

CODE CHANGES 2023: SERVICES MANAGER

TO: Council
FROM: Governance Review Committee
April 2023

Amendment to replace the Student Services Manager with the Senior Manager of Student Services.

Additions are indicated by ***bold italics***. Deletions are made by striking through (~~this~~).

SECTION I: GENERAL

Article 1. Authority and Interpretation of the Code

4. In this Code, unless the context otherwise requires:

“Senior Manager of Student Services” shall mean the permanent employee of the Society in charge of the Society’s Services, including the Sexual Assault Support Centre;

“Student At Large” shall, subject to the Internal Policy on Committee Appointments, mean an Active Member who is eligible to serve in an appointed position by virtue of not being a member of Council and not currently holding any other position to which they have been appointed by Council, a Council Committee, the Ombudsperson, the Executive Committee, an individual member of the Executive, or the ***Senior Manager of Student Services Manager***;

SECTION II: COUNCIL, COUNCIL MEMBERS AND OTHERS

Article 9. Non-voting Members

1. Pursuant to Bylaw 5(2)(b)(ii), the non-voting members of Council, in addition to the Ombudsperson and the Speaker of Council, shall be:
 - (a) the ***Senior Manager of Student Services Manager***;
 - (b) the UBC Vancouver student members of the Board of Governors; and
 - (c) two (2) students elected by and from the student members of the UBC Vancouver Senate.
2. The Speaker of Council, the Ombudsperson, and the ***Senior Manager of Student Services Manager*** are Officers but not Directors of the Society. In accordance with

Section IV, Article 3, neither the UBC Vancouver student members of the Board of Governors nor the two (2) students elected to serve on Council by the student members of the UBC Vancouver Senate shall be either Officers or Directors of the Society.

SECTION III: MEETINGS OF COUNCIL

Article 1. Rules of Order

13. (a) The Executives, the **Senior Manager of Student Services Manager**, and the Managing Director shall each submit short, succinct reports to Council for every Council meeting, preferably in point form and being no longer than one page. These reports shall be confined to current business and committee work.
- (b) The reports shall be submitted in time for them to be circulated to members of Council at the same time as the agenda. Supplemental reports may be submitted later if necessary.
- (c) During Executive Business and Remarks, Councillors may ask questions of each Executive, the Student Services Manager, and the Managing Director. No more than three (3) questions in total from all Councillors shall be allowed for each Executive and for the **Senior Manager of Student Services Manager** and the Managing Director.

SECTION V: COMMITTEES OF COUNCIL

Article 11. Student Life Committee

1. The Student Life Committee shall be composed of:
 - (a) the President;
 - (b) the Vice-President Administration;
 - (c) four (4) non-Executive Council members;
 - (d) one (1) Student at Large;
 - (e) the **Senior Manager of Student Services Manager**, who shall be non-voting;
 - (f) the Events Manager, who shall be non-voting; and
 - (g) the Marketing and Communications Manager, who shall be non-voting.
2. The Student Life Committee shall:
 - (a) provide recommendations on a regular basis for existing and potential avenues for student engagement;

- (b) provide input on regular updates and projects brought forward by the **Senior Manager of Student Services Manager**, the Events Manager, and the Marketing and Communications Manager;
- (c) provide feedback on annual plans brought forward by the **Senior Manager of Student Services Manager**, the Events Manager, and the Marketing and Communications Manager by August 31, with these plans being presented to the Committee in the form of a presentation;
 - i) these plans shall include details on departmental plans for events, projects, strategies, and the department's general approach on their annual goals.

SECTION VI: EXECUTIVE

Article 2. Executive Committee

1. There shall be an Executive Committee, composed of the five members of the Executive, with the President as the Chair. The Managing Director and the Clerk of Council shall attend meetings of the Committee unless directed otherwise by the Committee. The Policy Advisor and the **Senior Manager of Student Services Manager** shall attend by invitation. If the Chair of the Advisory Board is not already a member of the Executive Committee, they shall attend meetings by invitation.

Article 3. President

1. In addition to those powers and duties set out in the Bylaws, the President shall:
 - (i) arrange for a review of the Student Services to be done every three (3) years, such a review to be conducted with the assistance of the **Senior Manager of Student Services Manager** in accordance with Section X, Article 5;

Article 10. Managing the Executive

- 1.
2. ...
3. The President and the Vice-Presidents shall individually report to Council once a month in an in camera session about their performance. Notwithstanding the rules on in camera sessions in Section III, Article 1(26), when one of the Vice-Presidents is reporting none of the other Vice-Presidents shall be present. When the President is reporting, none of the Vice-Presidents shall be present.
4. Neither the **Senior Manager of Student Services Manager** nor any staff other than the Speaker nor any other individual who is not a Council member shall attend this in camera session unless invited to by Council.

5. ...
6. No one attending these special in camera sessions shall disclose any information discussed in them without the authorization of Council, except that members of Council other than the **Senior Manager of Student Services Manager** may be informed about what was said during sessions they were entitled but unable to attend.
7. Notwithstanding the rules on minute-taking of in camera sessions in Section III, Article 1(26), minutes of these sessions shall be taken by someone designated by the Chair of the meeting and will then be kept by the Archivist, to be disclosed only to current members of Council other than the **Senior Manager of Student Services Manager**.

SECTION VII: ADVISORY BOARD

Article 3. Composition and Appointment Process

1. The Advisory Board shall include the following members:
 - (a) the President;
 - (b) the four (4) Vice-Presidents;
 - (c) five (5) appointed members;
 - (d) the Managing Director; and
 - (e) the **Senior Manager of Student Services Manager**.

