



SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION

Policies and By-Laws

Amended April 2019

<u>AN ACT TO INCORPORATE SAINT MARY'S UNIVERSITY STUDENTS ASSOCIATION</u>	3
<u>SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION CONSTITUTION</u>	6
PREAMBLE	6
ARTICLE I: GENERAL	6
ARTICLE II: MEMBERS	6
ARTICLE III: ELECTIONS	7
ARTICLE IV: BOARD OF DIRECTORS	7
ARTICLE V: POWERS OF THE BOARD OF DIRECTORS	8
ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS	9
ARTICLE VII: CHAIR OF THE BOARD OF DIRECTORS AND CHIEF GOVERNANCE OFFICER	10
ARTICLE VIII: PRESIDENT AND CHIEF EXECUTIVE OFFICER	10
ARTICLE IX: UNIVERSITY GOVERNING BODIES	11
ARTICLE X: INDEMNIFICATION AND PROTECTION AGAINST LIABILITY	11
ARTICLE XI: INTERPRETATION OF DOCUMENTS	13
ARTICLE XII: POLICIES, RESOLUTIONS AND STATEMENTS	13
ARTICLE XIII: AMENDMENTS AND PLEBISCITES	14
OATHS OF OFFICE	14
<u>GOVERNANCE POLICY</u>	15
SECTION I: PRESIDENTIAL GUIDELINES	15
SECTION II: BOARD GOVERNANCE	18
<u>ELECTIONS POLICY</u>	24
<u>SOCIETY POLICY</u>	35
<u>PRESIDENTIAL RESPONSIBILITIES</u>	47
<u>STUDENT APTITUDE POLICY</u>	50
<u>ORGANIZATIONAL VALUES POLICY</u>	51
<u>POSTER & BULLETIN BOARDS GOVERNING POLICIES MANUAL</u>	53
<u>SOCIAL MEDIA POLICY</u>	60
<u>EXTERNAL POLITICAL REPRESENTATION POLICY</u>	62
<u>SUSTAINABILITY POLICY</u>	66
<u>PROTOCOLS ON OCCUPATIONAL HEALTH AND SAFETY</u>	76
<u>RISK MANAGEMENT</u>	84

CHAPTER 127

An Act to Incorporate Saint Mary's University Students Association

(Assented to the 6th day of April. A.D., 1966)

Be it enacted by the Governor and Assembly as follows:

1. Daniel J. Knight, Robert W. Britton, Robert J. Murphy, Jr., Michael Langan and Michael O'Sullivan, all of Halifax, in the County Halifax, Province of Nova Scotia and such other persons as become members of the Association hereby incorporated in accordance with the provisions of the by-laws are hereby created a body corporate under the name of "Saint Mary's University Students' Association" hereinafter referred to as the "Association".
2. The objects of the Association shall be:
 - a) to promote religious, artistic, literary, educational, social, recreational and sporting activities for its members and others;
 - b) to act as the official organization of the students of Saint Mary's University, Halifax, Nova Scotia;
 - c) subject to the rules and regulations of the University to co-ordinate, promote and direct the activities of the students of Saint Mary's University.
3. The Association is empowered:
 - a) to take and hold by purchase, grant, lease, gift, donation, devise, legacy or bequest real any personal property and to sell, lease and personal property as may be deemed necessary for carrying out the objects of the Association;
 - b) to invest the money of the Association not immediately required for the objects of the Association in such manner as may from time to time be determined;
 - c) to erect, maintain, improve, repair and otherwise deal with any building or buildings for the objects of the Association;
 - d) to borrow money for the objects of the Association, and secure the repayment of same by any form of debenture, bond, mortgage, promissory note or other security; and without restricting the generality of the foregoing to make and issue debentures or bonds and secure the repayment of same by deeds of trust or mortgage.

- e) to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, and such other instruments as may be necessary or convenient;
 - f) to raise money for the objects of the Association by all appropriate means including, without restricting the generality of the foregoing, the giving of entertainment and the conducting of athletic and social events;
 - g) to enter into arrangements with any authorities, governmental, municipal, local or otherwise that may seem conducive to the attainment of the Association's objects or any of them and obtain from any such authority, any rights, privileges and concession which the Association may have capacity to receive and may think desirable to obtain and carry out, exercise and comply with any such arrangements, rights privileges and concessions;
 - h) to do all such other things as are incidental or conducive to the attainment of its objects and exercise of its powers.
4. There shall be a Council of the Association consisting of the President, Vice President, Secretary, Treasurer and such other persons as are elected or appointed in the manner provided in the bylaws and subject to the by-laws all powers of the Association shall be vested in the Council.
5. Subject to the by-laws, the Council may appoint committees and delegate to committees such powers and duties as may be deemed necessary or desirable and may make rules and regulations relating to the performance of its functions and the exercise of its powers.
6. The Association may make by-laws not inconsistent with this Act or any law of the Province of Nova Scotia relating to:
- a) membership in the Association;
 - b) the government and discipline of its members including the imposition of penalties on members; provided that no disciplinary by-law shall have effect unless approved by the governing authorities of the University;
 - c) the election of officers of the Association and the Council and the election and appointment of members of the Council;
 - d) the convening and holding of meetings of the Association and the Council;
 - e) the appointment of employees of the Association and Council;

- f) the fixing and collecting of annual and other fees; provided that no such by-law shall have effect unless approved by the governing authorities of the University;
 - g) the conduct, control and management of the affairs of the Association and generally for any purpose incidental to the carrying out of its objects and the exercise of its powers.
7. The officers and members of the Students Representative Council elected by the students of Saint Mary's University to take office on March 1, 1966 shall be the officers and members of the Council for the purposes of this Act and shall hold office in accordance with the provisions of the by-laws.
8. The Association shall have power and authority by its President or Vice President and by its Secretary and Treasurer to make and execute under its corporate seal any deed, lease, mortgage or other instrument relating to the real and personal property of the Association.

Saint Mary's University Students' Association Constitution

Preamble

Whereas the Members of The Association have seen fit to provide general discretion and oversight of the business and affairs of the Association;

Understanding that it is necessary to generally expand upon the Act of Incorporation as passed by the Legislative Assembly of the Province of Nova Scotia;

Recognizing that additional policies of governance and managerial matters will be designed in accordance with the vision of this document by the dories duly empowered herein;

Be It Enacted, as the Constitution of the Association, the Following;

Article I: General

- 1.1 The Association shall be officially named "The Saint Mary's University Students' Association Incorporated."
- 1.2 The term of office for any elected or appointed official shall be one fiscal year as defined in this document unless otherwise stated.
- 1.3 All other by-laws of the Association are hereby subject to the terms and provisions of this document.
- 1.4 Where any article, section, or provision of this document is found to be in violation with the Act of Incorporation, only that section or provision will be deemed of no force or effect and shall be considered repealed. All other articles, sections, or provision shall remain valid and enforceable.
- 1.5 The Association will design it's laws, policies, and procedures in a manner resembling the Policy Governance™ model and adapted for use at the Association.

Article II: Members

- 1.1 Membership in the Association shall constitute individuals enrolled in any for credit academic program of Saint Mary's University and paying administrative fees to Saint Mary's University, including students' association fees.
- 1.2 Members of the Association are entitled to:
 - a) Make reasonable use of the property of the Association in accordance with the rules and regulations established by the Association from time to time;
 - b) Participate and vote in all elections of the Association;
 - c) Nominate, second or stand as a candidate for election to the Board of Directors;
 - d) Nominate, second or stand as a candidate for election as President and Chief Executive Officer;

- e) Attend meetings of the Board of Directors with exclusion to those portions of meetings deemed to be *in-camera* by the Board.
- f) Participate in activities hosted, or sponsored by the Association or its agents subject to all statutory regulations, and any other restrictions that the Association may prescribe.

1.3 Members of the Association shall be required to pay regular dues in an amount to be set from time-to-time by resolution of the members, subject to the approval of the University as established in §6 of the Act of Incorporation. The regular dues paid by Members may be adjusted once each fiscal year by the rate of core inflation.

1.4 Members of the Association may from time-to-time be required to pay special dues in addition to regular dues set by plebiscite of the members, subject to the approval of the University as established in §6 of the Act of Incorporation. Such plebiscites shall expire every four (4) fiscal years. The special dues paid by Members may be adjusted once each fiscal year by the rate of core inflation.

Article III: Elections

1.1 Elections shall occur at least annually and no later than the month of March to elect the President and any vacant director positions. Elections for vacant director positions shall occur where necessary upon the expiration of a term, or the resignation of a director. 1.2 Elections shall be held at dates and times to be determined by the Board of Directors.

Article IV: Board of Directors

1.1 There shall be a Board of Directors comprised of nine (9) directors elected at-large to serve for the duration of two fiscal years from amongst the members and possess general oversight of the governance and affairs of the Association.

1.2 All Directors must be of 18 years of age and hold membership in the Association for the duration of their term.

1.3 Upon their election, the Board of Directors shall meet with the sole responsibility of electing from amongst themselves a Chair and Chief Governance Officer to be a specially empowered director with the authorities and responsibilities as outlined in Article VII.

1.4 Directors may be automatically removed from office upon: a) The director resigning their office by delivering a signed statement of resignation to the Chair of the Board of Directors; b) The delivery of a signed resolution of members consisting of the bona fide signatures of not less than ten (10) percent of the members collected over a period of forty-five (45) days; c) The directors absence from three (3) meetings of the Board in one (1) fiscal year; d) Being found by a competent authority to be of unsound mind; e) The conviction of an indictable offence in a court of law; and f) Death.

1.5 Vacancies on the Board, occurring at any time:

- a) Need not be filled where there remains more than five (5) directors, following a resolution passed by a two-thirds (2/3) majority of the Board permitting such vacancy;
- b) May be filled by an election called by the Board for such purposes as provided for in Article III.

1.6 Directors shall be eligible to receive a stipend for their services as Director in an amount to be set from time-to-time by resolution of the Board of Directors. Directors may not serve the Association as a paid employee, excepting that the Chair and Chief Governance Officer shall be entitled to receive an additional stipend of such an amount and at such times, as may be set by the Board of Directors. Such resolution shall not take effect until the following fiscal year.

1.7 Directors shall sign an Oath of Office, prior to assuming their duties, to be set from time-to-time by the Board of Directors.

Article V: Powers of the Board of Directors

1.1 The Board of Directors governs the affairs of the Association in all things and may make or may cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and, save as hereinafter provided, may generally exercise all such other powers of the Association as legally provided in the Act of Incorporation, the laws of the Province and the laws of the Country.

1.2 The Board of Directors is hereby empowered to enact all powers enumerated in section 3 of the Act of Incorporation regarding the powers of the association, on behalf of the association including but not limited to:

- a) Authority over property, including acquisition by any legal means, and the building of structures on leased or owned property;
- b) The power to invest the money of the Association;
- c) The authority to borrow money from creditors in the name of the Association;
- d) To issue financial documents and instruments in the name of the Association;
- e) To enter into legal agreements on behalf of the Association;
- f) To establish trusts arrangements with trust companies for the purpose of creating trust funds in which the capital or interest will be used and made available for the promotion of the interests of the Association

1.3 The powers restated in §1.2a are subject to further restrictions and regulations as may be passed by the Board of Directors and are subject to any amendments that may be passed altering the authorities vested in section 3 of the Act of Incorporation.

- 1.4 The Board of Directors shall additionally have the authority to appoint and retain the annual auditors of the Association.
- 1.5 The authority to bind the Association, or issue cheques, drafts, notes and/or bills of exchange in the name of the Association shall be vested with the Board of Directors who may delegate this power further where deemed necessary and/or prudent.
- 1.6 The Board of Directors may neither appoint additional directors to the board, nor pass any resolution, policy or motion, regardless of majority, which conflicts with these Bylaws, the Act of Incorporation, or the laws of the Province, or the laws of the Country.

Article VI: Meetings of the Board of Directors

- 1.1 Members shall be permitted to attend all meetings of the Board with exception to those meetings, or portions of meetings, deemed to be in-camera in accordance with this bylaw.
- 1.2 Members who are not Directors shall be provided with an opportunity to be heard at meetings of the Board where recognized by the Chair.
- 1.3 Where the Board determines that matters of a confidential or personal nature are being discussed, it may by a two-thirds vote of directors present and voting, go in-camera and shall be subject to the following rules:
 - a) Persons not serving as Directors may not be present during in-camera sessions of the Board unless the Board provides for their attendance with a motion passed by two-thirds of directors present and voting.
 - b) Once in-camera the Chair shall not permit any individual to enter or leave the session unless the Chair determines that extenuating circumstances exist
- 1.4 Quorum of the Board of Directors shall be two-thirds (2/3) of all directors, for the transaction of business.
- 1.5 Any meeting of the Board of Directors at which a quorum is present shall be legally competent to exercise any and all authorities vested in the Board of Directors.
- 1.6 There shall be no less than three (3) meetings of the Board each academic term and be these meetings shall be held at a time, date and location to be set by the Chair with reasonable notice.
- 1.7 Meetings of the Board of Directors shall be called by the Chair of the Board who shall also be provided with the authority to draft and prepare an agenda to be presented to the Board at the beginning of all meetings.

- 1.8 The Chair shall conduct the Meetings of the Board in accordance with the By-Laws and policies of the Association and in general accordance with the rules and procedures as outlined in the latest edition of Robert's Rules of Order.
- 1.9 Minutes shall be adopted at a subsequent meeting of the Board of Directors; and, following their adoption the minutes shall be signed by the Chair and be made available for inspection by all Directors and members of the Association at the head office of the Association during normal business.
- 1.10 No accidental error or omission in giving notice of any meeting of the Board of Directors or any adjourned meeting of the Board of Directors of the Association shall invalidate such meeting or make void any proceedings taken thereat, and any Director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

Article VII: Chair of the Board of Directors and Chief Governance Officer

- 1.1 The Chief Governance Officer shall be the Chair of the Board of Directors, a specially empowered Director responsible for overseeing the operations of the Board and its members.
- 1.2 The Chair shall be elected annually by the Directors from amongst their own membership by a simple majority.
- 1.3 The Chair may choose to resign their office at which point the Board will select a successor from amongst their membership.
- 1.4 The Duties of the Chair shall be determined from time-to-time by the Board of Directors.
- 1.5 The Chair shall sign an Oath of Office, prior to assuming their duties, to be set from time-to-time by the Board of Directors.

Article VIII: President and Chief Executive Officer

- 1.1 The Chief Executive Officer shall be the President of the Association elected by the members annually by preferential balloting.
- 1.2 The President must be of 18 years of age and hold membership in the Association for the duration of their term.
- 1.3 The Board shall be empowered to collectively supervise the President and may, where determined prudent and in the best interests of the members, dismiss the President from office.
- 1.4 Should the office of President and Chief Executive Officer become vacant for any reason, the Board shall appoint an interim successor to manage the day-to-day affairs of the corporation to

serve for not more than thirty (30) days, during which time a general meeting of the members shall be held for the purposes of electing a permanent successor to complete the duration of the vacant term.

- 1.5 The President shall be responsible for the general oversight and management of the daily operations of the Association and advancing the interests of the Association; and, for achieving the objectives determined by the Board of Directors.
- 1.6 The President shall be the official representative of the Association; this duty may be delegated.
- 1.7 The President shall be the Secretary to the Board and shall be the custodian of all records and papers of the Board; this duty may be delegated.
- 1.8 The President shall sign an Oath of Office prior to assuming their duties, to be set from time-to-time by the Board of Directors.

Article IX: University Governing Bodies

- 1.1 There shall be a separate caucus of Governors and of Senators responsible for advocating the official position of the Association to their respective University governing body.
- 1.2 The Caucuses shall each include the President, who shall serve as caucus chair and the Chair of the Board of Directors ex-officio.
 - a) The Board of Governors Caucus shall additionally consist of one member selected by the President, and one member selected by the Board.
 - b) The Senate Caucus shall additionally consist of one member selected by the President, and two members selected by the Board.
- 1.3 The caucuses shall meet prior to every meeting of their respective governing body and shall be responsible for reporting to the Board of Directors on all pertinent business transacted following each meeting.

Article X: Indemnification and Protection against Liability

- 1.1 To the extent permissible by the laws of the Province and the Country, the Association does hereby indemnify the following:
 - a) Directors and/or officers of the Association;
 - b) Former directors and/or officers;
 - c) Persons who acting or who have acted at the Associations request; and
 - d) The estates, heirs, and legal representatives of the above-mentioned groups.

1.2 To the extent permissible by the laws of the Province and the Country, no Director or Officer of the Association shall be liable for:

- a) The acts, omissions, receipts or defaults of any other Director, Officer, Employee or Agent;
- b) Any loss, damage, or expense to happen to the Association relating to insufficiency or deficiency of title to the property acquired by, or on behalf of the Association;
- c) Any loss, damage, or expense relating to the insufficiency of any security in which the moneys of the Association are placed or invested;
- d) Any losses, or damages of, relating to, or arising from the bankruptcy, insolvency of the Association, or to a tortious act of any person, firm, or Association that is a creditor of the Association;
- e) The misapplication or misappropriation of, or any damage resulting from, any dealings involving the assets of the Association;
- f) Any damages or losses which may occur through execution of a duly elected, appointed or employed office where the individual is deemed to have acted in a prudent, honest, and faithful, manner with a view for to the best interests of the Association.

1.3 To the extent permissible by the laws of the Province and the Country, the Association may additionally elect to indemnify and save harmless any person:

- a) Who was or is party to, or threatened to be made party to, any threatened, pending, or completed action, suit or proceeding of a civil, criminal, administrative, or investigative manner by reason of their employment association or designation as an agent of the Association past, present, or future;
- b) Against expenses, judgements, fines and any amount determined to have been reasonably incurred by him/her in connection with any action or suit subject to the provisions of this article.

1.4 Such indemnifications extend only to those directors, officers, employees or agents of the Association deemed to have acted in a prudent, honest, and faithful, manner with a view for to the best interests of the Association, and with respect to criminal proceedings, possessed a reasonable belief that their actions were lawful.

1.5 Such indemnifications may not extend to any action or activity of a civil criminal, administrative or investigative nature by or in right of the Association.

1.6 These provisions shall not be construed so as to limit or exclude any provision of indemnification or protection outlined by any lawfully executed agreement or vote of the members or directors.

Article XI: Interpretation of Documents

1.1 In this document words imparting the singular only shall include the plural and vice versa where appropriate; words imparting the masculine gender shall include the feminine gender and vice versa; words imparting a person shall include an individual, partnership association, corporate entity, executor, estate, administrator, or legal representative and any number of aggregate persons.

1.2 The following definitions shall be observed for terms throughout the document:

- a) "Act of Incorporation" refers to the legislation passed by the Legislature of the Province of Nova Scotia creating the Association, and any amendments thereto.
- b) "The Association" refers to the Saint Mary's University Students' Association
- c) "Board of Directors" and "Director(s)" shall refer to the Board of Directors of the Saint Mary's University Students' Association, and a duly elected member thereof, respectively.
- d) "CGO" and/or "Chair" and/or "Chief Governance Officer" shall refer to the office of Chief Governance Officer of Saint Mary's University Students' Association and Chair of the Board of Directors.
- e) "CEO" and/or "President" shall refer to office of President and Chief Executive Office of the Saint Mary's University Students' Association.
- f) "The University" shall refer to Saint Mary's University.
- g) "Board of Governors" and "Governor" shall refer to the governing Board of Saint Mary's University and any member thereof, respectively.
- h) "Senate" and "Senator" refers to the Academic governing body of Saint Mary's University and any member thereof, respectively.
- i) The Province - The Province of Nova Scotia.
- j) The Country - The Country of Canada.
- k) Fiscal Year - The annual period of the Association starting on the 1st of May each year and concluding on the 30th of April of the proceeding year.

