



Policy Manual

1. Operational Policy
2. Procedural Policy
3. Issues Policy

Last Amended: 04/05/2018, 04/06/2020

Authority: Initial, Date
President:
Chair:
General Manager:

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ISSUES POLICY

Preamble

The UWSA is required to operate under a set of procedures, including (a) By-Laws, (b) Policies and (c) Resolutions (collectively, “Governing Documents”).

The **By-Laws** are the foundational governing documents of the UWSA and are approved by the student Membership at the Annual General Meeting. The By-Laws form a broad vision and direction to the UWSA in its general business.

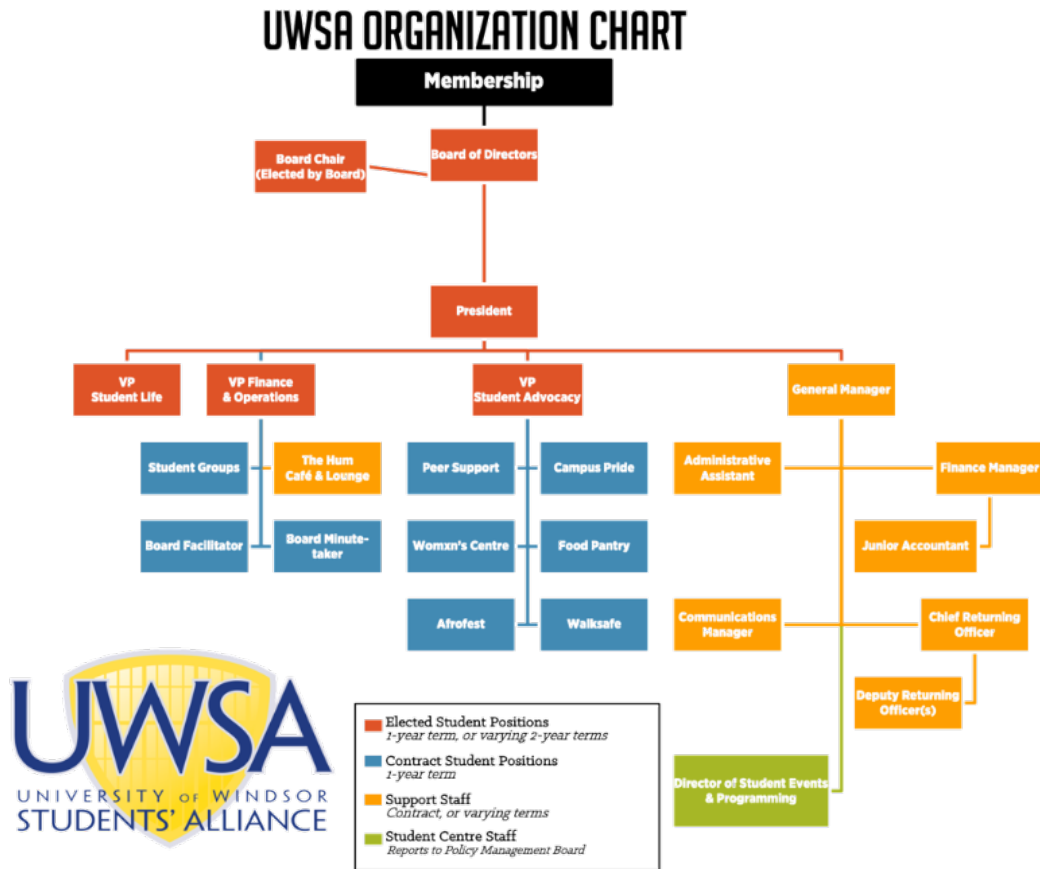
Policies are the regulations of the UWSA approved by the Board to guide the day-to-day business of the organization. They are categorized into: Procedural Policy, Operational Policy, and Issues Policy. Procedural policy refers to the conduct and governance processes of the Board. Operational policy refers to the internal administration of the organization, including governance structure and staff. Issues policy refers to a political or social stance adopted by the organization. Policies are the least difficult to amend of the Governing Documents and receive approval.

Resolutions are the decisions approved by the Board that become the legislation of the UWSA. Board resolutions cannot conflict with the Governing Documents. The UWSA head office and website contains the original Board resolutions that have been passed each year.

Organizational Chart

APPROVED: April 5, 2018 | EFFECTIVE: April 5, 2018

Reader's Note: This is directly related to the Executive Policy.



Authority: Initial, Date
 President:
 Chair:
 General Manager:



Operational Policy

Authority: Initial, Date
President:
Chair:
General Manager:

Operational Policy #1

EXECUTIVE POLICY

APPROVED: April 5, 2018 | EFFECTIVE: April 5, 2018

AMENDED: N/A

1.0 DEFINITIONS

For the purposes of this policy, where the term is capitalized,

- **“Board”** means the UWSA Board of Directors;
- **“Coordinator”** means an employee who directly manages a Service and reports to an Executive, as defined in By-Law 86;
- **“Executive”** means the President or a Vice President as an individual, or the President and Vice Presidents as a collective;
- **“General Manager”** means the most senior employee of the Support Staff;
- **“Governing Documents”** means all by-laws, policies and Board resolutions of the UWSA;
- **“Membership”** means the collective Members of the UWSA;
- **“Operations Committee”** means the senior management body of Executives and General Manager, as prescribed in By-Law 80, empowered to manage the organization’s day-to-day operations;
- **“President”** means the President and Chief Executive Officer of the UWSA;
- **“Services”** means the UWSA services, with the exception of Student Groups, as defined in By-Law 86;
- **“Support Staff”** means the hired employees of the UWSA;
- **“Student Group”** means a ratified club or society of the UWSA;
- **“University”** means the University of Windsor;
- **“VP Finance”** means the Vice President Finance and Operations of the UWSA;
- **“VP Student Advocacy”** means the Vice President Student Advocacy of the UWSA; and
- **“VP Student Life”** means the Vice President Student Life of the UWSA.

2.0 PURPOSE

This policy expands on By-Law 70 and By-Law 80, outlining the roles and responsibilities of the Executives and Operations Committee, as they relate to the day-to-day business of the UWSA and the Support Staff. It does not restrict the authority and responsibilities granted to the Executives or General Manager through the Governing Documents. It does not duplicate the powers and duties already listed in the Governing Documents. It is always subject to the Governing Documents and authority of the Board.

3.0 SCOPE

This policy applies to the Executives, Operations Committee and Support Staff of the UWSA.

4.0 MAINTENANCE AND EXECUTION

4.1 The Governance and Policy Committee must maintain this policy.

4.2 The Operations Committee, Executives and General Manager must execute this policy.

4.3 The Support Staff must be regularly informed of this policy.

5.0 LINES OF AUTHORITY

5.1 The organizational structure of the UWSA will be as outlined in Schedule A.

5.2 All decisions of the Operations Committee and its members must be consistent with the Governing Documents.

5.3 During the daily operations of the UWSA, the following authority is delegated:

- a. The President has the authority to oversee, lead and direct the Operations Committee and its members, and, in communication with the General Manager, all other Support Staff.
- b. The Vice Presidents have the authority to lead and direct any Support Staff reporting to their position, as outlined in Schedule A.
- c. The General Manager has the authority to lead and direct any Support Staff reporting to their position, as outlined in Schedule A, and, in consultation with the appropriate Executive, any other Support Staff.

5.4 In the event that an Executive gives a directive that violates any part of the By-Laws or Policies, the other Executive has the right to refuse to follow the directive and is obligated to report any violation to the Board if the breach is not rectified immediately.

5.5 In the event that a member of the Support Staff is directed to violate any part of the By-Laws or Policies, they have the right to refuse to follow the directive and bring the incident to the attention of the President or General Manager (whoever is not in conflict) or appropriate member of the Executive.

5. SUCCESSION PLAN

Executives

5.1. The line of succession among the Executives is as follows:

- (a) President
- (b) Vice President Student Advocacy
- (c) Vice President Finance and Operations
- (d) Vice President Student Life

5.2. In the previously notified absence, or incapacity, of the President, the next available Executive as listed in Section 5.1 will assume the President's responsibilities (except signing authority, unless otherwise delegated by the Board).

5.3. In the previously notified absence, or incapacity, of a Vice President, the President or their designate will assume the Vice President's responsibilities.

5.4. If an Executive is incapacitated for over sixty (60) consecutive days, and they are not expected to return within the subsequent seven (7) days after notice has been given, they will be deemed to have tendered their resignation. If so, the Executives must immediately notify the Board, and applicable Governing Documents must be followed.

General Manager

5.5. In the long-term absence or incapacity of the General Manager, the President or their designate will temporarily assume the responsibilities of the General Manager as they relate to the UWSA. The Policy Management Board will determine the division of duties as they relate to the Student Centre.

5.6. In the event of the resignation or removal of the General Manager, the Board will be responsible for hiring a successor, in accordance with the Hiring Policy. The Board may appoint another individual to act as interim General Manager until a permanent General Manager has been found.

6. TERMS OF REFERENCE

These terms of reference outline specific duties of members of the Operations Committee, and are intended to compliment their respective job descriptions, as outlined in Schedule B.

6.1. All Executives

All executives of the UWSA will:

1. be a UWSA Member governed by and elected in accordance with the Governing Documents, and will hold office from May 1st, following the Election in which they were elected until April 30th of their term;
2. be recommended to hold a part-time course load at the University during their term,;
3. be accountable and answerable to the Members of the UWSA, through their representatives on the Board;
4. promote an office environment that is free of issues of oppression including, but not limited to, ableism, homophobia, racism, sexism, ageism, and xenophobia;
5. present quarterly status reports, a mid-term report in November, and year-end report in April to Board. These reports should be made available to the Membership through UWSA social media outlets;
6. serve as a member of any committees, subcommittees, or boards as identified in the Governing Documents;
7. hold regular and well-advertised office hours, and make their contact information (office phone, e-mail, etc) publicly known to the Membership;
8. act in the best interests of the Association and all of its members to ensure the relevance and legitimacy of the Association in all of its operations and activities;
9. be vested with all other duties and privileges of a Director and Officer, to the extent that they do not conflict with superseding provisions;
10. actively work to improve relations with the Membership and student groups on campus;
11. maintain the parameters of the budget approved by the Board;
12. be at least 18 years of age;
13. not have an active bankruptcy status;
14. have legal authority to work full-time in the province of Ontario;
15. accept any and all reasonable duties as requested by the Board;
16. create a transition manual for the incoming executive (as per Section 16 of this policy);
17. assist in the training and advising of the incoming executive; and
18. ensure that their successor is adequately prepared for assuming responsibilities the following May 1st;
19. not be an executive (President, Vice President, Treasurer) of a student group; and
20. keep updated on and attend, when possible, Lancer athletic activities.

