally must be properly encrypted and password protected, and only accessible to the Privacy Officer.

42 The Privacy Officer shall ensure on an annual basis that Student Union computer systems are protected with firewalls, anti-virus software, and intrusion detection, and that these protections are fully functioning.

43 The Privacy Officer shall ensure on an annual basis that all digitized Personal Information is backed up and encrypted in a password protected server located within Canada.

44 The Privacy Officer shall monitor Student Union Board and staff members on their compliance with PIPA on a continual basis, and in the event of non-compliance shall communicate to the Executive Committee the need for addressing such non-compliance. The Executive Committee, in coordination with the Privacy Officer, shall then develop and implement a plan to address this issue.

45 Any Student Union Board or staff member who is accessing Personal Information shall ensure such Personal Information is not accessible to anyone beyond themselves and the Privacy Officer, and that the Personal Information is returned to its secure storage location as soon as it is no longer needed by that individual.

46 Any Student Union Board or staff member who comes across a suspected breach of Personal Information shall report this to the Privacy Officer immediately upon discovery.

Right to Access

47 Any individual has the right to access and request corrections to their own Personal Information at any time, and the Student Union has the duty to provide them with their Personal Information as soon as it is able.

48 ***Any student who has concerns about this Regulation, the Student Union's handling of Personal Information, or other privacy-related inquiries may contact the Office of the Information and Privacy Commissioner (OIPC) at 250-387-5629 or info@oipc.bc.ca.***

49 An individual may request access to their Personal Information by filling out a Personal Information Request Form, contacting the privacy officer, or submitting an access request on the UBCSUO website.

50 If an individual requests that their Personal Information should be corrected, the Privacy Officer must correct this information or make a note that this correction was requested but not made, which must include the reason why this correction was not made.

51 An individual may file a complaint regarding the Student Union's collection, use or disclosure of Personal Information by filling out a Personal Information Complaint Form, contacting the privacy officer, or submitting a Personal Information Complaint on the UBCSUO website.

REGULATION VII – CODE OF CONDUCT

1 In this Regulation unless the context otherwise requires:

a. "Apparent Conflict of Interest" means a Private Interest which a reasonable person would think could lead to professional judgement being compromised;

b. A Member who is "Not in Good Standing" includes, but is not limited to any Member found in violation of, and has been reprimanded for, academic misconduct or non-academic misconduct by the University of British Columbia; and, any Member with a criminal record; and, any Member found to be not in good standing by the SUO Board of Directors;

c. "Conflict of Interest" means a Private Interest which, contrary to the obligation and duty to act in the best interests of the Student Union, exploits relationships or privileges for personal gain; and

d. "Private Interest" means any interest, including but not limited to financial interest, whereby an individual would gain a benefit, privilege, exemption or advantage from the action of the Student Union which is not available to the Members.

General Provisions

2 The Board of Directors shall conduct all business in accordance with the stipulations of the Societies Act and the UBCSUO Constitution, Bylaws, Regulations and Procedural Manual. This commitment requires that the Board of Directors act ethically, professionally, and with the proper decorum as individuals and a group.

3 Directors shall:

a. Act in accordance with the University of British Columbia Student Code of Conduct;

b. Respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form;

c. Respect and apply the principle of confidentiality when dealing with issues of a sensitive nature, in accordance with the UBCSUO Privacy Regulation;

d. Sign with the acknowledgement and agreement to act in accordance with this code of conduct.

e. Attend Board and committee meetings having adequately prepared for all deliberations; and

f. Encourage constructive criticism and make themselves open to suggestions for improvement;

g. Seek clarification from the General Manager in any situation where the director is unsure of applicable regulations, including, but not limited to, confidentiality, human resources issues, or any other sensitive information.

4 Directors shall not:

a. Attempt to exercise individual authority over the Student Union, except as set forth explicitly in the Board Policies;
b. Store recreational drugs or alcohol on Student Union premises;
c. Be under the influence of recreational drugs or impaired while conducting Student Union business or acting as a director in any capacity;
d. Engage in any form of sexual activity on Student Union premises;
e. Use confidential or privileged information for personal benefit or gain; and
f. Disclose any information discussed in an *in camera* meeting of the Student Union without the authorization of the Board of Directors.

5 Upon taking office, all directors shall attend the following mandatory trainings as listed below. The General Manager shall be responsible for the coordination of these training sessions in cooperation with the Staff and Executive Committee:

a. Sexualized Violence prevention training;
b. Indigenization training; and
c. Equity and Inclusion training.

Directors Not in Good Standing

6 Any Director that is found to be Not in Good Standing during their term shall be immediately suspended, and shall be brought forward to a General Meeting for removal from office.

Conflict of Interest

7 In addition to the provisions on Conflict of Interest in the Societies Act, Directors will also be required to follow the subsequent provisions on Conflict of Interest in this Regulation.

8 If the Board of Directors or a Committee so directs by Resolution, a Director may answer questions pertaining to the issue on which they have a Conflict of Interest or an Apparent Conflict of Interest.

9 If a Director who has a Conflict of Interest or Apparent Conflict of Interest is chairing a Board Meeting or Committee Meeting, they shall relinquish the chair while the issue on which they have a Conflict of Interest or Apparent Conflict of Interest is being discussed.

10 If the Board or a Committee of the Board moves *in camera* to discuss an issue on which a Director is in a Conflict of interest or an Apparent Conflict of Interest, that Director shall be required to remove themselves from the *in camera* session in which the issue is to be discussed, unless specifically invited to stay by a Two-thirds (2/3) Resolution of the Board or Committee.

