

EXECUTIVE PROCEDURES

Valid as of March 15, 2013
Kwantlen University College Student Association

TABLE OF CONTENTS

PROCEDURE I. ADVANCED PLANNING PROCEDURE..... 5

Part A – Instructions for Creation of a First Strategic Plan..... 5

Part B - Annual Update of the Strategic Plan..... 6

PROCEDURE II. ADVERTISING PROCEDURES AND POLICIES 9

Article 1 Definitions 9

Article 2 General Provisions 9

Article 3 Sales Persons and Advertising Contracts..... 9

Article 4 Advertising Rates 10

Article 5 Miscellaneous Provisions 10

Article 6 Important Current KSA Policy that may affect Advertisers..... 10

Article 7 Authority for a Preferred Partners Program..... 10

Article 8 Compensation for Sales Persons 10

PROCEDURE III – CAMPUS GROUPS..... 11

Article 1 – Purpose of Campus Groups 11

Article 2 – Relationships with Campus Groups 11

Article 3 – Campus Group Formation 11

Article 4 – Responsibilities of Clubs..... 12

Article 5 – Responsibilities of the Kwantlen Student Association..... 13

Article 6 – Non-Monetary Support for Campus Groups..... 13

Article 7 – Club Standing and Dissolution..... 14

PROCEDURE IV. DOCUMENT CONFIDENTIALITY INDEX PROCEDURE..... 15

Level 1 – Open Access 15

Level 2 – Sensitive..... 15

Level 3 - Confidential/Privileged 15

Level 4 – Special Confidential/Privileged	15
Level 5 – Human Resources.....	16
PROCEDURE V. EVENT ATTENDANCE PROCEDURE.....	17
Article 1: Background.....	17
Article 2: For-Profit Organization Attendance Procedure.....	17
Article 3: Non Profit Organization Event Attendance Procedure	18
PROCEDURE VI. EVENT PLANNING PROCEDURE.....	21
PROCEDURE VII. FUNDRAISING PROCEDURE.....	23
Article 1: Purpose of Fundraising	23
Article 2: Definitions	23
Article 3: Primary Fundraising Efforts	23
Article 4: Secondary Fundraising Efforts	24
Article 5: Direction and Use of Funds Raised.....	25
PROCEDURE VIII. HIRING PROCEDURE	27
Article 1: Job Description and Qualifications.....	27
Article 2: Senior Full-Time KSA Positions.....	27
Article 3: Junior Full-Time KSA Positions	28
Article 4: Junior Part-Time KSA Positions	29
Article 5: Changes in Current Staff Position Duties.....	29
PROCEDURE IX. MINUTES PROCEDURE.....	31
Article 1. Content of Minutes.....	31
Article 2. Procedures.....	31
PROCEDURE X. POSTER PROCEDURE.....	33
PROCEDURE XI. PROMOTIONAL PRODUCTS PROCEDURE.....	35
Article 1: Definitions of Products	35

Article 2: Give-Away Items.....	35
Article 3: Revenue generating or special prize Items.....	35
Article 4. Planning.....	35
PROCEDURE XII. REPORTING PROCEDURE.....	37
Article 1. Reporting To Council.....	37
Article 2. Reporting to Annual and Special General Meetings.....	39
Article 3. Executive Board Meeting Reports.....	40
Article 4. Campus Council and Liaison Log Books	40
PROCEDURE XIII – STUDENT RESEARCH PROJECTS AND STUDIES	41
PROCEDURE XIV – ASSESSMENT OF MANAGEMENT PERFORMANCE.....	42
Part A – Roles and Responsibilities	42
Part B – Annual Assessment	42
Part C – Ongoing Assessment.....	43
Part D – Performance and Conduct Management Measures.....	43
PROCEDURE XV – CONSENT AGENDAS.....	44
Article 1 – Purpose.....	44
Article 2 – Scope of Consent Agenda.....	44
Article 3 – Responsibilities of the Chairperson.....	44
Article 4 – Approval of Consent Agenda.....	44
PROCEDURE XVI – HEALTHY WORKPLACE PROCEDURE FOR ELECTED OFFICIALS....	45
A. Definitions.....	45
B. Complaints.....	45
PROCEDURE XVII – ACCESS TO LEGAL DEFENSE FUND	47
PROCEDURE XVIII – COUNCIL CODE OF CONDUCT	48
SECTION 1: APPLICATION	48