6.2 President

The President has the duty and responsibility to:

1. act as the President and Chief Executive Officer of the UWSA;
2. supervise, lead and direct the Operations Committee and its members;
3. supervise the General Manager on the Board's behalf during day-to-day operations, ensuring that the General Manager understands and meets the expectations of the Board and Operations Committee;
4. oversee and supervise the day-to-day affairs and operations of the UWSA;

Authority: Initial, Date

President:

Chair:

General Manager:

5. be the chief spokesperson for the UWSA, including all social media outlets.
If another member of the executive would like to make an official communication through UWSA they must obtain approval from the President for each request;
6. coordinate, or cause to be coordinated, the development of the Strategic Plan;
7. act as the staff relations officer and liaise between the Support Staff and the Board;
8. assume the responsibilities of any Executive in their absence/incapacity (per Section 5);
9. act as chair of the Operations Committee, Governance and Policy Committee, University Affairs Committee, Society Presidents' Council, Student Centre Policy Management Board, and UNIWIN Board;
10. sit as an ex-officio member of all committees and bodies of the UWSA, unless explicitly stated or directed otherwise by the Board;
11. make best efforts to meet regularly with the President and other administrators of the University;
12. make best efforts to stay informed and meet regularly with the Presidents of the Graduate Students' Society and Organization of Part Time University Students;
13. make best efforts to stay informed and meet regularly with the executives of student societies via the Society Presidents' Council;
14. make best efforts to maintain active ties with the local City Boards, M. P.'s and M. P. P.'s;
15. sit as an ex-officio member of the University of Windsor Senate and Board of Governors, and attend at least 50% of all meetings;
16. make best efforts to stay informed of all activities and decisions of the University of Windsor Board of Governors and Senate, and all their committees; and chair the UWSA University affairs committee;
17. coordinate all undergraduate student representation on University Committees;
18. ensure that there is UWSA representation on all Presidential Advisory Committees;
19. stay informed of all activities and decisions of the Board of Ontario Universities, the Association of Colleges and Universities of Canada, and all levels of Canadian government, as they relate to student issues, and act upon these activities and decisions as needed to best represent the needs of the Membership and students in general;
20. with the General Manager and appropriate Executive(s), ensure the proper training of all Support Staff as it relates to their terms of reference and the Governing Documents;
21. be the principal signing authority on all deeds, transfers, licenses, contracts or engagements on behalf of the UWSA;
22. in conjunction with the VP Finance and General Manager, review the individual operations and approve any adjustments to the UWSA financial contribution(s);
23. have access to all personnel records;
24. hold signing authority in all instances where one (1) or more officer signatures is required;
25. at the end of their term, inherit the ceremonial role of Past President, providing advice and insight at the discretion of the incoming President throughout their term.

6.3 Vice President of Finance and Operations

The Vice President Finance and Operations has the duty and responsibility to:

1. act as the Chief Financial Officer of the UWSA;
2. report to, and meet regularly with, the President to discuss matters arising under their portfolio;
3. in consultation with the General Manager and the President, oversee the operational functions of the UWSA, including, but not limited to, the universal bus pass, bike sharing program, student centre, student lounge, health and dental plan, etc.
4. hold signing authority in all financial related matters where one (1) or more officer signatures is required;

Authority: Initial, Date
President:
Chair:
General Manager:

5. be the principal signing authority on all cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the UWSA;
6. be the principal signing authority on all purchase orders, cheque requisitions, or petty cash disbursements for the UWSA and all its areas;
7. in coordination with the Finance Committee, act in the best interests of the UWSA and its Membership, to ensure the fiscal responsibility of the organization, all its operations and activities;
8. be responsible for the presentation of the operating budget to the Finance Committee and the Board;
9. be responsible to the Board for the disbursement of monies in accordance with the budget ratified by the Board, and supervise the expenditures of the UWSA;
10. be responsible to the Board for the presentation of regular financial statements and any financial statements as may be requested by the Board;
11. sit as an ex-officio member of the Athletic Fee Board, Policy Management Board, Ancillary Fee Board and the UNIWIN Board;
12. sit as an ex-officio member and chair of the Finance Committee responsible for the care and disbursement of the monies of the UWSA;
13. serve as the Chair of the Finance Committee;
14. meet regularly with the Accountants to discuss the finances of the UWSA and its areas;
15. review all sponsorship agreements of the UWSA;
16. meet with all areas of the UWSA in regards to monitoring the execution of their budgets;
17. ensure implementation of all accounting and financial controls of the UWSA and bodies under the care and control of the UWSA;
18. make all relevant information available to the Communications Director for the UWSA website;
19. be responsible for the maintenance of copies of all official documents of a corporate nature including, but not limited to, the Letters Patent, Corporate Seal, By-Laws, Policies, Board Resolutions, and Board Minutes;
20. ensure that significant deviances from the approved budget are brought to the attention of the Board at the earliest opportunity after seeking ways to rectify those deviances, in collaboration with the President; and
21. within 48 business hours, promptly address all in-person or email inquiries from student or student groups, to resolve issues as it relates to their portfolio.

6.4 Vice President of Student Life

The Vice President Student Life has the duty and responsibility to:

1. oversee, plan, and implement all regular event programming to promote and enhance student life;
2. report to, and meet regularly with, the President to discuss matters arising under their portfolio;
3. act as chair of the Student Life Committee;
4. work in conjunction with the Student Centre Director of Student Events and Programming to organize a UWSA Welcome Week;
5. in conjunction with the appropriate Executives and General Manager, be responsible for Safe Space training for the Executive and Staff, including the employees of UWSA businesses, volunteers and work study students; and
6. work with the Communications Manager to make all relevant information available for the UWSA website.

6.5 Vice President of Student Advocacy

The Vice President Student Advocacy has the duty and responsibility to:

1. be responsible for the academic, advocacy, external and Services functions engaged in by the UWSA;
2. report to, and meet regularly with, the President to discuss matters arising under their portfolio;
3. supervise, lead, and direct all the Services, ensuring these services are responsive to the changing needs of the Membership;
4. ensure the continued visibility and viability of all Services;
5. be responsible, in conjunction with the General Manager, for the hiring and supervision of Services Coordinators and provide leadership with their administrative and programming duties;
6. be active and responsible for the coordination of event days and weeks with the UWSA Services, addressing issues including, but not limited to, various cultural programs and theme weeks;
7. in conjunction with the Communications Manager, be responsible for the promotion of all services;
8. act as chair of the Advocacy Committee and Services Coordinator Council;
9. develop Issues Policies in conjunction with the Advocacy Committee for presentation to the Board;
10. be responsible for UWSA functions involving advocacy and external matters;
11. liaise with federal, provincial and municipal politicians, and other civil servants when necessary;
12. work with any post-secondary student and advocacy organization to which the UWSA belongs;
13. advocate, lobby, and work with labor and faculty unions on campus to enact change and better services on campus when necessary;
14. provide leadership, organization and support to the Student Senators when necessary;
15. attend meetings of the Senate along with Student Senators, when necessary;
16. address issues of the day that limit the abilities of students to pursue a degree at the University, such as post-secondary funding, tuition, OSAP and other loans, scholarships, bursaries, and student housing;
17. engage University personnel and bodies relating to academic matters including, but not limited to the Provost, Vice-Provost Students; Registrar; Deans, Faculty and Department Councils; Senate and its Committees, and Co-op Education Office;
18. have responsibility over whom the UWSA sends as representatives to any conference of a post-secondary student and advocacy organization to which the UWSA belongs to; and
19. represent the UWSA to national and provincial student advocacy groups, government officials, and local community groups regarding student issues.

6.6 General Manager

The General Manager has the duty and responsibility to:

1. Oversee the day-to-day operations of the office and supervise the full-time staff;
2. assist and advise the Board of Directors and the Executives;
3. report to the Board of Directors, through the President, and meet regularly with the President to discuss matters arising under their portfolio;
4. implement the directives of the Board, President, or Operations Committee through delegation to the appropriate Support Staff;
5. act as General Manager of the Student Centre, managing all aspects of Student Centre operations, subject to the Student Centre Management Agreement;
6. sit as an ex-officio member on all hiring committees;

Authority: Initial, Date
 President:
 Chair:
 General Manager:

7. establish a positive, healthy and safe work environment in accordance with all appropriate policies and Legislation;
8. ensure all full-time staff maintain awareness of UWSA activities and draw attention to the organization's unique student-driven environment within which it operates by chairing full-time staff meetings (develop agendas, maintain minutes, and develop action plans);
9. assist in ensuring all Support Staff have a clear understanding of communications and decisions that have been made in relation to the UWSA and offer explanation and inclusion where possible;
10. manage and ensure the recruitment, selection, training, scheduling, remuneration, compensation and benefits, formal and informal discipline, termination and general treatment of all staff takes place in a manner consistent with the policies, values, and principles of the UWSA and in adherence to provincial and federal labour legislation;
11. monitor and supervise the maintenance and compliance of organizational adherence to the Employment Standards Act and organizational requirements of the Ontario Ministry of Labour;
12. maintain constructive relationships with the campus community and the community of Windsor;
13. assist with the oversight, planning, implementation and evaluation of UWSA programs, services, and operations;
14. plan for the future of UWSA operations by making recommendations for service/program changes to reflect the emerging needs of the Membership;
15. ensure that the UWSA operations are managed in such a way as to achieve optimum financial performance;
16. prepare, in collaboration with the Operations Committee, long-term financial plans for the UWSA and revise or administer that long-term plan to ensure the viability of the organization; and
17. organize comprehensive transition and training activities for the incoming executives as well as, in collaboration with the incoming executives, the incoming Board of Directors.

7. JURISDICTION

When a question arises over whether the Operations Committee or the Board is the appropriate body to deal with an issue, the Operations Committee will decide the matter, and must note the decision in its minutes. However, the Board may overrule the decision by resolution, and take up any issue it thinks appropriate to be dealt with at the Board level.

8. OPERATION MEETINGS

- 8.1 *Frequency:* There must be at least one (1) meeting of the Operations Committee per week, unless decided otherwise by the Committee. The committee will be chaired and scheduled by the President.
- 8.2 *Quorum:* Quorum for the Operations Committee will be three (3) Executives.
- 8.3 *Reporting:* Each Executive will submit a weekly verbal or written report to the Committee with the following:
 - a) a detailed breakdown of how they have spent their work hours for the preceding week (including any activities of the committees they chair);
 - b) what their anticipated priorities will be for the coming week; and
 - c) If they plan to take time off or be away from the office for the coming week.

Authority: Initial, Date
President:
Chair:
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- 8.4 *Minutes:* Meeting minutes must be prepared and sent to the Committee within three (3) business days after the meeting. Meeting minutes are considered confidential, unless otherwise decided by the Committee or requested by the Board.
- 8.5 *Board's Access:* No information will be withheld from the Board despite the confidential nature of the information. The Operations Committee may request that the information be disclosed in an *in camera* session, at which time the Board has sole discretion whether to go into an *in camera* session. Matters required to be confidential under law, such as solicitor-client privilege, must be held *in-camera*.
- 8.6 *Electronic Voting:* The Ops Committee may pass a resolution outside of a regularly scheduled meeting (i.e. electronically) to make a decision that the Operations Committee is authorized to do in the Governing Documents, or has been duly delegated the authority to decide or do by the Board, provided that:
- a) A written proposal is given, clearly indicating the exact text of the proposed resolution and the committee member who proposed it;
 - b) Reasonable time is given to ask questions, make amendments, and gather consensus where possible; and
 - c) The decision has been endorsed by a majority of the committee.
- 8.7 *Majority Consent:* Decisions of the Operations Committee are binding on all members of the Committee.

9 BOARD MEETINGS

All Executives are expected to submit a report at each regularly scheduled Board meeting, with a written report being required at least once a month unless decided otherwise by the Board.

10 OFFICE HOURS

- 10.1 All Executives are expected to work at least 24 hours per week. Half (½) of these hours must be worked during the regular business hours of the UWSA.
- 10.2 All Executives must set regular office hours by the second week in May, third week in September, and second week in January. These hours should be communicated to the Communications Manager for circulation on social media.

11 VACATION

- 11.1 Each Executive is entitled to ten (10) days of paid vacation, as outlined in the UWSA Human Resources Manual.
- 11.2 Vacation time must receive prior approval, as outlined in the UWSA Human Resources Manual.
- 11.3 Both executive signing authorities (i.e. President and VP Finance) cannot take vacation at the same time.