11 If a Director is uncertain about whether they are in either a Conflict of Interest or an Apparent Conflict of Interest, the Director shall inform the Board or Committee of the possible Conflict of Interest and the Board or Committee to decide upon the matter.

12 If a Director believes that another Director may be in a Conflict of Interest or an Apparent Conflict of Interest, they shall ask the Board or Committee to decide the matter.

13 If a staff member believes that a Director may be in a Conflict of Interest or an Apparent Conflict of Interest, they shall ask the Board or Committee to decide the matter.

14 A Director's Private Interest may include the Private Interests of the Director's family and the Private Interests of a companion, business associate or a close friend of the Director, to be determined at the discretion of the Board.

15 No Executive member of the Board or other Director of the Student Union may accept a fee, a gift, a personal benefit or hospitality that is offered or tendered by virtue of their position as an Executive or a Director, unless authorized to do so by the Board.

a. This shall not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office; unless
b. The gift or personal benefit exceeds $150 in value, or the total value received directly or indirectly from one source in any twelve (12) month period exceeds $150. In this case, the Director must immediately disclose to the Board, in writing:
    i. The nature of the gift or benefit;
    ii. Its source; and
    iii. The circumstances under which it was given and accepted.
c. Upon the disclosure of a gift or personal benefit as referred to in subsection b), the Board shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.

16 No Executive member of the Board of Directors shall hold a significant position, including but not limited to executive positions, within a Student Association. If an Executive of a Student Association gets voted in as an Executive of Students' Union Board of Directors, renewal forms of the Student Association must be submitted, removing them from the position before May 1st, and the start of their term with the Students' Union.

Non-compliance

17 Any Director who contravenes this Code of Conduct may be directed by a Resolution of the Board to:

a. Pay restitution to the Student Union for any financial loss suffered by the Union as a direct result of the Director's action;
b. Account for, and dispose of, any profits made as a result of a breach of this Section;

c. Return or otherwise restore the Student Unions' property taken, damaged or destroyed by a direct action of that Director; or

d. May be subject to other disciplinary measures at the discretion of the board.

Director Acknowledgement

18 In accordance with this Regulation, all Directors shall be required to sign a contract upon taking office acknowledging they have read, are familiar with, and will abide by this Code of Conduct.

19 Any Director who fails to fulfill their commitment to this contract may be subject to the disciplinary measures in this Regulation and/or legal consequences of not fulfilling their end of a contract under Contract Law.

20 Any Director who refuses to sign this contract shall be suspended and recommended for removal from office at the Annual General Meeting or a Special General Meeting.

REGULATION VIII – STUDENT ASSOCIATIONS

1 In this Regulation, unless the context otherwise requires:

a. “Club” means any organization ratified by the Student Union in accordance with this Regulation, except for a Course Union;

b. “Council” means the governing body of a Course Union;

c. “Course Union” means a Department-specific organization of Members, ratified by the Student Union in accordance with this Regulation;

d. "President" means the Executive Officer and primary contact of a Student Association;

e. “VP Finance” means the Executive Officer responsible for the finances of the Student Association;

f. “VP Events” means the Executive Officer who is the main contact for event planning;

g. “Event” is any gathering of 2 Members or more for the purpose of a meeting or social gathering in relation to the purpose of the specific Student Association;

h. “Department” means any academic field available for study at the University;

i. “Executive member” means any duty elected or appointed governing member of a Club or Course Union;

j. "Member" means any student who is enrolled in a UBCO degree or program and/or has paid the Students' Union of UBC Okanagan student fee for the current academic year; and

k. “Student Association, per Bylaw 1, shall mean clubs or, course unions groups ratified by the Student Union.

General Provisions

2 The Vice President Internal, or their designate, shall be responsible for the implementation, enforcement, and oversight of this Regulation.

3 It is the responsibility of the Vice President Internal to organize, advertise, and facilitate at least one Orientation/Student Association Council meeting per semester.

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

Ratification of Student Associations

5 New Student Associations applications will only be accepted during the periods of August 1 to the second (2nd) Friday of October; and January 1 to the second (2nd) Friday of February. New Student Association applications may only be ratified in the months of August, September, October, January and February.

6 Members may establish a new Student Association or bring forward an existing organization for ratification into the Student Union as a Student Association by following the established application process and meeting the requirements of this Regulation. A proposed Student Association must satisfy all of the following criteria:

a. designate at least three Executive members, including a President, VP Finance, and VP Events;
b. submit a completed registration form in a timeframe in accordance with the guidelines in Part 4 of this regulation;
c. not have purposes inconsistent with the Constitution and Bylaws of the Student Union;
d. not overlap with the scope of an existing Student Association;
e. allow for membership in accordance with this Regulation; and
f. not engage in supporting any unlawful activity.

7 Course Union must also submit to the Membership Outreach Coordinator a constitution which shall include, but is not limited to, all articles and bylaws listed in the Sample Constitution provided by the Office of the Vice President Internal.

8 There may be up to one (1) Course Union for every Department.

9 Two of the three signing authorities of a student association shall be the President and the VP Finance.

10 A student may be a signing authority to a maximum of one Student Association per academic year.

11 An application for ratification of a proposed Student Association must include:

a. the proposed name;
b. the name of the first President, VP Finance and VP Events;
c. the name and signatures of three signing authorities;
d. the purposes of the Student Association;
e. A petition of at least thirty-two (32) Members who are currently attending UBCO in support of the proposed Student Association; and
f. the Student Association Code of Conduct signed by the three signing authorities.