1.3 The Board of Directors shall be empowered to interpret this document, and the provisions contained within, and act within those reasonable interpretations in the execution of their duties.

1.4 The members retain the right to evaluate the interpretations of the Board by plebiscite called for that purpose and in the case of any discrepancy the decisions of the members shall bind the Board.

Article XII: Policies, Resolutions and Statements

1.1 The Board of Directors is hereby empowered to make additional policies, resolutions and statements not inconsistent with the Act of Incorporation or these bylaws, to govern the affairs of the Association.

Article XIII: Amendments and Plebiscites

- 1.1 Amendments to the By-Laws may be made with the approval of a plurality vote of the members upon a plebiscite.
- 1.2 The form of -any question in a plebiscite, other than one required by a petition as set out in 1.3 below, may be approved by the Board of Directors.
- 1.3 A plebiscite shall be held where requested by a petition containing the names and signatures of not less than 10% of the members of the Association. In that case the form of the question to be put to a plebiscite shall be that set out in said petition.
- 1.4 In order for any plebiscite to have effect, a minimum of 10% of the Members of the Association must participate by voting in such plebiscite.
- 1.5 All questions to be voted upon by plebiscite must be published and disseminated to the members at least 30 days before the vote is held.

Oaths of Office

President:

I [insert name] do solemnly affirm that I will exercise the powers of President of the Saint Mary's University Students' Association with my fiduciary responsibility always in mind, and will to the best of my ability, uphold its Constitution and Policies, achieve the objectives set by its Board of Directors and advance the common interests of its members.

Chair of the Board of Directors:

I [insert name] do solemnly affirm that I will exercise the powers of the Chair of the Board of Directors of the Saint Mary's University Students' Association with my fiduciary responsibility always in mind, and will to the best of my ability, ensure the Board acts consistently with its own rules and those legitimately imposed on it by external authorities.

Directors:

I [insert name] do solemnly affirm that I will exercise the vote entitled to me as a member of the Board of Directors of the Saint Mary's University Students' Association with my fiduciary responsibility always in mind, and will to the best of my knowledge, represent the interests of its members and promote their objectives and opinions to the Board.

Policy:	Governance Policy
Last Amended:	April 2019
Responsibility:	Board of Directors; Human Resource & Governance Committee
Table of Contents:	<p>Section I: Presidential Guidelines</p> <p>1.0 General 2.0 Treatment of Clients, Staff, and Volunteers 3.0 Compensation and Benefits 4.0 Financial Activities 5.0 Budgeting 6.0 Asset Protection 7.0 Reputation 8.0 Supporting the Board 9.0 President Succession</p> <p>Section II: Board Governance</p> <p>1.0 Governance Process 2.0 Governance Style 3.0 Board Meetings and Minutes 4.0 Board Code of Conduct 5.0 Board Chair Role 6.0 Board Vice Chair Role 7.0 Board Secretary Role 8.0 Board Committees 9.0 Human Resources and Governance Committee 10.0 Training and Development 11.0 Board Cost of Governance 12.0 Board Management Delegation</p>
Board Chair Signature:	 Mitchell Archibald

Section I: Presidential Guidelines

1.0 GENERAL

1.1 The President will ensure the organization is continuously acting in a lawful, prudent, and ethical manner.

2.0 TREATMENT OF CLIENTS, STAFF, & VOLUNTEERS

2.1 With respect to interactions with staff, clients, or volunteers, the President will not act in a way that is unsafe, undignified, unfair, or unclear.

2.2 The President will not allow the operation of facilities that are not adequately accessible and private.

2.3 The President will have a written procedure that:

2.3.1 Clarifies rules for staff and volunteers;

2.3.2 Provides for an effective process to handle grievances, and

2.3.3 Protects against wrongful conditions.

2.4 The President will not retaliate against any staff or volunteers for non-disruptive expressions of dissent.

2.5 The President will not enter into or terminate any contract with full-time permanent staff unless the decision is ratified by the Board of Directors.

2.6 The President will ensure that all staff and volunteers are prepared to deal with emergency situations.

3.0 COMPENSATION AND BENEFITS

3.1 The President's Salary for the upcoming year will be set by the Board of Directors by the end of January.

3.2 The President will not:

3.2.1 Change the President's own compensation under any circumstances.

Benefits may only change if the package is consistent with the package for all other employees.

3.2.2 Promise or imply guaranteed employment.

3.2.3 Establish compensation or benefits that are well above or below the current geographic or professional market for a position.

4.0 FINANCIAL ACTIVITIES

4.1 The President will not allow the Association to risk or enter into financial jeopardy under any circumstances.

4.2 The President will not allow the Association to run a deficit without the approval of the Board of Directors.

4.3 The President will not enter into any long term obligation or agreement that extends beyond their term without a two-thirds (2/3) ratification by the Board of Directors.

4.4 The President will ensure all payments and debts are paid on time.

4.5 The President may not make any un-budgeted purchase above \$5,000 without the approval of the Board of Directors, and may not split payments to circumvent this policy.

4.6 The President will not use any long term reserves or make any capital purchases without the approval of the Board of Directors.

5.0 BUDGETING

5.1 The President will present a budget to the Board of Directors before the end of each fiscal year, to be approved for the following fiscal year.

5.2 The President will work with all necessary staff and supports to ensure that the budget is responsible, transparent, and complete.

5.3 The proposed budget will:

5.3.1 Provide for credible protection of revenues and expenses,

5.3.2 Clearly separate capital and operational items,

5.3.3 Disclose all planning assumptions, and

5.3.4 Allocate adequate governance resources as requested by the Board of Directors.

6.0 ASSET PROTECTION

6.1 The President will ensure that all assets are adequately protected, maintained, and not at risk.

6.2 The President will adequately insure against theft, fire, and casualty losses to a prudent replacement value and against liability to Board members, staff, volunteers, and the organization itself.

6.3 The President will make all efforts to avoid claims of liability against the organization, its Board, staff, and volunteers.

6.4 The President will ensure that all information and files of the organization are responsibly stored and protected.

7.0 REPUTATION & IDENTITY

7.1 The President will do everything in their power to maintain and improve the reputation of the organization, its Board, staff, volunteers, and members.

7.2 The President will make all efforts to avoid risk to the reputation of the organization.

7.3 The President will not endanger the public image and credibility of the organization, or its ability to accomplish its goals.

7.4 The President will not change the name of the organization or alter its identity in any way.

8.0 SUPPORTING THE BOARD

8.1 The President will ensure the Board of Directors is supported and informed in its work.

8.2 The President will supply the Board and its committees with any requested information in a timely, accurate, and understandable fashion.

8.3 The President will make the Board aware of any significant incidental information, including anticipated adverse media coverage, possible or impending lawsuits, and any material changes within the organization.

8.4 The President will inform the Board if they feel that the Board is not in compliance with its own policies and by-laws.

8.5 The President will always ensure the Board has all the information necessary to make informed decisions.

8.6 The President will ensure there is a mechanism in place for official communication between the Office of the President and the Board of Directors.

8.7 The President will not provide additional privileges or show favour to certain Board members except when fulfilling requests for information or complying with committee duties.

8.8 The President will submit to the Board all items that are required to be approved by the Board as required by these policies and applicable laws.

9.0 PRESIDENT SUCCESSION

9.1 In the event the President leaves office before the expiry of their term, or is unable to perform their duties:

9.1.1 The Board Chair will immediately assume the role of Acting President;

9.1.2 The Board of Directors may choose to instead appoint a Vice-President or other officer to serve as Acting President, or

9.1.3 The Board of Directors may choose, through the Elections Committee, to hold an election for a new President to serve the for remainder of the term.

Section II: Board Governance

1.0 GOVERNANCE PROCESS

1.1 The purpose of the Board of Directors is to see that the Association represents their members, to provide oversight of the Association and its President, and to makes decisions in the best interests of members.

2.0 GOVERNING STYLE

2.1 The Board will govern lawfully, observing the principles of responsible governance with an emphasis on an outward vision for the future, encouraging diversity, collective decision making, and pro-activity.

2.2 While embodying these principles the Board will be responsible for excellence in governing, and will be the initiator of policy.

2.3 The Board will direct, control, and inspire the President through written policies reflecting the Board's values and perspectives, for the best interest of the members of the Association.

2.4 The Board will enforce upon itself all necessary discipline needed to govern with excellence on matters such as attendance, preparation, respecting roles, and ensuring continuity of governance.

2.5 The Board is responsible to orient new Board members and continually improve knowledge and skills through training.

2.6 The Board will allow no individual member or committee to hinder or be an excuse for not fulfilling group obligations.

3.0 BOARD MEETINGS AND MINUTES

3.1 The Board of Directors will meet at minimum three (3) times each semester during the Fall and Winter terms, and at minimum three (3) times total during the Spring and Summer terms.

3.2 All ordinary official meetings of the Board of Directors shall be open to the public.

3.3 The Board, through the secretary, will be responsible for the creation of accurate minutes of all public meetings.

3.4 Once approved at the subsequent meeting, approved minutes will be made available to all members of the Association.

3.5 All meetings will follow the guidelines set out in Roberts Rules of Order Newly Revised 11th Edition.

3.6 A member of the Board or the Association may recommend or request an item for Board discussion by submission to the Board Chair no later than three (3) days before the scheduled meeting.

4.0 BOARD CODE OF CONDUCT

4.1 Board members commit to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

4.2 The Board will have loyalty to the membership, and will not allow itself or its members to be in conflict of interest.

4.2.1 Board members will disclose any involvement with other organizations, vendors, or groups that might be reasonably seen as a conflict of interest.

4.2.2 Board members will not hold executive positions on any student society.

4.2.3 When there is an unavoidable conflict of interest, any Board member affected must not be present for the discussion or vote on such subject.

4.2.4 Any member involved in the election process may not apply for or accept any paid position with SMUSA operations until a new election has been held that they had no direct involvement in.

4.2.5 Board members will not use their position to obtain employment with the organization for themselves, family members, or close associates.

4.2.6 Board members may not apply for any employment with the Association.

4.2.7 Board members may not run for, apply for, or take on any executive or leadership roles with the Association in the same fiscal year as they served as Board members.

4.3 Board members will have no individual authority over the organization and will not attempt to exercise any such authority.

4.3.1 Board members interaction with the President or Staff must recognize the lack of authority vested in individual Board members except when explicitly Board-authorized.

4.3.2 Board members' interaction with public, press, or other entities must recognize the same limitation of authority and will not speak of behalf of the Board of the Association.

4.4 Board members will be properly prepared for Board discussions and meetings

4.4.1 Board members will not discuss individual judgement of the performance of any employee outside of meetings.

4.4.2 Board members will respect the absolute confidentiality of Board issues.

4.4.3 Board members will support the final decision of the Board, regardless of their personal view.

4.4.4 Any Board members will be considered automatically resigned if they are absent from three (3) meetings within a fiscal year.

4.4.5 The Board may remove a director by a two-thirds (2/3) vote if they are found to be in violation of this code of conduct or any of the Association's policies or by-laws. Board members who have been removed due to this breach will not be eligible for employment with the Association for a period of eighteen (18) months.

5.0 BOARD CHAIR ROLE

5.1 The Board Chair, a specially empowered member of the board, assures the integrity of the board's process and represents the board to outside parties.

5.2 The Board Chair is responsible for ensuring the Board is in adherence with these policies and by-laws.

5.3 The Board Chair will be the Chair of all meetings of the Board with all commonly accepted power of that position and will be responsible for the effectiveness of meetings and for seeing that meetings follow Roberts Rules of Order Newly Revised 11th Edition.

5.4 The Board Chair has the authority to make decisions that fall under topics covered by Board policies and by-laws with the exception of:

5.4.1 The employment, termination, or limitations of the President, and

5.4.2 Where the Board specifically delegates portions of this authority to others.

5.5 The Board Chair is authorized to make ant reasonable interpretations of these policies and by-laws.

5.6 Any decision made by the Board Chair that is officially contested by at least two Board members will require a vote to determine the outcome of the decision.

6.0 BOARD VICE CHAIR ROLE

6.1 The Board Vice Chair will carry out the Chair's duties in their absence, with the acknowledgement of the Board of being capable and suitable to do so.

6.2 The Board Vice Chair will be sufficiently familiar with the policies and procedures of Board meetings.

6.3 While carrying out the duties of the Board Chair, the Board Vice Chair will observe and adhere all policies and guidelines included in BOARD CHAIR ROLE.

7.0 BOARD SECRETARY ROLE

7.1 The Board Secretary is an officer of the Board who's purpose is to ensure the integrity of the Board's documents.

7.2 The responsibilities of the Board Secretary will be:

7.2.1 To take minutes at all applicable meetings and submit them to the Board Chair for approval.

7.2.2 To ensure all approved minutes are made publicly available in a form chosen by the Board.

7.2.3 To ensure all policies and by-laws are kept up to date and made available to the public.

7.2.4 To ensure all documents and filings are accurately recorded and submitted within five (5) business days.

7.3 The authority of the Board Secretary is to access and control Board Documents.

7.4 The Board Secretary must be present at all Board meetings.

7.5 The President will delegate this role to a non-executive staff member.

7.6 This role may take on a different name than stated above and be delegates additional responsibilities at the discretion of the President.

8.0 BOARD COMMITTEES

- 8.1 Committees of the Board will be used for two main purposes:
 - 8.1.1 Standing Committees of the Board will be used continuously to increase the effectiveness of the Board by having such committees focus on specific areas of continuous importance to the organization.
 - 8.1.2 Ad Hoc Committees of the Board will be formed at the discretion of the Board to fulfill a certain objective, and will be dissolved once the objective has been met.
- 8.2 There will be four (4) standing committees of the Board:
 - 8.2.1 The Elections Committee,
 - 8.2.2 The Human Resources and Governance Committee,
 - 8.2.3 The Finance Committee, and
 - 8.2.4 The Society Committee.
- 8.3 Ordinarily the Board will fill vacant seats on standing committees on the first meeting of the fiscal year (typically May 1), but may add or remove members at any point during the year.
- 8.4 Board committees will be governed by their terms of reference, and all follow the following principles except when otherwise stated:
 - 8.4.1 The meetings of Board committees are in-camera and therefore closed to the public. Guests may be present if requested.
 - 8.4.2 Committee business is confidential unless explicitly stated to the contrary.
 - 8.4.3 Committees or Committee Chairs do not have the authority to speak publicly on behalf of the Committee or the Board without the approval of the Board.
 - 8.4.4 All committees are responsible to the Board for results and should be held accountable by the Board for such results.

9.0 HUMAN RESOURCES AND GOVERNANCE COMMITTEE

- 9.1 The Human Resource and Governance Committee will be a committee of the Association Board of Directors, hereafter referred to as "the Committee".
 - 9.1.2 This Committee will be governed under these terms of reference and the Association's governance policies.
- 9.2. Membership and Composition
 - 9.2.1 The membership of the Committee will be composed of no less than three (3), and no more than five (5) voting members of the Association's Board of Directors.
 - 9.2.1 Directors will remain on the committee from their appointment until;
 - 9.2.1.1 They resign their position on the committee, or
 - 9.2.1.2 They cease to be a member of the Board of Directors.
 - 9.2.2 The Committee will aim to appoint new members and fill vacancies, if any, by the end of September each year.
- 9.3 Governance and Deliberation
 - 9.3.1 Committee members will be internally appointed from the Association's Board of Directors.
 - 9.3.2 From amongst themselves, the committee will appoint a Committee Chair, hereafter referred to as the Chair.

9.3.3 The Committee will strive to deliberate to consensus in a collaborative way. The Chair will lead discussion of the Committee and ensure all members have an opportunity to be heard.

9.3.4 When applicable decisions requiring a vote will be passed by a majority (50% + 1). The Chair will only vote in the event of a tie.

9.3.5 The Committee Chair will hold their position until the end of the fiscal year in which they are elected.

9.4 Meetings

9.4.1 The committee will meet at minimum twice per term in the Fall and Winter semesters, and at least once in the Spring/Summer semester.

9.4.2 Meetings of the Committee are closed to the public unless specifically decided otherwise.

9.4.3 Quorum of any meeting will be considered three (3) or more members.

9.4.4 The Board Chair will sit on this committee in an ex-officio capacity and will be a non-voting member.

9.5 Responsibilities, Authority, and Deliverables

9.5.1 The Committee is responsible for all policies and issues relating to Association's Governance and Human Resources of the Association.

9.5.2 The Committee will be responsible for the analysis of Board honoraria, and President and Full-time Staff compensation. The Committee will meet at minimum once per year to analyze and review these figures, and then present their recommendations to the Board.

9.5.3 The Committee will, through the Chair, provide the Board with a verbal report each meeting, at the end of which members will have the opportunity to ask questions.

9.5.4 The Committee will, through the Chair, provide the Board with a report on its progress, action, and recommendations at minimum twice per fiscal year.

9.5.5 The Committee has no jurisdiction to make any binding decisions for the Association, except where noted in these terms of reference.

9.5.6 The Committee may retain any counsel already being retained by the Association as long as doing so does not increase the fee of such service, which additional costs requiring the approval of the Board.

9.6 Goals

9.6.1 The primary goal of the Committee will be the continuous review of the Association's governance practices, procedures, and policies.

9.7 Budget

9.7.1 All expenditures of the Committee must be approved by the Board in advance

10.0 TRAINING AND DEVELOPMENT

10.1 Orientation and training for Board members will be held continuously to enhance the development and skills of members and to maximize engagement.

10.2 A mandatory Board training retreat will be held each year for all Board members.

10.2.1 The dates for the mandatory training retreat will be booked no later than May 31.

10.2.2 The retreat will happen no later than August 31.

10.3 There will be at least one training and development session during the Fall semester and once during the Winter semester.

10.4 Training and development will be facilitated by the Board Chair, and may be delegated to the HR & Governance Committee.

10.5 The outgoing Board Chair will provide training for the incoming Board Chair and Board Vice Chair.

10.6 The outgoing Board Chair and the incoming Board Chair will be dually responsible for planning the Board Retreat.

11.0 COST OF GOVERNANCE

11.1 The Board will set its governance budget for the following year no later than January.

11.2 The governance budget of the Board will include, but not be limited to:

11.2.1 Board honoraria,

11.2.2 Training and development,

11.2.3 Board Secretary Compensation,

11.2.4 External consulting fees, and

11.2.5 Any other costs at the discretion of the Board of Board Chair.

11.3 The governance budget of the Board will specifically not include:

11.3.1 Cost of elections, and

11.3.2 Auditor costs.

12.0 BOARD MANAGEMENT DELEGATION

12.1 The President is an employee of the Board and will be considered a non-voting member.

12.2 The President will present a report at each regular Board meeting.

12.3 Only official motions passed by the Board are binding on the President.

12.4 Decisions or instructions of individual Board members, officers, or committees are not binding on the President unless the Board has specifically authorized such authority.

12.5 The Board will not evaluate staff other than the President, with the exception of full-time permanent staff, who may be evaluated by the Board, through the President, from time to time.

12.6 The Board will advise the President through strategic direction and policy.

Policy:	Elections Policy
Last Amended:	April 2019
Responsibility:	Board of Directors, Elections Committee
Table of Contents:	1.0 General 2.0 Interference 3.0 Positions 4.0 Elections Committee 5.0 Timetable 6.0 Nominations 7.0 Returning Officers 8.0 Poll Clerks 9.0 Complaints and Appeals 10.0 Election Appeals Committee 11.0 Election Process 12.0 Election Rules 13.0 Campaign Finances 14.0 Campaign Materials 15.0 Amendments
Board Chair Signature:	 Mitchell Archibald

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as "the Association") will coordinate a fair, equitable and transparent election process in accordance with the Association's Constitution, policies, and by-laws.

