



**College of New Caledonia**  
**Students' Union**

Local 13 Canadian Federation of Students

---

**POLICY MANUAL**

**Last amended May 9, 2015**

# **TABLE OF CONTENTS**

**SECTION 1: INTRODUCTION**

**SECTION 2: SERVICES**

**SECTION 3: INTERNAL**

**SECTION 4: FINANCIAL**

**SECTION 5: EXECUTIVE SUB-COMMITTEES**

## **1.0 INTRODUCTION**

- 1.1 POLICY ON POLICIES** pg. 4
- 1.1 DEFINITIONS** pg. 5

## **2.0 SERVICES**

- 2.1 Bulletin Boards** pg. 6
- 2.2 Clubs** pg. 8
- 2.3 CNC's Official Student Newspaper** pg. 11
- 2.4 Faxing and Photocopying Services** pg. 12
- 2.5 U-PASS Program** pg. 13
- 2.6 Extended Health and Dental** pg. 14
- 2.7 Locker Rentals** pg. 15
- 2.8 Food Bank** pg. 18
- 2.9 College Appeals Support** pg. 19

## **3.0 INTERNAL**

- 3.1 Conflict of Interest Guidelines** pg. 20
- 3.2 Election Procedures** pg. 21
- 3.3 Emergency Phone-Around Vote Procedure** pg. 22
- 3.4 Executive Committee Job Descriptions** pg. 23
- 3.5 Executive Committee Monthly Reports** pg. 25
- 3.6 Executive Committee Travel Policy** pg. 26
- 3.7 Federation Representative on the Provincial Executive** pg. 27
- 3.8 In-Camera Sessions** pg. 28
- 3.9 Non-Disclosure Agreement** pg. 29
- 3.10 Personal Information Protection Policy** pg. 30
- 3.11 Selection of Delegates to Federation General Meetings  
and Skills Development** pg. 34
- 3.12 Staff Relations** pg. 35

## **4.0 FINANCIAL**

- 4.1 Financial Management Policy** pg. 36
- 4.2 Locker Rental Services Fund** pg. 37

<b>4.3</b>	<b>Office Maintenance</b>	<b>pg. 38</b>
<b>4.4</b>	<b>Office Supplies</b>	<b>pg. 39</b>
<b>4.5</b>	<b>Stipends, Per Diems and Reimbursements</b>	<b>pg. 40</b>
<b>4.6</b>	<b>Investment Policy Statement</b>	<b>pg. 43</b>
<b>4.7</b>	<b>Union Fee Refunds</b>	<b>pg. 47</b>

## **5.0 Executive Sub-Committees**

<b>5.1</b>	<b>Finance Committee</b>	<b>pg. 48</b>
<b>5.2</b>	<b>Electoral Committee</b>	<b>pg. 49</b>
<b>5.3</b>	<b>Activities &amp; Events Committee</b>	<b>pg. 51</b>
<b>5.4</b>	<b>Advocacy &amp; Campaigns</b>	<b>pg. 51</b>
<b>5.5</b>	<b>Aboriginal Students' Committee</b>	<b>pg. 52</b>
<b>5.6</b>	<b>Women Students' Committee</b>	<b>pg. 53</b>
<b>5.7</b>	<b>International Students' Committee</b>	<b>pg. 54</b>

# 1.0 INTRODUCTION

---

## 1.1 POLICY ON POLICIES

---

<b>Category:</b>	Operational	<b>Created:</b>	May 9 2015 by Executive
<b>Responsibility:</b>	Secretary	<b>Last Amended:</b>	N/A

---

**1. Policies of the Students' Union**

Policies of the Students' Union may be adopted by the Board of Directors or by the membership at the general meeting or through referenda. Policies shall outline administrative and operational structures and principles established to guide, and provide consistency to, the management of the Students' Union.

**2. Changes to Member Adopted Policies**

Changes to policy adopted by a vote of the general members shall be adopted as per the bylaws of the society.

**3. Changes to Board Policies and Procedures**

Changes to Board adopted policy shall require two readings and shall require the support of  $\frac{3}{4}$  of voting board members on the second reading.

**4. Organization of Policies**

Each policy shall be allocated to an area of the Students' Union's operations and provided with an identifying numbers. All policy shall be labeled with the date it was adopted or amended, and whether the policy was adopted or amended by either the Executive Committee, or by the membership during a General Meeting or Referendum.

---

END OF DOCUMENT

## 1.2 DEFINITIONS

---

<b>Category:</b>	Operational	<b>Created:</b>	May 10 2015 by Executive
<b>Responsibility:</b>	Secretary	<b>Last Amended:</b>	N/A

---

**Policy:** A deliberate system of principles to guide decisions and achieve rational outcomes.

**Executive Committee:** Board of Directors

---

END OF DOCUMENT

# 2.0 SERVICES

---

## 2.1 Bulletin Boards

---

<b>Category:</b>	Services	<b>Created:</b>	Aug 31, 2002 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	May 9 2015 by Executive

---

### 1. Purpose

Notwithstanding priority use for Students' Union business, special events and other circumstances, posters of interest to the membership may be approved for posting on designated bulletin boards provided that all applicable policies and regulations are adhered to.

### 2. Authorization

All posters must be reviewed and approved by a member of the Executive Committee or the Executive Director, and stamped with both the Students' Union stamp and the date the poster must be taken down, before being placed on any of the designated bulletin boards. Authorization may be withheld for posters deemed to be to be in appropriate or violate Students' Union policy.

### 3. Limitations:

- a) Posters may only be placed on bulletin boards designated for public use by the Executive Committee.
- b) Posters shall be no bigger than 11 inches by 17 inches in size. A maximum of two (2) of the same or similar posters may be placed on each bulletin board. A member of the Executive Committee or Students' Union staff may waive this limitation upon request, at their discretion.
- c) Posters shall remain on bulletin boards for a maximum of two (2) weeks or until the advertised event ends. A member of the Executive Committee or Students' Union staff may waive this limitation upon request, at their discretion.
- d) Posters may not be placed in a manner that covers posters already in place.
- e) Posters may not be attached to bulletin boards in such a manner as to cause damage to the boards. This includes, but is not limited to, the use of glue or staples.

### 4. Content:

- a) Posters may not contain statements of any kind or format that violates municipal, provincial, or federal laws, the BC Human Rights Code, or any other formal regulation put in place by the Students' Union.
- b) Posters advertising services or products for businesses are permitted, provided that a fee of five dollars (\$5.00) per poster is paid at the time of authorization. Authorization will not be provided on credit. This fee shall be waived for posters of a commercial nature that primarily advertise a student discount or charity fundraising event.
- c) Posters advertising housing shall be only permitted on the housing board. The housing board shall be located in the hall beside the union office.

### 5. Penalties for Violation of Policy

- a) The Students' Union reserves the right to remove and destroy without compensation any posters that are posted in a manner that violates this policy. An attempt shall be made to contact the person(s) or organization(s) who violated this policy, and provide a verbal warning.
- b) Person(s) or organization(s) found to be repeatedly violating this policy shall receive a warning and be prohibited from posting for one (1) week.
- c) Person(s) or organization(s) found to be continuing to violate this policy after being warned as per article ii), or are found to be intentionally violating this policy, shall be prohibited from using any designated bulletin boards for the remainder of the academic year.

### 6. Appeal of Decisions Regarding Poster Authorization and Removal

Individuals or organizations disagreeing with decisions related to the authorization or removal of posters may file an appeal in writing for consideration at the next regularly scheduled Executive Committee meeting held no sooner than four (4) days after the appeal is received.

### 7. Posting of Bulletin Board Policy

This policy shall be posted in a conspicuous manner in the Students' Union office. The person(s) or organization(s) wishing to receive authorization for posters shall be requested to review the policy at same time as posters are being authorized.

---

END OF DOCUMENT



## 2.2 Clubs

---

<b>Category:</b>	Services	<b>Created:</b>	Aug 31, 2002 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	May 9 2015 by Executive

---

### 1. Preamble

Clubs are designed to enhance the post-secondary education experience by offering members the opportunity to pursue their interests beyond strictly academic endeavors. Clubs are intended to foster a positive environment for members to express themselves and to join in activities within the diverse community of the College of New Caledonia.

### 2. Categories

There shall be six (6) categories of Clubs:

- a) Academic\*
- b) Activist/Political
- c) Interest
- d) Religious/Philosophical
- e) Service
- f) Athletic/Recreation

\*Although academic clubs are permitted, participation must be open to all members to promote inter faculty relations

A list of all officially recognized clubs under each category shall be kept in the Students' Union office, and made available to members upon request.

### 3. Official Recognition

- a. To become an officially recognized club, each club must fully complete and submit to the Internal Affairs Coordinator an official request form, as designated by the Executive Committee. The club must provide the following information on the form:
  - i. the name of the club;
  - ii. the purposes, goals and objectives of the club;
  - iii. a copy of the club's constitution (if one exists);
  - iv. names, student numbers and contact information of the club's executive;
  - v. names and student numbers of the club's members;
- b. Clubs must notify the Internal Affairs Coordinator of any changes in the club's executive and membership at least once a month.
- c. The Executive Committee has the right to refuse any applications based on reasonable grounds.
- d. Clubs may renew with a simple update of signing authorities with sign-off from the previous.