12 The Vice President Internal and Membership Outreach Coordinator shall receive all proposed Student Association applications, and the Student Association Oversight Committee shall review them and make recommendations to the Board of Directors.

13 The Vice President Internal may require the applicants of a proposed Student Association to provide any additional information that they believe to be necessary to make a decision with respect to the ratification of the proposed Student Association.

14 The Student Union may reject any application for, or rescind at any time, the ratification of any Student Association if the Student Association does not meet the requirements of the Bylaws or this Regulation or if the Student Association, or its Members in connection with the conduct of the Student Association, has been sanctioned by the University.

Effect of Ratification

15 All Student Associations assets, including membership fees and proceeds from their activities, shall be held by the Student Union.

16 Student Associations are not permitted to accept any legal obligation for the Student Union including any of the following:

a. entering into contracts either on behalf of the Student Union or the Student Association;
b. hiring employees;
c. open an account with a financial institution; or
d. use a personal account or external account with a financial institution to process Student Association transactions.

17 The VP Internal and Membership Outreach Coordinator shall provide the following support to Student Associations:

a. publish a list of Student Associations, including their contact information on its website;
b. assist Student Associations in booking space on campus where Student Union assistance is required;
c. designate and maintain space for promotion of Student Associations and/or their events; and
d. poster printing support.

18 Student Associations may apply in writing to the Student Union for financial or other extraordinary support in accordance with this Regulation.

19 Funding directly provided by SUO shall not be used for the following expenses:

a. alcohol and illegal substances;
b. wages such as but not limited to staff expenses and honorariums;
c. fundraising purposes such as but not limited to donations, activities, raffles or events that require a gaming license;
d. direct contributions to external organizations activities, operations or fundraisers related to groups not registered under the SUO Student Associations policy;
e. off campus events held without prior approval through the Off-Campus Event Application request form;
f. events not Insured through the SUO;

g. lottery tickets and raffle tickets;
h. pre-paid gift cards; and/or
i. Entry tickets to the night club/pub, excluding the SUO Well Pub.

20 The Student Union shall refrain from considering or approving donations to charity organizations, including charitable organizations, public foundations, or private foundations unless they are duly registered with the Canada Revenue Agency.

21 A capital purchase is defined as a purchase of a tangible asset (equipment or inventory). A Student Association may make a purchase of a tangible asset up to three hundred and fifty (350) dollars, per item, without requiring authorization from the Membership Outreach Coordinator, Vice-President Internal, or Vice-President Finance and Administration. A Student Association shall clarify their intent of purchase of a tangible item priced higher than three hundred and fifty (350) dollars on their Student Association term funding application to be considered for the authorization of purchase by the Membership Outreach Coordinator, Vice-President Internal, or Vice-President Finance and Administration with the Student Association required to provide a detailed written description of the item, need of the item for the Student Association, cost, storage plans, along with any other information requested by the Membership Outreach Coordinator and Vice-President Internal, or Vice-President Finance and Administration.

22 The combined value of pre-paid gift cards and prizes over two hundred (200) dollars, per event, are ineligible for reimbursement. If a Student Association wishes to spend more than two hundred (200) dollars on pre-paid gift cards or prizes, they must submit an expense request to the SUO, through the Membership Outreach Coordinator, prior to purchase, the SUO may approve or deny requests. Upon approval, Student Associations must submit a completed Expense Reimbursement Form and a Pre-Paid Gift Card/Price Item Purchasing Record Form.

23 The Student Union shall not consider and approve applications for resources or funding for political or social causes, except those political or social causes which are consistent with and further the official Political Policies of the Student Union adopted by the Student Union in accordance with the Political Policies Regulation.

Responsibilities of Student Associations

24 Starting August 1st of every year, all Student Associations shall cease to receive support from the Student Union until:

a. notifying the Student Union of their intent to maintain their Student Association status;
b. submitting a Student Association renewal application form to renew this status after July 1st; and
c. maintaining a membership of a minimum of thirty-two (32) Members, excluding executives
d. Total membership is 100% current Students' Union Members;

e. Course Unions ratified before April 1, 2023, can renew each academic year with a minimum membership of three (3) executives and fifteen (15) Members;.

f. Course unions may submit their renewal application form starting May 1, once the Course Union annual election has been carried out and results confirmed by VP Internal or Membership Outreach Coordinator during Term 2.

25 A Student Association which accomplishes the above requirements and is approved by the Board shall receive support from the Student Union until August 1st of the next year.

26 If by the first Friday of Term One Classes of each year a Student Association has not accomplished the requirements listed above, they shall not receive support from the Student Union for the First Winter Term, including but not limited to:

a. monetary support;

b. tabling and room booking privileges;

c. printing support; and

d. other forms of administrative support.

27 A Student Association which does not meet the First Winter Term deadline may receive support from the Student Union for the Second Winter Term if they accomplish the requirements under #23 of this regulation prior to the first Friday of the Second Winter Term.

28 A minimum of one (1) signing executive officer from each Student Association must attend Student Association Orientation meetings in Term 1 and Term 2 to apply for term funding and retain affiliated status for the academic year.

29 A Student Association must operate with a minimum financial balance of zero (0) to have access to SUO Student Association Services.

30 A Student Association which has been deemed inactive for a period of at least six (6) months may be dissolved by the Board of Directors.

31 Every Student Association must notify the Student Union of the name and contact information of their President, Treasurer and Secretary or Vice-President.

32 All Student Association executives and Members must, at all times, abide by the rules for student conduct established by the University.