1.2 All members will be given one annual opportunity, at the minimum, to nominate, second or stand as a candidate for the Association's election process for the Board of Directors or President.

1.3 All members shall be given one annual opportunity, at the minimum, to participate in said process with voting by secret ballot for candidates competing for the available electable positions within the Association.

2.0 INTERFERENCE

2.1 To eliminate perception of election process interference the Board will adhere to the following:

2.1.1 The Board will authorize the Chief Returning Officer (CRO) to direct operational organization and facilitation of elections processes.

2.1.2 Board Members will publicly remain neutral toward all candidates.

2.1.3 Board Members who have a real or perceived conflict of interest will recuse themselves from any election related discussions or activities.

3.0 POSITIONS

3.1 The following positions shall be filled in elections of the Association:

3.1.1. President;

3.1.2 Vacant Board of Directors seats.

4.0 ELECTIONS COMMITTEE

4.1 General

4.1.1 The Elections Committee will be a committee of the Association Board of Directors, hereafter referred to as "the Committee".

4.1.2 This Committee will be governed under these terms of reference and the Association's Elections policies.

4.1.3 The Committee will operate at arms length from the Board in order to separate the Board from the election process.

4.2 Membership and Composition

4.2.1 The membership of the Committee will be composed of no three (3) members of the Association's Board of Directors.

4.2.2 Directors will remain on the committee from their appointment until;

4.2.3 They resign their position on the committee, or

4.2.4 They cease to be a member of the Board of Directors.

4.2.5 The Committee will appoint new members to the Committee and fill vacancies at the first meeting of each fiscal year.

4.3 Governance and Deliberation

4.3.1 Committee members will be internally appointed from the Association's Board of Directors.

4.3.2 From amongst themselves, the committee will appoint a Committee Chair, hereafter referred to as the Chair.

4.3.3 The Committee will strive to deliberate to consensus in a collaborative way. The Chair will lead discussion of the Committee and ensure all members have an opportunity to be heard.

4.3.3 When applicable decisions requiring a vote will be passed by a majority (50% + 1). The Chair will only vote in the event of a tie.

4.3.4 The Chair will hold their position until the end of the fiscal year in which they are elected.

4.3.5 The Chair will be responsible for ensuring the Committee adheres to these policies.

4.4 Meetings

4.4.1 The committee will meet at minimum twice per term in the Fall and Winter semesters, and at least once in the Spring/Summer semester.

4.4.2 Meetings of the Committee are closed to the public unless specifically decided otherwise.

4.4.3 Quorum of any meeting will be considered two (2) or more members.

4.5 Responsibilities

4.5.1 The Committee is responsible for overseeing the governance of the Association's election process, the Chief Returning Officer (CRO) and the Deputy Returning Officer (DRO), and all associated policies.

4.5.2 The Committee will conduct interviews for the CRO and DRO positions, and ensure interviews are complete by the last day of September.

4.5.3 The Committee will recommend a CRO and DRO to the Board for approval no later than the first meeting of October each year.

4.5.4 The Committee will provide the Board with a report no later than the first business day of November, which will include proposed policy changes to take effect in the upcoming election.

4.5.5 The Committee will provide the Board with a proposed elections timetable from the CRO and DRO no later than the first business day of December.

4.5.6 When necessary, the Committee will select a panel of individuals to sit on the Election Appeals Committee in accordance with its terms of reference.

4.5.7 The Committee will, through the Chair, provide the Board with a verbal report each meeting, at the end of which members will have the opportunity to ask questions.

4.6 Authority, and Deliverables

4.6.1 The Committee will, through the Chair, provide the Board with an annual report on its progress, action, and recommendations upon the end of the election period.

4.6.2 The Committee may make decisions regarding the governance of the elections, except where Board approval is required as set out in these policies.

4.6.3 The Committee may retain any counsel already being retained by the Association as long as doing so does not increase the fee of such service, which additional costs requiring the approval of the Board.

4.7 Goals

4.7.1 The Committee will strive to govern the elections of the Association independent from the Board or any other influence.

4.7.2 The Committee will make recommendations to ensure the success of future elections.

4.8 Budget

4.8.1 The Committee is authorized to utilize the budget set by the Board to govern and operate the Association's elections. Any additional amount must be authorized by the Board of Directors.

5.0 TIMETABLE

5.1 The CRO shall determine a timetable for elections of the Association, to be forwarded to the Elections Committee for review on or before the first business day following November 15th.

5.2 The Elections Committee will submit the timetable for approval by the BOARD who must assure these stipulations are met:

5.2.1 The election process will be conducted between the first day of classes in the winter semester and two weeks after the University's winter reading break.

5.2.2 The nomination period shall last for twelve (12) consecutive business days as set out by the CRO in the elections time table.

5.2.3 The training period for candidates shall be conducted at least one (1) day prior to the start of campaigning.

5.2.4 Names of Potential candidates are to be published no later than one (1) business day prior to the commencement of the campaign period.

5.2.5 The campaigning period shall last for at least six (6) consecutive business days.

5.2.6 The voting period shall last for two (2) consecutive business days.

6.0 NOMINATIONS

6.1 All nominations shall be completed using only the nomination form provided by the CRO.

6.2 All completed nomination forms are subject to verification by the CRO and candidates will be ruled ineligible if they fail to prove that the nominators are members or disqualified if any nominators are found to be fraudulent.

6.3 The potential candidates will demonstrate a reasonable level of support to be eligible for election.

6.3.1 All presidential candidates will obtain nominations from one hundred and fifty (150) verified members.

6.3.2 All directorial candidates will obtain nominations from fifty (50) verified members.

7.0 RETURNING OFFICERS

7.1 The CRO and DRO:

7.1.1 Must be a member of the Association.

7.1.2 Shall be recommended by the Elections Committee and approved by the Board with a two-thirds (2/3) majority.

7.1.3 Will be considered employees of the Association.

7.2 The CRO will be responsible for the following:

- 7.2.1 The preparation and implementation of all elections, by-elections, and referenda.
- 7.2.2 The call for nominations.
- 7.2.3 The distribution of any pertinent election information to all candidates in written form.
- 7.2.4 Ensuring the enforcement of these elections policies.
- 7.2.5 Levying fines to candidates and disqualifying candidates for violations to the rules and regulations.
- 7.2.6 Organizing a candidate's informational meeting to be held between the close of nominations and the start of campaigning.
- 7.2.7 Presiding over all elections, and the counting of ballots after closing of polls.
- 7.2.8 Booking all necessary equipment for polling stations.
- 7.2.9 Recruiting and training polling station clerks for each day the polls are open.
- 7.2.10 Recruiting and communicating with minimum of one volunteer 'mystery voter' per polling station, who will report on the performance of poll clerks and will help monitor their adherence to regulations.
- 7.2.11 Holding contact hours during the election process with no fewer than twenty (20) hours during the week.
- 7.2.12 Providing a written response to appeal an elections process's allegation to the Appeals Committee.
- 7.2.13 Tabulating and submitting the results of the Association's election process to the Board to be verified.
- 7.2.14 Submitting a written report to the Board within fourteen (14) business days of the Association's election.
- 7.2.15 Knowing the time and location of polling stations no less than forty-eight (48) hours before the start of voting.
- 7.2.16 Distributing the official results for the elections process less than seventy-two (72) hours after the Board ratifies them.
- 7.2.17 Organizing and advertising for a presidential debate as well as a Board candidate open forum.
- 7.2.18 Any other duties that are included in the CRO job description.
- 7.2.19 Any other duties that the Board deems necessary.
- 7.2.20 Meeting with the Board Chair, General Manager, President and the outgoing CRO/DRO for informational purposes prior to the last Sunday of April.
- 7.2.21 Providing an explanation of the point's system budget, campaigning materials and their assessments and/or fines that can be found in the Assessment of Campaign Materials information document available prior to the end of the nomination period.
 - 7.2.21.1 The CRO will make all candidates aware of the fines/penalties associated with each type of breach of election rules, and will apply these fines/penalties equally to all candidates.
- 7.2.22 As long as the CRO uses a reasonable interpretation of these elections policies they are authorized to make all decisions, take actions, establish practices, and

develop activities for the elections. Those decisions will have full authority as if decided by the Board and they will apply to all candidates equally.

7.2.23 Providing all agents with information on polling station locations and the time and location of ballot tabulation.

7.3 The DRO shall be responsible for:

7.3.1 Assisting the CRO in the preparation and implementation of all elections, by-elections, and referenda.

7.3.2 Assisting the CRO in upholding and enforcing these elections policies.

7.3.3 Any other tasks that the CRO delegates to them.

7.3.4 Any other duties that the Elections Committee deems necessary

7.3.5 Holding contact hours during the election process with no fewer than fifteen (15) hours during the week.

8.0 POLL CLERKS

8.1 Polling Clerks shall be interviewed and hired by the CRO and DRO for a maximum of two (2) shifts on voting days.

8.2 Poll Clerks not be directly affiliated with any candidate including: a candidate's agent, relative, partner, roommate, friend and/or anyone participating in or publicly endorsing a candidate's campaign.

8.3 Poll clerks shall be responsible for staffing the poll stations on voting days, providing assistance to voters as needed and remaining unbiased towards all candidates when working at a polling station.

8.4 The list of poll clerks shall be made available to candidates at least two (2) business days prior to voting days. Candidates may object to any poll clerk and shall attempt to resolve this objection with the CRO.

8.5 If the candidate and CRO are unable to resolve the objection it shall be handled promptly by the Appeals Committee. The poll clerk shall be ineligible to work polls while the Committee's decision is reviewed.

8.6 Poll clerks must not have any real or perceived conflict of interest with the election, election staff, or election candidates.

9.0 COMPLAINTS & APPEALS

9.1 The Election Appeals Committee will hear any timely mannered appeals by candidates that allege the CRO has failed to conduct the election process in compliance with the Elections Policies. The committee will decide the fairest course of action for all parties involved.

9.2 The authority and composition of the Election Appeals Committee is detailed in the Election Appeals Committee Terms of Reference.

9.3 The procedure for an official complaint is as follows:

9.3.1 Provide the complaint/appeal in writing to any member of the Association's Board of Directors within five (5) business days of the decision/action being appealed.

9.3.2 A Board member who receives such appeal will immediately make the Elections Committee aware of said appeal.

9.3.3 The Election Appeals Committee will be called and will meet within five (5) business days of the Association receiving the appeal.

9.3.4 The Election Appeals Committee will provide an opportunity for all involved parties to be heard before making a decision.

9.3.5 The Election Appeals Committee will, through the Chair, deliver a decision in writing to those directly involved.

10 ELECTION APPEALS COMMITTEE

10.1 General

10.1.1 The Election Appeals Committee will be an independent committee of the Association, hereafter referred to as "the Committee".

10.1.2 This Committee will be governed under these terms of reference and the Association's Elections policies.

10.1.3 The Committee will operate independently from the Association to ensure the integrity and separation of the appeal process.

10.2 Membership and Composition

10.2.1 The membership of the Committee will be composed of eight (8) members;

10.2.1.1 Three (3) members of the Association who are not employees of the Association.

10.2.1.2 One (1) member of the Association's Board of Directors who is not a member of the Elections Committee.

10.2.1.3 One (1) member of the Association's Board of Directors who is a member of the Elections Committee, but not the Committee Chair.

10.2.1.4 Three (3) members of the University Faculty.

10.2.2 Members will remain on the committee until the appeal in question is heard and a decision is made, upon rendering a decision the committee is dissolved.

10.2.3 Subsequent committees consisting of the same membership may be called for different appeals if deemed appropriate by the Elections Committee

10.2.4 If a member of the committee resigns or is unavailable, the Elections Committee may appoint another individual to sit in their place.

10.3 Governance and Deliberation

10.3.1 Committee members will be appointed by the Elections Committee.

10.3.2 One of the Board Members on the committee will be the designated non-voting Committee Chair. This will be decided by the Elections Committee during the appointment process.

10.3.3 When applicable decisions requiring a vote will be passed by a majority (50% + 1). The Chair will not vote

10.3.4 The Chair will hold their position until the committee is dissolved.

10.3.5 The Chair is responsible for overseeing the appeal process and remaining neutral throughout this process.

10.4 Meetings

10.4.1 The committee will meet when required by these policies.

10.4.1.1 The committee will meet within five (5) business days following an official appeal being registered with a Board member of the Association.

10.4.2 Meetings of the committee are confidential and closed to the public. The CRO, the DRO, and the candidate involved will be given an opportunity to speak. Other witnesses or guests may be allowed at the discretion of the committee.

10.4.3 Quorum of any meeting will be the full membership of the committee.

10.5.2 Upon rendering a formal decision, the committee will advise the involved parties in writing through the Committee Chair.

10.5 Responsibility, Authority, and Deliverables

10.5.1 The committee is responsible for hearing and ruling on all official appeals arising from the Association's election process.

10.5.2 Once an official decision has been made, the committee will inform the involved parties in writing through the Committee Chair.

10.5.3 The committee has final authority over any and all decisions made on an appeal. There may be no further appeals of a decision made by the committee.

10.5.4 The committee has the authority to override any decisions made by the CRO and/or DRO.

10.5.5 The committee has the authority to dismiss the CRO and/or DRO if they are not performing their duties.

10.5.6 The committee has the ability to dismiss committee members if they are not performing their duties. This may be done by a majority vote of the committee.

10.5.7 The Committee may retain any counsel already being retained by the Association as long as doing so does not increase the fee of such service, which additional costs requiring the approval of the Board.

10.6 Goals

10.6.1 The committee's sole goal is to hear and rule on appeals as set out in these policies.

10.7 Budget

10.7.1 The committee is not allocated any budgetary resources. The committee may request resources from the Elections Committee if deemed necessary.

11.0 ELECTION PROCESS

11.1 Votes shall be cast by secret ballot using the preferential balloting system.

11.2 The CRO has the authority to decide whether paper or electronic voting is used, and will ensure that this is communicated to all students.

11.3 Candidates running unopposed shall be required to obtain a two-thirds (2/3) vote in favour on a yes/no ballot.

11.4 An agent shall be defined as a member of the Association but not the Board that is appointed by a candidate as a representative in meetings that the candidate is unable to

attend. It is also the right of the agent, if directed by the candidate, to ensure that polling and counting of ballots adhere to the regulations outlined in this policy.

11.5 The names of all candidates running for a particular position shall be arranged alphabetically by order of their last names and shall contain their given name or a generally recognized abbreviated version thereof.

11.6 Voting members will have the option to abstain or spoil the ballot.

11.7 To avoid a tie the Board Chair shall cast their vote only in writing before the polls open and not during the regular voting period.

11.7.1 The Board Chair shall cast a separate vote for each position by ranking all the candidates in order of preference, sealing each ballot, if there is more than one, in a separate marked envelope, and delivering all the envelopes to the CRO.

11.7.2 Only in the case of an equality of votes for a position shall the appropriate sealed envelope be opened, and the votes recorded.

11.8 Any candidate may appoint an agent to polling stations and/or during ballot tabulation if paper ballots are used. However, candidates must submit the names of their agent to the CRO at least two (2) business days prior to the opening of polling stations and/or at the start of ballot tabulation.

11.9 There shall be no voting by proxy.

11.10 If paper balloting is used, a ballot is spoiled if the voter:

11.10.1 Votes for more than the maximum number of candidates or chooses to spoil their ballot on purpose.

11.10.2 Marks in more than one block and/or extraneously marks the ballot. It makes the voters intention unclear.

11.10.3 Marks on the ballot in a way which may identify the voter.

12.0 ELECTION RULES

12.1 Campaigning:

12.1.1 All candidates' materials will be verified by the CRO who may refuse to verify obscene, degrading or discriminatory material.

12.1.2 No candidate will display individuals other than themselves in their materials without their consent.

12.1.3 No candidate will use the Association's or the University's logos, slogans, colours or anything otherwise conspicuously similar to solicit support, to imply preference or endorsement from the campus.

12.1.4 No candidate will post materials or solicit support in areas restricted by the CRO such as: Off-campus, The Gorsebrook Lounge, the Art Gallery, Chaplaincy Office, Faculty space, the three (3) Residences or their virtual representations.

12.1.5 No person or persons who are not members shall solicit support on behalf of any candidate, referenda, or plebiscites.

12.1.6 No candidate or agent will solicit support on voting days or outside the campaign period.

12.1.7 No candidate shall distribute items of a commercial value that could be interpreted as a voter bribe. All campaign materials shall be subject to the discretionary approval of the CRO.

12.1.8 No candidate will take advantage of access to resources or information as a result of a position they already hold on campus. (e.g. No Association/University business cards and/or other materials.)

12.1.9 All forms of advertising by any medium including speeches and public forums designed and/or likely to influence voters shall not take place prior to or after the campaigning period set by the CRO. Candidates may not publicly announce their intention to run until the CRO has received their completed nomination form.

12.1.10 Potential candidates must attend a candidates informational meeting (optional for their agents) occurring prior to the start of campaigning at the time/location scheduled by the CRO. After this meeting, candidates must sign a Memorandum of Understanding to acknowledge they have read and understand the Elections Policy in its entirety. If for some reason the candidate cannot attend the meeting, they shall notify the CRO and arrange for their agent to attend the meeting on their behalf.

12.1.11 Candidates may not use resources of the Association which are not available to all members unless the services are paid for.

12.1.12 Candidates using the University's Print Centre must produce a receipt for the CRO.

12.1.13 Candidates and their agents shall not work or loiter at or near the polling stations.

12.2 Referendums and plebiscites are direct votes from the students at the time of elections asking to accept, reject or spoil a particular proposal for the Association and/or the University.

12.2.1 All referendum campaigns must state clearly what individual/ group is officially for campaigning and supporting such campaign.

12.2.2 A referendum may include more than one question to be put to the voters.

12.2.3 A referendum question shall be worded so that each voter may express an opinion on the question by checking after either of the words yes/no on the ballot.

12.2.4 The text of the referendum question must be presented to the Board at least seven (7) days before the start of the campaign period.

12.2.5 If the referendum includes a monetary addition to student fees (levy), the presenter must demonstrate to the Board how the monetary addition shall be Board allocated if the referendum passes.

12.2.6 If the referendum is to create a new levied society, the current society executives must demonstrate how the levied society would be structured.

12.2.7 The referendum question must be moved and passed by the Board before being put on the ballot.

12.2.8 In order for a referendum question to pass, a majority vote in favour is required.

12.2.9 If the referendum includes a monetary addition to student fees (levy), a two-thirds (2/3) vote in favour is required.

13.0 CAMPAIGN FINANCES

13.1 No presidential candidate will spend more than 50000 points and no directorial candidate more than 10000 points from their campaigning budget on materials designed to solicit support from Association members.

13.1.1 An explanation of the points system budget, campaigning materials and their assessments and/or fines can be found in the Assessment of Campaign Materials information document provided by the CRO.

13.1.2 Candidates will be reimbursed up to twenty percent (20%) of their allowed campaigning material budget. That is to say 1 cent per point for 20% of the points used by the candidate. i) All proof of payment receipts must be submitted to the CRO or DRO no later than two (2) days after a candidates' campaigning period has ended in order to receive the mentioned reimbursement compensation.

13.1.3 All fines shall be administered by the CRO for any candidate's infraction of elections regulations, in accordance with this policies and the Assessment of Campaign Materials information document.

13.1.3.1 The candidate will be notified by phone or e-mail from the CRO or DRO to explain any given fines.

13.1.3.2 The candidate shall be solely responsible for rectifying the cause of the fine so as to avoid further fines.

14.0 CAMPAIGN MATERIALS

14.1 Posters must follow the Association's Poster Policy, distributed by the CRO at the Candidate's Informational Meeting.