12 MEMBERSHIP FEES

- 12.1 Each Executive must pay the UWSA fees applicable to their academic workload.

13 STAFF REVIEWS

- 13.1 The President, in cooperation with the Board through the Board Chair, must conduct a performance evaluation of the General Manager by the end of March of each year.
- 13.2 The review is based on the General Manager's job description and their goals set for the year.
- 13.3 A summary of the review will be discussed with the General Manager, and a final report submitted to the Board.

14 EXECUTIVE REVIEWS

- 14.1 Each Executive is encouraged to conduct a quarterly self-evaluation by the end of November and March of each year.
- 14.2 The self-evaluation is based on the Executive's job description and their goals set for the year.

15 EXECUTIVE GOALS

- 15.1 Each Executive must outline their short-term (semesterly) and long-term goals for the year, by July 31st.
- 15.2 The President, in collaboration with the General Manager, must present a list of the Executive and Staff's common goals and initiatives for the year to the Board by August 31st.
- 15.3 Executive goals must be made available on the UWSA website.

16 TRANSITION PERIOD

- 16.1 The transition period begins in April, once the General Election results are official.
- 16.2 The transition period will include a two-week period with the outgoing and incoming Executive working together to be completed before April 31st.
- 16.3 The Executive-elect will be paid for the duration of this transition. The transition period ends at the completion of the two-week period.
- 16.4 Each Executive is obligated to orient their successor during the transition period.
- 16.5 Each outgoing and incoming Executive is obligated to attend the annual transition retreats. The transition retreat will be organized by the President and General Manager.
- 16.6 Each Executive must submit a minimum one-thousand (1000) word report/transition manual to their successor and the Board, or their last pay cheque will be withheld.
- 16.7 Each Executive must request and return their UWSA access cards/keys to the University Key Control when assuming and leaving office, respectively.

SCHEDULE A - ORGANIZATION CHART (See Above)

SCHEDULE B - JOB DESCRIPTIONS

1. [President](#)
2. [Vice President Finance and Operations](#)
3. [Vice President Student Advocacy](#)
4. [Vice President Student Life](#)
5. [General Manager](#)

Authority: Initial, Date
President:
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General Manager:

Operational Policy #2

FINANCIAL POLICY

APPROVED: February 15, 2018 | EFFECTIVE: February 15, 2018

AMENDED: N/A

1.0 Definitions

For the purposes of this policy,

- “Accounting” means the UWSA accounting department, currently consisting of the Finance Manager and Junior Accountant;
- “Department manager” means the individual responsible for oversight of their respective department, as listed in By-Law 86 and Section 1 of this policy;
- “Inter-departmental” means relating to or conducted between two or more departments of the UWSA;
- “Management” means the Operations Committee and, in certain financial matters as prescribed in this policy, the Finance Manager;
- “Purchase order (P.O.)” means the document outlining the first official order issued by the buyer (UWSA) to the seller, indicating types, quantities, and agreed prices for products or services;
- “Student Group” means a ratified club, association or society of the UWSA; and
- “VPFO” means the Vice President Finance and Operations of the UWSA.

2.0 Departmental Structure

For the purposes of this policy, the departmental structure will reflect the following reporting relationships as listed in By-Law 86 and applicable policies. The overseeing position will be considered a “department manager.”

2.1 President

1. Executives

2.2 General Manager

1. Chief Returning Officer
2. Permanent full-time staff (regarded as individual departments)

2.3 Vice President Student Advocacy

1. Peer Support Centre, Food Pantry, Campus Pride Centre, AfroFest, WalkSafe, Womxn’s Centre, Shinerama, and any other such assigned service.

2.4 Vice President Finance & Operations

1. Student Groups
2. Board Secretary
3. Board Facilitator

3.0 Purpose

This policy formalizes existing financial procedures and establishes lines of accountability between the staff, Executives, Board and ratified student groups, while ensuring transparency to the UWSA Membership. It aims to create an efficient, effective and transparent financial process, with strict deadlines in place to ensure the smooth functioning of operations, internally and externally.

Authority: Initial, Date
 President:
 Chair:
 General Manager:

4.0 Maintenance and Execution

4.1 The Governance and Policy Committee must maintain this policy.

4.2 The Vice President Finance and Operations, General Manager, and Accounting department must execute this policy.

5.0 Scope

This policy applies to the Executives, General Manager, accounting department, staff, Student Groups and Societies of the UWSA.

6.0 Tracking of Accounts

6.1 All purchase orders, cheque requisitions, inter-departmental transfers, invoices, and other Accounting paperwork must be properly coded by the Accounting department with the following information so that transactions can be properly tracked and communicated:

1. Account number;
2. Department number; and
3. Sub-account number.

7.0 Reallocation of Funds

7.1 A request for reallocation of funds between departments must be approved in advance by the Vice President Finance and Operations in cooperation with the General Manager, or the Operations Committee. It must be reported to the Finance Committee and Accounting for record keeping purposes.

7.2 Reallocation of funds within a department may take place at the discretion of the department manager.

7.3 Reallocation of funds excludes salary, wages, and benefits.

8.0 Inter-departmental Transfers

8.1 A request for an inter-departmental transfer must be made in writing, from one department to the manager of the other department.

8.2 Approval must be received from:

1. The manager of the department receiving the good or service.
2. The manager of the department supplying the good or service; and
3. The General Manager.

8.3 Copies of the transfer form must be supplied to:

1. The Accounting department;
2. The department supplying the good or service; and
3. The department receiving the good or service.

9.0 Expenditures & Accounts Payable

9.1 Only budgeted expenditures, up to a maximum overlimit amount of \$500.00, are permitted, unless otherwise approved by the Finance Committee or Board of Directors.

9.2 All expenditures must be approved in advance by the department manager or General Manager.

9.3 Goods and services can be purchased using any of the following methods:

1. A purchase order (see section 9.0);
2. An invoice or cheque requisition (see section 9.0);

3. Reimbursement; or
4. Corporate credit card.

9.4 The preferred methods are:

1. A purchase order, when purchased from a company with whom the UWSA does have credit;
2. An invoice or cheque requisition, when purchased from a company with whom the UWSA does not have credit;
3. Reimbursement, when neither of the above options are practical; and
4. Credit card, when purchasing software or using it for travel/conference purposes.

9.5 A reimbursement can be issued only for an expense which has been approved by the Finance Manager or General Manager before the expense is incurred.

9.6 For all purchases exceeding \$500.00, a minimum two (2) price quotations from the suppliers must be submitted before the expense can be approved.

9.7 No payment exceeding \$500.00 will be issued unless the intended recipient of the payment has submitted an invoice requesting payment.

9.8 No person may authorize their own expenditure or reimbursement or an expenditure/reimbursement submitted by an individual with whom they are personally affiliated (thus constituting a conflict of interest).

10.0 Purchase Orders

10.1 Where possible and practical, all purchases require a completed purchase order and a cost estimate/quote from the vendor.

1. This requirement may be exempted by a signing authority, if deemed otherwise impractical by the Accounting department.

10.2 Completed purchase orders must be submitted to Accounting before ordering goods or services, to ensure there is sufficient funds available in the budget. Purchase orders can be obtained from the Accounting department.

10.3 Purchase orders must be:

1. Submitted to the department manager for approval;
2. Submitted by the department manager to Accounting; and
3. Approved by the VPFO, Finance Manager, or General Manager.

10.4 Once an invoice has been provided by the vendor, Accounting must verify that the invoiced amount does not exceed the maximum allocated amount on the purchase order.

1. Should the invoiced amount exceed the maximum amount on the approved purchase order, Accounting can deny the purchase or, with approval of the VPFO or General Manager and in consultation with the requesting department, charge the expense to another budget line of the department.

11.0 Invoices & Cheque Requisitions

11.1 Every invoice must be reviewed for accuracy, approved by the department manager, and coded to their relevant expense account by Accounting.

11.2 A cheque requisition form must be completed for the invoice. Forms are available from Accounting.

11.3 Reimbursement cheques will be issued only for approved, reasonable expenditures made by an employee or designated volunteer, provided that the expenditure is budgeted.

1. Expenditures will not be reimbursed if they are deemed unreasonable, inappropriate, or in contravention of operating policies.

11.4 Appropriate back-up documentation must be attached to the cheque requisition.

12.0 Cheque Signatories

12.1 Any UWSA cheque must be signed by two of the following signing authorities:

1. President (Management - Executive)
2. Vice President Finance and Operations (Management - Executive)
3. General Manager (Management - Permanent Staff)
4. Finance Manager (Management - Permanent Staff)

12.2 The preference is that cheques be signed by one individual in the "Management - Executive" category and one individual in the "Management - Permanent Staff" category.

13.0 Corporate Credit Card

13.1 The following individuals are the only permitted users of a UWSA corporate credit card:

1. General Manager, who only may act as a credit card holder;
2. Members of the Executive;
3. Finance Manager; and
4. Other individual employees as approved by the General Manager.

13.2 The user of a corporate credit card is responsible for purchases made on that card during their usage and must be aware of their responsibilities.

13.3 All receipts and credit slips must be submitted by the user to Accounting.

1. Should any transaction be missing a receipt, proper explanation must be submitted to the VPFO, General Manager or President in its absence.

13.4 The VPFO has the authority to invoice the holder of a credit card for any use of a corporate credit card that is deemed unreasonable, inappropriate, or in contravention of operating policies.

13.5 Personal expenditures must not be made on UWSA corporate credit cards.

1. If a card is used for a personal purchase in error, the individual must immediately notify the Finance Manager and General Manager and make arrangements for payment.

13.6 Failure to comply with the conditions prescribed in this policy can result in one or more of the following actions: cancellation of the card, loss of corporate credit card privileges, deduction of misused funds from the card user's salary or wages, or disciplinary action up to and including termination of employment (within the scope of the By-Laws/Policies).

1. The General Manager, or the President in the case of the General Manager, will report the matter to the Board in an in-camera session.

14.0 Society Credit Card

14.1 A society is eligible to enact one credit card for a one-year term of use.

14.2 The term of use will be from May 1st of the current year to April 20th of the following year.

14.3 Each year, the society will be charged a \$100.00 start fee for the issuance of the card. This fee will cover all administrative costs related to the service.

14.4 The credit card limit will not exceed \$1000, or 50% of the account balance if the amount is under \$1000.

14.5 The credit card must be placed in the name of the society president or their designee, who must be the same individual designated to oversee society finances.

14.6 A copy of the credit card statement will be delivered to either the society president or designee, whoever of the two is not the designated card holder.

Authority: Initial, Date
President:
Chair:
General Manager:

- 14.7 The society must sign an agreement authorizing the UWSA to pay the credit card statement monthly without additional consent from the society.
- 14.8 The society's account must maintain a minimum balance of their credit limit (see section 13.3), in order to prevent overspending. Otherwise, the credit card will be cancelled.
1. This means that if the maximum limit of the card is \$1,000.00, the balance of the society's account is considered to be at \$0 once the account goes down to \$1,000, to ensure that the card can be paid off. If the balance drops below the credit limit, the card will be cancelled.
- 14.9 The cardholder must not withdraw cash from an ATM or any other POS system using the society credit card.
- 14.10 The society is responsible for keeping its own backup of credit card purchases in order to provide accountability to their student constituents.
- 14.11 The society, as represented by its president and designee, will sign an agreement accepting full responsibility for any misspending or fraudulent use of the credit card. The agreement is available from Accounting or the VPFO.

15.0 Petty Cash

- 15.1 A petty cash disbursement is available in the maximum amount of \$100.00.
- 15.2 The disbursement must be verified by the manager of the department to which the amount is to be charged, and approved by the VPFO/General Manager or Finance Manager.

