

**PROPOSED BYLAW CHANGES**

Submitted to the UWSA Membership  
March 4, 2019

## Purpose

These changes are half housekeeping edits, half practices that acknowledge new realities regarding quorum, as well as optimal business procedures.

The intention is to make the bylaws more practicable, and to even out the workload for Executive Directors throughout the year so that their work days are more sustainable, and so that they have access to UWSA full time administrative employee benefits.

Executive Director salary increases are based on three realities:

1. The wage gap between UWSA full-time staff salaries and Executive Director salaries is wide. Executive salaries are \$29,755.37 in 2018-19, when indexed to the rate of inflation, while other full-time employees of the UWSA are paid \$45,000 in Year 1, on average.
2. Executive Director roles are not accessible to students that work full time, who are parents, or who would not otherwise be able to make the time to engage in the work of the UWSA without adequate compensation from a typical job/jobs. This salary makes the roles more accessible to more types of students.
3. Executive Director salaries are low compared with other student union organizations in the country, and our election numbers are also lower than in other parts of the country. The salary increase will hopefully lead to an increase in participation in UWSA elections, so that the competition is more diverse, and more fairly compensate students for their service to the organization as Executive Directors.

Other change highlights include:

- **Subcommittee Changes:** Lowered quorum requirements for students at-large
- **Chair Selection Committee Requirements:** House-keeping edits to job titles
- **Conflict of Interest Management:** Added the omission of partner organization employees
- **Management of Bylaws and Policies changes:** portfolio changes from one role to another
- **Executive Portfolio Changes:** Redistribution of duties base on workload and Staff duties
- **Executive Salary and benefit increases:** from ~\$30,000 to \$40,000

## BYLAW CHANGES PROPOSAL

### A. BOD Conflicts of Interest w/ UWSA Partners

#### **Community Partner Organizations** – add to definitions

An organization which receives UWSA resources and support in the maintenance of their day-to-day operations. The current UWSA Community Partners are the UWSA Daycare, CKUW, and the Uniter.

#### **4.6.xx. Qualifications of directors**

xx. No Director or Chair of the Board of Directors or Secretary of the Board of Directors shall be an employee of the UWSA **or any UWSA partner organization.**

## SUB-COMMITTEE CHANGES

### C. By-Laws and Policy

#### **7.18.i**

The By-Laws and Policy Committee shall be composed of the Chair of the Board of Directors and four (4) UWSA Directors ~~who shall be from each of the standing committees as identified elsewhere in these By-Laws.~~ The Chair of the Board **Office Manager** and the General ~~Coordinator~~ **Manager** shall serve as ~~a non-voting advisory members~~ to this Committee. The Chair of the Board shall serve as the **non-voting** Chair of this Committee.

~~iv. The By-Laws and Policy Committee shall review and make recommendations to the Board of Directors about the mission statement of the UWSA at least once per year.~~

*Reasoning: Not in practice, nor practical.*

~~vii. The By-Laws and Policy Committee shall ensure that all current UWSA By-Laws and Policy are available to Directors, employees, and Members of the UWSA. This may include posting copies on bulletin boards, posting copies on an internet web site, and/or distributing paper copies upon request.~~

*Reasoning: It is a staff duty to ensure we comply w/ Corporations Act and other legislation for accessibility of public documents.*

~~viii. The By-Laws and Policy Committee shall ensure that the UWSA By-Laws are reviewed by legal counsel at least once every two (2) years.~~

*Reasoning: It is a staff duty to correspond with legal counsel.*

## D. Finance and Operations Committee

### 7.21.i

The Finance and Operations Committee shall be ~~comprised of no fewer than five (5) members, and no more than nine (9) members~~ **composed** of the Vice-President Internal Affairs, four (4) UWSA directors, and **two (2)** ~~students-at-large positions~~. ~~The committee shall be comprised of no fewer than five (5) members, and no more than nine (9) members.~~ The Business Manager and General Manager shall be non-voting advisory members of the Finance and Operations Committee.