14.1.1 An exception is the size regulation for posters on unpainted brick, which may be disregarded.

14.2 The CRO must assess all campaign material before the material may be used in a candidate's campaign.

14.2.1 Any materials used without the CRO's consent will result in a fine as described in the Assessment of Campaign Materials information document and will be deducted from the candidate's campaigning budget.

14.2.2 Presidential candidates who exceed 50000 points or directorial candidates who exceed 10000 points in their campaigning budget may be disqualified from the election if is deemed reasonable to do so by the Appeals Committee.

15.0 AMENDMENTS

15.1 The CRO, the Elections Committee, and the Election Appeals Committee will suggest changes to the Elections Policy as deemed necessary.

Policy:	Society Policy
Last Amended:	January 2019
Responsibility:	Board of Directors; Society Committee, Society Coordinator
Table of Contents:	1.0 General 2.0 Limitations 3.0 Classification 4.0 Society Summits 5.0 Executive Meetings 6.0 Society Committee 7.0 Funding 8.0 Offices & Meeting Spaces 9.0 Location Information 10.0 Society Probation 11.0 Conflict Resolution 12.0 Further Governance 13.0 Important Dates
Board Chair Signature:	 Mitchell Archibald

The Saint Mary's University Students' Association has developed and ratified this policy to ensure a commonly administered set of rules govern all student societies on campus.

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as "the Association") believes that student societies exist to enrich the student experience of its membership.

1.2 The overall goals of providing this service to students include:

- 1.2.1 Providing personal and professional development opportunities within cultural, social and vocational levels;
- 1.2.2 Expanding the mindset and knowledge-base of participants; and
- 1.2.3 Helping students develop a broader understanding of the world along with their place within it.

1.3 This policy clearly outlines all student society regulations in order to allow societies to achieve their goals, maintain their resources and remain in good standing with the Association, as well as the larger Saint Mary's University (herein after referred to as "the University") community.

2.0 LIMITATIONS

2.1 No student society, club, or student organization (herein after referred to as "society" or "societies", as the context requires) shall, except in conformance with these policies:

- 2.1.1 Operate on campus;
- 2.1.2 Use the name of the University or the Association;
- 2.1.3 Solicit funds, membership or clientele, from among the members of the Association;
- 2.1.4 Use any of the facilities of the University or the Association.

2.2 The structure of societies shall be layered and will be categorized by the Association as a member of one of the following groups:

- 2.2.1 A - Faculty;
- 2.2.2 B - Social;
- 2.2.3 C - Levied.

3.0 CLASSIFICATION

3.1 For the purposes of classification, "A" societies shall be:

- 3.1.1 Those societies that have a membership made up of the Association's members who are students that share an interest in a particular faculty, major or certificate offered by the University;
- 3.1.2 Entitled to apply for Association
 - 3.1.2.1 Funding; and
 - 3.1.2.2 Office space, provided that the faculty or academic department has refused to provide the society with office space.

3.2 For the purposes of classification, "B" societies shall be:

- 3.2.1 Those societies that have membership open to all members of the Association and membership is made up of students currently enrolled at Saint Mary's;
- 3.2.2 Entitled to apply for Association
 - 3.2.2.1 Funding; and
 - 3.2.2.2 Office space.

3.3 For the purposes of classification, "C" societies shall be:

- 3.3.1 Those societies that collect funds from the student body via levy;
- 3.3.2 Those societies that have membership open to all members of the Association and membership is made up of students currently enrolled at Saint Mary's;
- 3.3.3 Those societies that provide the Association's members with a form of media coverage;
- 3.3.4 Required to submit a report for every use of monetary funds, which shall:
 - 3.3.4.1 Be accompanied by proof of funds used in form of receipts or other similar and acceptable sources for any spending over one-hundred-fifty (\$150) dollars;
 - 3.3.4.2 Be subject to a review of the SOCIETY COORDINATOR and/or the SOCIETY COMMITTEE, or any other required individuals.

3.3.5 Required to create a Board of Directors that shall:

- 3.3.5.1 Have a representation of no less than twenty-five (25%) percent of PRESIDENT-appointed voting members;

- 3.3.5.2 Consist of only Saint Mary's students that are currently enrolled;
- 3.3.5.3 Meet at least once per semester.
- 3.3.6 Entitled to apply for Association:
 - 3.3.6.1 Funding, should the society not already have a form of student funding;
 - 3.3.6.2 Office space.

4.0 SOCIETY SUMMITS

- 4.1 Society summits will be held on the third Friday of each semester, during the academic year, unless otherwise indicated due to scheduling conflicts or other interruptions.
- 4.2 The purpose of a society summit is to outline the by-laws, rules and regulations for conducting society business on campus. Primary Event Organizer (PEO) training will be administered at this time. Any remaining issues will be dealt with at the discretion of the SOCIETY COORDINATOR.
- 4.3 At least one executive member from each society must be present at the society summit in order to complete the ratification process.
- 4.4 A second society summit will be held on the third Friday of January as a refresher and at least one executive from each society is required to attend.

5.0 EXECUTIVE MEETINGS

- 5.1 Twice a year, on the third Friday of November and March, there will be a mandatory meeting between all societies and the SOCIETY COORDINATOR which at least one executive from each society must attend.
- 5.2 The purpose of an executive meeting is to help societies better network and collaborate with other groups on campus.
- 5.3 The SOCIETY COORDINATOR will also use this meeting as a way to gather feedback and ideas that will serve to improve the current student society system.

6.0 SOCIETY COMMITTEE

- 6.1 The society committee shall oversee the actions of societies and hold them accountable to this policy.
- 6.2 The structure of the Committee will be as follows;
 - 6.2.1 Membership of this committee will be two (2) members of the Association's Board of Directors, and the Society Coordinator (typically a Vice-President of the Association).
 - 6.2.2 Committee members will remain on the committee from their appointment until:
 - (1) They resign their position on the committee or;
 - (2) They cease to be a member of the Board of Directors (for Board Members) or;
 - (3) They cease to hold the position of the Society Coordinator (for the Society Coordinator) .
 - 6.2.3 Board Members serving on this committee will be elected from the Association's Board of Directors. From amongst themselves, the committee will elect a Committee Chair. The Chair will be a voting member of the committee and will rule on any tie vote.
 - 6.2.4 Quorum of any meeting will only be considered if all three members are present. Votes and motions are passed by a majority vote (50% + 1).
 - 6.2.5 The committee will meet at minimum twice per term in the Fall and Winter semesters, and at least once in the Spring/Summer semester. One of these meetings will occur following the Society Summit, and another will occur no later than the last day of the fiscal year (April 30)

with the purpose of reviewing and approving the list of newly ratified and re-ratified societies and to introduce the new Society Coordinator.

6.2.6 The Committee will aim to appoint new members and fill vacancies, if any, before the end of August each year.

6.2.7 In the event of a conflict of interest with any Committee business, the Committee Chair (or Acting Chair) will, through the Board Chair, appoint a temporary member of the Committee from the Association's Board of Directors to sit in for the conflicted member. Such a member is not an official member of the Committee.

6.2.8 The Committee Chair will provide the Board with a verbal report when necessary, and a written report at least once per year.

6.2.9 This committee has the authority to hear appeals regarding ratification, de-ratification, suspension, or refusal of ratification to any society, current or proposed, of the Association. The decision of the committee on any appeal is absolute.

6.3 The society committee may, at its sole discretion, recognize (ratify) and classify any student society that;

6.3.1 Already has been ratified by the BOARD OF DIRECTORS. Once the BOARD approves a new society to operate on campus, the society can be re-ratified each year by the SOCIETY COORDINATOR;

6.3.2 Has an executive formed of members of the Association;

6.3.3 Accepts as members persons who are currently members of the Association;

6.3.4 Presents to the society committee a constitution consistent with the Constitution and policies of the Association;

6.3.5 Has a minimum of twenty (20) members unless proper written authorization is given by the SOCIETY COORDINATOR;

6.3.6 Is of a classification of either A, B, or C as defined in this policy;

6.3.7 Collects a minimum of five (\$5) dollars membership fee per society members;

6.3.8 Has its own bank account;

6.3.9 Ratifies by completing the appropriate ratification forms (which can be found at www.smusa.ca);

6.3.10 Is in good standing with the Association from prior years' operations and has not violated any of the Association's policies or by-laws;

6.3.11 Provides the Association with the following:

6.3.11.1 A First Semester Report which is due by January 15th of each year and must contain:

6.3.11.1.1 A list of events held in the first semester of the academic year;

6.3.11.1.2 A list of events expected to be held in the second semester of the academic year.

6.3.11.1.3 Proof of existence of the Society's bank account, its current balance, and all cash flow statements;

6.3.11.1.4 Best practice recommendations for the next year's executive of that Society.

6.3.11.2 An annual report that is due by April 30th of each year and must contain:

6.3.11.2.1 A list of the society's incoming executives;

6.3.11.2.2 A list of the society's outgoing executives;

6.3.11.2.3 A list of all events held in the past year, including the revenues, expenses, venues, dates, and nature of each event.

6.3.11.2.4 A current cash flow statement;

6.3.11.2.5 Proof of the existence of the society's bank account and its current balance;

6.3.11.2.6 Best practice recommendations for the next year's executive of that society;

6.3.11.2.7 A member involvement record with time contributed kept by the President of the society that may be delegated for use in co-curricular record approval.

6.3.11.3 Student Event Risk Management (SERM) forms for any events that are to take place on campus, to ensure the societies are still covered under the insurance of the Association and that events may be advertised to the larger student body through the Association.

6.3.12 Has an executive committee consisting only of registered Saint Mary's students occupying the following positions:

6.3.12.1 President - who is ultimately responsible for the society's executive committee and will work with the SOCIETY COORDINATOR if problems arise. The President is responsible for the ratification, constitution and an updated members list which must include students' names, A numbers, email addresses and positions within the society;

6.3.12.2 Vice President - who is responsible for completing SERM forms and Post Event forms, which must be submitted to the SOCIETY COORDINATOR;

6.3.12.3 Treasurer - who is responsible for grant applications which must include a bank balance and total budget for the society's event. The Treasurer is also responsible for the year-end financial report and making sure any cash box and/or bank account card is handed into the SOCIETY COORDINATOR at the end of the year;

6.3.12.4 Secretary - who is responsible for the semester reports and year-end reports, organizing meetings (which include booking event space) and taking meeting minutes.

6.4 If the society has been penalized, the society committee may:

6.4.1 Grant society ratification as is applicable upon a two-thirds (2/3) vote, provided that:

6.4.1.1 Society recognition was not withdrawn within the previous administrative year;

6.4.1.2 Said society does not have the same mandate as a society that had its recognition withdrawn within the previous administrative year.

6.4.2 Withdraw society recognition upon a two-thirds (2/3) affirmative vote;

6.4.3 Suspend society recognition upon a two-thirds (2/3) affirmative vote;

6.4.4 Request society information and access to the affairs of the society as it, or those acting upon its behalf according to the Constitution and policies of the Association, deemed to be necessary.

6.5 Members of the Association's student staff may take any executive or signing position in any society.

6.6 The SOCIETY COORDINATOR may permit societies to book space on campus prior to being ratified for the purpose of planning upcoming society events and rallying support for their cause/purpose(s).

6.6.1 A society may only be granted this permission if they have submitted an application for ratification and the permission is temporarily granted until twenty-four (24) hours after the next

scheduled Board meeting or society committee meeting – whichever is applicable to the society in question.

7.0 FUNDING

7.1 All societies have the ability to open a business bank account under the Association’s umbrella with the Royal Bank of Canada (RBC) branch located at the corner of Spring Garden Rd. and Summer St. in Halifax, Nova Scotia. Each society will be able to deposit money into the account at said RBC branch as well as withdraw money through cheque.

7.2 As a general principle, a minimum bank balance of two-hundred (\$200) dollars must remain in each societies’ bank account at the end of each semester. It is the responsibility of the current society executive to ensure there are sufficient funds remaining for the incoming executive for the following year and that there is no outstanding debts.

7.3 As a general principle, funding shall only be made available to further the goals of the Association, as outlined in the Constitution, and the goals of particular societies as outlined in their individual constitutions.

7.3.1 Funding is to be made available to societies on a first-come, first-serve basis whereby the funds will be granted in order of application (granted that the application(s) is/are approved) until society budget funds are exhausted. In other words, not all ratified societies can be funded – there is simply not enough funding.

7.4 All funds received by a recognized society are the property of the Association and shall be remitted forthwith upon demand from the SOCIETY COORDINATOR.

7.5 All societies may apply for a branding grant of two-hundred-fifty (\$250) dollars in their first year of operation, or if they have never received this grant before. No other start-up funds are to be provided.

9|Saint Mary’s University Students’ Association

7.5.1 This funding is only available until society funds for the year are exhausted.

7.6 All societies requiring funding may make an application for a special event grant, on an event-by-event basis, to the SOCIETY COORDINATOR no later than two (2) weeks before said event is to take place. All societies requiring a special event grant must submit a detailed event budget to the SOCIETY COORDINATOR a minimum of two (2) weeks prior to the event.

7.7 The SOCIETY COORDINATOR will approve grant applications on a reasonable basis and in adherence to the following limitations:

7.7.1 The SOCIETY COORDINATOR will not grant more than two- thousand (\$2000) dollars in special event grant funding to any society per administrative year. Any additional funding must be approved by the PRESIDENT to an absolute ceiling of three- thousand (\$3000) dollars;

7.7.2 The SOCIETY COORDINATOR will not grant more than half of the costs of any single event;

7.7.3 Preference will be given to funding applications that involve higher-profile events, i.e. those that will improve the image of the University while still contributing to student events, achievements and interests;

7.7.4 The SOCIETY COORDINATOR will not support costs that will solely benefit any person that is not a student of the University;

7.7.5 The SOCIETY COORDINATOR will not consider requests for special event grants after the event has taken place;

7.7.6 The SOCIETY COORDINATOR will only consider applications for funding from student societies recognized by the Association under this policy document;

7.7.7 The SOCIETY COORDINATOR will not consider funding for capital equipment purchases or maintenance;

7.7.8 The SOCIETY COORDINATOR will only consider funding requests that benefit the membership of the Association and make the society more active in the University community.

7.8 The Gorsebrook Lounge (hereinafter referred to as "the Gorsebrook") is one of the many services that the Association provides for its membership and welcomes the opportunity to host any society events. The Association, in the spirit of this policy document and in partnership with the Gorsebrook, requires that:

7.8.1 A SERM form must be filled out through the SOCIETY COORDINATOR no later than two weeks before the event;

7.8.2 The Gorsebrook booking must be confirmed with the Association's OPERATIONS MANAGER at least one week prior to the event;

7.8.3 A complete description of the event must be given to the SOCIETY COORDINATOR;

7.8.4 The society must provide a two-hundred (\$200) dollar deposit to cover the outstanding costs incurred by the Gorsebrook for keeping the facility open for the society's event without recouping the costs of doing so through beverage or food sales.

7.8.4.1 If the Gorsebrook does recoup costs, any deposit paid by the society will be reimbursed.

7.9 In the case of an overdue bill payment with the Association or outside parties, a society may be subject to one or more of the following charges or penalties, which will be decided at the discretion of the society committee:

7.9.1 The charging of interest on the remaining balance of the unpaid loan at a rate of the prime lending rate plus three (3%) percent on all amounts less or more than five-hundred (\$500) dollars;

7.9.2 Prohibition from receiving future grants or loans for a period to be determined by the society committee, if the amount owed is five-hundred (\$500) dollars or more;

7.9.3 Loss of the Association's assigned office space, if the amount is seven-hundred-fifty (\$750) dollars or more;

7.9.4 Loss of status as a recognized society of the Association, if the amount owed is twenty-five-hundred (\$2500) dollars or more;

7.9.5 Permanent notation of the overdue loan in the society's records held by the SOCIETY COORDINATOR, subject to review by the society committee;

7.9.6 All penalties listed above are subject to review by the society committee and the Association's PRESIDENT.

7.10 For any event funded by the Association by means of a grant, the society must submit a Post-Event Summary containing information regarding how the event transpired and all financial details and/or records. This summary must be submitted to the SOCIETY COORDINATOR no later than two (2) weeks after the completion of the event.

7.10.1 Failure to submit post-event summaries with receipts for Association-sponsored events will result in loss of future grants.

7.11 The SOCIETY COORDINATOR will not consider a special events grant for any of the following:

7.11.1 Capital expenditures;

7.11.2 Illegal use;

7.11.3 Salaries, honorariums or gifts for society members;

7.11.4 The purchase of alcohol or alcoholic beverages;

7.11.5 Events or expenditures through the months of May - August; 7.11.6 Unnecessary food purchases.

8.0 OFFICES & MEETING SPACES

8.1 When assigning an Association office space, the following criteria must be considered:

8.1.1 The financial and programming success of the society in the previous year;

8.1.2 The society's compliance with Association policy, and in particular:

8.1.2.1 Whether the society reports, as required by these policies, have been submitted to the Association on time;

8.1.2.2 Whether the constitution of the society is up-to-date and in the possession of the Association;

8.1.2.3 Whether the society has complied with all policies, rules and regulations of the Association.

8.1.3 If the office space is granted to a society, they risk losing said space unless the following requirements are adhered to:

8.1.3.1 No alcohol, or the consumption of alcohol, is permitted in the office space;

8.1.3.2 Smoking is strictly prohibited;

8.1.3.3 The office space may not be used as living arrangements;

8.1.3.4 The room is damaged or consistently untidy;

8.1.3.5 The society must maintain an active schedule of events that students who are not a member of said society can attend;

8.1.3.6 Random inspections of the room may be done during the year and any violation of the above rules can result in monetary penalties or a loss of office space.

8.1.4 When it comes time for a society to vacate office space:

8.1.4.1 The society shall have one week to remove their belongings from the office space;

8.1.4.2 Any objects left behind that have a value of less than fifty (\$50) dollars will be thrown away or donated;

8.1.4.3 Any objects left behind that have a value of fifty (\$50) dollars or less will be stored for a period of four (4) months, after which time they will be considered donated to the Association;

8.1.5 In the case of a "Class A" (faculty) society, it will be required to provide a letter from said faculty/department stating that the society will not be receiving office space from the University before they may receive access to the Association's office space.