### 4. Membership

- a. Each club must allow any interested member of the Students' Union to join.
- b. No club shall have fewer than ten (10) active members. This requirement may be waived by a two-thirds (2/3) majority vote of the Executive Committee.
- c. Clubs may impose a membership fee to help fund its activities although membership may not be denied based on financial limitations.
- d. All members of the club must be members in good standing of the Students' Union.

### 5. Club Executive

- a. Each club shall have an executive consisting of no less than three (3) positions consisting of a Chairperson, Treasurer, and one other position as determined by the club membership.
- b. The executive of each club shall be elected by the membership of the club as per the constitution of the club. No members of a club shall be denied the right to vote in the election of the executive of the club.

### 6. Club Funding

- a. Notwithstanding the amount budgeted for clubs in a particular fiscal year, upon acceptance of a written request a club shall be entitled to an initial Basic Operating Grant of one hundred dollars (\$100.00) per academic year. Further

requests for Matching Grants (grants to match money made by fundraising) of up to four hundred dollars (\$400.00) per academic year may be considered if the club:

- i. can clearly demonstrate a need for the additional funds; and
  - ii. has collected at least an equal amount of funds through fundraising during the current academic year.
- b. Membership fees imposed by the club and donations of items other than money to the club shall not be considered as funds collected by fundraising.
- c. The Executive Committee has the right to refuse any funding requests based on reasonable grounds.
- i. Clubs created for the purpose of fundraising for program specific graduating class party or events shall not be eligible for club funding
- d. In order to be eligible for the Basic Operating Grant and/or Matching Grants each club must fully complete and submit to the Internal Affairs Coordinator an official request form, as designated by the Executive Committee, detailing the following information:
- i. name of the club;
  - ii. names, student numbers and contact information of the club's executive;
  - iii. a brief description of activities already completed in the current academic year (if any);
  - iv. an outline of proposed activities for the remainder of the current academic year; and
  - v. a copy of financial records or statements that indicate the current financial status of the club and who the signing officers are.

If the club is applying for a Matching Grant, a detailed explanation of why the club needs the additional funds must also be provided.

- e. All requests for funding must be submitted before February 10<sup>th</sup> of the current academic year.
- f. All requests shall be reviewed by the Activities and Services Committee at the next regularly scheduled Committee meeting held no sooner than four (4) days after the Internal Affairs Coordinator initially receives the request. A representative of the club will be required to meet with the Committee, provide a brief verbal explanation of the request, and answer any questions arising. The Committee shall then submit a recommendation to the Executive Committee for final approval.
- g. Students' Union members shall have the right to view all funding requests (except for the names, personal contact information and student numbers of club members) from clubs during normal office hours provided that twenty-four (24) hours written notice is given. The names, personal contact information and student numbers of club members shall be considered confidential and may only be accessed by those individuals as designated by the Executive Committee.

## **7. Bank Accounts**

- a. Clubs are not permitted to hold an external bank account and all club funds must be kept with the CNCSU
- b. Clubs shall be entitled to monthly account statements upon submitting a request to the CNCSU.

## **8. Signing Authority**

- a. Each club must provide a list of no less than two signing officers who are members of the club's executive.
- b. The signatures of the designated signing officers shall be required for all financial expenditures from the club's account(s).
- c. All members of the club's executive shall be accountable to both the club membership and the Students' Union for the activities of the club including any financial mismanagement and bad debts.

## **9. Authorized Expenditures**

- a. Clubs are authorized to spend their Basic Operating Grants and Matching Grants only as outlined in their proposals to the Internal Affairs Coordinator.
- b. Clubs may not spend Basic Operating Grants and Matching Grants on the following:
  - i. Capital Expenditures: the purchase of items including, but not limited to, furniture and classroom equipment;
  - ii. Individual Gain: any activities that result in the personal benefit of individuals members as opposed to providing a benefit to all club members;
  - iii. Funding Political Parties: while activist/political clubs may exist, no funds shall be diverted in any manner to political parties or other similar organizations.
  - iv. Election Campaigning: funds shall not be used to assist members running for a position on the Executive Committee of the Students' Union, the College Board of Governors or the Education Council.
  - v. Referendum Campaigning: funds shall not be used to lobby or support any side in an official Students' Union referendum.

- c. Clubs that violate this policy are required to return the Basic Operating Grant and Matching Grants they have received during the academic year in full.
- d. Clubs must submit itemized receipts for all expenses or provide written minutes detailing the purpose of the expenditure and whom will be reimbursed.

**11. Dissolution**

- a. In the event that club does not renew for 2 consecutive academic years, the club will be dissolved and all remaining funds will be allocated to the general operations of the CNCSU.

**12. Acknowledgment of Liability and Club Policy**

- a. Before funds are released to a club, the club is required to have an official representative sign on the club's behalf a waiver stating that the club understands and will obey the Students' Union's policies, and declaring the Students' Union free of any and all liability in relation to the club and its activities.
- b. Clubs shall be legally liable for any unauthorized or illegal actions and/or expenditures carried out by any of its members.
- c. The Students' Union takes no responsibility and accepts no liability for any actions and/or expenditures made by clubs.

---

END OF DOCUMENT

## 2.3 CNC's Official Student Newspaper

---

<b>Category:</b>	Services	<b>Created:</b>	Oct 25, 2005 by Executive
<b>Responsibility:</b>	Editor-In-Chief	<b>Last Amended:</b>	May 9 2015 by Executive

---

### Preamble

For years members have benefited from the publication of a campus newspaper produced for students by students. Independent student media provides a forum for discussion and debate of important issues, and promotes activism among members.

**1. Officially Designated Student Newspaper**

*The Confluence* shall be the official student newspaper of the College of New Caledonia.

**2. Editorial Content**

The Executive Committee shall have no authority over the editorial content of *The Confluence*.

**3. Expenditures**

All expenditures must be within the allocated *Confluence* Budget or otherwise approved by the CNCSU Executive Committee.

**4. Governance**

*The Confluence* shall be governed by the Editorial Committee and all supporting staff will report to the Executive Director as per the *Confluence* Policy Manual.

---

END OF DOCUMENT



## 2.5 U-Pass Program

---

<b>Category:</b>	Services	<b>Created:</b>	May 9 2015 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

### Preamble

Since implementation in 2009Fall, members have benefited from the use of a U-Pass as negotiated between the CNCSU, the College, BC Transit and the Prince George Transit Authority.

- 1. U-Pass Sticker**  
With verification of payment of the U-Pass Fee, all Prince George members shall receive a sticker providing them with access to City transit and recreational facilities including value added access to both Prince George Aquatic Centers.
- 2. Duration**  
All Prince George members will be entitled to receive the U-Pass for the number of months they are attending the College
- 3. Contract**  
All other terms and stipulations can be found in the "CNC Universal Bus Pass Agreement" last renewed for a term of August 1, 2014 to August 1, 2019.

---

END OF DOCUMENT



## 2.7 Locker Rentals

---

<b>Category:</b> Services	<b>Created:</b> Aug 31, 2002 by Executive
<b>Responsibility:</b> Secretary (elected)	<b>Last Amended:</b> June 2, 2008

---

### 1. Availability

Notwithstanding priority use for Students' Union business, availability, and other circumstances, lockers will be made available for rent on the Prince George Campus.

- a. Priority for locker rentals shall be given to Students' Union members, as defined in the Students' Union's by-laws.
- b. Non-members enrolled in at least one (1) distance-education course(s) offered by a recognized B.C. public post-secondary institution and require access to College facilities as part of their studies may also rent any lockers still available.
- c. Students' Union representatives shall have the right to refuse to rent a locker based on reasonable grounds. The individual affected may appeal any refusal in writing to the Executive Committee.

### 2. Period of Use

#### a. Prince George Campus

- i) Locker rentals shall end no later than 2 weeks once term or program has ended
- ii) Lockers shall be rented out on a per term basis. Students' Union Members must be enrolled in at least (1) one course to be eligible for locker rental.

### 3. Registration

All persons renting a locker must apply in person; no sooner than two weeks prior to their program; and must show either their valid CNC ID Card or photo ID plus latest CNC Course Registration Data Form, and sign the designated waiver in order to rent a locker. The person's name, phone number, and the combination and serial number of his/her lock shall be kept on file in the Students' Union office.

### 4. Cost

Both the appropriate rental fee and lock deposit must be paid at the time of registering for a locker. Lockers cannot be provided on credit, except for members being sponsored (funded) by an outside agency (such as Human Resources Development Canada, a First Nations band, etc) that has confirmed in writing that the agency will directly reimburse the Students' Union for the locker rental.

#### a. Half-Size Lockers

Single half-size lockers shall be rented out at a cost of five dollars (\$5.00) plus the designated lock deposit. Persons may rent more than one (1) half-size locker per floor, providing that the lockers are not connected together vertically.