SECTION IX A: ELECTORAL PROCEDURES

Article 1. Elections Committee

A. Composition

5. Members of the Elections Committee shall not at the same time:
 - (a) be members of Council or an Associate Vice-President;
 - (b) hold any position to which they have been appointed by or in which they report to Council, an Executive, the Executive Committee, the Managing Director, or the **Senior Manager of Student Services Manager**;
 - (c) hold any position to which they have been appointed or in which they report to anyone in a position referred to in paragraph (b) above; or
 - (d) hold any Executive position in a Constituency.

SECTION X: STUDENT SERVICES

Article 1. General Provisions

4. Each Student Service shall:
 - (f) have a Coordinator (**or in the case of SASC, a Manager**) as its chief operations officer, who shall report to the **Senior Manager of Student Services Manager**, except for SASC, whose chief operations officer shall report to the **Managing Director**; and
 - (g) have such other powers and duties as are assigned by Council or the **Senior Manager of Student Services Manager** (or in the case of SASC, the **Managing Director**) from time to time.
6. If authorized to do so in accordance with paragraph 5 above, Student Services shall negotiate with the University or engage in lobbying only through the **Senior Manager of Student Services. Manager** or in the case of SASC, through the **Managing Director**.

Article 2. Space and Financing

1. All Student Services shall be granted office space in the AMS Student Nest without having to apply for it annually. Those Student Services which the **Senior Manager of Student Services Manager** (or in the case of SASC, the **Managing Director**) determines require visible space shall be granted such space in the AMS Student Nest by the Operations Committee.
2. The **Senior Manager of Student Services Manager** shall submit a consolidated budget for all Student Services except SASC to the **Managing Director**, who shall submit the budget to the Vice-President Finance. This budget shall be prepared in consultation with the Coordinators of the Student Services. The budget for SASC shall be prepared by the SASC Manager in consultation with the **Senior Manager of Student Services Managing Director**.

Article 3. Senior Manager of Student Services Manager

1. There shall be a **Senior Manager of Student Services Manager** who shall oversee all the Student Services except for SASC, which shall be overseen by the **Managing Director**. In the following paragraphs in this Article, the term Student Services shall not apply to SASC and the term Student Service Coordinators shall not apply to the SASC Manager.
2. ~~The term of office for the Student Services Manager shall correspond to that of the members of the Executive Committee as stipulated in Bylaw 5(3).~~
3. The **Senior Manager of Student Services Manager** shall:
 - (a) be the liaison person between the Executive Committee and the Student Services

designated in Section X of the Code;

- (b) be responsible for the management and administration of the Student Services;
- (c) hold a meeting every two (2) weeks with all the Student Service Coordinators **and the SASC Manager**;
- (d) provide supervision and guidance for the Student Service Coordinators **and the SASC Manager** and act as a resource person and advocate for them;
- (e) arrange for orientation and transition of Student Service Coordinators **and the SASC Manager**;
- (f) arrange appropriate training courses for the Student Service Coordinators **and the SASC Manager**, including but not limited to courses on human resources practices, employment equity, and human rights issues;
- (g) assist the Student Service Coordinators **and the SASC Manager** in the preparation of their budgets;
- (h) subject to paragraph 4 below, act as the liaison person with the University Administration on issues affecting the Student Services;
- (i) provide a presentation to Council in July, such presentation to outline the strategies and plans for the Services in the coming year;
- (j) provide a written report and oral presentation to Council at the last Council meeting of each semester in the winter session, such report to include but not be limited to statistics, finances, operational changes, the number of users, the cost per user, and the data collection and analytics to do with the Society's interactions with students in the Student Services;
- (k) be a salaried employee for the duration of their term of office;
- (l) attend meetings of the Executive Committee if invited by the Committee;
- (m) assist with the triennial Student Services review in accordance with Article 6 below; and
- (n) have such other duties as are assigned by the Managing Director from time to time.

4. The **Senior Manager of Student Services** ~~Manager~~ shall not:

- (a) negotiate with the University, unless authorized to do so by the Executive Committee; or

- (b) engage in lobbying, unless authorized to do so by Council.

Article 4. Coordinators

1. The Coordinator of every Student Service **and the SASC Manager** ~~other than SASC~~ shall carry out the management and administration of that Service subject to the direction of the **Senior Manager of Student Services** ~~Manager~~. ~~The SASC Manager shall carry out the management and administration of SASC subject to the direction of the Managing Director.~~
2. Coordinators and Assistant Coordinators, if such Assistant Coordinator positions are established for a given Student Service, shall be Active Members of the Society, and shall not hold any other appointed or elected positions in the Society. This provision notwithstanding, the SASC Manager and Assistant Manager need not be Active Members of the Society.
3. The Coordinator of a Student Service (or in the case of SASC, the SASC Manager) shall keep or cause to be kept a register of the staff and volunteers of that Service.
4. Changes to the terms of employment for Coordinators and Assistant Coordinators **and for other than** the SASC Manager and Assistant Manager may be proposed by the **Senior Manager of Student Services** ~~Manager~~ to the Managing Director. Such proposals must be in writing. ~~Changes to the terms of employment for the SASC Manager and Assistant Manager may be made by the Managing Director.~~

Article 5. Student Services Review

1. The President shall arrange a review of the Student Services every three (3) years, such a review to be conducted with the assistance of the **Senior Manager of Student Services** ~~Manager~~.
2. The review shall include but not be limited to a review of Service offerings, key performance indicators, and the operations of the Student Services Department as a whole and of each individual Service.