8.2 The Society Common Space (located on the fifth (5th) floor of the Student Centre, room 522) is provided as an open space for all student societies to use. The following rules apply for all users of this space:

8.2.1 Society meeting space can be reserved by contacting the Association's front desk (in person - at the main office on the fifth (5th) floor of the Student Centre; by phone at 902-496-8700) and signing out the space;

8.2.2 There will be designated times throughout the week where the common space may not be booked to allow the space to be freely occupied by all those who wish to use it;

8.2.3 The society space must be respected (i.e. students are expected to clean up after themselves). The space should always be left in better condition than it was found;

- 8.2.4 Societies can be held fully responsible for the damages incurred to the common space during times for which the space was booked or occupied by said society;
- 8.2.4.1 Consequences of damaging Association property could result in monetary fines and/or the de-ratification of a society at the discretion of the society committee.
- 8.2.5 Rooms can only be booked by the secretary of a society, or another executive/member designated to book space on campus, as approved by the SOCIETY COORDINATOR, and the person who books the room is responsible for its proper use;
- 8.2.6 Computers must be taken care of and logged out when the space is vacated.
- 8.3 Other spaces on campus are available to be booked:
- 8.3.1 By one designated member of the society, usually the secretary, unless otherwise determined by the society and approved by the SOCIETY COORDINATOR;
- 8.3.2 By first identifying the individual in your society who is designated to book space by emailing the SOCIETY COORDINATOR to identify the designated individual (with their name, position title, phone number and email address);
- 8.3.3 By contacting Conference Services (conference.services@smu.ca or 902-420-5486, keeping in mind that phone calls are preferred) for all room bookings in the University, except for the Student Centre.
- 8.3.3.1 Room bookings in the Student Centre are administered by the Association's ADMINISTRATIVE ASSISTANT, who can be found at the Association's front desk (in person - at the main office on the fifth (5th) floor of the Student Centre; by phone at 902-496-8700).
- 8.3.4 After seven (7:00pm) o'clock during the weekdays and any time on weekend. Special arrangements for a day-time, work-week events can be made upon request for larger events;
- 8.3.5 After September 1st for societies ratifying for the fall semester and after the first day of classes for societies ratified for any other time;
- 8.3.6 In person, by email, or over the phone at/with Conference Services;
- 8.3.7 At least one business day in advance and by Friday at twelve (12:00pm) o'clock for the weekend;
- 8.3.8 On the condition that all events and bookings adhere to Conference Service's Room Use Regulations.
- 8.4 Set-up and clean-up of any reserved space is the society's responsibility.
- 8.5 Societies are not permitted to cater their own food or liquors services as the Association's beverage and food service agreements do not permit the serving of items supplied by external sources, including by donation.
- 8.5.1 All food services must be provided by the University's catering services provided by Aramark Campus Services (902-420-5599).
- 8.5.2 All liquor/alcohol services must be proved by the Association's bar service through the Gorsebrook (902-496-8703).
- 8.6 Campus security services are required at all functions with alcohol, as well as large public gatherings. Conference Services will assign security, at the society's expense, where deemed necessary.
- 8.7 If alcohol is to be served at an event, a Liquor Functions Form (available through Conference Services) must be completed.
- 8.7.1 This form requires signatory approval from the Association PRESIDENT, which may be delegated to the OPERATIONS MANAGER, and the MANAGER OF UNIVERSITY SECURITY;

8.7.2 The completed form must be returned to Conference Services by Thursday of the week prior to the event. To avoid cancellation, payment for services must be paid in full three (3) days prior to an event.

8.8 Should a society have an outstanding account resulting from charges leveled for damaged, security, cleaning, liquor or food service, etc., future use of university facilities will be denied until the account is settled.

8.9 Failure to adhere to any of these regulations could result in a function being terminated and/or a suspension of a society's ability to use University facilities.

9.0 LOCATION INFORMATION

9.1 Campus Security: McNally Main, room 016;

Food Service: Aramark, Loyola Residence, 2nd floor; Bar Service: SMUSA, Student Centre, room 509.

9.2 Societies are not permitted to book space through a faculty department or other faculty/staff contact. In order for the Association to monitor all society operations on campus, the SOCIETY COORDINATOR must be kept aware of these events through Conference Services. This can only be done if societies book events under their own names.

10.0 SOCIETY PROBATION

10.1 If a society breaks any of the rules stated in this policy document, or neglects their duty to submit forms, they are subject to be placed on society probation by the SOCIETY COORDINATOR. While a society is on probation, said society will:

10.1.1 Be unable to receive funding from the Association;

10.1.2 Must have the SOCIETY COORDINATOR approve any room booking a week in advance of the society being able to book with Conference Services;

10.1.3 Be subject to the loss of currently held office space.

10.2 If, while in the state of probation, a society continues to break rules, ignore Association policies, or neglect forms and paperwork, the society's executive committee will stand before the Association's BOARD OF DIRECTORS and may be individually barred from participating in any student society, as well as the society in question itself being suspended.

11.0 CONFLICT RESOLUTION

11.1 Societies experiencing internal conflict are encouraged to first attempt conflict resolution independently by utilizing conflict resolution strategies. The basic steps will be listed below, however more information on conflict resolution can be easily found online or within the Patrick Power Library.

11.2 If a situation escalates, it is recommended that students contact the SOCIETY COORDINATOR to assist in mediation of the conflict.

11.2.1 Should a problem persist or become serious in nature, students are encouraged to contact the University's Conflict Resolution Advisor who can be found in the Student Centre, 4th floor, room 416, or contacted by phone at 902-420-5113.

11.3 Basic steps for conflict resolution are provided as follows:

The Eight Essential Steps to Conflict Resolution by Dudley Weeks, Ph.D., Los Angeles: Jeremy P. Tarcher, Inc. 1992

Overview of the "Conflict Partnership Process"

Conflict Partnership is a process that empowers people to build mutually beneficial relationships and to resolve conflict effectively. Try following its eight steps:

- 1. Create an Effective Atmosphere - Focus on the problem, not the people*
- 2. Clarify Perceptions - Allow everyone to use "I" statements to report how they feel*
- 3. Focus on Individual and Shared Needs - Listen for needs, allow others to speak*
- 4. Build Shared Positive Power*
- 5. Look to the Future, then Learn from the Past*
- 6. Generate Options - Discuss possible solutions and their outcomes*
- 7. Develop "Doables" - Set goals for resolution*
- 8. Make Mutual Benefit Agreements - Make sure the resolution(s) benefits all parties*

The "partnership process" is based on the following five principles. Keep them in mind whenever you are involved in a conflict:

- 1. Think "we," rather than "I versus you" - working together helps solve conflicts.*
- 2. Try to keep in mind the long term relationship.*
- 3. Good conflict resolution will improve the relationship.*
- 4. Good conflict resolution benefits both parties.*
- 5. Conflict resolution and relationship building go hand in hand.*

12.0 FURTHER GOVERNANCE

12.1 Societies operating on campus are required to adhere to any and all contracts or agreements held by the Association and/or the University.

12.2 All societies shall:

12.2.1 Consult with the Association's GENERAL MANAGER before actively endorsing any company, product or services, on or off campus;

12.2.2 Not authorize any company to advertise or distribute products or services on campus;

12.2.3 Not enter into any contracts or agreements without the expressed written consent of the Association's GENERAL MANAGER,

12.2.4 Adhere to the rules and regulations outlined in the Association's Poster Policy:

12.2.4.1 All society event posters must be approved in advance of circulation by one of the following Association staff members:

12.2.4.1.1 SOCIETY COORDINATOR;

12.2.4.1.2 MARKETING & EVENTS MANAGER; 12.2.4.1.3 GENERAL MANAGER;

12.2.4.1.4 ADMINISTRATIVE ASSISTANT.

12.3 All further and impermanent society information can be found on the Association's website (www.smusa.ca) under the "Societies" drop-down menu. This site will list all available resources and upcoming events for societies, including contact information for the SOCIETY COORDINATOR.

12.4 With respect to societies, the PRESIDENT may make further rules and regulations that she/he deems necessary, provided they are consistent with the Constitution and these policies.

13.0 IMPORTANT DATES

13.1 The following dates will be considered of varying importance:

13.1.1 August 1st will mark the beginning of the ratification period for societies who wish to be active in the fall and winter semesters. No earlier requests will be accepted;

13.1.2 May 1st will mark the beginning of the ratification period for societies who wish to be active in the spring and summer semesters. No earlier requests will be accepted;

13.1.3 The end date of ratification for fall/winter terms will be the last day of February;

13.1.4 The end date of ratification for spring/summer terms will be the first day of July;

13.1.5 The Society Expo will be held on the Thursday of Orientation Week;

13.1.6 The Society Summit will be held on the third (3rd) day of September and will be held on the same day as the Society Social;

13.1.7 The Second Society Summit will be held on the third (3rd) Friday of January;

13.1.8 First Semester Reports are due by January 15th;

13.1.9 Annual Reports are due by April 30th;

13.1.10 Monthly Society Executive Meets will be held on the 3rd Friday of November and March.

Policy:	Presidential Responsibilities
Last Amended:	December 2014
Responsibility:	Board of Directors; Human Resources & Governance Committee
Table of Contents:	1.0 General 2.0 Requirements 3.0 Representation 4.0 Responsibilities 5.0 Disclaimer
Board Chair Signature:	

The Association has established a written description for the position of PRESIDENT & CHIEF EXECUTIVE OFFICER in order to fully define the position and aid incoming executives during transition periods.

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as the "Association") requires an elected PRESIDENT & CHIEF EXECUTIVE OFFICER (herein after referred to as "PRESIDENT") to manage and oversee its day-to-day operations.

1.2 The PRESIDENT shall be responsible for advancing the best interests of the Association and its membership alongside objectives determined by the BOARD from time-to-time.

1.3 As the highest-ranking Association staff member, the PRESIDENT is the sole employee of the BOARD and shall be held accountable for the overall success and wellbeing of the Association.

2.0 REQUIREMENTS

2.1 The PRESIDENT shall be the Association's elected Chief Executive Officer. Any individual occupying the role of PRESIDENT must be at least eighteen (18) years of age, a member of the Association for the duration of their term and have a cumulative grade point average above a two (2.0).

3.0 REPRESENTATION

3.1 The PRESIDENT shall act as the official representative and primary spokesperson for the students of Saint Mary's University.

3.2 The PRESIDENT shall be responsible for all organizational relationships, including but not limited to the University, external organizations, all levels of government, the civil service and the broader community-at-large.

3.3 The PRESIDENT shall serve as the Association's provincial voice as a member of the Board of Directors for Students Nova Scotia.

3.4 The PRESIDENT shall serve as the Association's federal voice as a primary delegate to the Canadian Alliance of Student Associations.

4.0 RESPONSIBILITIES

4.1 The PRESIDENT shall accept guidance from, and regularly confer with, the Association's GENERAL MANAGER, who shall be delegated operational autonomy and oversight of all full-time staff.

4.1.1 The GENERAL MANAGER shall be recognized as an employee of the Association who reports to the PRESIDENT.

4.1.2 The GENERAL MANAGER shall be delegated oversight of all full-time Association staff.

4.2 The PRESIDENT shall be knowledgeable and well-versed with all Association and University governing by-laws, policies and operating.

4.3 The PRESIDENT shall be the Association's principal signing authority and budgetary officer.

4.4 The PRESIDENT shall, in accordance with the Association's Constitution, serve as Secretary to the Association's BOARD.

4.4.1 The PRESIDENT shall be required to provide their expertise to the BOARD through objective information, and upon request opinion, that may aid in the BOARD's decision-making process.

4.4.2 The PRESIDENT shall be responsible for managing all information pertaining to the BOARD, including but not limited to documents, papers, contracts, policies and minutes.

4.4.3 The PRESIDENT shall be responsible for publishing minutes of BOARD meetings in a timely manner.

4.4.4 The PRESIDENT shall be responsible for retaining a RECORDING SECRETARY who shall be delegated the task of preparing minutes from each meeting of the BOARD.

4.5 The PRESIDENT shall, in accordance with the Association's constitution, serve as chair of the student caucus for the University's Board of Governors and Academic Senate.

4.6 The PRESIDENT shall be responsible for ensuring that student representatives are adequately prepared to attend meetings and are able to effectively advocate on behalf of the student body.

4.7 The PRESIDENT shall be responsible for the accountability of student representatives. If student representatives are not performing to expectations, the PRESIDENT shall ensure a replacement is found.

4.8 The PRESIDENT shall serve as the Association's primary representative on the University's budget advisory committee.

4.9 The PRESIDENT shall be responsible for ensuring effective student representation on all relevant University decision-making bodies.

5.0 DISCLAIMER

5.1 Although great effort has been made to ensure that the information presented in this document and on the Association's website is accurate, the Association's Constitution, Governance Policy and any other policy ratified by the BOARD will define, govern and limit the authority of the PRESIDENT.

5.2 The PRESIDENT is held to account by the Association's BOARD, and as such, shall be required to pursue objectives identified by the BOARD from time-to-time as deemed necessary.

Policy:	Student Aptitude Policy
Last Amended:	August 2018
Responsibility:	Board of Directors, President
Table of Contents:	1.0 General 2.0 Purpose
Board Chair Signature:	 Mitchell Archibald

1.0 GENERAL

1.1 Whereas SMUSA is committed to the success and empowerment of it's members, and whereas SMUSA strives to ensure the promotion and acknowledgement of student talent and achievements, be it resolved that the Board of Directors adopt the Student Aptitude Policy.

2.0 PURPOSE

2.1 This policy states that the Association will, whenever possible, strive to hire and utilize the services of current Saint Mary's students. The Association will give first preference of all employment, contractual or otherwise, to current Saint Mary's students. When utilizing said services, the Association will acknowledge and promote the skill and quality of these services and ensure proper credit to the students involved and provide references when necessary.

Policy:	Organizational Values Policy
Last Amended:	April 2019
Responsibility:	Board of Directors, President
Table of Contents:	1.0 General 2.0 University 3.0 Association 4.0 Purpose
Board Chair Signature:	 Mitchell Archibald

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as "the Association") believes that it is important to embrace the traditions of our society that aspire to overcome inequality and promote social progress.

1.2 The Association will strive to foster a campus community that upholds an atmosphere where all students will feel respected and safe so that they are able to make effective use of their time at Saint Mary's University (herein after referred to as "the University").

2.0 UNIVERSITY

2.1 In the absence of any formal institutional relationship with the University, the Association commits in good faith to recognize and adhere to the following University policies:

- 2.1.1 The Discipline Code (Student Code of Conduct);
- 2.1.2 Policy on the Prevention and Resolution of Harassment and Discrimination;
- 2.1.3 Sexual Assault Policy and Procedures;
- 2.1.4 Violence in the Workplace: Prevention and Response Policy;
- 2.1.5 Liquor Policy;
- 2.1.6 Poster Policy;
- 2.1.7 Smoke-Free Campus Policy.

3.0 ASSOCIATION

3.1 The Association will advocate on behalf of students so that they can look forward to studying and living unhindered of any discriminatory practices.

3.2 The Association will represent the unique interests of the students of the University, paying specific consideration to celebrating diversity, gender equality, gender parity, equity and inclusion.

3.3 The Association will ensure that itself as well as any plebiscite, society or member organization does not exclude or discriminate on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disability, age, marital status, family status or receipt of public assistance.

3.4 The Association will ensure that all Board meetings are recorded and that the Association remains transparent.

3.5 The board of Directors, through the President and the Board Secretary, will ensure the timely publication of minutes from all Board meetings.

3.6 The Board of Directors, through the President and the Board Secretary, will ensure that the up-to-date policies and by-laws of the Association are made freely accessible to any interested party.

4.0 PURPOSE

4.1 The Association exists so that Saint Mary's students have access to a positive and beneficial student experience at a justifiable cost.

4.2 The Association will assist students in accomplishing their academic goals by ensuring the following:

4.2.1 Students will have access to assistance in solving individual academic problems

4.2.2 Students will benefit from a learning environment that is comfortable, inclusive and conducive to student success

4.2.3 Students will have adequate access to study spaces, labs and classrooms on campus

4.3 The Association will advocate on behalf of students to establish public policy that positively impacts student life and the student experience.

4.4 The Association will ensure that students have access to extracurricular and socially interactive activities.

4.5 The Association will defend the rights of students in order to ensure that individuals being treated fairly and equally in a safe environment.

4.6 The Association will endeavour to reduce financial barriers facing students by providing opportunities for employment.

4.7 The Association will advocate on behalf of students to ensure the freedom of access to a variety of affordable, local, ethical and organic food options on campus. If another party is responsible for food service on campus, the Association will actively lobby this party for a direct fulfillment of student requests and concerns.

4.8 The Association will provide students access to relevant information surrounding the unique needs of the student population. This information should include, but not be limited to, the following:

4.8.1 Scholarships

4.8.2 Government programs for student and employment assistance

4.8.3 Saint Mary's Athletics

4.8.4 Get Out The Vote initiatives

4.8.5 Campus events

4.8.6 Student societies

4.8.7 University procedures regarding complaints and appeals

4.8.8 University services

4.8.9 Housing and residence opportunities

Policy:	Poster & Bulletin Boards Governing Policies Manual
Last Amended:	September 2013
Responsibility:	President, University
Table of Contents:	1.0 General 2.0 Approval Process 3.0 Locations 4.0 Unauthorized Content 5.0 Limitations 6.0 Other Promotional Materials 7.0 Violations 8.0 About
Board Chair Signature:	

This policy is enforced by Saint Mary's University Students' Association and Facilities Management in a joint effort to manage paper waste and to ensure unauthorized materials are not distributed on campus.

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as "the Association") believes that advertising, promoting and attending on- campus events is a crucial aspect of the student experience and will strive to ensure that all posters and bulletin boards are administered by a common set of regulations.

2.0 APPROVAL PROCESS

2.1 All posters, flyers or promotional/informational materials placed on campus shall require approval and stamps in red ink prior to being placed on general display boards. Photocopies of stamped posters will not be permitted.

2.2 Stamps of approval may be obtained at the Information Desk (1st floor Student Centre) or at the Association's main office (5th floor, Student Centre).

2.3 Approval for elections posters shall be tasked to the CHIEF RETURNING OFFICER and said posters shall be approved in the manner prescribed in the Elections Policy.

3.0 LOCATIONS

3.1 A campus map can be found at: www.smu.ca/virtualtour/maps

3.2 McNally Building:

3.2.1 Basement;

3.2.2 The Den (computer lab);

3.2.3 2nd floor;

3.2.4 3rd floor.

3.3 Loyola Academic Complex:

3.3.1 1st floor colonnade;

3.3.2 1st floor main hallway;

3.3.3 2nd floor main hallway;

3.3.4 Banners: 1st and 2nd floor concrete columns, 2nd floor at the top of the stairs, unpainted brick surfaces.

3.4 Sobey Building:

3.4.1 1st floor main hallway;

3.4.2 2nd floor main hallway.

3.5 Burke Building:

3.5.1 Lobby display boards;

3.5.2 2nd floor hallway.

3.6 Library:

3.6.1 Outside lobby display boards;

3.6.2 Banners: Hallway towards McNally, unpainted brick surfaces.

3.7 Loyola Residence:

3.7.1 Security desk display boards;

3.7.2 Dockside Dining Hall display boards;

3.7.3 Banners: Hallway leading to Dockside Dining Hall, unpainted brick surfaces.

3.8 Vanier Residence:

3.8.1 Hen Alley display boards;

3.8.2 Banners: Hen Alley, unpainted brick surfaces.

3.9 Rice Residence:

3.9.1 Lobby bulletin boards.

3.10 The Atrium, The Language Centre & The Homburg Centre: 3.10.1 No posters or promotional materials permitted.

4.0 UNAUTHORIZED CONTENT

4.1 Posters deemed to be within the following categories shall not be authorized:

4.1.1 Advertising off-campus alcohol establishments or other events and locations which are in direct competition with on-campus services;

4.1.2 Advertising off-campus services that are in direct competition with those serviced offered on-campus and/or are in conflict with current Association or University agreements;

4.1.3 Any poster which could damage the reputation of the University community;

4.1.4 Any poster that is deemed to be in breach of the Nova Scotia Defamation Act:
<http://nslegislature.ca/legc/statutes/defamatn.htm>

4.1.5 Any poster that is not in compliance with the Nova Scotia Alcohol and Gaming Division of Service regulations: <http://www.gov.ns.ca/snsmr/access/alcohol-gaming.asp>

4.1.6 Posters which are in breach of the Copyright Act of Canada:
<http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

5.0 LIMITATIONS

5.1 EXTERNAL ADVERTISERS

5.1.1 May be permitted up to thirty (30) posters in any size up to 11x17" (ledger or tabloid paper size).

5.1.2 Posters may be stamped for up to two (2) weeks in advance of an event.

5.1.3 Posters may only be displayed on general display boards on campus.

5.1.3.1 Absolutely no posters are to be placed on painted surfaces, in stairwells, on departmental or classroom boards, in washrooms or on glass surfaces including but not limited to windows, doors and display cases.