16.0 Variances

- 16.1 Each month, the Finance Manager will check for variances between actual and budgeted amounts and report any significant variances (in excess of +/- 5%) to the department manager.
- 16.2 The department manager must explain the variance(s) to the VPFO/General Manager.
- 16.3 A summary of the variance reports, in the form of a consolidated profit/loss statement, must be provided to the Finance Committee whenever requested.

17.0 Student Groups Funding Process

Student Groups offer opportunities for individual growth and enhancement of campus life, making the University of Windsor campus a vibrant, inclusive, and active environment. As such, ratified Student Groups receive the benefit of funding. Individual students, however, are not eligible for funding, except in extraordinary cases (i.e. refugee fund or extraneous medical circumstances).

- 17.1 Student Groups remain subject to applicable student groups policies in addition to this financial policy. Where either policy conflicts, this policy takes precedence.
- 17.2 Applications for funding receive approval as follows:
1. A funding application for \$300.00 or less is subject to approval from the VPFO;
 1. The VPFO will not approve multiple funding applications for the same event or from the same Student Group within a sixty (60)-day period. This acts as a safeguard against abuse and favouritism towards a Student Group.
 2. If the VPFO approves the initial application, subsequent applications within the sixty (60) days must be approved by the Finance Committee.
 2. A funding application exceeding \$300.00 is subject to approval from the Finance Committee; and
 3. Funding exceeding \$5,000 is subject to approval from the Board of Directors.
- 17.3 Applications for funding are processed as follows:

Authority: Initial, Date
President:
Chair:
General Manager:

1. A Student Group must submit an application electronically by email or a designated online platform directly to the VPFO.
2. If the application is under \$300.00, the VPFO must, within three (3) business days, inform the Student Group of their decision to (a) approve or (b) reject the application.
3. If the application is over \$300.00, the VPFO must, within two (2) business days, inform the Student Group that the application is being forwarded to the Finance Committee at their next regularly scheduled meeting and, if needed, request a presentation at that meeting.
4. Within one (1) business day of the Finance Committee receiving the application at their regularly scheduled meeting, the Finance Committee must reach a decision and inform the Student Group of that decision.
5. Any rejected application must be accompanied by full reasoning. Before rejecting an application, the VPFO and Finance Committee will, if feasible, explore and recommend alternative financial accommodations for the Student Group.
6. If the application is approved, funding will be issued to the Student Group within one (1) business day of the decision (excluding Fridays). If this is unfeasible, funding must be issued by no later than the Friday of that week.
7. The minutes of the Finance Committee's decision must be received by Accounting in order for the funding to be issued.
8. At all times, the VPFO or their designate, in collaboration with the Student Groups Coordinator, will be responsible for ensuring active communication with the Student Group throughout the funding process.

Operational Policy #3**BUDGET POLICY**

APPROVED: March 24, 2016 | EFFECTIVE: March 24, 2016

AMENDED: N/A

1.0 Purpose

1.1 The purpose of this policy is to govern the creation, review and accountabilities for the annual budget of the UWSA.

2.0 Maintenance and Execution

2.1 The Vice President Finance and Operations, and the Governance and Policy Committee, are responsible for maintaining this policy.

2.2 The Finance Committee of the Board of Directors will assist the Vice President Finance and Operations in executing this policy.

2.3 The General Manager and the accounting department will also assist the Vice President Finance and Operations in executing this policy.

3.0 Budget Format

3.1 The budget will include departments and accounts that may, from time to time, be revised by the Vice President Finance and Operations, the General Manager, or the accounting department.

1. A full list of departments and accounts must be made available to the Finance Committee each year during the budget review process; and

2. Any Director or Officer may request a meeting to review the UWSA Budget with the Vice President Finance and Operations.

4.0 Budget Preparation Structure

4.1 The budget for the UWSA and UNIWIN Student Pub Inc. will be prepared in two (2) phases.

4.2 The initial phase shall be called the *preliminary budget* and will be prepared in the winter semester by the accounting department. The preliminary budget is intended to ensure that departments have the resources to continue their operations as they were done in the previous year. Any new initiatives or capital requests should be submitted separately.

4.3 The second phase of the budget process is the *final budget* process and occurs after May 1st of each year with further consultation from the incoming coordinators and executives.

4.4 Additional budget requests associated with new initiatives may be listed and reviewed during the final budget process.

5.0 Budget Process and Timelines

5.1 Copies of the current year's budget will be distributed to the individuals responsible for each department no later than *mid-March* of each year for recommendation.

5.2 The Finance Committee shall be presented the preliminary budget for review and recommendations.

5.3 The Finance Committee shall present the reviewed preliminary budget to the outgoing Board of Directors for approval.

5.4 The approved preliminary budget shall be distributed to all responsible individuals within the corporation before the *second Friday of June* each year.

5.5 The approved preliminary budget shall be presented to the incoming Finance Committee for review and recommendations, if any.

5.6 This reviewed budget shall be presented to the UWSA Board of Directors for final approval prior to September 1st each year.

Authority: Initial, Date

President:

Chair:

General Manager:



6.0 Budget Accountabilities

- 6.1 All cheque requisitions and purchase orders must be submitted by the individual responsible for the department.
- 6.2 The Vice President Finance and Operations, or an accounting staff member, will ensure that there are sufficient funds in the overall budget line to cover the expense. If there are sufficient funds, the Vice President Finance and Operations, or any other signing authority, may sign the cheque requisition or purchase order and it will then be processed.

Operational Policy #4

HIRING POLICY

APPROVED: July 13, 2017 | EFFECTIVE: July 13, 2017

AMENDED: N/A

1.0 Purpose

1.1 The purpose of this policy is to outline the hiring process of the UWSA and ensure the organization's hiring practices are conducted in a fair, equitable, and transparent manner that provides both equality of opportunity and new opportunity for those equipped with different talents.

2.0 Maintenance and Execution

- 2.1 The Governance and Policy Committee must maintain this policy.
- 2.2 The Board Chair and Operations Committee must execute this policy.
- 2.3 Supervisors must inform their employees of and ensure adherence to this policy.
- 2.4 Exceptions to this policy may only be made by a simple majority vote of the Board of Directors.

3.0 Scope

- 3.1 This policy applies to the hiring of any UWSA employee.
- 3.2 Where this policy falls silent, the Employment Standards Act will apply.

4.0 Equal Opportunity Employer

4.1 The UWSA is committed to being an equal opportunity employer and encourages applications from members of traditionally underrepresented communities.

5.0 Hiring Criteria

- 5.1 Preference will be given to UWSA Members (those enrolled in a full-time course load) for the coordinator positions of UWSA services (excluding the Chief Returning Officer).
- 5.2 Every employee must read and fill out the required employment forms in conjunction with their immediate supervisor or the General Manager, encompassing the following information:
 - 1. Signed copy of the employment letter;
 - 2. Copy of the job description;
 - 3. Copy of the applicable By-Laws and policies;
 - 4. Void cheque
 - 5. Payroll forms; and
 - 6. Any other applicable training or access relevant to their position.
- 5.3 An employee cannot hold more than one paid position with the UWSA concurrently.

5.4 A current executive, or an individual who will be employed as an executive during the employment period, cannot hold any other employment position during their tenure within the UWSA.

5.5 A Director of the Board cannot hold an employment position, including a position as a work study, within the UWSA.

6.0 Hiring Procedure

6.1 The Board of Directors is ultimately responsible for, through the striking of hiring committees and delegation to the General Manager, all hiring for the UWSA.

1. The hiring committee must keep official minutes of its business. Copies of the minutes must be sent to the Board Chair, Vice President Finance and Operations and, if necessary, the General Manager for proper review and documentation.

6.2 Staff will be hired according to the following guidelines:

1. The General Manager will be hired by a committee consisting of three (3) to six (6) Board Directors (voting), the President (non-voting) and, if available, the outgoing General Manager (non-voting).
2. The coordinators of UWSA services, as defined within the By-Laws, will be hired by a committee consisting of three (3) to six (6) Board Directors (voting) and the Vice President Student Advocacy (non-voting).
3. The Chief Returning Officer, Board Facilitator, and Board Secretary will be hired by a committee consisting of three (3) to six (6) Board Directors (voting).
4. Any other staff position will be hired by the General Manager, in consultation with the Operations Committee.
5. The General Manager will be a non-voting ex-officio member of every hiring committee for the purpose of providing support and guidance.

6.3 Applications for employment (except student-elected positions) will be posted and collected electronically.

1. All applications must include the following statement of equity: *"The UWSA is an equal opportunity employer and encourages applications from members of traditionally underrepresented communities."*
2. All vacancies will be advertised for at least two (2) weeks.
3. If there is a lack of qualified candidates applying for a vacancy, the hiring committee may determine an appropriate extension period for the application. An extension may occur before or after the application deadline has passed. The committee must notify the candidate of this decision.

6.4 All paid positions, including re-hires, must be posted.

Authority: Initial, Date
President:
Chair:
General Manager:

1. A staff member can be considered for contract renewal/extension on the following conditions:
 1. The incumbent's supervisor has conducted a performance evaluation;
 2. The incumbent's supervisor has recommended the incumbent for contract renewal/extension; and
 3. The applications to the position, including the incumbent's original application, have been reviewed by the hiring committee.
- 6.5 The hiring committee, in conjunction with the General Manager or responsible executive (refer to Section 6.2), is responsible for: (a) determining the number of positions available, (b) reviewing the existing job posting, (c) determining, if necessary, a salary range in accordance with the UWSA budget, (d) setting a deadline for applications, (e) determining the criteria for selecting the successful applicant, and (f) reviewing the interview questions.
- 6.6 Upon the close of the job posting, the hiring committee may itself decide on a shortlist of candidates or choose to receive the executive's recommended shortlist of candidates.
 1. The executive must compile the shortlist of candidates in cooperation with a staff member and provide sound reasoning behind their recommendations.
- 6.7 The hiring committee is responsible for determining its own procedures for the scheduling of interviews. This can be facilitated by the Operations Committee or Board Chair.
- 6.8 Upon the completion of interviews, the hiring committee will decide, by majority vote, the successful candidate(s). The committee will strive for consensus.
 1. Should the committee determine, after the interview process, that none of the candidates meet the required values and qualities of the position, the committee may re-open the application process in accordance with Section 6.3. All applicants who have been interviewed must be notified accordingly.
- 6.9 All hiring is confidential until the contract has been signed by the successful candidate(s) and the candidate(s) has been announced through official UWSA media outlets.
- 6.10 All applicants who have been interviewed for a position will be advised of the outcome of the hiring process.
- 6.11 All new positions are subject to budgetary approval.

7.0 Hiring Procedure for General Manager

- 7.1 The Board of Directors must strike a hiring committee in accordance with Section 6.2 and follow procedure in accordance with Section 6.3-6.7.

1. When striking the committee, the Board must specify in the motion whether the committee has the power to decide or only the power to recommend the successful candidate(s) for General Manager.
 2. If the committee is empowered only to recommend, it will present its recommendation(s) to the Board of Directors, which will decide the successful candidate(s).
- 7.2 Upon the completion of interviews, the hiring committee or the Board of Directors will, in accordance with Section 6.1, decide by majority vote the successful candidate for General Manager.
- 7.3 The hiring decision must remain confidential in accordance with Section 6.9 of this Policy.