### 7.21.x. UWSA Services

~~a. The Finance and Operations Committee shall hear, consider, and make recommendations to the Board of Directors regarding Health Plan Appeals and Health Plan Bursary Applications in Closed Session.~~

*Reasoning: This duty is being moved into a staff portfolio.*

~~b. The Finance and Operations Committee shall ensure that the Health Plan is promoted to the membership.~~

*Reasoning: This is a staff duty – an inappropriate and unrealistic expectation of a committee.*

~~c. The Finance and Operations Committee shall research and discuss issues relevant to the Health Plan and make recommendations to the Board of Directors.~~

*Reasoning: This is the job of staff and consultants with expertise on the health plan – an inappropriate and unrealistic expectation of a committee.*

## E. Campaigns and External Relations Committee

### 7.22.i

The Campaigns and External Relations Committee shall be comprised of ~~no fewer than five (5) members and no more than nine (9)~~ of the Community Liaison Director and Vice President External Affairs, along with three (3) other UWSA Directors, and ~~four~~ **two (2)** ~~students-at-large~~. ~~The committee shall be comprised of no fewer than five (5) position and no more than nine (9).~~ The **Manager of Special Projects** ~~of Special Projects and Strategic Initiatives~~ shall serve as a non-voting advisory member of the Campaigns and External Relations Committee. The Vice President External Affairs shall be the Chair of Campaigns and External Relations Committee.

## F. Student Life Committee

### 7.23.i

The Student Life Committee shall be comprised of ~~no fewer than five (5) members, and no more than nine (9) members~~ the Vice President Student Affairs, four (4) **UWSA** directors, and ~~four (4)~~ **two (2)** students-at-large. The Events ~~Coordinator~~ **Manager** shall serve as a non-voting advisory member of the Student Life Committee.

## F. Revision and Management of By-law and Policy

### 9.12 Policy Manual

All motions that have been approved as UWSA policy shall be compiled in a Policy Manual and kept on record by the Secretary of the Board of Directors. ~~The Policy Manual will be updated, if necessary, after each Annual General Meeting of the UWSA.~~

*Reasoning: This clause is redundant. We keep updated policy manuals in accordance with the Corporations Act. Maintaining the document archives of the UWSA is a staff responsibility.*

### 11.1 Policy Manual

~~The Secretary of the Board of Directors is responsible for the compilation and distribution of the Policy governing the practices and procedures of the UWSA. These Policy shall be kept in writing and made available for Members of the UWSA at all times. The Secretary of the Board of Directors shall ensure that all ratified UWSA policy is kept in the Policy Manual.~~

*Reasoning: This clause is redundant. We keep updated policy manuals in accordance with the Corporations Act. Maintaining the document archives of the UWSA is a staff responsibility.*

### 11.2 Creation and Amendment of Policy

Any Member of the UWSA may propose an amendment to UWSA Policy, so long as ~~any~~ proposals are submitted to the Board of Directors for approval with at least fourteen (14) business days' notice. **At the discretion of the Board of Directors, motion to amend Policy may be sent to the By-law and Policy Committee for research and recommendation.** Notice of ~~any~~ changes in UWSA Policy shall be published on the UWSA website and any relevant social media platform. Changes to UWSA Policy must be ratified by a two-thirds (2/3) majority vote of Directors present at a meeting of the Board of Directors.

### 12.1 Revision of By-Laws

i. ~~Any~~ Amendment, repeal or enactment of these By-Laws shall ~~only be decided by the Members at a General Meeting of the Members~~ **be approved by motion at a General Meeting of the membership or approved by the By-Law and Policy Committee and ratified by the Board of Directors.**

li. ~~No By-Law changes shall be made without proper notice being served, Notice procedures are as follows:~~ Amendment or repeal of the By-Laws ratified by the Board of Directors shall be submitted for information to the subsequent General Meeting of the membership.

lii. By-Law changes shall be decided by a two-thirds (2/3) majority vote of directors present when ratified by the Board of Directors. By-Law changes shall be decided by a simple majority of voters present when ratified by the General Membership.

iv. Notice of changes to the By-Laws shall be available to the membership on the UWSA website and by paper copy ~~circulated in advance of Board of Directors meetings and posted, as requested,~~ fourteen (14) days prior to the meeting at which they will be voted upon.

~~a. Twenty one (21) days prior to the AGM the Chair of the Board of Directors shall ensure that the duly submitted proposed By-Law changes are posted in at least twenty (20) conspicuous, on campus, locations. The Chair of the Board of Directors shall also ensure that the duly submitted proposed By-Law changes are published in the Uniter prior to the AGM.~~

*Reasoning: This timeline is excessive and ineffective at rallying attention. We also cannot dictate what the Uniter chooses to publish.*

~~iv. At any General Meeting, where changes to By-Laws are proposed~~ It is recommended but not required that UWSA legal counsel be ~~present~~ consulted on amendment, repeal, or creation of UWSA By-Laws.