5.1.4 All posters in any language other than English must contain a full English translation in order to be approved.

5.2 INTERNAL ADVERTISERS

5.2.1 An internal advertiser is defined as any party to the University or Association, including faculty, student societies and athletic teams.

5.2.2 May be permitted up to thirty (30) posters in any size up to 11x17" (ledger or tabloid paper size).

5.2.3 Posters may be stamped for up to three (3) weeks in advance of an event.

5.2.4 Posters may only be displayed on general display boards on campus, dedicated department or Association boards, or on authorized unpainted brick surfaces.

5.2.4.1 Absolutely no posters are to be placed on painted surfaces, in stairwells, on departmental or classroom boards, in washrooms or on glass surfaces including but not limited to windows, doors and display cases.

5.2.5 All posters in any language other than English must contain a full English translation in order to be approved.

5.3 BANNERS

5.3.1 May be permitted to be hung on campus by University and Association departments, teams, clubs and societies.

5.3.2 Banners cannot exceed 5x3', require stamped approval and may only be hung in designated locations.

5.4 TENURE

5.4.1 After the given time allotted for advertising has expired, all materials will be removed from general display boards by Association staff. This is intended to ensure the orderly appearance of display boards as well as provide equal opportunity in terms of event coverage.

5.4.2 Posters which advertise an event for a date which has already passed will be taken down regardless of their authorized tenure.

5.4.3 Three (3) times during each calendar year are designated as removal periods whereby all posters and brochures will be removed from general display boards by Facilities Management. These periods include:

5.4.3.1 Pre-convocation (spring and fall);

5.4.3.2 Pre-labour day;

5.4.3.3 December break.

5.5 PLACEMENT

5.5.1 Poster placement will be limited to the space available on each general display board.

5.5.2 If promotional materials are found to be placed directly over top of a separate promotion, they are liable to be removed. General display boards are designated as equal opportunity advertising space and shall be divvied out on a first-come, first-serve basis.

5.5.3 Each promotional advertisement is limited to one per general display board.

6.0 OTHER PROMOTIONAL MATERIALS

6.1 Stickers:

6.1.1 Displaying stickers on campus or University property is strictly prohibited. Any stickers posted on campus or University property will be considered vandalism and shall be dealt with accordingly.

6.2 Outdoor Promotions:

6.2.1 Outdoor posters, lawn stakes, sidewalk chalk and other means of visual promotion are prohibited.

6.2.2 Demonstrations or street teams are prohibited without express written permission from the University or Association.

6.3 Flyers:

6.3.1 Flyers, leaflets and brochures all require stamps prior to distribution and are scrutinized for appropriateness similar to posters.

6.3.2 Flyers are not to be distributed in any area deemed to be academic space (e.g. all classrooms, lecture halls, the Library, the Atrium, the BMO Lounge, etc.) as well as The Gorsebrook Lounge, the Dockside Dining Hall and the Student Centre Food Court.

6.3.3 Individuals found to be distributing in these areas may be asked to leave campus by University Security.

6.4 Marquee:

6.4.1 The marquee sign is managed by the Association and is used expressly to promote University or Association affairs. If your department or society would like a message to appear on the marquee, please contact the Association at 496-8700.

6.5 Media Screens:

6.5.1 The Association operates screens located in the Student Centre and Loyola Academic Complex. If advertisers are concerned with the environmental impact of posterage, there are other environmentally friendly options that the Association would be happy to arrange.

7.0 VIOLATIONS

7.1 External advertisers found in breach of this policy will be asked to review and adhere to its rules in the future.

7.2 Fines may be levied to cover repairs, painting or cleaning of campus or University property.

7.3 Repeat breaches may result in prohibiting the offender from advertising on campus.

7.4 Association staff, volunteers and student societies found to repeatedly breach this policy may be subject to disciplinary action.

8.0 ABOUT

8.1 This poster policy was established by the Saint Mary's University department of Facilities Management and the Saint Mary's University Students' Association in an effort to ensure fair access for the University community, to manage paper waste and to ensure unauthorized materials are not distributed on campus.

8.2 The policy will also prohibit external businesses that offer services that are in direct conflict or competition with services currently offered on campus, materials deemed inappropriate or offensive, and materials that violate either the Copyright Act of Canada or the policies and codes of Nova Scotia Alcohol and Gaming Division of Services Canada.

8.3 This policy attempts to regulate the quantity and nature of posters that are hung throughout the campus, without jeopardizing a valuable means of communication with the students and university community.

8.4 This policy will be jointly administered by Saint Mary's University, Facilities Management, and Saint Mary's University Students' Association.

Policy:	Social Media Policy
Last Amended:	April 2019
Responsibility:	Board of Directors, President
Table of Contents:	1.0 General 2.0 Respect 3.0 Protect 4.0 Inform 5.0 Enforcement
Board Chair Signature:	 Mitchell Archibald

1.0 GENERAL

1.1 This policy governs the publication of, and commentary on, social media by employees and/or volunteers of Saint Mary's University Students' Association (SMUSA), its related companies (i.e. The Gorsebrook) and student societies.

1.2 There must be a separation between postings made as an individual and those made on behalf of Saint Mary's University Students' Association (SMUSA) or The Gorsebrook Lounge (The Gorsebrook). Postings made on behalf of SMUSA or The Gorsebrook must reflect the image and policies of the organizations.

1.3 For the purposes of this policy, social media means any medium for online publication and commentary.

1.4 SMUSA employees and/or volunteers are free to publish or comment via social media in accordance with this policy.

1.5 Publication and commentary on social media carries similar statutory obligations to any other kind of publication or commentary.

1.6 These guidelines are a supplement to the Saint Mary's University Social Media and Personal Privacy policy

2.0 RESPECT

2.1 Social media identities, logon ID's, and user names may not use SMUSA's name without prior approval from the President.

2.2 Access to administrate all social media accounts will be removed if administrators are caught in breach of posting any of the following items:

- 2.2.1 Racist, sexist, religious discrimination or anything intended to be deliberately inflammatory (the offender may also be subject to disciplinary action resulting in termination of employment).
- 2.2.2 Promoting non-society events at external bars/clubs.
- 2.2.3 Promoting events which SMUSA does not support internally
- 2.2.4 Promoting any illegal activities or activities in violation of the student code of conduct
- 2.2.5 Posting content not aligned with the respective brand identity.
- 2.2.6 Posting content that directly goes against the Association's Organizational Values Policy.

3. PROTECT

3.1 Although it is encouraged that employees and volunteers state they do not speak officially for the Association, doing so does not remove any potential responsibility.

3.2 The Association will have two distinct separate brands identities;

3.2.1 SMUSA, and

3.2.2 The Gorsebrook Lounge.

3.3 All Association accounts will have privacy settings that allows all published posts and information to be seen by the public at large.

3.4 The privacy of individual members, customers, partners, and suppliers is of absolute importance. The aforementioned will not be referenced or cited without their approval.

4.0 INFORM

4.1 All staff members and volunteers will receive training before receiving logon ID's to any accounts of the Association.

4.2 All administrators of Association accounts will be made aware of the rules and expectations associated with their role of Administrator, and be made aware of these policies.

4.3 Any error, or strange or malicious activity should be reported immediately to the staff members superior, and/or to the President and the General Manager.

5. ENFORCEMENT

5.1 Policy violations may cause social media administrator privileges to be revoked.

5.2 Policy violations by volunteers / staff will be subject to disciplinary action, up to and including termination for cause. Social media identities are subject to approval and employment status.

5.3 Policy violations by a society will result in funding and/or official status being reviewed.

Policy:	External Political Representation Policy
Last Amended:	April 2019
Responsibility:	Board of Directors, President; External Advocacy Review Committee
Table of Contents:	1.0 General 2.0 Membership 3.0 Review Process 4.0 Withdrawal Process 5.0 Joining Process 6.0 Fees 7.0 Representation
Board Chair Signature:	 Mitchell Archibald

1.0 GENERAL

1.1 The Saint Mary's University Students' Association believes that external political representation is an important component of student government and strives to effectively represent its members to all levels of government.

1.2 The Association's external advocacy will be bi-partisan in nature and will communicate the needs of its members to members of government.

2.0 MEMBERSHIP

2.1 The Association holds official membership within the following external political advocacy organizations (hereafter known as advocacy partner organizations);

2.1.1 Students Nova Scotia (StudentsNS), and

2.1.2 Canadian Alliance of Student Associations (CASA).

2.2 The Association may officially review the performance of the above organizations at any time at the request of the President or the Board of Directors.

3.0 REVIEW PROCESS

3.1 Annual Reviews of any advocacy partner organizations will take place between September 1 and February 1 of each year.

3.2 The President or Board of Directors may request an Official Review of an advocacy partner organization at any time, and such review will happen when this request is ratified by the Board of Directors.

3.3 The advocacy partner organization being reviewed must be notified within seven (7) days following the Board of Directors decision.

3.4 Reviews will be conducted by the External Advocacy Review Committee.

3.5 After a review is completed, a report and associated recommendation will be submitted to the Board of Directors for approval.

3.6 The advocacy partner organization in question will be contacted immediately following a review decision by the Board of Directors.

4.0 WITHDRAWAL PROCESS

4.1 The Association may sever membership agreements with an advocacy partner organization if all of the following conditions are met:

4.1.1 Two consecutive reviews recommending the Association's withdraw and/or disaffiliation are ratified by the Board of Directors.

4.1.2 If the Association is a full member of an advocacy partner organization when a review recommending withdrawal is ratified by the Board, the Association will perform the required steps to become an Associate/Prospective member of said organization for a period of (1) year. In the following year, a second review must be conducted.

4.1.3 If the Association is an Associate/Prospective member of an advocacy partner organization when a review recommending withdrawal from such organization is ratified by the Board, the Association will perform the required steps to terminate its membership from such organization.

4.2 Upon receiving written notice from the President or a Director of the Association, the Association may immediately terminate membership with an advocacy partner organization by a two-thirds (2/3) majority vote of the Board of Directors, provided there are serious legal, criminal, financial, or ethical concerns with the organization or if the organization is in conflict with the values of the Association.

4.2.1 The advocacy partner organization in question will be given two (2) weeks notice prior to such a vote being held.

5.0 JOINING PROCESS

5.1 The Association may enter into a membership agreement with a potential advocacy partner organization if all of the following conditions are met:

5.1.1 Two consecutive official reviews recommending membership are ratified by the Board of Directors.

5.1.2 If the Association is a non-member of a potential advocacy partner organization when a review recommending joining the organization is ratified by the Board of Directors, the Association will perform the required steps to become an Associate/Prospective member of the organization for a period of one (1) year. In the following fiscal year, a subsequent review of the organization in question must be conducted.

5.1.3 If the Association is an Associate/Prospective member of an external political advocacy organization when a review recommending upgrading membership status is ratified by the Board of Directors, the Association will perform the required steps to become a full member in the organization.

5.2 The autonomy of the Association must be maintained within any advocacy partner organization that the Association is a member of. The Association shall not join any external organization that limits the autonomy of the Association in any of the following ways:

5.2.1 Requirements surrounding how its members decide to join or withdraw from the organization, including:

- 5.2.1.1 Which mechanisms of voting are acceptable;
- 5.2.1.2 Quorum, the binding percentage of votes needed;
- 5.2.1.3 Wording of a referendum question;
- 5.2.1.4 What constitutes appropriate campaign materials; and
- 5.2.1.5 When the vote is allowed to occur.

5.2.2 A requirement that the Association enters into purchasing agreements with suppliers and companies as members of that external organization. 5.2.3 A requirement to allow the staff/leaders/members of that organization to have access to any events at Saint Mary's University campus, even without the consent of the Association.

5.2.4 A requirement to allow the external organization to distribute flyers/ magazines/ printed content on Saint Mary's University campus, even without the consent of the Association.

5.2.5 A requirement to provide due notice of leaving, and to pay the fees that were due for that year, are acceptable.

6.0 FEES

6.1 The Association will collect and pay membership fees to external political advocacy organizations in the amount defined by the organization.

6.2 The Association must be notified of any fee increases before January 31st of the year preceding the increase.

6.3 The Association will publish the fees paid to advocacy partner organizations.

6.4 The Association, through the President as well as primary and/or secondary delegates, will strive to ensure that all fees paid to advocacy partner organizations are utilized in an effective and efficiently, while reflecting the needs of students at Saint Mary's University.

7.0 REPRESENTATION

7.1 The President will act as the Association's primary delegate and is empowered to select a secondary delegate for any advocacy partner organizations. Alternatively, the President may delegate this responsibility and select a primary and/or secondary delegate to act in their place.

7.2 Any delegate representing the Association will be considered an executive member and employee of the Association.

7.3 Any delegate representing the Association must act in the best interests of the Association, and by extension, the students of Saint Mary's University.

8.0 EXTERNAL ADVOCACY REVIEW COMMITTEE

8.1 General

8.1.1 The External Advocacy Review Committee will be an ad hoc committee of the Association.

8.2 Membership and Composition

8.2.1 The membership of this committee will be as follows;

8.1.1 The President

8.1.2 The General Manager

8.1.3 One representative from the Association Board of Directors.

- 8.1.4 The Association's primary or secondary delegate to the organization under review.
- 8.2 Members will remain on the committee from their appointment until:
 - 8.2.1 They resign their position on the committee or;
 - 8.2.2 They cease to hold their position as set out in Membership.
- 8.3 Governance
 - 8.3.1 The President will be the Chair of the Committee, but may choose not to accept this role.
 - 8.3.2 The Committee Chair will hold their position until the end of the fiscal year in which they are elected.
 - 8.3.3 The committee will meet at minimum once per academic year.
 - 8.3.5 Vacancies will be filled immediately.
- 8.4 Meetings
 - 8.4.1 As a special committee of the Association this committee will meet as needed, to be determined by the committee membership. The committee will meet frequently enough to fulfil its obligations as set out in the External Political Representation Policy.
 - 8.4.2 Quorum of any meeting will be considered three (3) or more members. Votes and motions are passed by a majority vote (50% + 1).
- 8.5 Authority and Deliverables
 - 8.5.1 The committee will provide the Board of Directors with a report and associated recommendations annually, and upon the completion of an official review.
 - 8.5.2 The committee may make recommendations related to membership of advocacy partnership organizations to the Board of Directors, but has no authority to make binding decisions on the matter.
 - 8.5.3 The Committee Chair will report to the Board as needed, and when requested.
- 8.6 Goals
 - 8.6.1 The sole goal of the committee will be to conduct Annual and Official Reviews of advocacy partner organizations as set out in the External Political Representation Policy.
- 8.7. Budget
 - 8.7.1 All expenses proposed by the committee must be approved by the Board in advance.

Policy:	Sustainability Policy
Last Amended:	November 2012
Responsibility:	Board of Directors, President
Table of Contents:	1.0 Introduction and Purpose 2.0 Application 3.0 Fundamental Principles Appendix A
Board Chair Signature:	

IT IS HEREBY ENACTED as a Policy of the Saint Mary's University Students' Association (Hereinafter called "SMUSA") as follows:

1.0 Introduction and Purpose

1.1 Our Planet Earth and all of mankind are in jeopardy as there is overwhelming evidence that proves the current rate of resource depletion is unsustainable and renewable resources must be utilized to ensure quality of life for future generations. Human demands upon the planet are now of a volume and kind that unless changed substantially, threatens the future well-being of all living species. SMUSA recognizes the ecological crisis humanity faces and the special responsibility universities, and university students have in finding and implementing solutions. We acknowledge our ethical obligations as global citizens and strive to do our part to create a sustainable and equitable future for all. The SMUSA Sustainability Policy is guided by the following vision and purpose as set out in the SMUSA Sustainability Policy and corresponding Sustainable Practices and Procedures Strategy:

SMUSA will be a leader in reducing the universities' ecological footprint to sustainable levels and in fostering environmental justice in our own operations and through our relationships with the University and broader community. SMUSA will be a vehicle for new ideas and innovation and will be a model for the University and for other student organizations to follow.

- 1.2 One responsibility of a students' association whose members are at an institution of higher learning is to ensure that students leave with an education that will promote responsible global citizenship and stewardship. In recognition of the importance of these factors, SMUSA commits to improving the sustainability of operations, promoting responsible consumption to its members, and lobbying the university, various levels of government and any other organization within SMUSA's sphere of influence to follow suit. By demonstrating a commitment to sustainability SMUSA will be leading by example in promoting a culture of responsible global citizenship to the campus community. SMUSA recognizes and accepts that sustainability may have initial costs but will save money in the long term.
- 1.3 The SMUSA Sustainability Policy and corresponding Sustainable Practices and Procedures Strategy will clearly set out the purpose of this policy and outline some of the ways to strategically implement measures and operating regulations to reduce the environmental impact of SMUSA's operations.

2.0 Application

- 2.1 This policy is to be recognized as a first step by SMUSA towards institutionalizing sustainability. This policy shall act as an ethical guide for SMUSA operations and business transactions including but not limited to purchasing, corporate partnerships, day to day operations and lobbying at different levels of government.
- 2.2 This policy is to be implemented and enforced by all SMUSA staff responsible for day to day operations and ordering and purchasing goods for the students' association.
- 2.3 Since the overarching goal of the SMUSA Sustainability Policy is to reduce the overall impact SMUSA has on the environment as well as influence the university and other organizations to reduce their impact to sustainable levels, it is necessary to have some idea of what SMUSA's direct environmental impact is, and what areas of significant environmental impact SMUSA has influence over. The judgment of how broadly or narrowly to define the SMUSA sphere of influence is subjective; but asking the question "Is this where and how SMUSA can most effectively reduce the impact on the environment?" will give a good indication of where SMUSA should devote its limited money and time. For the purpose of this policy, the environmental impacts that SMUSA has influence over are divided into two broad categories, internal and interactive:

Internal impacts are those that SMUSA can act on without the cooperation of external parties, such as changing SMUSA purchasing policies.

Interactive impacts are those that require interaction with groups such as the SMU administration, Metro Transit, the Halifax Regional Municipality, or student organizations at other universities and colleges. Interaction with other bodies should strive to build cooperative relationships but does not exclude active lobbying and campaigning when this is judged to be the most effective strategy.

3.0 Fundamental Principles

3.1 Partnerships

SMUSA will cooperate with stakeholders in the University and Community to encourage sustainable practices at all levels. Where possible, partners shall include but are not limited to: Saint Mary's University, the Saint Mary's University Environmental Society, the Ecology Action Centre, the Eco-Efficiency Centre and the Nova Scotia Public Interest Research Group (NSPIRG).

3.2 Purchasing

SMUSA will only conduct business with "Ethical Business Partners" and will not conduct business with companies who fail to meet the basic standards of environmental protection. While SMUSA must maintain a fiscal responsibility to its members, the additional costs of environmental sustainability shall be accepted when possible. In the event that SMUSA cannot find a company that meets these guidelines, SMUSA will give preference to a "best in practice" company.

3.3 Promotion

SMUSA will actively and visibly promote sustainable activities among its members and partners. It will educate them about sustainable living and encourage them to minimize their environmental impacts. SMUSA will achieve this through events such as, but not limited to, Sustainability Day with SMU, Orientation Week, Speaker Engagements and the SMUSA Web Site.

3.4 Participation

SMUSA encourages initiatives on the part of its membership, both for its own sustainability and the University's. SMUSA will advocate the initiatives of its membership to the University Administration where applicable. The vehicle for this advocating will be the SMU Task Force on Sustainability.