8.0 Interview Process

- 8.1 All interviews must be attended by every voting member of the hiring committee.
1. Although every effort should be made to have every voting member present during each interview to maintain a fair process, if a member cannot attend due to illness, scheduling, or other emergencies, then the interview must be recorded and made available to the committee member with the explicit permission of the interviewee.
 2. The recording cannot be distributed, must be deleted after a decision has been made, and a session must be booked with the hiring committee to listen to it.
- 8.2 The hiring committee will convene a meeting before the first scheduled interview to review the interview questions.
- 8.3 Interviews will be conducted in an accessible space with an accessible and separate waiting area. All reasonable accommodation requests by applicants will be met.
- 8.4 Every person interviewed must be asked the same questions and must go through the same interview process.
- 8.5 The hiring committee may use standard or customized questions, depending on the complexity and level of the position, with at least one situational or behavioral question that tests decision-making ability.
1. Interview questions should be aligned to the selection criteria for the position and should gain the maximum information about the candidate's suitability for the position by establishing: (a) how well the candidate meets the selection criteria; (b) how well the candidate fits with the values and culture of the UWSA; and (c) how well the candidate can undertake the responsibilities of the position.

- 8.6 At the end of the interview, the hiring committee will briefly describe the position for which the candidate is being considered, including the time commitment and salary, to ensure the candidate clearly understands the extent of the position.
- 8.7 Questions must not be asked that would violate the candidate's human rights as defined by the Ontario Human Rights Code.
- 8.8 Upon the completion of all interviews, the hiring committee will determine if further interviews are necessary or if it is prepared to reach a decision in accordance with Section 6.8. The hiring committee may schedule second interviews if necessary.
- 8.9 The hiring committee reserves the authority to perform reference checks on any applicant.

9.0 Conflict of Interest

- 9.1 Conflict of interest is defined as the inability of a hiring committee member to reach an impartial decision regarding an applicant due to extenuating personal factors that extend beyond interactions within the UWSA, or as otherwise defined in the By-Laws.
- 9.2 A conflict of interest, including knowledge of, acquaintance, or friendship, with applicants, references or anyone that can influence the hiring process must be declared and noted in the minutes.
- 9.3 This does not inhibit the ability of the committee member to partake in discussion or vote. However, the committee member may voluntarily withdraw themselves from the committee when such a conflict is apparent.
- 9.4 The other committee members may, by a two-thirds majority vote, force an individual to withdraw from the committee when such a conflict is apparent.
- 9.5 If this course of action is taken, it must be recorded in the minutes, and a report must be submitted to the General Manager, President and Board Chair.

10.0 Selection and Offer of Employment

- 10.1 The successful candidate(s) will be extended a formal offer of employment in the form of an employment contract. Every employment contract must include:
1. The term of employment;
 2. Rate of pay (based upon length of service, relevant experience, and approved budget allotments);
 3. Hours of work;
 4. Description of duties;
 5. Probation period; and
 6. Acknowledgment that the employee agrees to abide by UWSA By-Laws, Policies and any other relevant legislation.

10.2 The employee must agree to these terms prior to the commencement of employment.

11.0 Orientation

11.1 Every new employee must receive an orientation session on their employment from their immediate supervisor or the General Manager:

1. Coordinators and hired Officers (i.e. Board Facilitator and Secretary) will receive an orientation session organized by their immediate supervisor (i.e. Vice President Student Life for coordinators and Vice President Finance and Operations for hired Officers).
2. The General Manager will receive an orientation session organized by the Board Chair or the designee(s) of the Board of Directors in conjunction with the designee(s) of the Operations Committee.
3. Any other employee will receive an orientation session organized by the General Manager and, if applicable, the appropriate designee of the Operations Committee.

11.2 This session must include an overview of duties and responsibilities, expectations, relevant UWSA Bylaws and Policies, and any other training required by law.

11.3 The employee is responsible for ensuring sound knowledge of the aforementioned and is assumed to have such knowledge after the completion of the orientation session.

12.0 Probation

12.1 Every employee begins on a probationary period of ninety (90) days from the start date of their employment.

12.2 At the end of the probationary period, a performance evaluation of the employee's work must be conducted by the employee's supervisor:

1. Coordinators are evaluated by the Vice President Student Advocacy or General Manager.
2. Board Facilitator and Board Secretary are evaluated by the Vice President Finance and Operations or General Manager.
3. The General Manager is evaluated by the Board of Directors, in consultation with the President.
4. Any other employee is evaluated by the General Manager.

12.3 The performance evaluation must review such criteria as sufficient fulfillment of duties, any disciplinary measures noted throughout the probationary period, and current progress within the position.

Operational Policy #5

EQUITY COLLECTIVES

APPROVED: February 1, 2018 | EFFECTIVE: February 1, 2018

AMENDED: March 4, 2018

1.0 Purpose

An Equity Collective is a platform by which marginalized students can share common concerns and propose initiatives that can combat oppression, as well as educate the University community and improve the student experience for marginalized communities. This is a safer space empowered by the Board of Directors to serve as a grass-roots think tank and decision-making body.

2.0 Maintenance and Execution

- 2.1 The Governance and Policy Committee must maintain this policy.
- 2.2 The Operations Committee and Board of Directors must execute this policy.
- 2.3 The President and Vice President Student Advocacy will oversee the Equity Collectives.

3.0 Scope

This policy applies to the Operations Committee, Equity Collectives, and Board.

4.0 Creation

- 4.1 An Equity Collective can be created if there is an expressed need identified by a marginalized constituency and a collective does not already exist for that constituency.
- 4.2 The need must be expressed in writing to the Executives, who will then facilitate the collective's creation and ensure it is widely
- 4.3 A terms of reference must be established prior to creation.
 1. The terms of reference must specify the purpose of the collective, the benefit(s) the collective will give to the marginalized constituency or the campus community, and any partnerships with other equity services on campus (i.e. Campus Pride, Womxn's Centre, AfroFest, Office of Human Rights, Equity & Accessibility).

5.0 Membership

Every Equity Collective will consist of:

- 5.1 An elected chair, from among that constituency;
- 5.2 An elected minute-taker, from among that constituency; and
 1. If there is insufficient interest, the Operations Committee will designate a minute-taker.
- 5.3 Students At-Large, who most identify with that constituency.

6.0 Roles & Responsibilities

6.1 CHAIR

The chair will be an elected Collective member. The chair will:

1. Preside at Collective meetings using Robert's Rules as reference;
2. Maintain the collective's "safer space" nature;
3. Attend and participate in anti-oppression and sensitivity training, to be organized by the Operations Committee; and
4. Ensure all discussion items end with a decision, action or final outcome; and
5. Create a semester report to be presented to the Board of Directors.

6.2 In the absence of the chair, another Collective member will be elected for the interim.

Authority: Initial, Date
President:
Chair:
General Manager:

6.3 MINUTE-TAKER

The minute-taker will be an elected Collective member. The minute-taker will:

1. Prepare agendas and issue notices for meetings, ensuring all relevant documentation is attached for the item agenda;
2. Distribute the agenda one day before the meeting;
3. Keep record of minutes;
4. Review minutes with the chair prior to distribution; and
5. Distribute minutes to all Collective members.

6.4 In the absence of the minute-taker, another Collective member will be elected for the interim.

7.0 Meetings

7.1 Prior to each semester, a meeting schedule, outlining the dates, time and location, will be prepared by the chair in consultation with the Executives and released to the campus community through UWSA social media.

7.2 Meetings must occur at least once monthly, but may occur more frequently at the collective's discretion.

7.3 Seven (7) days' notice must be given before any meeting.

1. Notice must be sent to Board Directors and Board Observers and issued on UWSA social media (i.e. Website, Facebook, Twitter, Instagram, Live Feeds if necessary).

7.4 A meeting will be held at the request of any two members.

8.0 Attendance

A Student At-Large will cease to be a member should they fail to attend three (3) meetings in a row, but may rejoin if they are assured they can maintain a renewed time commitment.

9.0 Decisions

9.1 Decisions of this collective will be made by simple majority.

9.2 The Operations Committee and Board of Directors will make best efforts to support and implement the decisions and initiatives of the collective.

9.3 Priority will be given to the collective's voice and representation.

Operational Policy #6

FIRST YEAR COUNCIL

APPROVED: January 25, 2018 | EFFECTIVE: January 25, 2018

AMENDED: N/A

1.0 Definitions

- “Associate Vice President Student Experience” means the University appointee designated to support and promote the student experience.
“First year” means a University student who is enrolled in the first term of their degree program.
- “First Year Representative” means the student representative elected or appointed to represent First Years on the Board, in accordance with UWSA By-Laws and Policies.
- “FYC” means the First Year Council of the UWSA.
- “VP” means Vice President.

2.0 Purpose

The First Year Council has a mandate to:

- 2.1 Give current and future First Year students a direct voice in student politics, as ultimately represented by the UWSA First Year Representative;
- 2.2 Offer insight into events that can generate direct student engagement and improve upon campus life for the first year students' experience;
- 2.3 Engage First Year students during Welcome Week/orientations (e.g. Head Start, Welcome Week, Frost Week, International Students Orientation); and
- 2.4 Assist, through the First Year Representative's ex-officio role on the Services Committee, in planning First Year-specific events throughout the term.

3.0 Maintenance and Execution

- 3.1 The Governance and Policy Committee must maintain this policy.
- 3.2 The Operations Committee and First Year Representative must execute this policy.

4.0 Scope

This policy applies to the Executives, First Year Representative, and Societies.

5.0 Membership

5.1 Membership consists of:

1. UWSA First Year Representative, as chair (ex-officio, voting only in cases of ties);
 2. UWSA Vice President Student Life, as co-chair (ex-officio, non-voting);
 3. UWSA Vice President Student Advocacy (ex-officio, non-voting);
 4. Associate Vice President Student Experience, or designate (ex-officio, non-voting);
 5. International Student Centre Director, or designate (ex-officio, non-voting);
 6. Windsor Inter-Residence Council President (ex-officio, non-voting);
 7. UWSA Residence Representative (ex-officio, non-voting); and
 8. First Year Society Representatives, or 10 At-Large First Year Students (voting).
- 5.2 Should a Society not have an elected First Year representative by October 30th of the academic term, the Society is entitled to appointing their own First Year representative, subject to their own procedures.

- 5.3 Should there be less than ten (10) Society First Year representatives after October 30th, the FYC can appoint a maximum of ten (10) at-large First Year students.

6.0 Roles & Responsibilities

6.1 CHAIR

The council will be co-chaired by the UWSA First Year Representative and VP Student Life.

1. Their role is to be the spokesperson of the FYC, lead and moderate discussions, and implement initiatives upon approval.
2. The First Year Representative moderates and organizes FYC meetings and liaises between the FYC and Board of Directors.
3. The VP Student Life acts as the principal resource and executive support for the First Year Representative and the FYC.
4. In the absence of the VP Student Life, the VP Student Advocacy will co-chair.
5. In the absence of the First Year Representative, the present Executive will chair alone (i.e. the VP Student Life or in their absence, VP Student Advocacy).

6.2 MINUTE TAKER

The minute-taker will be elected among the council. The minute-taker will:

1. Prepare agendas and issue notices for meetings, ensuring all relevant documentation is attached for the item agenda;
2. Distribute the agenda one day before the meeting;
3. Keep record of minutes;
4. Review minutes with the chair prior to distribution; and
5. Distribute minutes to all council members.

7.0 Meetings

7.1 Frequency

The council will meet at least once monthly.

1. A meeting can be called without the chair/minute-taker by any two council members.

7.2 Notice

Seven (7) days' notice should be given before a meeting, unless the council otherwise agrees.

7.3 Orientation

The Operations Committee will organize an orientation session for the first meeting of the FYC.

1. This orientation session will include the essentials of Robert's Rules of Order, a guide to minute-taking, and an overview of the council's purpose and procedures.