## G. Chief Election Commissioner Selection Committee

### 5.20.i. ~~Committee Composition~~ Chief Election Commissioner Selection

#### ~~i. Committee Composition~~

~~a. A member of the executive, *ex-officio*;~~

~~b. Up to three (3) Directors, and no fewer than two (2) Directors, as appointed by the UWSA Board; and~~

~~c. The General Manager (non-voting)~~

- a. The Chief Election Commissioner shall be hired in accordance with UWSA hiring policies and ratified by the Board of Directors.
- b. The Chief Election Commissioner's term shall commence upon appointment of the Board of Directors and shall expire on April 30<sup>th</sup> of the same academic year. The term shall be renewed annually unless the Chief Election Commissioner is otherwise notified by the General Manager.

## ~~ii. Selection Process~~

- ~~a. A selection committee shall be struck no later than the final Friday in July.~~
- ~~b. Based on application from the Chief Election Commissioner job posting, the selection committee shall interview and make a recommendation to the Board of Directors no later than the first Monday in September.~~
- ~~c. The Chief Election Commissioner's term shall commence upon appointment from the Board of Directors and shall expire on April 30 of the same academic year.~~

*Reasoning: We have found these hiring guidelines impractical and to contradict our other human resources policies.*

## ii. Applications from the following people will not be considered:

- a. Current Directors and current and former Executive Directors of the UWSA;
- b. Current Part-Time or Full-Time Employees of the UWSA;
- c. Current UWSA Service Centre Coordinators;
- d. Employees of the ~~Union or CKUW~~ **any UWSA partner organization.**

## H. Executive Director Duties

### 6.5 Duties of the Vice President External Affairs

- i. The Vice President External Affairs shall act as the Chief Spokesperson of the UWSA in the President's absence.
- ii. The Vice President External Affairs shall be responsible for working with the President to coordinate the external activities of the UWSA involving community, provincial, federal and international organizations. The Vice-President External shall act as spokesperson for these activities.
- iii. The Vice President External Affairs shall assist the President in the promotion of the Canadian Federation of Students on campus.
- iv. The Vice President External Affairs shall assist the President in the distribution of CFS campaign materials and in the implementation of CFS campaigns on campus.
- v. The Vice President External Affairs shall act as a liaison with the CFS National Executive Representative for Manitoba.
- vi. The Vice President External Affairs shall be the Local 8 (UWSA) Representative on the Canadian Federation of Students – Manitoba Provincial Executive.
- vii. The Vice President External Affairs shall act as spokesperson for matters pertaining to the UWSA's activities with CFS.
- viii. The Vice President External Affairs shall be responsible for coordinating the development and implementation of all campaigns of the union.
- ix. The Vice President External Affairs shall be a member of at least the Executive Committee and Campaigns and External Relations Committee.

- x. The Vice-President External Affairs will act as a liaison with campus lobby, labour and political action groups.
- xi. The Vice President External Affairs shall perform such duties that the Board of Directors determines from time to time by motion or By-Law.
- xii. The Vice President External Affairs shall be a delegate to meetings of the Canadian Federation of Students and Canadian Federation of Students-Services.
- xiii. The Vice President ~~Student~~ External Affairs shall serve as a liaison between the different recognized groups, affiliated groups, service groups and the Board of Directors.**
- xiv. The Vice President ~~Student~~ External Affairs shall serve as a liaison between UWSA and student groups/associations, and attending the meetings of these student groups/associations at their request as far as practicable.**
- xv. The Vice President ~~Student~~ External Affairs is responsible for assisting in the coordination of the activities of the World University Service of Canada (WUSC) on campus, which includes but is not limited to: assisting the WUSC Refugee Student financially and academically.**
- xvi. The Vice President Student Affairs shall be a member of at least the Executive Committee and Student Life Committee.
- xvii. The Vice President External Affairs shall serve as the Chair of the Campaigns and External Relations Committee.
- xviii. The Vice President External Affairs shall be one of the signing authorities of the UWSA.
- xix. The Vice President External Affairs shall attend all meetings of the Board of Directors and Executive Committee.
- xx. The Vice President External Affairs shall train and advise the incoming Vice President External Affairs.

## 6.6 Duties of the Vice President Student Affairs

- i. The Vice President Student Affairs shall be responsible for working with the President to coordinate the academic activities of the UWSA, and shall promote inclusive and accessible University of Winnipeg policy. The Vice President Student Affairs shall act as spokesperson for these activities.
- ii. The Vice President Student Affairs shall fulfill the role of student advisor for those UWSA members who seek aid in such areas as academic appeals, sexual harassment cases, student housing issues, and in accurate referrals to the appropriate University departments.
- ~~iii. The Vice President Student Affairs shall serve as a liaison between the different recognized groups, affiliated groups, service groups and the Board of Directors.~~
- ~~iv. The Vice President Student Affairs shall serve as a liaison between UWSA and student groups/associations, and attending the meetings of these student groups/associations at their request as far as practicable.~~
- ~~v. The Vice President Student Affairs is responsible for assisting in the coordination of the activities of the World University Service of Canada (WUSC) on campus, which includes but is not limited to: assisting the WUSC Refugee Student financially and academically.~~