SECTION 2: DUTIES OF DIRECTORS.....	48
SECTION 3: CONFLICT OF INTEREST.....	49
SECTION 4: CONFIDENTIALITY.....	49

Procedure I. Advanced Planning Procedure

Part A – Instructions for Creation of a First Strategic Plan

This Part sets out the process whereby the Executive Committee shall lead the development of the First Strategic Plan of the Society (the “Plan”) with the support of the General Manager, with a comprehensive consultative process; this Part also sets out some of the procedural particulars of the Plan’s presentation to Council, for its recommendation to the membership at a General Meeting.

1. The Executive Committee shall prepare a timeframe for the development of the Plan which shall include the general responsibilities of all appropriate Society bodies (the “Critical Path”) in advance of the start of the development process, which shall be approved by resolution. The approval of the Critical Path shall signal the start of the Plan’s development process. The Chairperson of the Executive Committee shall be responsible for monitoring the adherence to this Critical Path of all appropriate bodies of the Society, and shall periodically report to the Executive Committee, and Council, on the status of the timeframe of the Plan’s development.
2. The Plan shall be based on, first and foremost, the vision, values, and mission statement of the Kwantlen Student Association. The vision and values of the Society shall be as established by Council, on the recommendation of the Executive Committee. The Plan shall set out the main objectives of the Society for the next five (5) years, and the shorter-term objectives of the Society for the current one (1) year term, which shall be designed to work toward the long-term goals.
3. Within four (4) weeks of the approval of the Critical Path, or such earlier date as may be set in the Critical Path, the Executive Committee shall approve the initial draft of the Plan by resolution, and it shall thereupon be transmitted to: the Chairpersons of the Standing Committees on External Affairs, Finance, Student Life, and Student Services; and the General Manager.
4. Within four (4) weeks of the approval and transmission in step 3, above, or such earlier date as may be set in the Critical Path, each Standing Committee shall provide comments and proposed Plan revisions to the Executive Committee. The Executive Committee shall thereupon make such amendments to the Plan as it deems appropriate. The Executive Committee shall approve the second draft of the Plan by resolution (as revised, if necessary), and it shall thereupon be transmitted to the Speaker of Council, and to the General Manager.
5. Within four (4) weeks of the approval and transmission in step 4, above, or such earlier date as may be set in the Critical Path, the Executive Committee shall present the second draft of the Plan to Council for approval. Council shall thereupon make such amendments to the Plan as it deems appropriate. Council shall approve the second draft of the Plan by two-thirds resolution (as revised, if necessary), and it shall thereupon be transmitted to the Director of Student Services.
6. Within two (2) weeks of the start of classes for the Fall semester, or such earlier date as may be set in the Critical Path, the Director of Student Services shall schedule a General Meeting for the presentation of the Plan to the membership. The Plan recommended by Council shall be made

available to the membership in the Society offices on all campuses, and on the website. The Executive Committee shall present the recommended Plan to the membership, and shall ask that recommended Plan be approved, by the members, by ordinary resolution.

7. Within four (4) weeks of the approval of the Plan by the members in step 6, above, or such earlier date as may be set in the Critical Path, the General Manager shall present a draft implementation strategy for the objectives set out in the approved Plan. The Executive Committee shall thereupon make such amendments to the draft implementation strategy as it deems appropriate. The Executive Committee shall approve the draft implementation strategy (as revised, if necessary), and it shall thereupon form in its entirety Appendix “A” to the Plan.
8. Upon the approval of the implementation strategy in step 7, above, this Part shall be spent.

Part B - Annual Update of the Strategic Plan

This Part sets out the process whereby the Executive Committee shall lead annual updates to the Strategic Plan of the Society (the “Update”) with the support of the General Manager, with a comprehensive consultative process; this Part also sets out some of the procedural particulars of the Update’s presentation to Council, for its recommendation to the membership at a General Meeting.