8.0 Rules of Procedure

8.1 The council will operate according to Robert's Rules of Order.

8.2 The council will strive to operate on a consensual basis in order to do the most good for the most students.

8.3 Decisions made in the best interests of the FYC should be respected, regardless of differing opinions from executive or administrative personnel. All efforts should be made to prioritize the voice and leadership of first year representation on the FYC. This, however, excludes decisions that are impractical to implement or that would violate existing UWSA By-Laws or Policies or compromise the integrity of the UWSA.

8.4 Decisions of the FYC will be implemented by the Executives.

9.0 Stakeholder Relationship

9.1 The FYC is supported by UWSA Executives and University services, including the Office of Student Experience, International Student Centre, Student Success and Leadership Centre, and Residence Services (i.e. Windsor Inter-Residence Council).

9.2 A governance meeting of the above bodies will be held every semester for the purposes of:

1. Reviewing the performance and structure of the FYC;
2. Ensuring the viability of the FYC; and
3. Ensure ongoing communication/collaboration between the bodies.

Operational Policy #7

PRESIDENTS' COUNCIL TERMS OF REFERENCE

APPROVED: January 25, 2018 | EFFECTIVE: January 25, 2018

AMENDED: N/A

1.0 Definitions

Unless otherwise defined,

- "Member Society" means a faculty or constituency-based society of the UWSA; and
- "VP" means Vice President of the UWSA.

2.0 Purpose

The Council of Society Presidents, or Presidents' Council, is a Standing Committee, acting as the representative body of Societies of the UWSA. The council serves as a bridge of communication and collaboration between and among societies and the UWSA. It acknowledges the need to ensure effective and efficient cooperation with the student leaders that are most directly involved in their faculties and constituencies. These Terms of Reference outline the vision, scope, stakeholders, roles and responsibilities, resources, meeting schedule, and structures. To that end, the council has a mandate to:

- 2.1 Work towards building a strong and collaborative campus through having honest and open dialogue (i.e. asking the hard questions and accepting the tough answers), fostering trusting relationships, and building pride and unity within the student body;
- 2.2 Provide a platform for the Member Societies to share concerns or recommendations about UWSA services, events and initiatives;
- 2.3 Create and initiate strategies on issues brought forth by the Students and UWSA;
- 2.4 Support and hold accountable the mandate of the UWSA--service, representation and advocacy; and
- 2.5 Report to the Board of Directors once every semester.

3.0 Maintenance and Execution

- 3.1 The Governance and Policy Committee must maintain this policy.
- 3.2 The Operations Committee and Member Societies must execute this policy.

4.0 Scope

This policy applies to the Operations Committee and Member Societies.

5.0 Membership

- 5.1 The council consists of:
 1. The President or designate, as chair (ex-officio, non-voting);
 2. The Vice President Finance & Operations, or designate (ex-officio, non-voting); and
 3. One president from each Member Society, or their designate (voting).
- 5.2 In cases where a society is inactive (i.e. has no elected executive team), the respective UWSA faculty representative will represent their constituents until that status is removed.
- 5.3 In the absence of a society president, their designate must be an executive member from their society.
- 5.4 In the absence of the President or VP Finance and Operations, the designate will be the VP Student Advocacy.
- 5.5 In the absence of both the President and VP Finance and Operations, the President's designate will be the VP Student Advocacy (as chair), and the VP Finance and Operations' designate will be the VP Student Life (as a secondary resource).

5.6 Staff and Directors of the UWSA can be invited to attend on a required basis, but will not hold voting rights.

6.0 Term

6.1 The council has a term starting May 1st of each year and ending April 30th of the following year.

7.0 Governance

The council exists as a way for the UWSA to strengthen its relationship with its Members, and that entails both rights and responsibilities.

7.1 The Board of Directors should not dictate actions of the council, but will make sure that the council is complying with UWSA By-Laws, Policies, these Terms of Reference and is working towards strengthening the end goals of the UWSA.

7.2 Decisions of the council are not binding on the UWSA Executives, Board, or staff. Only officially passed motions of the Board of Directors are binding.

7.3 All council motions require the support of a simple majority.

8.0 Roles & Responsibilities

8.1 CHAIR

The chair is the President or their designate. The chair will:

1. Preside at council meetings using Robert's Rules as a reference;
2. Ensure all discussion items end with a decision, action or final outcome; and
3. Create a semester report to be presented to the UWSA Board of Directors.

8.2 MINUTE-TAKER

The minute-taker will be administrative staff appointed by the chair. The minute-taker will:

1. Prepare agendas and issue notices for meetings, ensuring all relevant documentation is attached for the item agenda;
2. Distribute the agenda one day before the meeting;
3. Keep record of minutes;
4. Review minutes with the chair prior to distribution; and
5. Distribute minutes to all council members.

8.3 MEMBERS

The council members will:

1. Attend all council meetings;
2. Actively participate in council discussions;
3. Review agendas, minutes, information, reports, etc. in advance of the meeting in order to make informed decisions;
4. Add items to the agenda as needed, by informing the chair;
5. Share ideas on new initiatives being undertaken by the constituency;
6. Represent their constituents;
7. Respect the individual roles of Member Societies, the UWSA Executives and Board; and
8. Support the purpose of the council and mandate of the UWSA.

9.0 Meetings

9.1 Council meetings must take place at least once monthly.

9.2 Seven (7) days' notice should be given before a meeting, unless the council otherwise agrees.

Authority: Initial, Date

President:

Chair:

General Manager:

Operational Policy #8

LAPTOP LOANER SERVICE

APPROVED: February 1, 2018 | EFFECTIVE: February 1, 2018

AMENDED: N/A

1.0 Definitions

Unless otherwise prescribed in the By-Laws or Policy,

- “Administrator” means the person or entity who is in fact administering the service to the student user, as may be determined by separate agreement;
- “Loaner agreement” means the signed contract, as prescribed by the UWSA, between the user and UWSA;
- “User” means the University of Windsor student who is the signatory on the laptop loaner agreement.

2.0 Purpose

Laptops have become an essential component of the educational experience, offering students the ability to communicate with educators and other classmates through email, take notes on word processing programs and use educational software (e.g. Blackboard) to check on assignments and grades. However, laptops can be expensive (ranging up to \$2,000), so many students remove the expense from their budget; consequently, this can reduce the efficiency of their learning process. Despite the available alternative avenues, the UWSA believes in ensuring every student has fair, equitable and accessible education. Therefore, the Laptop Loaner Program (“this service”) is established as a UWSA service to students. This service provides students with the opportunity to attain overnight short-term computer access by offering borrowable laptops for use within and outside the university.

3.0 Maintenance and Execution

- 3.1 The Governance and Policy Committee must maintain this policy.
- 3.2 The Operations Committee must execute this policy.

4.0 Scope

This policy applies to any administrator or user of the Laptop Loaner Service.

5.0 Service Provider

This service will be operated by the UWSA and administered by the UWSA or other entity (“the administrator”) as decided upon by separate agreement.

6.0 Eligibility Requirements

- 6.1 This service is available to all University of Windsor students.
- 6.2 A user can be revoked from using this service by an administrator, for significant outstanding fees or equivalent damages, and will be considered ineligible for the service for the remainder of the semester.

7.0 Checkout Procedure

In order to borrow (“check out”) a UWSA laptop, the following will apply:

- 7.1 The user must present a valid University of Windsor student identification card at the time of checkout.
- 7.2 The user must sign the loaner agreement.

1. This agreement will outline the responsibilities, liabilities and potential consequences for the user, clearly stating that the user assumes full financial responsibility for the laptop.
2. This agreement can be signed only by eligible users.
- 7.3 A user is permitted to check out only one laptop at a time.
- 7.4 The maximum checkout period for a laptop is twenty-eight (28) days within an academic term. This restriction can be modified or removed if the Operations Committee determines a need to increase the usage period.
- 7.5 Laptops are available on a first-come, first-served basis.
 1. Laptops cannot be booked or reserved in advance.

8.0 Returning Procedure

- 8.1 The user is responsible for the safe and timely return of the laptop to the administrator or be subject to the consequences as outlined in the loaner agreement.
- 8.2 The user must have all personal data on the laptop backed up to a storage source (e.g. the cloud, exterior hard drive, USB, etc.) prior to return.
 1. No accommodations will be made for data recovery once the laptop is returned.
- 8.3 Upon receipt of the laptop, the administrator must ensure that the laptop is reimaged and all data is erased in preparation for the next user.

9.0 Separate Agreement

- 9.1 The UWSA may enter into a separate agreement with an outside entity ("administrator") in order to ensure the delivery of this service.
- 9.2 This agreement must be approved by the Board of Directors and executed by the Operations Committee.



Procedural Policy

Authority: Initial, Date
President:
Chair:
General Manager:

Procedural Policy #1

BOARD ORIENTATION POLICY

APPROVED: November 23, 2017 | EFFECTIVE: November 23, 2017

AMENDED: N/A

1.0 Purpose

The purpose of this policy is to create a formal onboarding process for new Directors with the overall goal of ensuring a smooth and efficient transition into their new roles upon election. Additionally, this policy gives the Executives and Chair of the Board (in operational and leadership roles, respectively) the ability to learn about every Director's passions and goals and subsequently offer opportunities for professional growth and development.

2.0 Maintenance and Execution

- 2.1 The Governance and Policy Committee must maintain this policy.
- 2.2 The Operations Committee and Chair of the Board must execute this policy.

3.0 Scope

This policy applies to the Board Chair, Operations Committee, and Board of Directors.

4.0 Orientation Meetings

- 4.1 Directors will receive training, ongoing support and professional development in a series of orientation meetings, including:
 1. Board orientation session (held in June and October/November)
 2. A one-on-one introductory meeting (within 2 weeks of a Director's term); and
 3. Quarterly follow-up meetings (within 60 days of a Director's term and then every 3 months).
- 4.2 Orientation meetings will be organized and scheduled jointly by the Board Chair and Operations Committee.
 1. Board orientation will take place in (a) June for the Directors elected from the General Election, and (b) October/November (whichever is deemed best) for the Directors elected at the By-Election.
 2. The introductory meeting and follow-up meetings should take place at a time when the Director is available.

5.0 Mandatory Attendance

- 5.1 Board Directors are required to attend at least one Board orientation session, an introductory meeting, and a follow-up meeting.
- 5.2 A Director will only be excused from a meeting for an absence allowed by the Board Attendance Policy (refer to Section 4.0 of the Board Attendance Policy).
- 5.3 Should a Director be unable to attend, for any reason, they must send their regrets in advance to the Board Chair or President and arrange an alternative date.

6.0 Board Orientation

- 6.1 The Operations Committee and Board Chair will organize a training session at a regularly or separately called meeting of the Board. The purpose is:
 1. To familiarize new Board members with the organization and with the Board's responsibilities, and give a clear indication of who to approach for information when they have questions;
 2. To ensure that new members understand their legal duties as individual Board members; and

Authority: Initial, Date
President:
Chair:
General Manager:

3. To build a working relationship among Board members that promotes ongoing support and enables them to come to an agreement on how they will carry out their work.
- 6.2 Whether on the day of orientation or at another available time, the Operations Committee will organize a tour of the UWSA office, introducing Board members to key staff, volunteers, executive offices, any specially designated space (e.g. a Board office), and whom to use as their point of contact for whichever matter.