- vi. The Vice President Student Affairs shall be a member of at least the Executive Committee and Student Life Committee.
- vii. The Vice President Student Affairs shall chair the Student Life Committee.
- viii. The Vice President Student Affairs shall be a student representative on the University of Winnipeg Senate Appeals Committee.
- ix. The Vice President Student Affairs shall perform such duties that the Board of Directors determines from time to time by motion or By-Law.
- x. The Vice President Student Affairs shall serve as a student representative on the Senate Student Services Committee.
- xi. The Vice President Student Affairs shall be one of the signing authorities of the UWSA.
- xii. The Vice President Student Affairs shall attend all meetings of the Board of Directors and Executive Committee.
- xiii. The Vice President Student Affairs shall assist with the development and implementation of all campaigns of the union.
- xiv. The Vice President Student Affairs shall train and advise the incoming Vice President Student Affairs.

#### I. Director Salaries and Benefits

##### 6.31 Salaries

- i. The salaries of the President, Vice President External Affairs, Vice President Student Affairs, and the Vice President Internal Affairs shall be ~~twenty-seven thousand dollars (\$27,000.00) per year~~ **forty thousand dollars (\$40,000) per year**. This sum is subject to periodic review and shall only be altered by the Membership at a General Meeting of the Members. ~~The executive salary shall be indexed to annual increases in the National Consumer Price Index where the increase is greater than zero.~~
- ii. Each Board of Directors position, excluding Executive Directors, the Chair of the Board of Directors, and the Secretary of the Board of Directors shall be entitled to a five hundred dollar (\$500) *honorarium* at the end of their term ~~provided that the Directors holding the position fulfilled all duties and requirements as per the UWSA By Laws.~~
- iii. If any director resigns or is removed from the Board of Directors, they shall receive an honorarium on a pro rata basis based on number of months served. The formula shall be: the full amount of the eligible honorarium divided by twelve (12) multiplied by number of months served.
- iv. Any director who is elected to the board of directors in the fall by-election will receive a two hundred and fifty dollar (\$250.00) honorarium, ~~subject to approval by the Board, upon completion of their term.~~

v. The Chair of the Board of Directors and the Secretary of the Board of Directors shall be entitled to a two thousand dollar (\$2000) *honorarium* at the end their term ~~provided that the Chair of the Board of Directors has fulfilled all duties and requirements as per the UWSA By-Laws.~~

### 6.32 Executive Director Requirements Benefits

~~i. No Executive Director may include more than fourteen (14) days of paid vacation time, not including statutory holidays and days when the University of Winnipeg is closed, and every Executive Director must spend more than half (1/2) of their working hours on campus during the regular University office hours of 8:30 a.m. and 4:30 p.m. with allowances made for evening meetings.~~

i. Executive Directors shall be entitled to two (2) weeks' paid vacation throughout their term, to be taken at a time that is mutually agreeable to the rest of the Executive Team and the General Manager.

~~ii. Time off requests from Executive Directors must be submitted and approved by the board in advance.~~

ii. Executive Directors can take paid time-off, either through banked overtime or vacation, with consultation with the rest of the Executive Team and the General Manager.

~~iii. Executive Directors are allowed one and a half (1 1/2) paid sick days per four weeks. Any paid sick leave that amounts to more than one and a half (1 1/2) days per month must be approved by the Board. Furthermore, sick leave consisting of three consecutive days requires a doctor's note and/or a note of explanation where there are extenuating circumstances to be submitted to the chair of the board of directors.~~

iii. Executive Directors shall accrue one-and-a-half (1.5) paid Sick Days per month, as per Manitoba Employment Standards, accumulating until the end of their term. These days shall not be paid out, but can be used at the discretion of the Executive Director until the end of their term.

~~iv. Executive Directors must submit a time sheet documenting hours worked at every board meeting.~~

iv. Executive Directors must log hours worked in excess of 37.5 weekly, and present it to the Board of Directors monthly as overtime hours. Banked overtime can be used at the Executive Director's discretion throughout the year as paid time off. Banked overtime will not be paid out to an Executive Director at the end of a term, as with employee overtime.

~~v. Executive Directors are entitled to Health and Dental benefits, to be covered by the students' association.~~

v. Executive Directors are entitled to the same paid days-off as other full-time administrative employees of the UWSA, including statutory holidays, campus closures, respite days, and alternating four-day work weeks in the months of May, June, July, and August.