#### b. Full-Size Lockers

Single full-size lockers shall be rented out at a cost of ten dollars (\$10.00) plus the designated lock deposit.

#### c. Half-Size Lockers - ESL (June-August only)

Members enrolled in the summer section of the ESL programme only may rent a single designated half-size locker at a cost of five dollars (\$5.00), plus the designated lock deposit.

#### d. Full-Size Lockers - Forestry

Members enrolled in the Forestry programme only may rent two (2) full lockers at a cost of fifteen dollars (\$15.00) plus the designated lock deposit for two (2) locks.

#### e. Exceptions

All locker rental fees shall be waived for members enrolled in the JET, Opening Doors, and TARGET programmes only.

### 5. Locks



**a. Lock Rental and Deposit**

Combination locks shall be made available for rent. A lock deposit of five dollars (\$5.00) per lock shall be charged in addition to the locker rental prices as defined in section 4 of this policy, and refunded when the member cleans and moves out of his/her locker and returns the same lock(s), undamaged, before the designated end of the locker rental period.

**b. Replacement of Damaged/Lost Lock**

Locks provided by the Students' Union will be replaced at no charge if found to be faulty due to no fault of the member renting the lock. Locks provided by the Students' Union that are damaged by misuse or lost shall be replaced with an additional deposit of five dollars (\$5.00), and the damage deposit for the first lock shall not be refunded.

**c. Use of Own Lock**

Members may supply their own lock, so long as the combination is registered with the Students' Union office or a copy of the key is left with the Students' Union Office.

**6. Modifications and Damage/Vandalism to Lockers**

**a. Use of Stickers and Other Materials Placed With Adhesives**

The placement of stickers and other materials that will stick to the interior of a locker is permitted only if the member is able to remove the material him/herself by the end of the locker rental. No stickers or other materials may be placed on the exterior of a locker unless placed by authorized Students' Union representatives, as designated by the Executive Committee.

**b. Graffiti**

Graffiti of any kind inside and outside lockers is strictly prohibited.

**c. Modification, Vandalism and Damage to Lockers**

I. Any sort of physical modification to lockers, including the removal of permanently fixed locker components such as shelving, is strictly prohibited unless authorized beforehand by authorized Students' Union representatives, as designated by the Executive Committee.

II. Intentional damage or vandalism to lockers is strictly prohibited

**7. Penalties for Violations of This Policy**

**a. Cancellation of Locker Rental**

A locker rental may be revoked if there is a violation of this policy. A written notice must be posted on the locker at least two (2) weeks prior to the day the locker must be vacated.

**b. Graffiti and Vandalism**

If by the end of the locker rental period a locker is left in a very dirty state, covered in graffiti and/or stickers, or damaged a fine of up to \$25 may be levied and the person responsible cannot rent another locker until the fine is paid. Persons affected may appeal this in writing to the Executive Committee.

**8. Access to Lockers**

Authorized Students' Union representatives, as designated by the Executive Committee, may access lockers only upon the following circumstances:

- a. upon request of the person renting the locker;
- b. upon failure of the person renting the locker to respond to a written notice as per section 7 subsection a) of this policy;
- c. by the end of the locker rental period, if the person has failed to clean and move out of his/her locker by that time;
- d. upon written request of a legal guardian or representative, if the person renting the locker is unable to return to the campus (due to leaving Prince George for an extended period of time, death, etc) to access his/her own locker;
- e. upon official request from the College for the purpose of repairing the locker;
- f. upon official request from the College for security and/or emergency purposes (such as fire or flooding); or
- g. upon official request from the College in conjunction with an official search warrant from a Canadian police agency.

All requests to access lockers as per sections e, f, and g must be reported at the next regularly scheduled Executive Committee meeting for recording in the official meeting minutes.

**10. Liability**

The Students' Union accepts no responsibility and is not liable for damage or loss of any kind to locker contents and/or user-supplied locks.

**11. Posting of Locker Policy**

This policy shall be posted in a conspicuous manner in the Students' Union office. Members renting lockers shall be requested to review the policy before renting a locker.

---

END OF DOCUMENT



## 2.9 College Appeals Support

---

<b>Category:</b>	Services	<b>Created:</b>	May 9 2015 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

### Preamble

College policy covers both academic and non-academic codes of conduct and as such has laid out provisions for grade, clinical and non-academic appeals. Over the years, members have benefitted from the support of the Students' Union in ensuring fair process, to navigate the policies, timelines as well as to advocate for a student centered approach in how the College handles student appeals.

#### 1. Identifying relevant and applicable policies\*

Students' Union staff and representatives whom have oriented themselves to College appeal policy are available to meet with and discuss the nature of the appeal and the desired outcome to determine whether an informal or formal appeal process should be sought and to adhere to the appropriate and most applicable policy.

#### 2. Accompaniment to meetings with Instructor

Students' Union staff and representatives whom have oriented themselves to College appeal policy may, at the request of a member accompany them to a meeting in order to witness discussions and to take notes as needed.

#### 3. Accompaniment to meetings of Appeal

Students' Union staff and representatives whom have oriented themselves to College appeal policy may, at the request of a member accompany them to a meeting in order to witness discussions and to take notes as needed.

\*All CNC Policies can be located online: [www.cnc.bc.ca/Exploring/Services/Administration/CNC\\_Policies.htm](http://www.cnc.bc.ca/Exploring/Services/Administration/CNC_Policies.htm)

---

END OF DOCUMENT

# 3.0 INTERNAL

---

## 3.1 Conflict of Interest Guidelines

---

<b>Category:</b>	Services	<b>Created:</b>	Sep 25, 2005 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

### Preamble

Conflict of Interest shall be defined as “a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.”

(Definition by Dr. Michael McDonald, Director of the UBC Centre for Applied Ethics).

### 1. Declaration of Interests

At the first meeting held after the ratification of election results, all members of the Executive Committee must disclose all interests which might cause a conflict of interest including, but not limited to:

- a) membership in any Students’ Union clubs;
- b) membership on any external executives or boards that the Students’ Union may have regular dealings with;
- c) financial interests (such as ownership, holdings, shares, etc.) that may impact on Students’ Union operations; and
- d) employment with the College or municipal, provincial or federal governments.

Members of the Executive Committee are required to declare if they could possibly be in a conflict of interest during discussion of business at a meeting, and formally abstain from voting on specific money and privilege issues in relation to the business at hand.

### 2. Employment Conflict of Interest

- a. If a member of the Executive Committee wishes to apply for positions of employment within the operations of the Students’ Union, they must resign from the Executive Committee before submitting an application.
- b. Members of the Executive Committee must resign from any other paid position within the operations of the Students’ Union before being ratified to their position.

### 3. Club Conflict of Interest

Members of the Executive Committee who are members of clubs are required to formally abstain from discussing and voting on specific money and privilege issues for their particular club, but shall be allowed to participate in discussions or vote on motions that affect all clubs in general.

---

END OF DOCUMENT

## 3.2 Election Procedures

---

**Category:** Services **Created:** Aug 31, 2002 by Executive

**Responsibility:** Electoral Committee **Last Amended:** N/A

---

### Preamble

This policy outlines any Students' Union election procedures that are in addition to the rules and regulations set out in the Constitution and Bylaws.

#### 1. Orientation Meeting for Candidates in Students' Union Elections

All candidates shall be required to attend an orientation meeting at the end of the nomination period, at a time and place decided upon by the Electoral Committee. The Electoral Committee shall provide an overview of the election rules and provide a copy of them to all candidates at that time.

---

END OF DOCUMENT

## 3.3 Emergency Phone-Around Vote Procedure

---

<b>Category:</b>	Services	<b>Created:</b>	July 7, 2004 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

### 1. Authorization

When the Chairperson is unable to schedule a quorate emergency meeting of the Executive Committee, the Chairperson may conduct an emergency phone-around upon the request of at least two (2) other members of the Executive Committee. The emergency phone-around vote shall only be used on matters that are time-sensitive and must be dealt with before the next regularly scheduled meeting can occur.

### 2. Conduct of the Phone-Around Vote

- a) The Chairperson shall write up a formal motion outlining the matter that must be dealt with.
- b) The Chairperson shall attempt to contact each and every member of the Executive Committee within a twelve (12) hour period. When a member of the Executive Committee is contacted, the Chairperson shall explain that a phone-around motion is taking place and read out the motion. The Executive Committee member shall then be given the opportunity to orally vote in favour, vote against, or abstain from voting.
- c) In the case of a tie, the Chairperson shall cast the deciding vote
- d) The Chairperson shall keep a log outlining the following:
  - e) when the phone-around vote was started;
  - f) which members of the Executive Committee were contacted and at what time;
  - g) how each member of the Executive Committee voted on the motion; and
  - h) in the case that a member of the Executive Committee cannot be reached, the Chairperson shall also record what attempts were made to reach that person.
- i) At the conclusion of the vote, the Chairperson shall inform the rest of the Executive Committee of the voting results.
- j) The Chairperson shall prepare a written report outlining the motion that was adopted and the log recorded as per article iv) above, and submit the report at the next regularly scheduled meeting of the Executive Committee for final ratification.