7.0 Introductory Meeting

- 7.1 A one-on-one introductory meeting will be organized jointly by the Board Chair and President (or designate of the Operations Committee) with each Director.
1. The introductory meeting for each Director must be held within two (2) weeks of the start of their term.
- 7.2 The introductory meeting will have a rigorous multi-fold purpose:
1. To provide comprehensive knowledge of UWSA By-Laws, policies, and standing resolutions;
 2. To give an understandable overview of the organization's internal governance structure;
 3. To provide thorough knowledge of the functions of the Board of Directors as a body and the role of the Director's specific position within the Board;
 4. To prepare the Director with the knowledge and readiness for their legal, governance and financial obligations to the Board and the Corporation;
 5. To highlight the Board's strategic priorities, goals and objectives;
 6. To introduce the Board Orientation Manual to the Director, if such was not already done;
 7. To answer any questions in relation to the Director's role;
 8. To ascertain and understand the individual talents and goals of the Director; and
 9. To determine how to best provide the Director with opportunities for growth and professional development within their term.

8.0 Follow-up Meeting

- 8.1 Follow-up meetings to the introductory meeting will be organized jointly by the Board Chair and President (or designate of the Operations Committee) with each Director.
1. The first follow-up meeting for each Director must be held within sixty (60) days of their introductory meeting.
 2. Subsequent follow-up meetings must be held at least once every three (3) months until the end of the term.
- 8.2 Follow-up meetings will focus on each Director's ongoing progress and development with the goal of providing moral support and professional guidance.
1. At the first follow-up meeting, the Director will be asked to self-evaluate any persistent challenges.
 2. In response, the Board Chair and President will create a personalized action plan based on any identified challenges to promote personal growth and use subsequent follow-up meetings to monitor their progress.

Procedural Policy #2

BOARD MEETING PROCEDURES

APPROVED: March 24, 2016 | EFFECTIVE: March 24, 2016

AMENDED: N/A

1.0 Purpose

The purpose of this policy is to set forth the requirements and proper format of Board meeting procedures.

2.0 Maintenance and Execution

- 2.1 The Governance and Policy Committee, and the Vice President Finance and Operations, are responsible for the maintenance of this policy.
- 2.2 The Board Chair or Board Facilitator must execute this policy.

3.0 Standing Orders

- 3.1 Board proceedings shall be governed by Robert's Rules of Order, except as amended by the By-Laws.
- 3.2 The agenda shall consist of the following:
 - 1. Chair's business;
 - 2. Approval of the agenda;
 - 3. Approval of the minutes;
 - 4. Presentations to the Board;
 - 5. Reports;
 - 1. Executive reports
 - 2. Committee reports
 - 3. Senate reports
 - 6. Unfinished business;
 - 7. Proposals/proposed motions;
 - 8. New business; and
 - 9. Question period.
- 3.3 After all business arising from the agenda has been dealt with, the Board shall consider Other Business.
- 3.4 There shall be a half-hour (1/2) time limit on each motion or item of business without motion. This limit may be extended by a majority vote of all those present and voting.
- 3.5 No Board meeting shall extend past six (6) hours, unless extended by a majority of all those present and voting.

4.0 Speakers' List

- 4.1 The Chair shall keep a list of those who wish to speak and recognize them in order.
- 4.2 The Chair will put a speaker on the list for a given question only twice.
- 4.3 If a speaker passes when recognized by the Chair, the speaker drops to the bottom of the Speakers' list. The pass does not count as if the speaker had spoken.
- 4.4 Gender parity shall be followed.

5.0 Voting

- 5.1 The results of all votes shall be recorded in the minutes.
- 5.2 Board members may vote "IN FAVOUR" or "AGAINST" or choose to "ABSTAIN" from voting.
- 5.3 There shall be a roll call vote on any question, at the request of any member of the Association.
- 5.4 There shall be a secret ballot:

Authority: Initial, Date

President:

Chair:

General Manager:



1. Where required by the policies or By-Laws;
 2. In staff related matters; and
 3. Upon request by any member of the Association, subject to Board approval by two-thirds (2/3rd) majority of those present and voting.
- 5.5 In a secret ballot, only the Chair, Board Facilitator, Secretary, or staff member/non-voting member or any member approved by the Board may count the ballots. Only whether the motion passes or fails, or the name(s) of the winner(s) shall be released to the Board and recorded in the minutes. Unless the By-Laws provide otherwise, only the following results shall be released to the Board and recorded in the minutes: the winner(s) of votes, and the passage or failure of the motion.

Procedural Policy #3

BOARD MEETING MINUTES

APPROVED: March 24, 2016 | EFFECTIVE: March 24, 2016

AMENDED: N/A

1.0 Purpose

The purpose of this policy is to establish the requirements and proper format of Board minutes.

2.0 Maintenance and Execution

2.1 The Governance and Policy Committee is responsible for the maintenance of this policy.

2.2 The Secretary must execute this policy.

3.0 Content of Minutes

3.1 Board meeting minutes must include the following:

1. Summary page of all resolutions;
2. Agenda as proposed;
3. Date and location of the meeting;
4. Time of Call to Order;
5. Names of attending Board members, including Board members attending via teleconference;
6. Note of attending Board members and Officers who arrived more than fifteen (15) minutes after the Call to Order;
7. Names of the Chair and Secretary (the Officers hired as Board Chair and Board Secretary or any substitutes serving for the majority of the meeting);
8. Names of other attending Officers, Coordinators, and Staff;
9. Items of business as dealt with;
10. Key issues raised during the debate of each item of business;
 1. Names shall be included unless requested to be omitted at approval or beforehand.
 2. An individual may submit to the chair to have their name omitted at approval or beforehand.
 3. Once approved, names may not be omitted unless reapproval is motioned.
11. All rulings by the chair;
12. All motions put to the floor;
13. All resolutions by the Board;
14. Time of adjournment;
 1. The Vice President Finance and Operations will keep an electronic template of proper minute format. A copy of this form may be found as Appendix A.

3.2 Resolutions by the Board must include the following:

1. Name of mover;
2. Name of seconder;
3. Any declarations of a conflict of interest;
4. Where a motion requires more than a majority, indication of that required threshold;
5. Indication of whether the motion carries or fails; and
6. The names of any members requesting noted abstentions or dissents.

3.3 Any additional information of a grammatical or non-material nature may be included or omitted from the minutes at the discretion of the Board Chair.

Authority: Initial, Date
President:
Chair:
General Manager:

4.0 Approval and Documentation of Minutes

- 4.1 At the following Board meeting, the Board Secretary must submit to the Board the minutes of the previous Board meeting.
 1. Where the duration in time between Board meetings is too short, or extenuating circumstances arise of such significance, the Board may defer the approval of the minutes until a future meeting.
 2. A motion to defer the minutes must be passed by a two-thirds (2/3rd) majority.
- 4.2 The minutes must be approved by the Board in order to be considered official.
 1. This does not preclude the Board or any individual or body directed by the Board from taking action based on the decisions during a meeting prior to the adoption of the minutes, unless specifically directed otherwise by the Board.
- 4.3 The official minutes must be entered into the Official Record by the Vice President Finance and Operations, promptly after their approval.
- 4.4 The approved minutes must be uploaded to the UWSA website within two (2) weeks upon approval by the Board of Directors.

Procedural Policy #4

BOARD ATTENDANCE

APPROVED: March 24, 2016 | EFFECTIVE: March 24, 2016

AMENDED: October 20, 2016; March 16, 2017; November 23, 2017; January 11, 2018

1.0 Definitions

- “Chair” means the Chair of the Board or the chair for the applicable meeting.
- “Meeting time” means the specified time provided in the notice for the meeting.
- “Term Excusal” means a resolution of the Board approving a Director’s absence from regularly scheduled Board or committee meetings for the term.

2.0 Purpose

The successful representation of the UWSA Membership at the Board level is vested in the meaningful and active participation of every Director and Executive. This policy supplements By-Law 105, ensuring accountability for attendance while affording flexibility for academic and personal wellbeing.

3.0 Maintenance and Execution

- 3.1 The Governance and Policy Committee must maintain this policy; and
- 3.2 The Board Secretary and Chair or Facilitator must execute this policy.

4.0 Scope

- 4.1 This policy applies to duly-called meetings of the Board or Committees of the Board for Directors and Executives of the UWSA. Meetings, for the purposes of this policy, include any Board or Committee meeting called with prior seven (7) days’ notice.

5.0 Board Meeting Schedule

- 5.1 A schedule of meeting dates for the Board must be determined, in consultation with and based upon the availability of the Board and Executives, according to the following schedule:
 1. Fall Semester dates must be determined by September 1st of that term.
 2. Winter Semester dates must be determined by December 1st of that term.
- 5.2 The Board Chair and President will be responsible for the collecting of availability for Board meetings and distribution of the schedule.

6.0 Attendance Status

- 6.1 A Director or Executive’s attendance status at any meeting will be defined as one of the following:
 1. Present;
 2. Late;
 3. Absent; or
 4. Absent – excused.
- 6.2 A Director or Executive who is present at a meeting at the time it is called to order will be marked as “present” in the official meeting minutes.
- 6.3 A Director or Executive who arrives more than fifteen (15) minutes, but before three (3) hours, after the meeting time, will be marked as “late” in the official meeting minutes.
 1. After three (3) strikes, the Chair will notify the Board and further disciplinary action can be taken as per the By-Laws.

- 6.4 A Director or Executive who is not present or arrives more than three (3) hours after the meeting time will be marked as “absent” in the official meeting minutes.
1. After three (3) consecutive absences or a total of five (5) absences, the Director will be deemed to resign.
- 6.5 A Director or Executive who is “absent” for any reason excused by this policy will be marked as “absent – excused” in the official meeting minutes.

7.0 Excusable Absences

- 7.1 A meeting cannot be counted against a Director or Executive under any of the following provisions:
1. if the Director or Executive has a midterm or exam within twenty-four (24) hours after the starting time of the meeting as stated in the notice;
 2. if the Director or Executive is on bereavement leave, it shall adhere to the following with proper documentation:
 1. immediate family shall be four (4) days, and
 2. extended family shall be three (3) days.
 3. If the Director or Executive has a personal emergency (i.e. for academic, social, or mental wellbeing) or family emergency (i.e. for any event unrelated to bereavement), it shall adhere to the following:
 1. Personal emergency will be four (4) days, and
 2. Family emergency will be three (3) days.
 4. if the Director or Executive is at a work-related conference associated with the Canadian Federation of Students (CFS), at a national or provincial level, or the Canadian Organization of Campus Activities (COCA) National's meeting;
 5. if the Director or Executive is able to produce a doctor's note justifying their absence; or
 6. if the Director or Executive has been called for jury duty.
- 7.2 The Board may grant a Term Excusal for a Director who is unable to attend regularly scheduled Board or committee meetings. A Term Excusal can only be granted to a Director who is enrolled in a course that is required for the completion of their degree program and is not offered at another time.
1. A motion for a Term Excusal must be submitted by the Board meeting date before the relevant course add/drop date.
 2. A Director must provide the Board with sufficient supporting documentation outlining the basis for a Term Excusal request, including a digital copy of the specific course requirement within the degree audit.
 3. The Board will decide on a Term Excusal request for a Director by simple majority vote on a case-by-case basis, subject to verification of the requirements listed in Section 7.2.2. with the University Registrar's Office. The Board reserves the right to excuse the requirement of Section 7.2.1 in extenuating circumstances as determined by the Board.

8.0 Teleconference Provisions

- 8.1 A Director or Executive is only able to participate in a Board meeting via teleconference for a maximum number of three (3) times, excluding summer months (May – August).
1. This restriction does not apply to a Director partaking in cooperative education for the semester, in which case they will be permitted to teleconference for the duration of the cooperative semester. Upon the end of the cooperative semester, the restriction clause of Section 8.1 will apply.
- 8.2 There must be a designated method of teleconference assigned by the Chair or

Operations Committee that is stated in the Board meeting notice.