33 Complaints about the conduct of a Student Association shall be directed to the University.

34 If, upon the conclusion of an investigation of a complaint the University finds that misconduct has occurred, the Student Union may suspend or revoke the privileges of a Student Association or otherwise take remedial action in accordance with the findings of the University

35 All Executive members of a Student Association have a fiduciary duty to report to the Student Union any activities by fellow Executives which violate any part of this Regulation. Executive members shall be held personally accountable if it is revealed they had knowledge of such an activity and chose not to report it to the Student Union, or if they were unfamiliar with this Regulation.

36 It is the responsibility of the SUO Board of Directors to determine the appropriate response to instances of wrongdoing by Executive members of Student Associations.

37 Each Student Association must delegate three signing authorities.

38 Only current UBCO undergraduate students with confirmed student numbers, whose names and information have been submitted to the Membership Outreach Coordinator, shall be recognized as signing authorities. Student Associations will only be eligible for funding once the Membership Outreach Coordinator confirms the receipt of the list of signing authorities.

39 All signing authorities of a Student Association are accountable to both their Student Association membership and the SUO for any activities of the Student Association, including financial mismanagement.

40 Each Student Association must submit an end of term report outlining events hosted and funding used to the Students' Union by the first week of the following term to be eligible for funding for the following term.

41 If a Student Association is granted more than $2,000 in student association funding, they are expected to display the SUO logo on all promotional material. Evidence shall be provided to the Vice President Internal and Membership Outreach Coordinator upon request.

Clubs

42 A Club may be constituted for a purpose directly arising from the shared interests of students in connection with:

a. organizing and participation in social, leisure, and recreational activities; or
b. the expression of social, political, and religious opinions or causes.

43 Every SUO Member is eligible for, and entitled to, membership and participation in the activities of every Club, subject to this Regulation.

44 Clubs may require a membership fee of up to forty dollars ($40). Any amount exceeding $40 in membership must first be approved by motion in an SUO Executive Committee meeting.

45 Executive members shall either be elected or appointed in a manner consistent with their mandate and have the continued support of the majority of the Club's members.

46 At least one Executive member shall have the power and duty to represent the Student Association when required by the Students' Union.

47 Clubs are required to hold at least two meetings per semester.

48

Course Unions

48 The purposes of Course Unions are to:

a. assist the Student Union in advocating for the specific needs of the Members of a given Academic Department;
b. provide for extracurricular opportunities for members of the Course Union that:
    i. enhance their learning experience;
    ii. provide for social occasions; and
    iii. create leadership opportunities; and
c. otherwise serve the purposes of the students.

49 Course Unions must have copies of their constitution available for Members upon request, and must be able to provide such copies through all of the following means:

a. hyperlink;
b. email;
c. paper copy; or
d. pdf.

50 Course Unions must submit an up-to-date copy of their governing documents such as but not limited to regulations and bylaws to the Membership Outreach Coordinator. If these documents are amended a revised copy must be provided to the SUO upon their ratification and/or approval.

51 Voting membership of a Course Union shall be available exclusively to every undergraduate student registered in a major and/or minor of the affiliated Department.

52 Course Unions shall be required to hold an Annual General Meeting (AGM) once every Winter Term, and executives shall advertise to members at least ten (10) days in advance the, location, date, agenda and time of this meeting. The following business shall be conducted at a Course Union AGM:

a. receiving and approving the preceding year's financial statement;
b. presenting the annual operating budget of the Course Union;
c. receiving the report of the President with respect to the activities of the Course Union in the present academic year of the University;
d. special Resolutions and/or Ordinary Resolutions per the agenda; and

e. receiving motions from the floor.

53 Each Course Union must inform the Vice President Internal and Membership Outreach Coordinator of the time, date, location, and agenda of the AGM a minimum of ten (10) days prior the meeting. The Vice President Internal or another SUO Director will attend the AGM.

54 Quorum for a Course Union AGM shall be 25 members or 10% of Course Union membership, whichever is less, with at least two (2) executive members and two (2) general Course Union members present at the AGM.

55 Course Unions may only introduce levied membership fees through referendum, and may only propose such a referendum at their AGM. The threshold for such a referendum to succeed is at least a simple majority of members.

56 If there are concerns that the introduction of levied membership fees by a Course Union was not conducted legitimately, the Board of Directors may vote to overturn this levied fee requirement or to order the Course Union to conduct a revote.

57 The Course Union must hold an election during Term 2 for Council positions for the following fall school term but may not run these elections concurrently to the SUO election.

58 A Course Union that has not held an election in Term 2 may not renew active status in the following academic year until an election has occurred in partnership with the Students' Union.

59 Every current member of a Course Union is eligible to:

a. seek election to any position within the Course Union;
b. exercise one (1) vote in the election of the Course Union President and for every other Executive member; and
c. vote for each vacant position on a Council, provided that they may only cast one (1) vote for any given Candidate.

60 Each candidate must be a voting member in accordance with this regulation and may only run for one position within the Course Union Executive Council.

61 A Course Union must make a reasonable effort to ensure that every member of the Course Union is aware of:

a. the time and location where the election of Executive members and Council members is to take place; and
b. how a member of the Course Union becomes a Candidate for election or appointment to Council or an Executive member position.

62 Every Course Union must have a Council consisting of at least three (3) Executive members all of whom shall be elected by and from amongst the members of the Course Union.

63 Every Course Union must elect a Course Union President, VP Finance, VP Events, and any other Executive member listed in the governing documents, from amongst the members of the Course Union.

64 Executive members shall serve a twelve (12) month term starting May 1 to April 30 for each year.

65 If a situation arises where there is conflict between the Course Unions' election bylaws and the SUO policies, the SUO election bylaws will take precedence.