---

END OF DOCUMENT

## 3.4 Executive Committee Job Descriptions

---

<b>Category:</b>	Services	<b>Created:</b>	March 18, 2008 by AGM
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	February 12, 2013 by AGM

---

### Preamble

This policy is to reaffirm and to outline additional expectations of each Executive Committee Member as outlined in **By-law IX – Duties and Responsibilities of Executive Committee Members**. Each member of the Executive Committee is expected to adhere to their job descriptions as outlined below.

### 1. Executive Committee Job Descriptions

#### Chairperson

The Chairperson shall:

- a) regularly chair meetings of the Executive Committee of the Union;
- b) prepare and distribute the agenda prior to each Executive Committee meeting to all Executive members;
- c) organise meetings of the Executive Committee;
- d) undertake all duties and responsibilities which normally fall to the chairperson of an Union; and
- e) perform such other duties as may be assigned by the Executive Committee.

#### Secretary

The Secretary shall:

- a) coordinate the running of the Union office and the maintenance of Union records;
- b) ensure that the appropriate records of the Union are filed with the Registrar of Societies;
- c) be familiar with the services and programs of the Union;
- d) draft bylaw and policy proposals when directed to do so by the Executive Committee;
- e) ensure the activities and political positions of the Union and the Federation are communicated widely to members;
- f) be primarily responsible for overseeing and coordinating clubs; and
- g) perform such other duties as may be assigned by the Executive Committee.

#### Treasurer

The Treasurer shall:

- a) assist in formulating a budget for the Union;
- b) ensure that careful account is kept of all monies received and disbursed by the Union;
- c) be responsible for keeping the Executive Committee informed of all issues which pertain to the finances of the Union; and
- d) perform such other duties as may be assigned by the Executive Committee.

#### Prince George Campus Representative

The Prince George Campus Representative shall:

- a) be responsible for keeping the Executive Committee informed of all Prince George Campus issues which pertain to the Union;
- b) be responsible for organizing and keeping informed members of the Union at the Prince George Campus;
- c) sit on at least one committee of the Union; and
- d) perform such other duties as may be assigned by the executive committee.

#### Quesnel Campus Representative

The Quesnel Campus Representative shall:

- a) be responsible for keeping the Executive Committee informed of all Quesnel Campus issues which pertain to the Union;
- b) be responsible for organizing and keeping informed members of the Union at the Quesnel Campus;
- c) sit on at least one committee of the Union; and
- d) perform such other duties as may be assigned by the executive committee.

#### Vanderhoof Campus Representative

The Vanderhoof Campus Representative shall:



- a) be responsible for keeping the Executive Committee informed of all Vanderhoof Campus issues which pertain to the Union;
- b) be responsible for organizing and keeping informed members of the Union at the Vanderhoof Campus;
- c) sit on at least one committee of the Union; and
- d) perform such other duties as may be assigned by the executive committee.

#### **Mackenzie Campus Representative**

The Mackenzie Campus Representative shall:

- a) be responsible for keeping the Executive Committee informed of all Mackenzie Campus issues which pertain to the Union;
- b) be responsible for organizing and keeping informed members of the Union at the Mackenzie Campus;
- c) sit on at least one committee of the Union; and
- d) perform such other duties as may be assigned by the executive committee.

#### **Fort St. James Campus Representative**

The Fort St. James Campus Representative shall:

- a) be responsible for keeping the Executive Committee informed of all Fort St. James Campus issues which pertain to the Union;
- b) be responsible for organizing and keeping informed members of the Union at the Fort St. James Campus;
- c) sit on at least one committee of the Union; and
- d) perform such other duties as may be assigned by the executive committee.

#### **Burns Lake Campus Representative**

The Burns Lake Campus Representative shall:

- a) be responsible for keeping the Executive Committee informed of all Burns Lake Campus issues which pertain to the Union;
- b) be responsible for organizing and keeping informed members of the Union at the Burns Lake Campus;
- c) sit on at least one committee of the Union; and
- d) perform such other duties as may be assigned by the executive committee.

#### **Aboriginal Students' Representative**

The Aboriginal Students' Representative shall:

- a) be responsible for keeping the Executive Committee informed of all Aboriginal issues which pertain to the Union;
- b) be responsible for organising and keeping informed Aboriginal members of the Union;
- c) sit on at least the Aboriginal committee of the Union;
- d) attend the Aboriginal Caucus held at Federation general meetings if selected to attend that general meeting on behalf of the Union; and
- e) perform such other duties as may be decided on by the Aboriginal committee, or assigned by the Executive Committee.

#### **Women Students' Representative**

The Women Students' Representative shall:

- a) be primarily responsible for presenting a feminist viewpoint on all matters of concern to the Union;
- b) be responsible for organising and keeping informed Women members of the Union;
- c) sit on at least the Women's' committee of the Union;
- d) attend the Women's Caucus meetings held at Federation general meetings if selected to attend that general meeting on behalf of the Union; and
- e) perform such other duties as may be decided on by the Women's committee, or assigned by the Executive Committee.

#### **International Students' Representative**

The International Students' Representative shall:

- a) be primarily responsible for presenting a International Student issues viewpoint on all matters of concern pertain to the Union;
- b) be responsible for organising and keeping informed International student members of the Union;
- c) sit on at least one committee of the Union;
- d) attend the International Student Caucus meetings held at Federation general meetings if selected to attend that general meeting on behalf of the Union; and
- e) perform such other duties as may be decided on by the International Students' committee, or assigned by the Executive Committee.

---

END OF DOCUMENT

## 3.5 Executive Committee Monthly Reports

---

**Category:** Services

**Created:** Nov 8, 2005 by Executive

**Responsibility:** Secretary (elected)

**Last Amended:** March 1, 2010 by Executive

---

**1. Submission of Monthly Reports**

Members of the Executive Committee shall be required to submit a written report at the last regularly scheduled Executive Committee meeting of the month, summarizing his/her activities during that particular month.

**2. Information Contained in the Report**

The monthly report shall consist of a listing of days when business was conducted and the work conducted on each day.

**3. Availability of the Monthly Reports**

The monthly reports shall be available as outlined in By-Law XII.

---

END OF DOCUMENT

## 3.6 Executive Committee Travel Policy

---

<b>Category:</b>	Services	<b>Created:</b>	October 28, 2008 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	Feb 20, 2009 by Executive

---

### 1. Preamble

This policy is to outline the expectations of the Executive Committee on delegates appointed to travel and attend conferences on behalf of the Union.

### 2. Travel

- a) The Delegate shall be responsible for ensuring that he/she makes it to all pre-arranged travel i.e. car pools and flights.
- b) The Delegate shall be responsible for ensuring that if pre-arranged travel cannot be met that the Executive Committee or Union office is notified immediately so that pre-arranged travel can be canceled or changed.
- c) The Delegate shall be responsible for all incurred expenses if pre-arranged travel is missed without valid reason.

### 3. Conferences and Meetings

- a) The Delegate shall be responsible for ensuring that he/she attends the entirety of all conferences and/or meetings that he/she has been appointed to attend.
- b) The Executive Committee of the Union recognizes the diversity within its delegation and allows for choice to attend or not attend any constituency group or caucus during Canadian Federation of Students general meetings. The Executive Committee does however, encourage all delegates to attend a constituency group or caucus during general meetings of the Canadian Federation of Students.
- c) The Executive Committee of the Union recognizes that during general meetings of the Canadian Federation of Students there are multiple committees of the organization meeting at the same time and as such the Executive Committee requires that the delegation divided its self evenly amongst said committees where possible i.e. if there are 4 delegates then all four committees shall be attended. Also, no Delegate shall be without committee.
- d) The Delegate shall be responsible for the cost of the conference and/or meeting if any portion of the conference and/or meeting is missed without valid reason.

### 4. Determining Valid Reason

- a) The Delegate(s) shall be responsible for deciding at the meeting whether or not the reason(s) for missing any portion of the meeting and or conference are valid. If the Delegate(s) cannot agree then the decision shall be made by the Executive Committee at the next regularly scheduled Executive Committee meeting by a 2/3 majority vote.
- b) Reasons determined to be invalid if a Delegate(s) miss any portion of meetings and or conferences due to but not limited to:
  - i. Hangover or over indulging in the previous night(s)
  - ii. Shopping for any reason
  - iii. Exploring the host city, i.e. going to museums, Parliament, Legislature, without prior approval from the Executive Committee and/or not considered part of the meetings and or conference

### 5. Reporting to Executive

- a) The Delegate(s) shall be responsible for providing a written or oral report to the Executive Committee at its next regularly scheduled meeting after the delegate has returned.
- b) The Provincial Executive Committee Representative shall be responsible for:
  - i. Ensuring all delegates attend their meetings and committees when possible.
  - ii. Reporting back to the Executive Committee if and when any delegate misses any portion of the meetings or committees giving variance for washroom breaks within reason.