3.5 Reduction

SMUSA shall annually conduct an Environmental and Energy Review with the assistance of such organizations as the Eco-Efficiency Centre at Dalhousie and work to incorporate any recommendations from the Review into the Sustainable Practices and Procedures Strategy while maintaining fiscal responsibility. These recommendations can include categories

such as energy, paper and disposable items SMUSA will adopt the 4R philosophy in waste management: Rethink Reduce Reuse Recycle.

3.6 Advocacy and Collaboration

SMUSA will lobby organizations such as Saint Mary's University and the Halifax Regional Municipality to reduce their impact on the environment to sustainable levels. SMUSA will collaborate with organizations such as the SMUSA Environmental Society and the Ecology Action Centre to aid in its lobby efforts.

3.7 Contracts

SMUSA will require its contractual partners to be sustainable. SMUSA will consider the environmental impacts of its contractual agreements where applicable. For example, renovations, and strive to acquire the most sustainable option where fiscally responsible.

3.8 Research

SMUSA will actively research the comparative efforts of other students' associations, universities and sustainability leaders across the country to improve its sustainability efforts. SMUSA will actively research the sustainability initiatives of Saint Mary's University and participate in their formation wherever possible.

3.9 Principals of Implementation

The implementation of this policy shall be the responsibility of the General Manager in partnership with the SRC, the Full-Time and Part-Time Staff. All management and supervisory staff of SMUSA will be offered a presentation or workshop in the goals and guidelines of sustainability that are to be considered in every aspect of the organization through the Sustainable Practices and Procedures Strategy. With the cooperation of key stakeholders, sustainable practices must be integrated into SMUSA operations to build a culture of sustainability; the initial cost of being sustainable must be recognized and accepted as part of a long-term strategy for cost efficiency. Companies who are current SMUSA business partners shall be familiarized with the Sustainability Policy and the process of implementation. Serious breaches to the Policy, found on the basis of knowledge gained from monitoring, will initiate negotiation to determine a schedule for corrective action if deemed necessary by the General Manager. Business relationships may be terminated as a result of a failure to comply with the schedule of corrective action as recommended by the General Manager. The SRC shall monitor the progress of implementation for this policy and the General Manager shall provide updates at regular intervals, but at least once annually. This policy shall take effect May 1st, 2008.

3.10 Assessment and Reporting

SMUSA will work to develop responsible and sustainable solutions through a process that includes primary assessment, re-assessments and subsequent audits, developing

recommendations, feasibility studies, and implementation plans. Ecological integrity, social equity and economic security shall be considered guiding principles of the Sustainable Practices and Procedures Strategy. Department Managers shall compile and present Progress Reports including recommendations on their respective departments by November 31st of each year. Progress Reports for respective departments shall be reviewed by the General Manager and consolidated into a SMUSA Sustainability Progress Report by January 31st of each year. The Annual Sustainability Progress Report shall be presented to the SRC and made easily accessible to the campus community by posting on the SMUSA website.

3.11 Amendments and Additions

Additions to this policy may be made whenever deemed necessary by the SRC.

Appendix A

SMUSA Sustainable Practices and Procedures Strategy

The SMUSA Sustainability Practices and Procedures Strategy is designed to empower SMUSA students, staff and community members to make progressive change toward sustainability. It is a strategy that is designed to make SMUSA, the university and the greater community more sustainable in its operations, culture, and policies. This strategy will identify what SMUSA can influence in the way of Internal Impacts and what SMUSA can influence in the way of Interactive Impacts. This strategy will be ever changing and continue to develop as new initiatives are identified and adopted to support the Sustainability Policy. The SMUSA Sustainable Practices and Procedures Strategy will create a vision of long term and continually adapting sustainability.

Internal Impacts

1. At each step in the business process, SMUSA management and staff will be required to ask the question, "Is this going to have a negative impact of the environment and how can I reduce that impact?"
2. In 2007 SMUSA consumed approximately 170,000 sheets of paper. In 2008 SMUSA will reduce that quantity by 25%. In 2009 SMUSA will reduce that quantity by another 25%.
3. SMUSA will implement that all photocopying must be double sided and that all SMUSA staff and SRC members must comply. Where available, all new photocopier and printing equipment will be equipped with a fixed double-sided feature.
4. While reducing paper consumption by 50% over the next two years SMUSA will purchase 100% post-consumer recycled paper that is Forestry Stewardship approved. The marginal cost

increase in the recycled paper product will be absorbed by reducing the quantity of paper purchased.

5. SMUSA will purchase Eco Friendly stationary products as they become available. The additional costs of such products will be offset with a decrease in the volume of purchasing such as purchasing refillable pens.
6. SMUSA will recycle. In the pursuit of the paperless office we still use more paper than ever. SMUSA personnel will be required to always throw used paper in the recycling bin, not the trash bin. Paper only used on one side should be kept until both sides are used before recycling. SMUSA will set an example for recycling and composting in the office spaces within its jurisdiction by providing proper facilities for such purposes.
7. SMUSA will decrease its paper consumption while increasing the efficiency of its administrative systems by increasing its electronic filing through better use of the S Drive. All SMUSA employees will be trained on the use of the SMUSA S Drive.\
8. The SRC will no longer print paper copies of reports instead making them electronic and recording them on the S Drive.
9. SMUSA will work to implement a system that digitizes its records to prevent further waste. This initiative shall be contingent on the considerable expense for the equipment and shall be part of a long-term plan to reduce waste. Additionally, the possibility of a University wide effort which SMUSA could participate in at a reduced cost shall be advocated to the Administration.
10. SMUSA will build on and maintain the recently developed Electronic Voting method to completely eliminate the paper ballot.
11. SMUSA will build on and maintain the High Definition Electronic Display (HDED) screens located on campus as a measure to further reduce the paper products used in advertising.
12. SMUSA will assign one employee from each department to be a Sustainable Ambassador. A sustainable Ambassador will be a member of the SMUSA staff who strives to promote and encourage sustainable actions and attitudes in the workplace by leadership and example. Sustainable Ambassadors commit to make every attempt to lead by example while endeavouring to understand the consequences of others actions.
13. SMUSA will actively work with the SMUSA Environmental Society to develop ways to rethink, reduce, re-use and recycle.

14. SMUSA will purchase Energy Star Appliances when acquiring new equipment. The addition cost of these appliances will be factored into all capital budgets.
15. SMUSA shall only purchase new lighting fixtures that are compatible with compact fluorescent light-bulbs.
16. SMUSA will only purchase new printers and photocopiers that can be defaulted to double-sided.
17. SMUSA will mandate that all building lights within SMUSA operational control be turned off when not being used.
18. SMUSA will mandate that office computers and electronic equipment be programmed for sleep mode or be turned off when not in use.
19. SMUSA will promote car pooling to students and staff by linking car pool website on the SMUSA web site.
20. SMUSA will purchase a bike repair kit to be available to students free of charge from the Information Services Desk.
21. SMUSA shall purchase recycled, reused, fair-trade certified, eco-logo certified and certified organic items that come from a renewable resource or locally produced products wherever they are available and additional costs incurred are fiscally responsible such as organic uniforms for staff.
22. SMUSA currently uses approximately 25,000 plastic cups per year within the Gorsebrook Lounge and Liquor Services. SMUSA will reduce this amount by 25% in 2008. While working to reduce this volume of cup use SMUSA will further develop a plan to replace the plastic cup with a more sustainable measure such as a reusable cup. SMUSA will purchase biodegradable cups as a secondary to reusable cups when economically feasible.
23. SMUSA staff will be provided with a coffee mug and strongly encouraged to support the sustainability initiative by not purchasing beverages in a disposable paper/plastic cup. SMUSA will also make available coffee mugs for guests to avoid the use of disposable cups.
24. SMUSA will ask staff to bring their own container to work for use when ordering take out food.
25. The SMUSA staff kitchen will only be equipped with reusable cutlery, plates, mugs and glasses.
26. SMUSA departmental staff will be required to recycle all printer and toner cartridges.

27. SMUSA will receive all faxes as email attachments.
28. SMUSA will encourage all employees to bring plants to work to create a healthy atmosphere and to increase the flow of oxygen.
29. SMUSA staff will be required to unplug cell phone or other device chargers when they're not being used as the chargers continue to use power even when the device isn't attached.
30. SMUSA will consider fuel efficiency a priority when purchasing new Husky Patrol Vehicles and will purchase hybrids if they are available in a mini-van. SMUSA will consider renting hybrids when required to rent vehicles while conducting business on behalf of SMUSA if said vehicle serves the purpose of the rental.
31. SMUSA staff and student leaders shall purchase carbon credits to off-set those released into the atmosphere when traveling by airline, where economically feasible.
32. SMUSA shall actively promote and advertise the student bus pass program as a sustainable activity.
33. SMUSA will record and compile all sustainability efforts made within SMUSA operations.
34. SMUSA will not conduct business with companies that:
 - a) Fail to meet basic standards of environmental protection. The Basic Standards for the purpose of this policy will be to have a Sustainability Policy in place and to prove that they are actively implementing;
 - b) Actively undermine or fail to respect basic human rights;
 - c) Harm the peoples of developing countries through unscrupulous or exploitative behaviour and are sweat shop free;
 - d) Inflict excessive or unnecessary suffering upon animals by the procedures to which they are subjected;

SMUSA will actively identify and establish business relationships with companies that have strong records in:

- a) Environmental management systems and environmental policy;
- b) Commendation for environmental performance;
- c) Voluntary adherence to standards of ecological regulation or employee care in excess of statutory requirements;
- d) Effectively implemented and monitored equal opportunity policies covering race, gender, religion, disability and sexual orientation;

- e) Effectively enforced policies against discrimination or harassment on grounds of race, gender, religion, disability or sexual orientation;
- f) Paid maternity leave above and beyond statutory requirements;
- g) Provision of childcare facilities, job sharing, flextime and career breaks;

SMUSA will give preference to companies that:

- a) Are from local or regional sources;
- b) Are energy efficient in their production;
- c) Use minimal packaging;
- d) Use recycled or reused materials where possible; e. Produce organic products;
- e) Possess a fair-trade label.

Interactive Impacts

1. SMUSA will promote to all first year students the efforts of the Students' Association on sustainability and what SMUSA is doing to reduce its ecological footprint.
2. SMUSA shall lobby and work with the university Facilities Management Department and other stakeholders to implement a campus wide recycling program and investigate the creation of a comprehensive composting program to collect organic waste generated on campus.
3. SMUSA will participate in, and support, efforts to implement sustainability policy through the work of the Saint Mary's University Sustainability Task Force.
4. SMUSA will lobby the campus community to discourage the use of Single Occupancy Vehicles (SOVs) by its members traveling to and from the University Campus. It will endeavour to educate the membership of the environmental impacts of this behaviour. SMUSA will promote more sustainable commuter travel options to the membership.
5. SMUSA will lobby Metro Transit to provide better coverage to the SMU campus in an attempt to increase transit use and alleviate SOV concerns. SMUSA will also work with Metro Transit and the Ecology Action Centre to extend the program to Faculty and Staff.
6. SMUSA will lobby the university and Facilities Management to assist SMUSA is sustainability assessments and audits of SMUSA operations.
7. SMUSA will lobby the university and the university food service provider to decrease the use of disposable food containers by providing incentives for students to bring their own reusable containers.

8. SMUSA will work with Metro Transit to produce information for present and incoming students promoting active and alternative transit resources, including U-Pass, and continue to develop initiatives in the best interest of students.
9. SMUSA will investigate new alternatives pertaining to sustainability by networking with other Universities involved in campus sustainability efforts.
10. SMUSA will work with the SMUSA Environmental Society to identify sustainable initiatives and methods to implement.
11. SMUSA will lobby the university Facilities Management Department to use Energy Saver Bulbs or fluorescent lighting instead of incandescent. Only 8% of energy used by incandescent bulbs goes to providing light - the rest is used to create heat. Fluorescent bulbs burn cooler and are energy and cost- efficient.
12. SMUSA will lobby the HRM and the university to improve bicycle access to the campus and facilities on campus to secure bikes.
13. SMUSA will encourage a campus-wide effort to be involved with a commuter challenge.
14. SMUSA will lobby the university Facilities Management Department to reduce the amount of harmful chemicals used in cleaning and/or maintenance of the university operations and ensure that any new cleaning contracts consider the environmental soundness, effectiveness, ease of disposal, and packaging of the product.
15. Building Energy - The Student Centre is operated cooperatively by SMUSA and SMU Services. SMUSA does not directly pay for the energy used and does not even have data on energy usage. SMUSA will acquire the data on the energy use and work to reduce the consumption of energy in the Student Centre. SMUSA estimates the amount of energy used is quite high as the Student Centre was built in the 1960s and has had only had modest energy efficiency upgrades. SMUSA will lobby the Facilities Management Department to consider the most efficient energy upgrades in all future renovations.
16. SMUSA will lobby the university to adopt a scent free campus.
17. SMUSA has some influence over campus development and policies for all of SMU, which has a much larger impact than SMUSA operations and the Student Centre. Campus development has an impact on building energy, building materials, transportation, and food. University policies determine how high a priority is put on reducing environmental impacts, and where SMU funds are invested. SMUSA will lobby the university to be more sustainable and to invest in sustainability initiatives.

Policy:	Protocols on Occupational Health and Safety
Last Amended:	December 2014
Responsibility:	President
Table of Contents:	1.0 General 2.0 OHS Legislation 3.0 Objectives 4.0 Safety Procedures 5.0 Joint Occupational Health and Safety Committee 6.0 Internal Responsibilities System 7.0 Reporting 8.0 Emergency Preparedness 9.0 Disclaimer
Board Chair Signature:	

The Association has established a written Occupational Health and Safety Protocol in accordance with the Nova Scotia Occupational Health and Safety Act (1996). The goal of this protocol is to inform employees of their rights and responsibilities concerning health and safety in the workplace, as well as information about responding to emergencies.

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as the "Association") values the health and safety of its employees. It is the objective of this employer to protect and promote employee health and safety and to take every reasonable precaution to ensure that workplaces are safe and healthy for employees, students, volunteers, university staff and faculty.

1.2 The Association values the knowledge and skills of employees with regard to performing their jobs safely and will actively promote a workplace culture where employees are supported and encouraged to contribute to health and safety programs and initiatives.

1.3 The Association commits to working in partnership with individual employees, students and the University by utilizing the Internal Responsibility System (IRS), to develop and implement measures that will eliminate and/or minimize risk of occupational injury and illness.

1.4 Outside contractors are to be informed of the sections of this program that impact them and will be held responsible for implementing those sections. Every reasonable precaution must be taken by the employee to protect their own health and safety and that of other persons at or near the workplace.

2.0 OHS LEGISLATION (NOVA SCOTIA)

2.1 The Nova Scotia Occupational Health and Safety Act and regulations are the laws governing occupational health and safety (OHS) in the province.

2.2 A copy of the OHS Act can be found on the Nova Scotia Government website at:
http://nslegislature.ca/legc/statutes/occp_h_s.htm

2.3 The Act places emphasis on proactive approaches to prevent accidents, injury and disease through an IRS based on the cooperation and involvement of the workplace parties in OHS matters. In addition, the broad duties identified by the Act are further defined by regulations, non-statutory codes of practice and guidelines.

2.4 Copies of all OHS regulations can be found on the Nova Scotia Government website at:
<http://novascotia.ca/lae/healthandsafety/pubs.asp#regs>

3.0 OBJECTIVES

3.1 The objectives of this occupational health and safety booklet are to:

3.1.1 Help employees understand the rights, responsibilities and duties of those employed by at the Association in accordance with the Occupational Health and Safety Act (Nova Scotia);

3.1.2 Help employees understand the role of the Joint Occupational Health and Safety Committee;

3.1.3 Help employees understand the Internal Responsibility System;

3.1.4 Foster an awareness of the importance of safety and provide the education necessary to perform activities or duties safely;

3.1.5 Establish and maintain a written Occupational Health and Safety Program;

3.1.6 Introduce employees to the Association's Health and Safety Protocol.

3.2 A physical copy of the Occupational Health and Safety Protocol may be requested from the GENERAL MANAGER by any employee. Digital copies may be obtained online at: www.smusa.ca/ohs

4.0 SAFETY PROCEDURES

4.1 Safety procedures embody both a commitment to OHS and continued willingness on the part of the Association to cooperate with employees, students and the University in an effort to meet the goal of maintaining a safe and healthy workplace. It demonstrates that safety is a shared responsibility full-time and part-time staff, students, volunteers, and the University community-at-large.

4.2 The Association joins the University in its commitment to providing and maintaining a safe and healthy work environment for all employees, students, volunteers and visitors; to fostering the awareness and importance of safety and to providing the education necessary to perform activities or duties safely.

4.3 The Association complies with the OHS Act and accompanying regulations of the Province of Nova Scotia.

4.4 The Association will cooperate with employees and volunteers in pursuing OHS.

4.5 Supervisors and Chairs are responsible for health and safety within their respective areas and departments.

4.6 All employees, volunteers and visitors have a responsibility for their own health and safety, and for the health and safety of others. Everyone shares a duty to report, as soon as possible, all hazardous conditions, injuries, illness, and near misses related to the workplace. Everyone shall be encouraged to offer suggestions or ideas to improve health and safety.

5.0 JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)

5.1 The Association's JOHSC is composed of representatives from full-time permanent and part-time student staff, as well other advisory members whose presence may be requested from time-to-time. The function of the JOHSC is to involve representatives of employees and the Association in the identification and resolution of health and safety issues in the workplace.

5.2 The JOHSC is chaired by the GENERAL MANAGER and shall meet on a monthly basis from September through June. This duty may be delegated.

5.3 The JOHSC will actively establish sub-committees to encourage the involvement of all employees in the development, implementation and maintenance of an effective occupational health and safety system.

5.4 The membership of the JOHSC shall be updated on an annual basis:

6.0 INTERNAL RESPONSIBILITIES SYSTEM

6.1 Health and safety in the workplace is a shared responsibility. All parties at the Association share responsibility to the extent of their authority and ability to do so. Any individual with concerns about

their health and/or safety should first speak to their Supervisor or Chair. If a satisfactory resolution is not found, the concern may be reported to a member of the JOHSC.

6.2 Outside contractors are to ensure that their own employees respect and obey safety initiatives set forth by the Association and the University while working on campus.

6.3 The expectations of employees with respect to health and safety in the workplace include:

6.3.1 Take every reasonable precaution to ensure the health and safety of yourself and any other person in the workplace;

6.3.2 Follow instructions and safety procedures of the Association, which includes participating in all training required for a given position;

6.3.3 Ensure personal protective equipment is worn when required;

6.3.4 Cooperate with the JOHSC;

6.3.5 Report all health and safety concerns to your supervisor, and if necessary, to a member of the JOHSC.

6.4 The rights of employees with respect to health and safety in the workplace include:

6.4.1 The Right to Participate: All employees have the right to be represented on a health and safety committee. All employees also have the right to report unsafe conditions and voice their concerns and/or opinions on any issue that affects their health and safety, or the health and safety of anyone at the workplace.

6.4.2 The Right to Know: All employees have the right to information on issues that affect their health and safety or that of another employee or any person at the workplace. Employees will be advised about safety procedures or protective equipment required for a task they may need to perform. Employees have the right to know about any hazards they may be exposed to at the workplace.

6.4.3 The Right to Refuse: All employees have the right to refuse to do work where there are reasonable grounds for believing that the work is likely to endanger their health or safety or the health and safety of another person at the workplace.

6.4.3.1 Any employee who wishes to exercise the right to refuse unsafe work shall immediately report it to their direct supervisor. Where the matter is not remedied to the employee's satisfaction, the employee may report it to a member of the JOHSC.

6.4.3.2 If the matter is still not remedied to the employee's satisfaction, they may report to the OHS division at the Department of Labour and Advanced Education (DLAE).