66 Every Course Union must run their annual election in liaison with the SUO and their online voting system unless pre-approval has been secured by the Membership Outreach Coordinator and the Vice President Internal.

67 If a Course Union has secured approval to facilitate their own election, they must submit a detailed report within ten (10) days of the results being posted that includes the following:

a. name and contact information of the election facilitator or Chief Returning Officer;
b. list of Candidates with their full names and student numbers;
c. a list of the elected winners;
d. copy of Campaign Guidelines or Regulations;
e. summary of the Campaign period;
f. summary of how voter privacy was maintained and how the ballots were verified; and
g. a report on complaints or disqualifications.

68 Every Course Union with levied fees must have a Council consisting of at least three (3) Executive members and at least four (4) non-Executive Council members, all of whom shall be voted upon by the members of the Course Union.

69 The Council is responsible for conducting the business of the Course Union and ensuring that the requirements of this Regulation are satisfied.

70 A member of a Council must, in exercising their duties to the Course Union, act in the best interests of the members of the Course Union.

71 A person who no longer meets the requirements of membership in that Course Union ceases to be a member of Council.

72 The Council must meet at least once per month from September through April.

73 The time and location of Council meetings must be published at least seven (7) days in advance of the meeting.

74 Council meetings must be open to the members of that Course Union, and to the Directors, Executive Committee Directors, and the Vice President Internal or their designate.

75 If members of a Course Union raise concerns to the Board regarding actions by a Course Union Executive member, the Board shall delegate an individual(s) who will investigate these allegations and report their findings to the Board. If, upon the conclusion of this investigation, the Board determines that it is in the best interest of the Course Union for the Executive members in question to be removed from office, they shall:

a. remove these Executive members from office; and
b. assist the Course Union in holding fresh elections for these positions in a timely manner.

76 The Course Union President or designate shall serve as a liaison between the Course Union and the Student Union.

77 The Course Union President may have other powers and duties, as determined by the members of the Course Union.

78 The Course Union President of a Course Union who no longer meets the requirements of membership in that Course Union ceases to be a member of Council.

79 Course Unions are required to hold at least five (5) meeting and/or events with their membership per term.

80 At least one Course Union Executive member is required to attend every Course Union Council meeting.

Compliance

81 Each Student Association must be and remain in compliance with the following requirements in order to continue to be recognized and receive support from the Students' Union:

a. adherence to all aspects of this policy;
b. adherence to the constitution and bylaws of the UBCSUO; and
c. adherence to all applicable policies of the University of British Columbia.

82 If a Student Association is found by the Board of Directors to be non-compliant with this regulation, the Student Association may be subject to discipline by the Board of Directors which may order any of the following in relation to the Student Association's activities and status as a Student Association:

a. an order to cease the violation and to refrain from committing the same or a similar violation again;
b. public censure;
c. denial of funding or withdrawal of unspent funds for no more than one year;
d. withdrawal of tabling or room-booking privileges for no more than one year;
e. withdrawal of postering privileges for no more than one year;

f. withdrawal of Student Association status for no more than one year, at which point the Student Association may re-apply for status; or

g. other actions that the Board of Directors finds appropriate.

83 A Student Association shall automatically have all privileges temporarily revoked, and only restored at the discretion of the Board of Directors or by the Membership Outreach Coordinator, if they commit any of the following:

a. damage to UBCO property;

b. hosting of an event outside of UBCO property without SUO permission;

c. forgery;

d. discovery of an external bank account linked to a Student Association; or
a negative internal account balance.

School of Engineering Design Team (EDT)

84 An Engineering Design Team (EDT) may be ratified by the SUO Board of Directors as a student association for a purpose directly arising from the shared interests of students in connection with:

a. organizing and participation in social, leisure, and recreational activities; or
b. involvement of members who are UBCO students not registered undergraduates of the School of Engineering (SoE).

85 To access SUO services specific to student associations and qualify to operate under these regulations, each EDT must be ratified as a club under their design team name by the SUO Board of Director.

86 EDT who are ratified Student associations are exempt from the SUO/UBC naming agreement for the following areas:

a. Email address;
b. Website domain;
c. Social media platforms/handles; and
d. Promoting materials

87 Every SUO Member is eligible for, and entitled to, membership and participation in the activities of every Club, subject to this Regulation.

88 All EDT assets, including PAF (Professional Activities Fund) fees, external sponsorship and proceeds from their activities, shall be held by the University of British Columbia.

89 All Student Associations assets, including membership fees and proceeds from their activities, shall be held by the Student Union and used for:

a. social, leisure and team bonding activities
b. travel for members not registered as an engineering student of UBCO
c. meetings for club related activities

90 Funding directly provided by SUO shall not be used for the following expenses:

a. Cost of materials for design team projects
b. Expenses related to research or events covered by PAF
c. Travel for engineering students to conferences or competitions covered by PAF
d. For-profit ventures

91 Executive members shall either be elected or appointed in a manner consistent with the EDT policies and have the continued support of the majority of the Club's members.

92 At least one Executive member shall have the power and duty to represent the Student Association when required by the Students' Union.

REGULATION IX - TRAVEL & ACCOMMODATIONS

1 In this Regulation, unless the context otherwise requires:

a. "Travel" means any travel required, in accordance with this Regulation, of any traveller beyond the municipal boundaries of Kelowna, British Columbia; and

b. "Traveller" means any Director or Executive Committee Director, or any other person designated by the Board of Directors or Executive Committee as such, who is required to engage in travel to conduct the business of the Students' Union.