### 6. Reasonable Persons

It is the expressed intent of this policy that the Executive Committee and its members will in act in a reasonable manner and all reasonable requests and reasons shall not be denied; the benchmark shall be considered a reasonable person. Reasonable Person shall be defined as: an individual who exercises an ordinary degree of reason, prudence, care, foresight, or intelligence whose conduct, conclusion, or expectation in relation to a particular circumstance or fact is used as an objective standard.

## 3.7 Federation Representative on the Provincial Executive

---

**Category:** Services

**Created:** September 30, 2002 by Executive

**Responsibility:** Secretary (elected)

**Last Amended:** July 15, 2009 by Executive

---

### 1. Selection of Federation Representative

The Executive Committee shall annually select one (1) member to serve a one-year term as the Students' Union's representative on the Provincial Executive of the Canadian Federation of Students, as per the provincial Bylaws of the Federation. The Students' Union shall also review the position every six (6) months to ensure the member appointed is fulfilling their duties as outlined in the Students' Union policies and the Bylaws of the Federation.

### 2. Replacement of Federation Representative

In the event of a vacancy in the position of Federation Representative, the Executive Committee will select a replacement.

### 3. Duties of Federation Representative

The Federation Representative shall:

- a) sit on the Provincial Executive of the Federation on behalf of the Students' Union;
- b) be responsible for keeping the Executive Committee informed on the activities of other students' unions belonging to the Federation; and
- a) provide a report on each Provincial Executive meeting at the first regularly scheduled meeting of the Executive Committee held no sooner than one (1) week after the Provincial Executive meeting.

### 4. Federation Representative Support

The Executive Director shall be sent to each Provincial Executive Committee meeting with the Federation Representative to provide support to the representative and to further supplement the local's representation at the provincial level.

---

END OF DOCUMENT

## 3.8 In-Camera Sessions

---

<b>Category:</b>	Services	<b>Created:</b>	Oct 27, 2002 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

**1. Scheduling of In-Camera Sessions**

An in-camera session may only be held if it is included in the adopted agenda of that particular Executive Committee meeting.

**2. Limitations of Discussion**

The in-camera session may only deal with the topic(s) or issue(s) listed for discussion. No other topic(s) or issue(s) may be discussed during the in-camera session.

**3. Authorized Participants**

Notwithstanding a motion adopted by the Executive Committee increasing or decreasing the number of people authorized to participate in a particular in-camera session, in-camera sessions shall automatically be limited to members of the Executive Committee and Students' Union staff.

---

END OF DOCUMENT

## 3.9 Non-Disclosure Agreement

---

<b>Category:</b>	Services	<b>Created:</b>	March 29, 2006 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

### Preamble

The intention of this policy is to ensure the Executive Committee operates in a manner consistent with the Students' Union's *Personal Information Protection Policy* as well as the BC *Personal Information Protection Act* (PIPA), and that any personal and/or confidential information the Executive Committee is responsible for is kept in a private, secure manner.

### 1. Non-Disclosure Agreement

All members of the Executive Committee are required to completely fill out and sign a designated Non-Disclosure Agreement form at the start of their term of office.

### 2. Failure to Complete Non-Disclosure Agreement

Any member(s) of the Executive Committee who fail or refuse to completely fill out and sign a Non-Disclosure Agreement shall not be permitted to participate in any confidential discussions, nor have access to personal information and/or other confidential Students' Union records, until such time as the member(s) complete a Non-Disclosure Agreement.

---

END OF DOCUMENT

## 3.10 Personal Information Protection Policy

---

<b>Category:</b>	Services	<b>Created:</b>	Aug 30, 2004 by Executive
<b>Responsibility:</b>	Secretary (elected)	<b>Last Amended:</b>	N/A

---

### Preamble

At the College of New Caledonia Students' Union, we are committed to providing our members with exceptional advocacy and service. As providing our political work and services involves the collection, use and disclosure of some personal information about our members, protecting this personal information is one of our highest priorities.

While we have always respected our members' privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our members of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting members' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members' personal information and allowing our members to request access to, and correction of, their personal information.

### 1. Scope of Policy

This Personal Information Protection Policy applies to the College of New Caledonia Students' Union and the CNC Ion student newspaper. This policy also applies to any service providers collecting, using or disclosing personal information on behalf of the Students' Union.

### 2. Definitions

**Personal Information** – means information about an identifiable individual, such as name, home address and phone number, income, education, and employment information. Personal information does not include contact information (described below).

**Contact information** – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number. Contact information is not covered by this policy or PIPA.

**Privacy Officer** – means the individual designated by the Executive Committee with the responsibility for ensuring that the Students' Union complies with this policy and PIPA.

### 3. Collecting Personal Information

- a) Unless the purposes for collecting personal information are obvious and the member voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
- b) We will collect member information that is necessary to fulfill the following purposes:
  - To verify identity;
  - To identify member preferences;
  - To provide locker rental and other services;
  - To send out Students' Union membership information;
  - To contact our members and make them aware of meetings and events;

- To ensure a high standard of service to our members; and
- To meet legal/regulatory requirements.

#### **4. Consent**

- We will obtain member consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).
- Consent can be provided orally, in writing, electronically, or through an authorized representative, or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.
- Consent may also be implied where a member is given notice and a reasonable opportunity to opt-out of his or her personal information being used for mail-outs and the member does not opt-out.
- Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), members can withhold or withdraw their consent for the College of New Caledonia Students' Union to use their personal information in certain ways. A member's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist the member in making the decision.
- We may collect, use or disclose personal information without the member's knowledge or consent in the following limited circumstances:
  - When the collection, use or disclosure of personal information is permitted or required by law;
  - In an emergency that threatens an individual's life, health, or personal security;
  - When the personal information is available from a public source (e.g., a telephone directory);
  - When we require legal advice from a lawyer;
  - For the purposes of collecting a debt;
  - To protect ourselves from fraud;
  - To investigate an anticipated breach of an agreement or a contravention of law

#### **5. Using and Disclosing Personal Information**

- We will only use or disclose member personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as:
  - To conduct member surveys in order to enhance the provision of our services;
  - To contact our members directly about meetings, events and services that may be of interest;
  - To conduct elections and referenda
- We will not use or disclose member personal information for any additional purpose unless we obtain consent to do so.
- We will not sell member lists or personal information to other parties.

#### **6. Retaining Personal Information**

- If we use member personal information to make a decision that directly affects the member, we will retain that personal information for at least one year so that the member has a reasonable opportunity to request access to it.
- Subject to the subsection above, we will retain member personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

#### **7. Ensuring Accuracy of Personal Information**

- We will make reasonable efforts to ensure that member personal information is accurate and complete where it may be used to make a decision about the member or disclosed to another organization.
- Members may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought. A request to correct personal information should be forwarded to the designated Privacy Officer.



- c) If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the members' correction request in the file.

## 8. Securing Personal Information

- a) We are committed to ensuring the security of member personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.
- b) The following security measures will be followed to ensure that member personal information is appropriately protected:
- the use of locked filing cabinets;
  - physically securing offices where personal information is held;
  - the use of passwords and firewalls;
  - restricting elected representative and employee access to personal information as appropriate (i.e., only those that need to know will have access; contractually requiring any service providers to provide comparable security measures).
- c) We will use appropriate security measures when destroying member's personal information such as shredding documents and deleting electronically stored information.
- d) We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

## 9. Providing Members Access to Personal Information

- a) Members have a right to access their personal information, subject to limited exceptions such as
- solicitor-client privilege
  - disclosure would reveal personal information about another individual
- b) A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the designated Privacy Officer.
- c) Upon request, we will also tell members how we use their personal information and to whom it has been disclosed if applicable.
- d) We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.
- e) A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the member of the cost and request further direction from the member on whether or not we should proceed with the request.
- f) If a request is refused in full or in part, we will notify the member in writing, providing the reasons for refusal and the recourse available to the member.

## 10. Questions and Complaints: The Role of the Privacy Officer

- a) The Privacy Officer is responsible for ensuring the College of New Caledonia Students' Union's compliance with this policy and the *Personal Information Protection Act*.
- b) Members should direct any complaints, concerns or questions regarding the College of New Caledonia Students' Union's compliance in writing to the Privacy Officer:

**Privacy Officer**  
**College of New Caledonia Students' Union**  
**Room 1-303, 3330 22<sup>nd</sup> Avenue**  
**Prince George, BC, V2N 1P8**

**Tel: (250) 561-5852**  
**Fax: (250) 561-5884**

**Email: info@cncsu.ca**

If the Privacy Officer is unable to resolve the concern, the member may also write to the Information and Privacy Commissioner of British Columbia.

**12. Posting of Personal Information Protection Policy**

This policy shall be posted in a conspicuous manner in the Students' Union office.

---

END OF DOCUMENT



## 3.12 Staff Relations

**Category:** Services **Created:** Dec 11, 2009 by Executive

**Responsibility:** Secretary (elected) **Last Amended:** July 8, 2015

### 1. Purpose

The purpose of the Staff Relations policy shall be to outline staffing structures and human resources protocols of the union. The Staff Relations Officer (SRO) shall be the line of communication between the Executive Committee and the Executive Director for internal matters relating to human resources management, such as scheduling, discipline and any other such matter pertaining to the employment of the Executive Director and all other employees.