6.4.3.3 When an employee exercises the right to refuse unsafe work, that employee has the right to participate in the investigation with the JOHSC or with a DLAE OHS Officer. Legislation also prohibits the employer from taking discriminatory action against an employee who exercises any of these rights.

7.0 REPORTING

7.1 The Association encourages all employees, volunteers and students to report any unsafe situation in the workplace. Reports of dangerous situations should be made to the employee's Supervisor or Chair, any member of the JOHSC, or to the University's Occupational Health and Safety Office (420-5658).

7.2 The Association requires anyone who is involved in an incident, including near misses which could have resulted in an injury or property damage, to report the occurrence. Reporting of these incidents and/or injuries assist the Association in taking corrective action to prevent further incidents and/or injuries.

7.3 Incident/Injury Report Forms should be completed and forwarded to the GENERAL MANAGER. This form can be requested from an employee's Supervisor or Chair, is available from the front desk on the 5th floor of the Student Centre and can be found online at: www.smusa.ca/ohs

8.0 EMERGENCY PREPAREDNESS

8.1 In the event of a medical or other emergency:

8.1.1 Call either 911 (Emergency Health Services) or 5000 (University Security Emergency). University Security will ensure an ambulance is dispatched, send University Security staff that are trained in First Aid, cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AEDs), and ensure that Emergency Health Services staff are escorted to the scene of an incident.

8.1.2 Give as much information as you can, including your name, telephone number, exact location, type of emergency and any other factors that could affect the safety of others.

8.1.3 If it is safe to do so, stay with the injured person(s), to await assistance from University Security or Emergency Health Services.

8.1.4 If you call 911 and have given them all foregoing particulars, please also call University Security (420-5000) to alert them of the emergency.

8.2 Violence: While violent acts are not pervasive at Saint Mary's University, no workplace is immune from such behaviour. The Association acknowledges that physical violence/threatening behaviour in the workplace is an occupational health and safety hazard that can cause physical and emotional harm.

The Association views any act of violence or threats of violence as unacceptable. As such, it is committed to working to prevent workplace violence and to responding in an appropriate manner if it occurs.

8.2.1 To help ensure safety and prevent incidents including violence, the Association and the University have implemented the following protocol:

8.2.1.1 Security Staff: All functions involving alcohol on campus are required to have security staff present. The Gorsebrook's security is managed by Association employees (496-8706) and all other areas on campus are managed by University Security (420-5577).

8.2.1.2 Husky Patrol: The Association owns and operates two (2) vehicles used as transport shuttles for students traveling to and from campus. This service is offered Sunday through Friday night and can be accessed at the Information Desk (1st floor Student Centre) or via telephone (496-8713).

8.2.1.3 Bringing in the Bystander[®]: The Association has implemented this program in partnership with the University to combat sexualized violence on campus and in our community. The Bystander program is designed to educate people with skills to intervene and deescalate dangerous situations through "pro-social" intervention strategies. All Association employees are invited to participate in the Bystander program and additional student-centred workshops can be requested from the Association (496-8701).

8.2.1.4 Lone Worker: Anyone who is working alone on campus or after normal working hours should advise University Security. Officers will then check on a given location during regular patrols.

8.2.1.5 Safe Walk: University Security offers a safe walk program to all members of the University community, including visitors. An officer will provide an escort anywhere on University property.

8.3 Fire: If fire or smoke is detected, it is important to remain calm and following the instructions of the Fire Warden.

8.3.1 The current Fire Warden is Karla Hodge, Administrative Assistant (SC 5th Floor Office).

8.3.2 To help ensure safety and prevent incidents surrounding fires, the Association and the University have implemented the following protocol:

8.3.2.1 Leave the fire area immediately and close the door;

8.3.2.2 If safe to do so, and you are trained to use a fire extinguisher, use a fire extinguisher to assist evacuation attempts, if required;

8.3.2.3 Pull the nearest fire alarm;

8.3.2.4 Exit the building calmly using the Fire Safety Plan;

8.3.2.5 Do not use elevators;

8.3.2.6 If you encounter smoke, use an alternative exit;

8.3.2.7 Inform the authorities of the location and nature of the fire, the unsafe exits, persons requiring assistance and their location, and other pertinent details;

8.3.2.8 Wait for authorization from emergency personnel before re-entering the building.

8.4 First Aid / CPR: The University provides designated First Aid Attendants in all buildings, including the World Trade Centre. Names are listed on the OHS Bulletin Board in the McNally Main basement. AEDs are located at the University Security Desk in McNally Main Room 016, as well as the Homburg Centre for Health and Wellness.

8.4.1 The Student Health Centre has been designated as the first aid room on campus. It is located on the 4th floor of the Student Centre.

8.4.2 The current First Aid Attendant is Graeme MacKenzie, Operations Manager (SC 503).

8.5 Mass Notification: The University has an emergency mass notification speaker system. In the event of an emergency, a notification will instruct individuals to evacuate the building or seek shelter in place. Once advised to evacuate, individuals must leave the building immediately.

8.6 Lockdown: The most serious message the University Security will issue. It means there is a person on campus actively using a weapon.

8.7 Shelter in Place: Security has received a report that there is a person on campus with a weapon but is not using the weapon at said time.

8.8 If Lockdown or Shelter in Place warnings have been issued:

8.8.1 Lock all doors;

8.8.2 Turn off all lights;

8.8.3 Turn off all radios and televisions;

8.8.4 Set all phones to silent;

8.8.5 Stay quiet and out of sight.

8.9 Evacuation: In case of fire or bomb threat:

8.9.1 Move to the nearest exit (in case of fire, check doors for heat before opening);

8.9.2 Walk out of the building;

8.9.3 Assist others;

8.9.4 Move away from the building;

8.9.5 Watch for falling items or other hazards;

8.9.6 Alert emergency personnel about people that could not be evacuated;

8.9.7 Do not re-enter the building until notified by emergency personnel.

9.0 DISCLAIMER

9.1 Although great effort has been made to ensure that the information presented in this document and on the Association's website is accurate, the OHS Act, regulations and any other applicable legislation will govern all departmental administration.

Policy:	Risk Management
Last Amended:	December 2014
Responsibility:	Board of Directors, President, General Manager
Table of Contents:	1.0 General 2.0 Defining Risk 3.0 Types of Risk 4.0 Defining Risk Management 5.0 Measuring Risk 6.0 Significant Risk 7.0 Contingency Risk 8.0 Risk Management Protocol 9.0 Overarching Approach 10.0 Board of Directors 11.0 General Manager 12.0 System of Internal Control 13.0 Desired Outcomes 14.0 Review Timetable
Board Chair Signature:	

The Association has established a written Risk Management Protocol to define risk, document what types of risks the Association commonly faces and how those risks are expected to be managed.

1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as the "Association") is adopting this protocol to ensure that all hazards and risks contained within Association activities, including accredited student organizations, have been identified and controlled appropriately.

1.2 The Association aims to utilize risk management strategies to make better- informed decisions and improve the probability of achieving strategic and operational objectives.

2.0 DEFINING RISK

2.1 Risk is action, inaction or uncertainty that may improve or hinder achievement of organizational objectives, prejudice the security of the Association's assets, or affect its sustainability. Risk is an

inherent aspect of organizational decision-making and the Association acknowledges that a degree of risk is essential in order to generate success and growth.

2.2 Raw risk is the level of risk faced by an organization before any internal controls are applied. Internal control is a process, affected by the Association's BOARD, executive, management and other employees, designed to provide reasonable assurance regarding objectives in the following categories:

2.2.1 Organizational effectiveness and efficiency;

2.2.2 Reliability of financial reporting;

2.2.3 Integrity and security of assets;

2.2.4 Compliance with applicable laws and regulations.

2.3 Residual risk is the level of risk faced by an organization after internal controls are applied.

3.0 TYPES OF RISK (ASSOCIATION)

3.1 Risk to the Association may be comprised of one of the following types:

3.1.1 Compliance (breach of employment law);

3.1.2 Constitutional (lack of clarity of role of the PRESIDENT or BOARD);

3.1.3 Ethical / Environmental (inappropriate contract agreements);

3.1.4 Financial (multi-year capital investment);

3.1.5 Governance (lack of skills, training, structure);

3.1.6 Health and Safety (staff injury and absence due to injury);

3.1.7 Information Technology (technology failure and loss of data);

3.1.8 Operational (sharp downturn of revenues);

3.1.9 Recruitment and Retention (inability to recruit and retain staff);

3.1.10 Reputation (damage to organizational credibility);

3.1.11 Security (destruction, theft or loss of assets);

3.1.12 Staffing (insufficient training);

3.1.13 Strategic (lack of strategic long-term planning);

3.1.14 Volunteering (inappropriate or inaccurate information being distributed).

4.0 DEFINING RISK MANAGEMENT

4.1 Risk management is the structured identification and assessment of risks resulting from decisions that include any degree of uncertainty. It provides a framework within which to assess, evaluate and take action to mitigate risks facing the Association's operations.

4.2 Risk management facilitates the attainment of organization goals and helps to ensure the success of the organization alongside protecting its assets. Risk management involves addressing risk and balancing gains against losses.

4.3 The response to identified risk will vary depending on the nature of said risk and its significance within the context of operations. Managing risk shall involve decisions and actions to:

4.3.1 Mitigate the level of risk associated with an activity (e.g. controls, safeguards, policies);

4.3.2 Transfer the exposure to risk (e.g. obtaining insurance);

4.3.3 Tolerate the risk (e.g. immaterial or unlikely risk).

4.4 Risk management is widely recognized as a best practice element of corporate governance. An effective risk management protocol should integrate existing management processes and provide assurance over the management of key risks. While no protocol will eliminate risk, it is envisaged that any such programme will assist in the controlled taking of necessary risks and will increase institutional risk awareness.

4.5 Risk management is not a rigid methodology as there is no single correct way to manage risk. The Association has devised a risk management system appropriate to the risks it is exposed to. In order to be effective, this system aims to build on existing practice and integrate other management processes.

4.6 Principles of effective risk management include:

4.6.1 Coverage of all types of risks, including but not limited to governance, management quality, reputation and financial;

4.6.2 Maintenance of a balanced portfolio of risk exposure;

4.6.3 Adoption of a clearly articulated approach and protocol;

4.6.4 Regular monitoring and review, giving rise to action where appropriate;

4.6.5 Integration within everyday business processes and alignment to the Association's strategic objectives;

4.6.6 Demonstrable commitment of executives, directors, management and other Association employees.

5.0 MEASURING RISK

5.1 Risks are commonly measured in terms of their likelihood of occurrence and potential impact. The Association measures likelihood and impact scores on a scale of one-to-five (1 - 5), where one (1) is a very low likelihood and five (5) is very high, and where one (1) is a very low impact and five (5) is very high.

5.2 A measurement of total risk can be ascertained by multiplying the separate scores for likelihood and impact: [likelihood] x [impact] = [risk score]

5.3 Any risk scoring a twelve (12) or higher is defined as a significant risk to the Association.

6.0 SIGNIFICANT RISK

6.1 Significant risks have a high likelihood of occurrence and a high potential impact. These risks are to be actively managed and monitored.

6.2 Significant risks are assigned to the GENERAL MANAGER, who shall pre-empt any given risk with plans concerning the mitigation of risk throughout the year. The GENERAL MANAGER shall measure and report how successfully the risk is being managed alongside recommendations to improve said risk management processes.

6.3 Significant risks are reported and reviewed termly by the BOARD through the PRESIDENT. These reports are intended to detail progress concerning risk mitigation, monitoring and management, which has been prepared and reviewed by the GENERAL MANAGER.

7.0 CONTINGENCY RISK

7.1 Contingency risks are, by definition, unlikely to occur, but are understood to have a potential impact score of five (5). An example of a contingency risk would be the destruction of a building due to a fire.

7.2 Contingency risks shall be assigned the responsibility of the GENERAL MANAGER, who may from time-to-time be required to prepare action plans detailing how the Association would respond to a situation should said risk materialize. The GENERAL MANAGER may also be required to report on the existing assurances and controls in place to prevent said contingency risks from occurring.

7.3 Contingency risks are reported and reviewed termly by the BOARD through the PRESIDENT. These reports are intended to detail progress concerning risk mitigation, monitoring and management, which has been prepared and reviewed by the GENERAL MANAGER.

8.0 RISK MANAGEMENT PROTOCOL

8.1 The Association's Risk Management Protocol has a key role to play in the Association's internal control and governance structure. The protocol explains the Association's overarching approach to risk management and documents various roles and responsibilities concerning risk management.

8.2 The Association's Risk Management Protocol also describes the process that the GENERAL MANAGER and PRESIDENT use to evaluate the effectiveness of the established internal control and governance structure.

8.3 The Association's Risk Management Protocol is to be reviewed annually. 9.0 OVERARCHING APPROACH

9.0 OVERARCHING APPROACH

9.1 The following principles highlight the Association's approach to risk management and internal controls:

9.1.1 The BOARD recognizes the crucial importance of risk management in their decision-making processes;

9.1.2 The GENERAL MANAGER has delegated responsibility from the PRESIDENT for overseeing risk management within the Association as a whole;

9.1.3 All Association employees maintain an open and receptive approach to mitigating risk, which is to be annually reviewed by the GENERAL MANAGER, PRESIDENT, and ultimately, the BOARD;

9.1.4 The GENERAL MANAGER reviews, advises and implements action plans approved by the PRESIDENT and BOARD;

9.1.5 The Association makes prudent recognition and, when necessary, disclosure of the financial and non-financial implications of risk;

9.1.6 Full-time and executive staff are responsible for encouraging best practices concerning risk management in their respective are of operations;

9.1.7 Key risk indicators are identified and closely monitored on a regular and ongoing basis by all Association employees.

10.0 BOARD OF DIRECTORS

10.1 Although the Association's Constitution assigns operations staff with overseeing risk management protocol, the BOARD has a fundamental role to play in providing accountability within a framework of prudent and effective controls that enable risk to be assessed and managed. This role is fulfilled by:

10.1.1 Receiving accurate, timely and clear information from the GENERAL MANAGER via the PRESIDENT;

10.1.2 Constructively analyzing strategy, performance and ability to meet predetermined goals and objectives. The BOARD should ensure the integrity of financial information and controls are robust and defensible;

10.1.3 Setting the tone and influencing a culture of risk management within the Association, which includes:

10.1.3.1 Determining whether the Association is exposed to risk with respect to any relevant issue;

10.1.3.2 Setting the standards and expectations of the PRESIDENT with respect to conduct and integrity;

10.1.3.3 Approving major decisions affecting the Association's risk profile or exposure.

11.0 GENERAL MANAGER

11.1 The GENERAL MANAGER has a key role to play in providing an internal assessment of the effectiveness and adequacy of the Association's system of risk management. The GENERAL MANAGER shall safeguard stakeholders' interests and the Association's assets, which includes alerting the PRESIDENT to any emerging risk(s).

11.2 The GENERAL MANAGER shall, from time-to-time or as necessary, manage all material controls, including financial, operational and compliance controls, as well as risk management systems including but not limited to the integrity of financial statements and audits, adherence to the Association's Risk Management Protocol, and all budgetary processes.

11.3 The GENERAL MANAGER further achieves this role by evaluating the effectiveness and adequacy of the Association's internal controls by reviewing the previous year's risk management performance and considering the internal and external risk profiles for the current year.

11.4 The GENERAL MANAGER shall direct full-time staff to implement protocol concerning risk management and internal controls.

11.5 The GENERAL MANAGER shall identify and evaluate significant and contingency risks for the PRESIDENT, who shall assist the GENERAL MANAGER in efforts to mitigate risks and report said risks to the BOARD.

11.6 In evaluating the effectiveness and adequacy of the Association's internal controls, the GENERAL MANAGER and PRESIDENT shall consider the following:

11.6.1 Control Environment:

11.6.1.1 The Association's financial and social objectives;

11.6.1.2 Organizational structure and resource management;

11.6.1.3 Culture, approach and resources concerning risk management;

11.6.1.4 Delegation of authority;

11.6.1.5 Public reporting;

11.6.2 Identification and Evaluation of Significant Risk:

11.6.2.1 Timely assessment of relevant significant risks; 1

11.6.2.2 Prioritizing risks and allocating resources to address areas of high exposure on an equitable basis;

11.6.3 Information and Communication:

11.6.3.1 Quality and pertinent information concerning significant risks;

11.6.3.2 Time requirements for control necessity and implementation;

11.6.4 Monitoring and Corrective Action:

11.6.4.1 Ability of the Association to learn-from-and-adapt-to include identified areas of risk;

11.6.4.2 Commitment and timely implementation of corrective action and controls.

12.0 SYSTEM OF INTERNAL CONTROL

12.1 The Association's system of internal control incorporated risk monitoring and management. This system encompasses a number of elements that work to facilitate an effective and efficient operation, further enabling the Association to respond to a variety of operational, financial, social and commercial risks.

12.2 The elements of the system of internal control include the following:

12.2.1 High-Level Risk Framework: This framework comprises the Association's Risk Management Protocol and the recognized number of risks in order to facilitate the identification, assessment and ongoing monitoring of significant risks. The list is formally reviewed annually, however emerging risks are to be added, assessed and controlled as they arise.

12.2.2 Protocols and Procedures: Attached to significant risks are a series of protocol intended to support the internal control process. The Association's Risk Management Protocol is to be implemented and communicated by the GENERAL MANAGER and PRESIDENT.

12.2.3 Monitoring and Reporting: Comprehensive regular reporting is designed to monitor significant risks, controls and decisions made to rectify problems and mitigate risk. The PRESIDENT and GENERAL MANAGER shall meet at least three (3) times per year and share an obligation to provide an assessment of the effectiveness and adequacy of the Association's system of risk management. This assessment shall be delivered to the BOARD via the PRESIDENT annually.

12.2.4 Third Party Reporting: From time-to-time, external parties may be retained to address specific areas of risk requiring a degree of expertise and reliability.

13.0 DESIRED OUTCOMES

13.1 Risk management is an extension of good management practice and a continued commitment to focus on areas of concern or threat. It is acknowledged that the potential benefits of risk management include:

13.1.1 Increased focus on the achievement of specific strategies by highlighting areas in which objectives are unclear or are not in sync with the Association's strategic vision;

13.1.2 Improved organizational awareness of risk as well as the benefits of managing risk;

13.1.3 Empowering individuals through placing their activities in the context of an overarching strategy in order to designate them responsibility to implement or eliminate controls;

13.1.4 Improved compliance with internal policies and expectations;

13.1.5 Assurance that there will be no significant and unexpected risks arising from regular operations;

13.1.6 Effective risk mitigation to reduce the potential impact of organizational risk;

13.1.7 Competitive advantages arising from the use of risk management within day-to-day decision-making;

13.1.8 An ability to systematically identify, assess and seize opportunities with assurance that is not possible without a system for managing risk;

13.1.9 Effectively managed projects, initiatives and student societies;

13.1.10 Demonstrating successful risk management to stakeholders to improve the Association's credibility and encourage further financial investment from the membership.

14.0 REVIEW TIMETABLE

14.1 Annual processes detailed in this Risk Management Protocol are to be adhered to given the following timetable:

14.1.1 MAY & NOVEMBER: Strategic risk profile review completed by the GENERAL MANAGER and PRESIDENT;

14.1.2 NOVEMBER & APRIL: Bi-annual review of risks - update by the PRESIDENT to the BOARD;

14.1.3 JANUARY: Review of the Association's Risk Management Protocol by the GENERAL MANAGER;

14.1.4 FEBRUARY: Approval of Association's Risk Management Protocol by the PRESIDENT;

14.1.5 AUGUST: Drafting of Annual Risk Management Plan to mitigate major risks by the GENERAL MANAGER and PRESIDENT.