General Provisions

2 Travel is to be approved as required:

a. in advance, via a travel authorization form; and

b. whenever required to fulfill the obligations set out by a Regulation or Bylaw.

3 The Vice President Finance and Administration shall be responsible, in consultation with the General Manager, for approving Travel arrangements.

4 In approving arrangements for Travel, the Vice President Finance and Administration must consider:

a. the logistical and operational needs of Travellers;

b. the timeliness and duration of Travel;

c. cost-effectiveness; and

d. the reasonable comfort and any special needs of those who travel

5 Travellers shall be reimbursed by the Student Union for reasonably incurred costs arising from Travel.

6 The Student Union may provide an advance, where requested by the Traveller, for the costs of Travel, including the disbursements of any amounts provided for by this Regulation.

7 Requests for advances shall be considered for approval by the Vice President Finance and Administration in consultation with the General Manager.

8 Travel expense claims must include proof of payment of all travel expenses with the exception of meals which are covered under the per diem clause.

9 A claim for reimbursement must be submitted to the Student Union not later than thirty (30) days after the return date of Travel.

10 A claim for reimbursement must be accompanied by proof of payment.

Transportation

11 No Traveller shall be required to operate a motor vehicle.

12 If a Traveller volunteers to operate a motor vehicle, he or she must:

a. hold a valid "Class 5" British Columbia drivers' licence, or equivalent;
b. rest for at least thirty (30) minutes within every four (4) hours of driving; and
c. not drive, in any 24-hour period, for more than:
    i. five hundred (500) kilometers; and
    ii. eight (8) hours.

13 A Traveller may volunteer the use of his or her personal vehicle, provided that he or she:

a. has proof of insurance of his or her personal vehicle, including third-party liability insurance coverage, of at least two million dollars ($2,000,000);
b. certifies that, to the best of his or her knowledge, the vehicle is in good working order and is free of mechanical defects or other deficiencies; and
c. satisfies any other requirements set out by the General Manager.

14 The Student Union must be provided with copies of certificates of insurance and drivers licences.

15 A Traveller who volunteers the use of his or her personal vehicle is entitled to reimbursement:

a. on a per kilometer basis in the amount of the Canada Revenue Agency automobile allowance rates in effect for the dates of travel; and
b. for all reasonably incurred parking expenses.

16 The Student Union is not liable for costs arising from any regular or unexpected maintenance or repairs needed during the use of a personal vehicle for Student Union business.

17 Vehicles may be rented for use by the Student Union, subject to:

a. the purchase of third-party liability insurance in an amount determined by the General Manager, but not less than two million dollars ($2,000,000); and
b. indemnification of the driver of a rental vehicle against all damage and losses incurred, except those resulting from:
    i. a contravention of the Motor Vehicle Act of British Columbia by the driver for which he or she is convicted; or
    ii. a willful violation of the rental agreement

18 The Student Union shall normally purchase collision-loss insurance for all rental vehicles.

19 Where travel by air is required, flights must be booked a minimum of two weeks in advance whenever possible.

20 Only the lowest available fares appropriate to particular itineraries, to a maximum full economy fare, may be purchased or reimbursed.

Per Diems

21 For travel outside the city of Kelowna, where meals are not included as part of the conference or event, travellers shall receive a per-diem of $55.00 per day to cover meals.

22 Each traveller will be reimbursed for the per diem expenses upon presentation of the per diem expense claim form, such form to be received within 30 days of date of travel.

23 If any meals are provided as part of the conference or event, the following amounts shall be deducted from the per diem:

a. breakfast: $18.00
b. lunch: $20.00
c. dinner: $25.00

24 Should per diem reimbursements for any trip be made by another organization, they shall not be reimbursed by the Students' Union.

Accommodations

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

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

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

Sundry Expenses

The Student Union shall reimburse a traveller for the cost of internet access should it not be provided as an amenity of the accommodation booked

REGULATION X – HEALTH AND DENTAL PLAN

Definitions

1 In this Regulation, the Health and Dental Plan Reserve will be referred to as the HDPRF.

General Provisions & Purpose

2 The purpose of this policy is to establish consistent principles, guidelines, and best practices for the maintenance, management, accounting, and use of the HDPRF. The primary purpose for the internal reserves:

a. Protect against short to medium term volatility in claims activity, and, therefore, premium unpredictability
b. Promotion of financial stability
c. Manage annual fee and/or premium adjustments that may be required due to fluctuation in claims experience
d. Provide flexibility to maintain, enhance and improve the program, coverage, and/or services in various capacities (ex. benefit modifications)
e. Capital expenditures directly related to the management and operations of the Health & Dental Plan program (optional)
f. Assist with administrative costs pertaining to the operation and management of the Health & Dental Plan program.

Funding

3 Reserves can be established through the following channels:

a. The difference in the student fee levied and the premium charged
b. A specific fee (temporary or permanently) allocated to fund the reserve fund
c. Funding channels maybe be added as they arise (ex. donations)

Applicable Administrative Usage

4 The HDPRF shall be used for administrative costs related to management of the Plan including, but not limited to:

a. payments to the Plan Administrator for costs related to the Plan,
b. payments to the Plan Consultant for costs related to the Plan,
c. payments for financial or accounting services related to the Plan,
d. investment management fees for Plan funds,
e. relationship management costs related to the Plan, and/or
f. payment of the salary in relation to the management or coordination of the Plan.

5 Annually, the Fund shall transfer the following amounts to the General Fund of the Students' Union to offset operational costs associated with the provision of the Health & Dental Plan service:

a. $25,000 to cover annual lease, common area, and utility costs for service area;
b. $2,000 per month flat fee towards the Project Manager's salary for IT and web support;
c. 100% of the annual salary and benefits expense for the Front Desk attendant;
d. 100% of the annual investment management fees for reserve fund as applicable; and
e. 100% of advertising costs associated with the Health and Dental Plan.