8.3 Notice must be given to the Chair of the Board by the Director or Executive stating their intention of joining the Board meeting via teleconference at least twenty-four (24) hours prior to the meeting time set out in the Board meeting notice.

8.4 A Director or Executive is not permitted to change their means of participation during a Board or committee meeting (i.e. from physical presence to teleconference or vice-versa).

9.0 Board Training Attendance

9.1 Every Director must attend at least one Board training session in accordance with the Board Orientation Policy, to be organized by the Operations Committee.

9.2 In the event of an absence in accordance with Section 7.1 of this policy, the Director can be excused from the scheduled Board training session and an alternate date must be arranged.

10.0 Documentation

A document containing the accumulated meeting absences and late arrivals for every Director/Executive will be kept on a securely shared Drive and available to all Directors/Executives.

Procedural Policy #5

IN-CAMERA MEETINGS

APPROVED: April 5, 2018 | EFFECTIVE: April 5, 2018

AMENDED: N/A

1.0 Definitions

Unless context provides otherwise,

- *Board* means the UWSA Board of Directors;
- *Chair* means the Board Chair, Facilitator or other approved individual chairing a meeting of the Board;
- *Board Chair*, or *Chair of the Board* means the Director who is elected among the Board of Directors, as defined within the By-Laws, to individually represent and guide the Board as a collective body;
- *Director* means a voting member of the Board of Directors;
- *Executive* means the President or Vice President of the UWSA;
- *Facilitator* means the position hired to facilitate meetings, as defined within the By-Laws;
- *General Manager* means the human resources position for the UWSA;
- *In-camera session* means any confidential session or meeting of the Board, as per this policy;
- *Minute-taker* means the Secretary of the Board, as defined in the By-Laws; or
- *President* means the President and CEO of the UWSA.

2.0 Purpose

By-Law 60 supplements that the Board can enter into an *in-camera* session when it determines a matter to be confidential. *In-camera* sessions have a legitimate purpose but their use should be limited. Since *in-camera* sessions restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary. This policy outlines the regularity of *in-camera* sessions and the reasons for which the Board can choose to enter an *in-camera* session.

3.0 Maintenance and Execution

- 3.1 The Governance and Policy Committee must maintain this policy.
- 3.2 The Chair of the Board must execute this policy.

4.0 Scope

This policy applies to the Board of Directors and all participants at a meeting of the Board.

5.0 Scheduling

- 5.1 *In-camera* sessions are regularly scheduled to follow all public Board meetings.
- 5.2 *In-camera* requests should be communicated to the Facilitator/Minute-taker at least forty-eight (48) hours before the Board meeting in order to be added to the *in-camera* agenda.

6.0 Reasons for *In-camera* Sessions

- 6.1 Confidentiality is intended to achieve one or more of the following purposes:
 - 6.1.1 Protect the organization, its operations, economic interests, and delivery of its mandate from harm that could result from the release of certain information;
 - 6.1.2 Protect individuals when the release of certain information would be an unreasonable invasion of their personal privacy; and
 - 6.1.3 Protect the business interests of third parties.

Authority: Initial, Date
 President:
 Chair:
 General Manager:

- 6.2 *In-camera* sessions should be considered when the following subject matter is to be discussed (or where otherwise required by law):
- 6.2.1 Personnel matters about any identifiable individual, including any employee, Director or Member of the UWSA;
 - 6.2.2 Internal Board governance matters;
 - 6.2.3 Management performance;
 - 6.2.4 Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
 - 6.2.5 Litigation or potential litigation; or
 - 6.2.6 The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

7.0 Access to *In-camera* Sessions

- 7.1 Every Director has the right to attend an *in-camera* session, whether in-person or by electronic means (i.e. teleconference or videoconference). However, electronic participation is subject to the Board's assurance of the following: (1) the privacy of the space; (2) that the Director is the only individual present in the room; and (3) no recording devices are active.
- 7.2 Other attendees, such as Board Facilitator, Executives, General Manager, Board Observers, or legal counsel, can be admitted into an *in-camera* session by direction or resolution of the Board.
- 7.3 The Board has sole discretion as to who can be present at an *in-camera* session.

8.0 Agenda and Minutes of *In-camera* Sessions

- 8.1 Decisions that are made in an *in-camera* session and when appropriate the factors considered in determining to hold a discussion *in-camera*, must be recorded in separate Minutes, as per the Board Minutes Policy.
- 8.2 The Minutes should provide a summary of the discussion, reflecting that the Board deliberated before making a decision, and must not be verbatim transcripts.
- 8.3 Minutes should only be shown to those who participated in the meeting and after their approval must be kept confidential and separately along with any materials considered as part of the *in-camera* session.
- 8.4 The Minute-taker will keep or cause to be kept a record of *in-camera* Minutes and ensure the following:
- 8.4.1 Minutes are password-protected;
 - 8.4.2 Stamped or marked as "Confidential" on each page;
 - 8.4.3 Properly documented with the Board Chair (not Facilitator), President, or Finance Manager (when related to financial decisions), as appropriate;
- 8.5 Printed *in-camera* agenda and minutes should be shredded immediately after the session.
- 8.6 Access to *in-camera* Minutes is limited to Directors, whether present or not present at an *in-camera* session. This can be facilitated by the Board Chair or, if appropriate, the President.
- 8.7 Any request for access to *in-camera* Minutes by any non-Director should be directed to the Board Chair and President, who will consult among each other before access can be granted to the Minutes.
- 8.8 *In-camera* Minutes can be made retroactively public, otherwise known as "expunged," by introducing a motion to the Board that specifies which parts of the *in-camera* session are to be publicly documented.

9.0 Proceedings

In-camera sessions will take place as follows:

- 9.1 *Public Agenda:* At each regular meeting of the Board, the agenda should include an *in-camera* session.
- 9.2 *Moving and leaving in-camera:* The Board requires a resolved motion to move into and leave an *in-camera* session.
- 9.3 *In-camera Agenda:* A separate agenda for scheduled *in-camera* sessions will be prepared by the chair or minute-taker and circulated to the participants of the *in-camera* session. The first item of business at the *in-camera* session will be to approve this agenda. The *in-camera session* will be restricted to items on this approved agenda.
- 9.4 *Role of the chair:* Care must be exercised by the chair to ensure that *in-camera* sessions remain focused on appropriate items and do not digress into areas that should be discussed in the presence of the President or General Manager. The chair must exercise their authority to determine the appropriateness and relevance of issues raised *in-camera*, and to provide opportunities for all Directors to contribute meaningfully to the discussion.
- 9.5 *Behavioural Concerns:* When an *in-camera* agenda item relates to concerns about the behaviour of a Director, Executive or General Manager, the person whose behaviour is being discussed will be present to hear the concerns and respond to them. Only then may the person whose behaviour is being discussed be asked to leave the room.
 - 9.5.1 In extraordinary situations, such as when the person’s knowledge of the Board’s concern may compromise a Board investigation, the Board may permit itself to discuss a concern without the person’s knowledge. The Board, through the Board Chair, must take great care to ensure that such a person is informed of the concern and given an opportunity to respond to it, as early as possible.
- 9.6 *Voting:* Voting on items during an *in-camera* session of the Board is subject to the Board Meeting Policy.
- 9.7 *Approved Motions:* Board decisions must always be recorded in public minutes, as per the Board Minutes Policy, in order to provide a legal record and audit trail. Separate notes taken by the chair or a Director do not constitute a legal record as they are not approved. Directors, other than the chair, should not keep personal notes from *in-camera* sessions.
- 9.8 *Debriefing:* With the aim of ensuring a transparent relationship between the Board and operations, after each meeting the Board Chair will, as far as is appropriate under the circumstances, inform the President of the outcome, but not necessarily the details, of any *in-camera* session held in the President’s absence.

10.0 Breach of Confidentiality

- 10.1 Directors, Executives and the General Manager are legally bound to confidentiality by virtue of their fiduciary duty, signed confidentiality agreements, and, in the case of employees, the confidentiality clauses of their contracts.
- 10.2 Should there be an allegation of breach of confidentiality, the principles of natural justice will be followed, prioritizing presumption of innocence before guilt.
 - 10.2.1 The Director, Executive or UWSA employee must be given a reasonable opportunity to be heard before any decision is implemented, with Directors and Executives being subject to the procedure of By-Law 105 and all parties subject to other applicable By-Laws and policies.
 - 10.2.2 Depending on the severity of the breach, the Board may, at all times subject to the By-Laws and policies, resolve to discipline the Director, Executive or Employee by implementing any of the following: censure, suspension, forced resignation, or criminal charges.

Procedural Policy #6

ELECTRONIC VOTING POLICY

APPROVED: April 5, 2018 | EFFECTIVE: April 5, 2018

AMENDED: N/A

1.0 Definitions

For the purposes of this policy,

- “Electronic Voting” means voting conducted by email or any other electronic medium, as agreed upon by the Board, that allows for voting to be securely and confidentially documented.
- “Minute-taker” means the Minute-taker of the Board of Directors.

2.0 Purpose

The current By-Laws allow Board members to attend meetings in person or by electronic means (teleconference) but do not contain provisions for electronic voting at those meetings. This policy establishes guidelines for the use of electronic voting with regards to the decision-making authority of the Board of Directors and its Committees. This policy is not meant to encourage or condone the use of electronic voting. This procedure should be used only in time-limited situations or exceptional circumstances. It is not acceptable for its use to become routine or common practice.

3.0 Scope

This policy applies to the UWSA Board of Directors and its Committees.

4.0 Maintenance and Execution

- 4.1 The Governance and Policy Committee must maintain this policy.
- 4.2 The Board of Directors and its Committees must execute this policy.

5.0 Procedure

5.1 Rationale

At the discretion, or with the consent, of the Board Chair, and for matters of: (a) an urgent nature, (b) time-sensitive matters, (c) where it would be more expeditious to do so, or (d) when it is not feasible for the Board to meet in person or via teleconference, electronic voting may be used to help facilitate decisions of the Board in accordance with the following provisions.

5.2 Sufficient Information

In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that Directors are provided with sufficient background materials and adequate documentation to support the request for a decision.

5.3 Group Email

All communication will be shared as a group email with all Directors copied on correspondence including questions, responses and general commentary. All Directors will select “reply all” when providing comments so that these will be shared simultaneously with all Directors and a record will be kept of the email exchange.

5.4 Motion

If a resolution is required, the Board Chair or, if authorized by the Board Chair, the Minute-taker can conduct an electronic vote of the Directors. A clear rationale will be given to the Directors to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for the Board's consideration. Respondents will be asked to vote upon the resolution.

5.5 Discussion

In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Directors will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each Director (i.e. allow each person to register their vote).

5.6 Amendments

Amendments to the original motion should be handled by the Chair during the discussion and the same protocol as would be used in an in-person meeting should be used to make them part of the final motion on which the vote is to be taken.

5.7 Approval

The resolution will be deemed to have been approved only if, by the end of the time period specified, the Board Chair or Minute-taker has received approval responses from a majority of voting Directors.

5.8 Non-response

Non-response to an electronic vote will be considered an abstention. Voting records will be kept.

5.9 Same Force and Effect

A resolution approved by electronic voting, permitted by the Board Chair and passed by a majority of voting Directors, will have the same force and effect as a resolution passed at a regularly constituted meeting of the Board.

5.10 Minutes

The Board Minute-taker will prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions. The document will be ratified into the Minutes at the next Board meeting.

5.11 Request for Deferral

If any Director wishes to request that voting on a particular issue be at a regular meeting and not via email, they should inform the Board Chair prior to the end of the voting period, which would end the voting and the motion would be deferred to an in-person vote.