
Type:	Operational	Created:	June 2000
Adopted by:	Board of Directors	Last Amended:	February 2022
Executive Responsibility:	Chairperson	Procedure:	10.07-01

PREAMBLE:

Members of the Board receive remuneration for their work on behalf of the Students' Union as per Bylaw VI, Article 4. This policy will describe the level of compensation provided to different classifications of Board members and the mechanisms by which Board members are accountable for funds received. The purpose of Board remuneration is to provide compensation for lost wages and/or funding for those who dedicate work, study and extra-curricular time to serve the student body. The different levels of funding provided to each classification is a reflection of the time associated with fulfilling the terms of positions under each classification.

PORTFOLIO COMPENSATION AND REQUIREMENTS:

1. Remuneration for Portfolio Duties – Executive Stipend

1.1 Executive Members

Executive members of the Board are those members described in Bylaw VI, Article 1. (a). Executive members shall be required to serve 80 hours in each monthly reporting period.

1.2 Constituency Representatives

Constituency Representatives are those members of the Board described in Bylaw VI, Article 1. (b) and (c). Constituency Representatives shall be required to serve 80 hours in each monthly reporting period.

1.3 Non- Executive or Constituency Representatives

All other representatives exclusive of 1.1 and 1.2 described in Bylaw VI, Article 1. (d) through (g). These Representatives shall serve up to 20 hours in each monthly reporting period.

2. COMPENSATION RATES AND PAYMENT SCHEDULE

2.1 Base Rate of Compensation

The base rate of compensation for Board of Directors members shall be *\$15.00 (2018)* per hour served plus an additional (10%) in lieu of vacation and benefits. This rate is based on historical values determined by surveying other student organizations.

2.2 Annual Adjustment

Annually on May 1 of each year, the rate of compensation for Board members shall be *increased by the greater of* the rate of change in the consumer price index for Vancouver over the preceding twelve months, *or 1.5%*.

2.3 Payment

Board members shall be paid monthly. The amount of each payment to a Board member will be determined by the number of hours served by that member in the month (known as the reporting period) subject to the terms and reporting rules in this policy (i.e. honouraria will be pro-rated based on actual hours served).

2.4 Banking Hours

Board members who work a surplus of hours in given reporting period will not be compensated for those hours over and above the hours they are required to serve. Up to *forty (40)* surplus hours served by Executive Members, may be banked and used in a reporting period in which a Board member was unable to perform their duties due to *bona fide* illness or incapacity, or due to the campus being closed for an extended period (i.e. the Christmas Break). This provision may be used no more than *twice* per semester.

This clause applies only to Executive and Constituency Representatives.

3. REPORTING

3.1 Written Reports

Each Board member must submit a written report summarizing their work in each reporting period in order to qualify for honouraria. Reports will conform to a set template, and include details on work completed, hours of service provided, and meetings attended.

3.2 Submission of Reports

The following rules will apply to the submission of written reports:

- Reports are due by noon of the first business day following the end of the reporting period;
- Reports provided late may result in the stipend payment being delayed to the following payment cycle; and,
- Reports provided more than six weeks following the end of a reporting period will not be considered, and a Board member failing to provide a report for a reporting period shall, after six weeks, be deemed to have forfeited any honoraria they may have been owed.

3.3 Standard Approval of Reports

- a. Board of Directors members' written reports must be approved by two members of the budget and operations committee. Notwithstanding the foregoing, no Board of Directors member may approve their own report.
- b. Standard approval shall be granted provided that a report conforms to the necessary reporting standard, that the report appears accurate, and that there is no reason to believe that the report's author has provided incorrect information. Payment may shall be issued to Board members based on their reports receiving preliminary approval.
- c. *Where the budget and operations committee finds that a report is missing necessary information, contains misstatements, attempts to claim hours for work not*

completed, or other such issues, said report(s) shall be referred back to the member for clarification or may request the report be amended to satisfy the necessary criteria. The Committee may approve or reject the report as deemed appropriate. Should a member of the Committee be the author of a report being considered by the Committee, they shall be deemed in a conflict of interest.

SCHEDULE OF REVIEW

Board Stipends Policy 10.07 shall be reviewed on a four-year cycle.

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