6 The HDPRF may be used to provide other health and wellness initiatives, programs or services to the student membership.

Approval of Use

7 Any use of funds from the HDPRF must be approved by special resolution of the Board of Directors.

REGULATION XI – RESOURCE CENTRES

1 In this Regulation, unless the context otherwise requires:

a. "Resource Centre" shall mean an advocacy focused student group with a common interest that has been granted status by the Student Union

b. "SUO Main Office" refers to the Membership Outreach Coordinator, the Vice-President External, the Membership Outreach Coordinator Assistant and the Student's Advocate, who are responsible for overseeing the centres and supporting Facilitators and general Resource Centre business.

c. "Resource Centre Facilitator" refers to the most senior student organizer who is appointed by the SUO Main Office to organize and coordinate the activities of a centre and supervise their volunteer team. The Resource Center Facilitator serves as the primary liaison between the SUO Main Office and their Resource Centre, ensuring effective communication and oversight of all activities within each Centre.

d. "Volunteers" means the students assisting the Resource Centre Facilitator in the activities of a centre.

General Provisions

2 The Vice President External, Student's Advocate and the Membership Outreach Coordinator and Assistant, shall be responsible for the implementation, enforcement, and oversight of this Regulation.

3 It is the responsibility of the Vice President External to organize, advertise, and facilitate at least two (2) meetings with all the centres' Facilitators per semester.

4 Resource Centres are formed under and subject to this Regulation.

5 Any correspondence by a Resource Centre with a Students' Union logo or letterhead shall be approved by the Membership Outreach Coordinator to ensure it reflects the views and policies of the Students' Union.

Ratification of a Resource Centre

6 The Vice-President External, Student's Advocate and the Membership Outreach Coordinator may recommend that an organization become a Resource Centre given that the proposed group satisfy the requirements laid out in regulation fourteen (14) below, in addition to the following criteria:

a. the proposed Resource Centre is clearly defined and does not overlap with the scope of an already existing Resource Centre or Student Association;

b. the proposed Resource Centre has demonstrated that ten percent (10%) of membership is in favour of the proposed Resource Centre;

c. does not have purposes inconsistent with the Constitution and Bylaws of the Students' Union; and

d. does not engage in supporting any unlawful activity

7 The Board of Directors, may ratify an organization to be, or to no longer be, a Resource Centre, provided that the Vice President External and Membership Outreach Coordinator recommend such action. Should the Board so decide, regulation thirteen (13) below shall be deemed to be amended.

8 The SUO Main Office shall conduct an ad-hoc committee to meet with and research all proposed Resource Centres, in order to make recommendations to the Board of the Directors.

9 The Student Union may reject any proposal for, or rescind at any time, the ratification of any Resource Centre if the Resource Centre does not meet the requirements of the Bylaws or this Regulation or if the Resource Centre, or its members in connection with the conduct of the Resource Centre, has been sanctioned by the University.

Effect of Ratification

10 All Resource Centre financial assets shall be held by the Students' Union.

11 Resource Centres are not permitted to accept any legal obligation for the Students' Union including any of the following:

a. entering into contracts either on behalf of the Students' Union or the Resource Centre;
b. hiring employees; or
c. open an account with a financial institution

12 The Vice-President External and Membership Outreach Coordinator shall provide the following support to Resource Centres:

a. publish a list of Resource Centres, including their contact information on its website;
b. assist Resource Centres in booking space on campus where Students' Union assistance is required; and
c. designate and maintain bulletin boards on campus for use by Resource Centres;

Responsibilities of Resource Centres

13 The following organizations shall be the Resource Centres of the Student's Union:

a. Indigenous Peoples Collective (IPC)

IPC shall empower Indigenous students and promote allyship through advocacy, cultural programming, and education.

b. Peer Support Network (PSN)

PSN shall offer confidential, empathetic peer support for students facing challenges. While not a substitute for professional care, PSN shall promote mental wellness through active listening and resource referral.

c. Pride Resource Centre (PRC)

PRC shall build community and promote well-being by fostering connections, increasing visibility, and creating inclusive spaces for members of the 2SLGBTQIA+ and BIPOC communities.

d. Women's Resource Centre (WRC)

WRC shall foster a supportive, inclusive community for women on campus through events, advocacy, and resources. Committed to empowerment and growth, WRC will strive to be a vibrant hub where all women feel heard, valued, and connected.

e. Disability United Collective – Okanagan (DUCO)

DUCO is committed to advocating for accessibility and providing emotional and practical support for students with both visible and invisible disabilities. The collective seeks to foster a welcoming, inclusive, and empowering space where neurodivergent and disabled students feel seen, heard, and valued.

14 As mandated by the Board of the Directors, a Resource Centre shall:

a. provide information and raise awareness on issues of concern to the membership and the university at large, as defined by the mandate of the individual Resource Centre;

b. be responsible for conducting at least one campaign each academic year in collaboration with the Vice-President External and the SUO campaigns committee;

c. be involved in social issues relevant to society at large;

d. create safe and inclusive spaces for Members and provide services to the membership, including but not limited to safe spaces, events, tabling, discussion groups, information seminars; and

e. propose and lobby for policy changes within the Student's Union, the University, and society at large in collaboration with the Vice-President External.

15 The Resource Centre Facilitators must attend professional development trainings and SUO-related information sessions organized by the SUO Main Office. Additionally, trainings will be provided to volunteers of the centres as deemed necessary.