### 2. Selection and Appointment of the Staff Relations Officer (SRO)

The Staff Relations Officer shall be selected at a staff meeting of the union in consultation with the Executive Director to then be ratified by the Executive Committee at an Executive Committee meeting. If the Staff Relations Officer is either unfilled or unable to complete his/her duties then the Executive Committee shall appoint an interim Staff Relations Officer until such position is filled or able to conduct his/her duties.

### 3. Duties and Responsibilities of the SRO

The Staff Relations Officer shall be responsible for the following duties:

- a) Oversee and implement the review process for the Executive Director
- b) Act as the direct liaison with the Executive Committee and the Executive Director
- c) Approve use of holidays and bank time in agreement with the Executive Director
- d) Act as the primary contact person in cases of illness with the Executive Director
- e) Mediate conflict between an Executive Committee member and the Executive Director
- f) Approve any changes in the Executive Director's regular schedule in conjunction with the Executive Director
- g) Be responsible for the application of progressive discipline under the approval of the Executive Committee

### 4. Regular employees

- a) Executive Director –Salary/Management
- b) Office & Services Coordinator –Prince George
- c) Office & Services Coordinator -Quesnel
- d) Communications Officer
- e) Organiser

### 5. Regular Staff Hours of Work & Wages

The following pay scale is for starting wages for each staff position. CPI wage increases and additional employee benefits may be in place for long term employees based on positive staff reviews. This is to be accounted for in the annual budget figures.

<b>Position</b>	<b>Hourly wage</b>	<b>Wages per pay run*</b>	<b>Annual wages</b>
Executive Director –40 hours Salary/Management	\$24	\$2, 080.08	\$49, 921.92
Organiser			
Communications Officer -40 hours	\$15	\$1, 300.05	\$31,201.20
Office & Services Coordinator –Prince George -40 hours	\$15	\$1, 300.05	\$31,201.20
Office & Services Coordinator –Quesnel -25 hours	\$15	\$866.66	\$20, 799.99
<b>Total Wages projection at starting wages:</b>			<b>\$133,124.31</b>

**\*Note: Payroll runs on the 15<sup>th</sup> and the last day of each month and each pay run is based on 86.67 average hours per pay run**

### 6. Reviews

Each employee contract will be reviewed on a minimum of an annual basis at which time, they may receive a wage increase of not less than 2% in addition to considerations for other benefits on the basis of a successful review.

END OF DOCUMENT



# 4.0 FINANCIAL

---

## 4.1 Financial Management Policy

---

<b>Category:</b>	Financial	<b>Created:</b>	March 6, 2009
<b>Responsibility:</b>	Treasurer (elected)	<b>Last Amended:</b>	August 9, 2011

---

### 1. Preamble

This policy is to outline the expectations of the Executive Committee with regards to the Union's finances above and beyond By-Law XI – Union Finances.

### 2. Cash Management

For the purposes of conducting its business the Union shall keep on hand the following amounts:

- a) Float shall be set at \$684; the float shall contain: 2 rolls nickels, 2 rolls dimes, 2 rolls quarters, 2 rolls loonies, two rolls twonies and \$500 in \$5 bills.
- b) Petty Cash shall be set at \$500

All cash accounts shall be reconciled on the last working day of the month.

### 3. Disbursement of Funds

- a) Cheque Requisition Forms  
A cheque requisition form must be completed for each cheque issued on behalf of the Students' Union.

### 4. Credit Card Use and Disbursements

- a) The Union shall hold one credit card issued by the Royal Bank for the amount of \$2000 and shall be issued to the Executive Director for the purposes of conducting approved Union business only.
- b) The Union shall issue a pre-paid type credit card to the Provincial Executive Representative for the purpose of emergency travel needs when attending meetings and/or conferences outside of Prince George. The Executive Committee may decide to issue alternate pre-paid type credit cards to other members of the Executive Committee on an as needed basis.

### 5. Budget

The Executive Committee shall adopt annually a budget outlining anticipated expenses and revenue for the current fiscal year. The budget shall be adopted no later than August 31<sup>st</sup> of the current fiscal year.

Standing committees and caucuses shall be required to produce an annual budget outlining anticipated expenses and revenue for the current academic year and shall be developed no later than August 15<sup>th</sup> prior to the academic year beginning. The budget shall be divided into three main categories:

- a) Fall
- b) Spring
- c) Intersession/Other

Standing committees and caucuses shall submit their budgets to the Finance Committee no later than the date listed above and the Finance Committee shall take these budgets into consideration for producing the Union's budget.

Standing committees and caucuses shall be authorized to spend up to \$500 of their allocated budget on any one event without prior approval from the Executive Committee. All events exceeding \$500 or when the allocated budget dollars have been used, there must be authorization from the Executive Committee by majority vote.

### 6. Reporting

The Executive Director shall be responsible for reporting to the Executive Committee on a quarterly basis on the Union's financial position in respects to the adopted budget. The Finance Committee shall be responsible for reporting on all other financial matters.

---

END OF DOCUMENT



## 4.3 Office Maintenance

---

<b>Category:</b>	Financial	<b>Created:</b>	Sep 25, 2006 by Executive
<b>Responsibility:</b>	Treasurer (elected)	<b>Last Amended:</b>	N/A

---

**1. Preamble**

This policy is to ensure that the Students' Union office (Room 1-303) is kept clean and an organized, professional look is presented to the membership.

**2. Meals**

Executive Committee members and staff are prohibited from eating meals in the Students' Union Office.

---

END OF DOCUMENT



## 4.4 Office Supplies

---

**Category:** Financial

**Created:** Aug 31, 2002 by Executive

**Responsibility:** Treasurer (elected)

**Last Amended:** Aug 9, 2011

---

### 1. Purchasing Regular Office Supplies

The Executive Director shall be authorized to purchase up to two hundred dollars (\$200.00) in regular office supplies per month. Regular office supplies shall include, but not be limited to:

- a) writing supplies;
- b) printer supplies;
- c) photocopying supplies;
- d) computer supplies;
- e) faxing supplies;
- f) postal supplies;
- g) audiotapes, videotapes, film; and
- h) signs

---

END OF DOCUMENT

## 4.5 Stipends, Per Diems, and Reimbursements

---

<b>Category:</b>	Financial	<b>Created:</b>	July 7, 2004 by Executive
<b>Responsibility:</b>	Treasurer (elected)	<b>Last Amended:</b>	Sep 8, 2014 by Executive

---

### 1. Information Required for Executive Committee Stipends

When elected, members of the Executive Committee must provide their full home mailing address and Social Insurance Number as required for tax and Society Act purposes. Members who fail to provide this information and keep the Executive Committee aware of any changes shall not receive a monthly stipend.

### 2. Stipends

Each member of the Executive Committee will receive ten dollars (\$10.25) per hour to a maximum of four hundred dollars (\$410.00) per month if the member meets the following requirements:

- a. Minimum of forty (40) hours per month of work on behalf of the union.
- b. Minimum hours must include four (4) hours per week of either office work or Canadian Federation of Students meetings per week, as coordinated with the Executive Director.
- c. Completion of the position duties as outlined in By-Law IX and in policy Executive Committee Job Description.
- e. Submission and approval of a work summary.

### 3. Payment of Stipends

Stipends shall be paid out on the last business day of each month.

### 4. Attendance at Executive Committee Meetings

Members of the Executive Committee must attend at least fifty per-cent (50%) of regularly scheduled meetings per month in order to be eligible for a stipend. This requirement shall be waived if a member of the Executive Committee has a valid reason for being unable to attend the required number of meetings.

### 5. Per Diems

Students' Union representatives authorized by the Executive Committee to attend a meeting located outside of the Prince George area shall be entitled to receive a per diem of thirty dollars (\$30.00) per day.

### 6. Travel Expense Reimbursement

#### a. Cost

Notwithstanding unforeseen circumstances and time limitations, members are expected to use the most cost-effective method of travel when conducting business on behalf of the Students' Union

#### b. Automobile

Members using private vehicles for travel on behalf of the Students' Union shall be reimbursed at the rate of \$0.37 per kilometer.

#### c. Other Methods of Travel

Members traveling via other forms of transportation for the purpose of carrying out authorized Students' Union business may receive a reimbursement, upon submission of a written request including receipts to be reviewed by the Treasurer.

### 7. Childcare

Childcare will be reimbursed at \$10.00 per hour, to a maximum of \$80.00 per day. Childcare expense will be reimbursed upon presentation of a receipt for meetings of the Executive; Federation General Meetings or work assigned by the Executive or Students' Union functions outside of Students' Union office hours. Reasonable travel time shall also be included.

### 8. Reporting

The Budget Committee shall report monthly to the Executive Committee on all financial business of this policy.