1. The Plan created pursuant to Part A shall be updated each year pursuant to these procedures.
2. Prior to the appointment of successors, at the start of each term, the Executive Committee shall report to Council on the status of the Plan, and the steps taken to implement objectives pursuant to the Plan. Upon the appointment of successors, outgoing members of the Executive Committee shall be required to brief incoming members of the Executive Committee on the particulars of progress made under the implementation strategy. This step shall also apply wherever there is an out-of-cycle change to the membership of the Executive Committee.
3. The Executive Committee shall prepare a timeframe for the development of the Update which shall include the general responsibilities of all appropriate Society bodies (the “Critical Path”) in advance of the start of the development process, which shall be approved by resolution. The approval of the Critical Path shall signal the start of the Update’s development process. The Chairperson of the Executive Committee shall be responsible for monitoring the adherence to this Critical Path of all appropriate bodies of the Society, and shall periodically report to the Executive Committee, and Council, on the status of the timeframe of the Update’s development.
4. The Update shall make revisions to and extend the Plan so that it represents the objectives of the Society for the next five (5) years, and the short-term objectives of the Society for the current one (1) year term. The Update shall be based on, first and foremost, the vision, values, and mission statement of the Kwantlen Student Association. The vision and values of the Society shall be as established by Council, on the recommendation of the Executive Committee.
5. Within four (4) weeks of the approval of the Critical Path, or such earlier date as may be set in the Critical Path, the Executive Committee shall approve the initial draft of the Update by resolution, and it shall thereupon be transmitted to: the Chairpersons of the Standing Committees on External Affairs, Finance, Student Life, and Student Services; and the General Manager.
6. Within four (4) weeks of the approval and transmission in step 3, above, or such earlier date as may be set in the Critical Path, each Standing Committee shall provide comments and proposed

update revisions to the Executive Committee. The Executive Committee shall thereupon make such amendments to the Update as it deems appropriate. The Executive Committee shall approve the second draft of the Update by resolution (as revised, if necessary), and it shall thereupon be transmitted to the Speaker of Council, and to the General Manager.

7. Within four (4) weeks of the approval and transmission in step 4, above, or such earlier date as may be set in the Critical Path, the Executive Committee shall present the second draft of the update to Council for approval. Council shall thereupon make such amendments to the Update as it deems appropriate. Council shall approve the second draft of the Update by two-thirds resolution (as revised, if necessary), and it shall thereupon be transmitted to the Director of Student Services.
8. Within two (2) weeks of the start of classes for the Fall semester, or such earlier date as may be set in the Critical Path, the Director of Student Services shall schedule a General Meeting for the presentation of the Update to the membership. The Update recommended by Council shall be made available to the membership in the Society offices on all campuses, and on the website. The Executive Committee shall present the recommended Update to the membership, and shall ask that the recommended Update be approved, by the members, by ordinary resolution.
9. Within four (4) weeks of the approval of the Update by the members in step 6, above, or such earlier date as may be set in the Critical Path, the General Manager shall present a draft implementation strategy for the objectives set out in the approved Update. The Executive Committee shall thereupon make such amendments to the draft implementation strategy as it deems appropriate. The Executive Committee shall approve the draft implementation strategy (as revised, if necessary), and it shall thereupon form in its entirety Appendix "A" to the Plan.

Procedure II. Advertising Procedures and Policies

The KSA has a number of procedures and policies that regulate its operations. The complete policies and procedures are available at www.kusa.ca. The following is a summary of KSA procedure and policy concerning general advertising sales.

Article 1 Definitions

- Advertising sales contract – A contract made between the KSA and an advertiser for the use of an advertising venue by the advertiser.
- Advertising venue – Includes all spaces controlled by the KSA that can be sold as advertising space but does not include spaces normally used for no charge student announcements, book sales, housing, etc.

Article 2 General Provisions

1. Final approval for any advertising sale lies with the Executive Board.
2. A list of currently pending advertising contracts will be circulated to the Executive Board at each Executive Board meeting. If there is objection to any companies on the list, the Executive Board shall take a simple majority vote on whether or not to allow the company to advertise on campus.
3. No company that is known to contravene KSA policy, or has policy that is contrary to KSA policy, will be allowed to advertise on campus.
4. The review process to judge whether or not a company complies with our policies must occur before advertisements may commence.
5. Contracts can only be rejected by the Executive Board on the basis of currently existing KSA policy.
6. Commercial advertisers may approach the KSA through any campus office or any authorized sales person but, once initial contact has been made, the Commercial Services Manager will be notified of the contact and follow up with the advertiser as required.
7. Nothing in this procedure affects the KSA postering policy for student notices.
8. The Commercial Services Manager may delegate any or all further contact with the advertiser to a KSA officer, a member of staff, or a sales person, provided that authority to enter into the final contract remains with the Executive Board.