16 Every Member is eligible for, and entitled to, membership and participation in the activities of every Resource Centre, subject to this Regulation. This provision notwithstanding, a

Resource Centre may, in its Constitution, limit, for specifically defined groups of members to have:

a. Access to specific areas of that same Resource Centre's space – or attendance at specially defined events or activities of that Resource Centre – but only within the circumstance of preserving and protecting the mental, emotional or physical well-being of the other members of that Resource Centre; and

b. The ability to hold the position of the Resource Centre Facilitator in that Resource Centre, but only in the interests of protecting the mandate of the mentioned Resource Centre as set out in its Constitution

17 If a Member submits a written complaint about the application of the regulation above, the Resource Centre Facilitator, in collaboration with the Membership Outreach Coordinator and Student's Advocate, may liaison with the Resource Centre's volunteers to respond to the complaint in writing and may request that the Board of Directors take further action in the matter.

18 All Resource Centres must at all times, abide by the rules of Student Conduct established by the University.

19 If upon the conclusion of an investigation of a complaint, the University finds that misconduct has occurred, the Students' Union may suspend or revoke the privileges of a Resource Centre, or otherwise take remedial action in accordance with the finding of the University.

20 All Resource Centre Facilitators have a fiduciary duty to report to the Students' Union any activities by fellow Resource Centre Facilitators or volunteers which violate any part of this Regulation. Volunteers shall report any resource centre activities they are aware of that violate the regulations.

21 It is the responsibility of the Board of Directors to determine the appropriate response to instances of wrongdoings by volunteers of a Resource Centre.

22 The Resource Center Facilitator shall share a position as a voting member of the Campaigns Committee. It is the duty of the Resource Center Facilitators to coordinate who shall attend each meeting. If more than one facilitator is in attendance, they must converse on whether or not they are in favour of a motion presented to the committee.

Internal Governance

23 Each Resource Centre Facilitator shall be responsible for the recommending guidelines, regulations, and procedures to the Vice-President External and Membership Outreach Coordinator. Any amendments to the guidelines or other documents shall also be submitted to the Vice-President Internal.

24 The SUO Main Office, consisting of the Vice-President External, Membership Outreach Coordinator and Assistant and Student's Advocate, shall start the hiring process for Resource Center Facilitators no later than July, and advertise the positions and their requirements on the SUO's main social channels to maximize outreach to potential candidates.

25 To be eligible for the honorarium each semester, each Resource Centre Facilitator must submit a report to the SUO Executive Committee for approval by December 1 (Winter Term1) and April 1 (Winter Term 2), indicating the work they have done. If the report fails to be submitted, the honorarium for the semester shall be suspended. A template will be provided by the SUO Main Office.

26 Resource Centre Facilitators honorarium shall be set by the Vice-President External and Vice-President Finance and Administration based on the budget of each fiscal year. Information regarding the honorarium will be communicated during the interview process or through the official job offer.

27 The SUO Main Office shall organize and host a volunteer appreciation event each semester for all Resource Centre volunteers to acknowledge their contributions to the centres and campus community. As part of this recognition, volunteers shall be provided with in-kind honoraria. In-kind honoraria may include, but are not limited to, non-monetary gifts such as volunteer badges/swags, certificates of appreciation, event meals, or other tokens of acknowledgment, and shall not constitute financial compensation. The planning and execution of these events, including the determination of appropriate in-kind honoraria, shall be the responsibility of the SUO Main Office and shall be conducted in accordance with SUO policies and budgetary guidelines.

Space

28 Should a Resource Centre be provided space by the Students' Union, such space shall be subject to UBC's Respectful Environment Policy, as well as any Students' Union policies and procedures, and shall be open to inspection by the Membership Outreach Coordinator and General Manager.

29 For security reasons, the Resource Centre Facilitator or a trained volunteer of a specific Resource Centre must be present at all times during their allocated drop-in hours.

30 To respect the shared space, a Resource Centre's volunteers and members may only occupy a given space during their scheduled date(s) and/or time(s) and must ensure the space is clean prior to leaving the space.

31 The Membership Outreach Coordinator shall within reason ensure that Resource Centres are given priority over Student Associations with regard to booking Students' Union space. This may include, but is not limited to, allowing the Resource Centres advanced booking opportunities prior to the opportunities set aside for Student Associations; however, the Vice-President Internal and Membership Outreach Coordinator may restrict the number of advanced bookings granted to each Resource Centre.

32 Space priority shall also be made available to the Resource Centres on the Students' Union website, EXPO, and in other communications media as appropriate and reasonable to allow the Resource Centres to publicize their events and activities.

33 Each Resource Centre must be and remain in compliance with the following requirements in order to continue to be recognized and receive support from the Students' Union:

a. Adherence to all aspects of this policy;

b. Adherence to the Constitution and By-laws of the Students' Union; and

c. Adherence to all applicable policies of the University of British Columbia

34 A Resource Centre shall automatically have all privileges temporarily revoked, and only restored at the discretion of the Board of Directors or by the Membership Outreach Coordinator, if they commit any of the following:

a. Damage to UBC-O property;

b. Hosting an event outside of UBC-O property without Students' Union permission; or

c. Forgery;

Resource Centre Funding

35 The Board of Directors shall annually budget for Resource Centres to assist in development, operations and maintenance of the Resource Centres.

36 No Resource Group shall make any expenditure or incur any liability that puts it into a deficit situation.

37 Expenses greater than three-hundred dollars ($300.00) must be pre-approved by the Membership Outreach Coordinator.