---

END OF DOCUMENT

## 4.7 Investment Policy Statement

---

**Category:** Financial                      **Created:** June 24, 2015 by Executive

**Responsibility:** Treasurer (elected)      **Last Amend:**

---

### 7. Preamble

This policy is to outline the expectations of the Executive Committee with regards to the Union's financial investments.

### 8. Goals and Objectives

The goals and objectives of all investments will be to Preserve and protect funds while also achieving a reasonable return on all investments to provide funding for designated fund and fee projects as well as to provide funding for such contingencies as the Board of Directors may consider appropriate.

### 9. Purpose

This Investment Policy Statement (IPS) is set forth by the Executive Committee (Board of Directors) in order to:

1. Define and assign the responsibilities of all parties involved.
2. Establish a clear understanding of the investment goals and objectives of the investments.
3. Offer guidance and limitations to Investment Manager[s].
4. Establish a basis for evaluating investment results.

### 10. Definitions

**"Asset Mix Guidelines"**: mix of assets as specified in section IX on page 4 of this document.

**"Finance Committee"**: the CNC Students' Union Finance Committee.

**"Board of Directors"**: the CNC Students' Union Executive Committee.

**"DBRS"**: Dominion Bond Rating Service

**"Fiduciary"**: any individual, or group of individuals that exercise discretionary control or authority over the management, disposition or administration of the Fund.

**"Fund"**: The CNC Students' Union consolidated investment pool.

**"Investment Consultant"**: any individual or organization employed to provide advisory services, including investment objectives and/or asset allocation, manager search, and performance monitoring.

**"Investment Manager"**: any individual, or group of individuals, employed to manage all or part of the Fund.

### 11. Assignment of Responsibility

#### A. Responsibility of the Board of Directors and the Finance Committee

The Board of Directors, working under the recommendations of the Finance Committee, is charged with the responsibility for the management of the Funds. The Board shall discharge its duties in good faith, with the care that an ordinary prudent person would exercise in a like position, and in a manner the Finance Committee reasonably believes to be in the best interest of the CNC Students' Union. The responsibilities of the Finance Committee include making recommendations to the Board of Directors related to:

1. Projecting the future financial needs of the CNC Students' Union.
2. Establishing appropriate and consistent investing objectives.
3. Selecting qualified Investment Manager[s] and Investment Consultant[s].
4. Regularly evaluating the performance of Investment Manager[s] and Investment Consultant[s] to assure adherence to policy guidelines and monitor investment performance.
5. Enacting proper control procedures addressing the unsatisfactory performance of the Investment Manager[s].

#### B. Responsibility of the Investment Manager[s]

Each Investment Manager must acknowledge in writing acceptance of its responsibility as a fiduciary. Each Investment

Manager will have full discretion to make all investment decisions for all or part of the Fund placed under its management, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in the Investment Policy.

Specific responsibilities of the Investment Manager[s] include:

1. Adherence to the Asset Mix Guidelines of the Fund as set out in the Investment Policy statement.
2. Reporting semi-annual performance results on a timely basis.
3. Communicating any major changes to the investment management organization, or any other factors which affect implementation of the investment process in accordance with the policy of the Fund.

Examples include: changes in portfolio management personnel, ownership

## 12. General Investment Principles

1. The Fund shall be invested with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person in a like position would exercise, and in a manner the Board of Directors and the Finance Committee reasonably believe to be in the best interest of the CNC Students' Union.
2. Investment of the Fund shall be so diversified as to minimize the risk of large losses.
3. The Board of Directors may employ one or more investment managers of varying styles and philosophies to attain the investment objectives of the Fund.

## 13. Investment Objectives

The primary investment objectives of the Fund are:

1. Preservation of Capital – To ensure that the rate of growth in the capital value of the Fund matches or exceeds the rate of inflation over time after appropriations.
2. Predictable Income – To achieve a balanced return of current income and modest growth of principal.
3. Rate of Return – To equal or exceed a benchmark return over a period of time as determined by the Board of Directors, under recommendation of the Finance committee. Any changes must be communicated to the Investment Manager[s] in writing.

## 14. Investment Performance

Performance of the Fund will be measured using three Benchmarks:

- a. A Composite Passive Benchmark constructed with market indexes for each asset class within the Fund, weighted in accordance with the Asset Mix Guidelines of the Fund.
- b. The Canadian Consumer Price Index.
- c. An acceptable universe of Canadian Balanced Pension Funds. In addition, the performance of each asset class within the Fund may be examined, using a relevant universe.

The returns of the Fund are expected to:

- a. Exceed the Composite Passive Benchmark by 1% over rolling four-year periods, measured quarterly; and
  - b. Exceed the Canadian Consumer Price Index by 3.5% over rolling four-year periods, measured quarterly.
- In addition, manager performance for each asset class will be monitored against an acceptable universe of funds over 1 year and rolling four-year periods, measured quarterly.

In addition, manager performance for each asset class will be monitored against an acceptable universe of funds over 1 year and rolling four-year periods, measured quarterly.

## 15. Investment Guidelines

This policy is to outline the expectations of the Executive Committee with regards to the Union's finances above and beyond By-Law XI – Union Finances.

### A. Asset Mix Guidelines:

	<u>Benchmark</u>	<u>Range</u>	
		<u>Minimum</u>	<u>Maximum</u>
Canadian Equities	20%	15%	25%
US Equities	15%	10%	20%
International Equities	15%	10%	20%
Fixed Income	50%	40%	60%

## **B. Permitted Investments**

### 1. Cash Equivalents

- Treasury Bills
- Commercial Paper
- Banker's Acceptances
- Repurchase Agreements
- Certificates of Deposit

### 2. Fixed Income Securities

- Canadian Government and Agency Bonds
- Canadian Provincial Bonds
- Corporate Notes and Bonds
- Mortgage Backed Bonds
- Preferred Stock
- Fixed Income Securities of Foreign Governments and Corporations
- Collateralized Mortgage Obligations

### 3. Equity Securities

- Exchange Listed Common Stocks
- Convertible Notes and Bonds
- Convertible Preferred Stocks

### 4. Derivative Instruments

- Portfolio currency hedges
- To facilitate the management of [1] risk, or [2] the economical substitution for a direct investment in fixed income securities.

## **C. Prohibited Investments**

1. Derivative Instruments [1] having a speculative purpose, or [2] resulting in the creation of portfolio leverage.
2. Direct Real Estate Investments
3. Short Selling
4. Margin Purchases.

## **D. Guidelines for Fixed Income Investments and Cash Equivalents**

1. Bonds shall be rated BBB or higher by DBRS
2. Money markets securities shall be rated R1 or higher by DBRS

## **E. Guidelines for Ethical Investing**

Funds will be invested with a preference for socially responsible investments that incorporate factors relating to environmental sustainability, social responsibility and corporate governance (ESG factors).

## **16. Marketability Of Assets**

The Fund shall be invested in liquid securities, defined as securities that can be transacted with minimal impact on the Fund.

## **11. Investment Manager Review**

1. The Investment Manager[s] shall provide performance reports to the Finance Committee at least quarterly.
2. The Board of Directors reserves the right to terminate an Investment Manager for any reason including:
  - Investment performance which is significantly less than anticipated, given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
  - Failure to adhere to any aspect of this Investment Policy, including communication and reporting requirements.

- Significant qualitative changes to the Investment Manager's organization.

## **12. Investment Policy Review**

To assure continued relevance of the guidelines of the Fund, objectives, and financial status as established in this Investment Policy, the Finance Committee shall review the investment policy at least annually.

---

END OF DOCUMENT

## 4.7 Union Fee Refunds

---

**Category:** Financial

**Created:** Feb 15, 2010 by Executive

**Responsibility:** Treasurer

**Last Amended:** N/A

---

### 1. Preamble

The College of New Caledonia Students' Union (CNCSU) recognizes that when events or situations occur that are out of the hands of students mechanisms need to be in place to help support those students. The CNCSU also recognizes that not only can money be a barrier to post-secondary education it can also be a barrier to other services and needs.

### 2. Refund

#### a) Medical and Compassionate Reasons

- i. CNCSU fees may only be refunded after the commencement of the program if the reason for withdrawal is for medical or compassionate reasons. Refunds of this nature must receive prior approval from the Student's Union office.
- ii. The refund schedule shall be based on the College of New Caledonia's refund schedule.
- iii. Any student who has already received their U-pass shall be exempt from receiving a refund of the U-pass fee.

#### b) Prior to Commencement of Program

- i. All students shall be entitled to a full refund of their fees if they have already paid and are withdrawing prior to the final fee payment date; unless the final fee payment date is after the start of their program then the final date for refund shall be two weeks prior to the commencement of their program
- ii. Refunds of this nature do not need prior approval from the Students' Union office.
- iii. Any student who has already received their U-pass shall be exempt from receiving a refund of the U-pass fee.

#### c) All Other Reasons

- i. All other requests for refund shall be denied.

---

END OF DOCUMENT



# 5.0 EXECUTIVE SUB-COMMITTEES

---

## 5.1 Finance Committee

---

<b>Category:</b>	Financial	<b>Created:</b>	Mar 18, 2008 by Executive
<b>Responsibility:</b>	Treasurer	<b>Last Amended:</b>	Jan 23, 2009 by Executive

---

### 1. Duties and Responsibilities

The Finance Committee shall:

- a) Develop the annual budget and periodic budget amendments as per policy;
- b) Assess the availability of funds for proposed projects and/or purchases, including donations; and undertake long-term financial planning for the Students' Union;
- c) Review and make recommendations to the Executive Committee on capital expenditures;
- d) Review and make recommendations on the day to day financial management of the Students' Union;
- e) Oversee the preparation and recommend the adoption of the Students' Union's annual audited financial statements;

### 2. Chairperson Duties and Responsibilities

- a) To chair and facilitate the meetings of the Committee
- b) To act as the point of communication for the Committee
- c) To ensure committee members have the resources and tools necessary to complete their tasks
- d) To follow-up on an individual basis with committee members to ensure tasks are being completed.

### 3. Membership

- a) Membership of the Committee may be appointed by a majority vote of a meeting of the Executive Committee.
- b) Members of the Committee absent for three or more consecutive meetings shall be deemed to have tendered their resignation
- c) The Treasurer shall be a standing member of the Committee and shall act as the Chairperson.
- d) The Executive Director shall be an ex-officio member of the Committee.

### 4. Quorum

Quorum for a Committee meeting shall be the Treasurer plus (2) other members.

### 5. Meetings

Meetings shall occur at least twice per month.

Meetings may be called by the Chairperson of the Students' Union, the Chairperson of the Committee or by a majority vote of a meeting of the Executive Committee

---

END OF DOCUMENT

## 5.2 Electoral Committee

---

**Category:** Financial

**Created:** May 9 2015 by Executive

**Responsibility:** Secretary

**Last Amended:** N/A

---

### 1. Preamble

This policy is to reaffirm and to outline additional expectations of each Electoral Committee as outlined in **By-law VII – Election of the Executive Committee**

### 2. Electoral Committee

The Union shall maintain an electoral committee at all times which shall be responsible for the administration of all elections to fill Executive Committee positions.

- a) The electoral committee shall be comprised of:
  - i) three (3) members of the Union, at least one of whom is a member of the Executive Committee not seeking re-election; and
  - ii) one (1) member of the staff of the Union.
- b) The electoral committee shall ensure that all elections occur in the manner prescribed by this By-law and the policies of the Union.
- c) The electoral committee shall determine the eligibility of all nominated candidates.
- d) The electoral committee may disqualify a candidate or rule an election invalid for any violation of these By-laws.
- e) The electoral committee shall decide the form of the ballot provided that the nominees for each office be listed in alphabetical order by surname.
- f) The electoral committee shall make, in the event of a strike, circumstance beyond human control, or other event that may delay the electoral procedure, a decision as to how and when the electoral procedure may best be completed.
- g) The electoral committee shall submit a report on the conduct and results of all elections to the Executive

---

END OF DOCUMENT



## 5.4 Campaigns Committee

---

<b>Category:</b>	Financial	<b>Created:</b>	Nov 5, 2004 by Executive
<b>Responsibility:</b>	Secretary	<b>Last Amended:</b>	May 9 2015 by Executive

---

### 1. Duties and Responsibilities

The Campaigns Committee shall:

- a) Plan and organize campaigns on education and social justice issues;
- b) Initiate campaigns authorized by the Executive Committee
- c) Identify issues of concern to students and create plans of action for addressing identified issues;
- d) Monitor issues arising within the College of New Caledonia and work to ensure that students are represented in all areas of College governance;
- e) Monitor and manage partnerships and coalitions with other organizations working towards the same goals, as determined by the Executive Committee; and
- f) Assess and evaluate campaign(s) of the Students' Union and the Canadian Federation of Students.

### 3. Chairperson Duties and Responsibilities

- a) To chair and facilitate the meetings of the Committee
- b) To act as the point of communication for the Committee
- c) To ensure committee members have the resources and tools necessary to complete their tasks
- d) To follow-up on an individual basis with committee members to ensure tasks are being completed.

### 3. Membership

- a) Membership of the Committee may be appointed by a majority vote of a meeting of the Executive Committee.
- b) Members of the Committee absent for three or more meetings shall be deemed to have tendered their resignation
- c) The External Affairs Coordinator shall be a standing member of the Committee and shall act as the Chairperson.
- d) The Chairperson, College Relations Coordinator and Executive Director shall be standing members of the Committee.

### 4. Quorum

Quorum for a Committee meeting shall be three (3) members.

### 5. Meetings

Meetings shall occur at least once per month.

Meetings may be called by the Chairperson of the Students' Union, the Chairperson of the Committee, or by majority vote of a meeting of the Executive Committee.

---

END OF DOCUMENT

## 5.5 Aboriginal Students' Committee

---

<b>Category:</b>	Financial	<b>Created:</b>	Mar 1, 2010 by Executive
<b>Responsibility:</b>	Secretary	<b>Last Amended:</b>	N/A

---

### 1. Duties and Responsibilities

The Aboriginal Students Committee shall:

- a) Serve as a forum for aboriginal students to work collectively on common issues on campus and in the community;
- b) Organize events and develop campaigns as decided on by the committee and authorized by the Executive Committee;
- c) Assess and evaluate services, social events and campaigns offered by the Students' Union;
- d) To act as a safe space for aboriginal students on campus

### 1. Chairperson Duties and Responsibilities

- a) To chair and facilitate the meetings of the Committee
- b) To act as the point of communication for the Committee
- c) To ensure committee members have the resources and tools necessary to complete their tasks
- d) To follow-up on an individual basis with committee members to ensure tasks are being completed.

### 3. Membership

- a) The Aboriginal Students' Committee shall be open to all members of the CNC Students' Union who identify as aboriginal.
- b) The Aboriginal Students' Representative shall be a standing member of the Committee and shall act as the Chairperson.

### 4. Quorum

Quorum for a Committee meeting shall be three (3) members.

### 5. Meetings

Meetings shall occur at least once per month.

Meetings may be called by the Chairperson of the Students' Union, the Chairperson of the Committee, or by majority vote of a meeting of the Executive Committee.

---

END OF DOCUMENT

## 5.6 Women Students' Committee

---

<b>Category:</b>	Financial	<b>Created:</b>	Mar 10, 2010 by Executive
<b>Responsibility:</b>	Secretary	<b>Last Amended:</b>	N/A

---

### 1. Duties and Responsibilities

The Women Students Committee shall:

- a) Serve as a forum for women to work collectively on common issues on campus and in the community;
- b) Organize events and develop campaigns as decided on by the committee and authorized by the Executive Committee;
- c) Assess and evaluate services, social events and campaigns offered by the Students' Union;
- d) To act as a safe space for women on campus.

### 2. Chairperson Duties and Responsibilities

- a) To chair and facilitate the meetings of the Committee;
- b) To act as the point of communication for the Committee;
- c) To ensure committee members have the resources and tools necessary to complete their tasks;
- d) To follow-up on an individual basis with committee members to ensure tasks are being completed.

### 3. Membership

- a) The Women Students Committee shall be open to all members of the CNC Students' Union who identify as women;
- b) The Women Students' Representative shall be a standing member of the Committee and shall act as the Chairperson.

### 4. Quorum

Quorum for a Committee meeting shall be three (3) members.

### 5. Meetings

Meetings shall occur at least once per month;

Meetings may be called by the Chairperson of the Students' Union, the Chairperson of the Committee, or by majority vote of a meeting of the Executive Committee.

**First Adopted March 1, 2010 by the Executive Committee**

---

END OF DOCUMENT

## 5.7 International Students' Committee

---

<b>Category:</b>	Financial	<b>Created:</b>	May 9 2015 by Executive
<b>Responsibility:</b>	Secretary	<b>Last Amended:</b>	N/A

---

### 1. Duties and Responsibilities

The International Students Committee shall:

- e) Serve as a forum for international students to work collectively on common issues on campus and in the community;
- f) Organize events and develop campaigns as decided on by the committee and authorized by the Executive Committee;
- g) Assess and evaluate services, social events and campaigns offered by the Students' Union;
- h) To act as a safe space for international students on campus

### 2. Chairperson Duties and Responsibilities

- e) To chair and facilitate the meetings of the Committee
- f) To act as the point of communication for the Committee
- g) To ensure committee members have the resources and tools necessary to complete their tasks
- h) To follow-up on an individual basis with committee members to ensure tasks are being completed.

### 3. Membership

- c) The International Students' Committee shall be open to all members of the CNC Students' Union who identify as aboriginal.
- d) The International Students' Representative shall be a standing member of the Committee and shall act as the Chairperson.

### 4. Quorum

Quorum for a Committee meeting shall be three (3) members.

### 5. Meetings

Meetings shall occur at least once per month.

Meetings may be called by the Chairperson of the Students' Union, the Chairperson of the Committee, or by majority vote of a meeting of the Executive Committee.

---

END OF DOCUMENT