Article 3 Sales Persons and Advertising Contracts

1. The Commercial Services Manager may authorize sales persons to sell advertising on behalf of the Association.
2. Sales persons will be compensated by commissions paid according to the scale attached.
3. The Commercial Services Manager will report all sales person appointments at the next Executive Board meeting. The Executive Board may move to rescind any or all appointments provided that the sales person must be compensated for contracts before the appointment was rescinded.

Article 4 Advertising Rates

1. Different advertising rates may be set for different classes of advertisers. For example, non-profit organizations may be charged a reduced rate for advertising.
2. The Commercial Services Manager may negotiate non-standard advertising contracts with specific advertisers provided that any such contract not exceeding one year is approved, in advance, by the Executive Board and any such contract exceeding one year is approved by the Council.

Article 5 Miscellaneous Provisions

1. The Commercial Services Manager may request that the General Manager prepare a brochure summarizing advertising opportunities and policy.
2. Specific venues may have specific restrictions. The Executive Board will approve the restrictions and the General Manager will maintain a file relating to each specific advertising venue.

Article 6 Important Current KSA Policy that may affect Advertisers

1. Only companies that comply with KSA policy are allowed to purchase advertising from the KSA.

Article 7 Authority for a Preferred Partners Program

1. The Commercial Services Manager may develop a “Preferred Partner Program” for Executive Board approval. Any such program may include discounted rates, first priority for advertising space, participation with the KSA at events, logos on KSA products, and similar benefits.
2. All preferred partners must be approved by the Executive Board.

Article 8 Compensation for Sales Persons

1. General – Sales persons will be compensated by commission only (unless other payments are specifically authorized by the Executive Board). The following rates are cumulative over a calendar year. This means that each sales person will be paid at the applicable commission rate for their total sales in the year. When the sales person’s sales cross a rate threshold they will also be paid for previous sales at the new rate in the form of a bonus.
2. Elected Officials – Elected officials may be appointed as sales persons and may receive commission for sales provided they are not engaged in selling activities during their regular office hours.
3. Staff – KSA staff may be appointed as sales persons and may receive commission for sales on terms and conditions approved by the General Manager.
4. Rates
 - Sales under \$10,000 8% of sales
 - Sales of \$10,000 to \$13,999 10% of sales
 - Sales of \$14,000 to \$17,999 13% of sales
 - Sales of \$18,000 and more 15% of sales

Procedure III – Campus Groups

This Procedure sets out the process whereby Campus Groups are established and recognised by the Kwantlen Student Association, and guides the relationship between Campus Groups and the Kwantlen Student Association. The Clubs and Events Coordinator is responsible for the execution of this Procedure, under the supervision of the General Manager. The Director of Student Life is responsible for the oversight and maintenance of this Procedure, in consultation with the Executive Committee.

Article 1 – Purpose of Campus Groups

1. The registration of Campus Groups with the Kwantlen Student Association is enabled to allow members of the Kwantlen Student Association to better organise themselves to hold meetings, events, and other activities of interest to the membership.

Article 2 – Relationships with Campus Groups

1. Clubs are basically autonomous in their activities, provided that they adhere to the *Constitution, Bylaws, Regulations, Policies, Executive Procedures*, and other rules of the Kwantlen Student Association (the “Rules”). The Kwantlen Student Association shall not intervene unless the Club acts in a way that is unlawful, contrary to the Rules, or contrary to the purpose of the Club.
2. Recognised Groups are completely independent of the Kwantlen Student Association. The Kwantlen Student Association may refuse to provide recognition to Recognised Groups if the activities of the Recognised Group are unlawful or contrary to the Rules.
3. The Kwantlen Student Association shall not approve the creation or the recognition of a Campus Group whose aims, purposes, or proposed activities contravene the Rules. The approval or the recognition of a Campus Group by the Kwantlen Student Association does not imply the endorsement of the aims, purposes, beliefs, or activities of that Campus Group.

Article 3 – Campus Group Formation

1. To become a registered Club of the Kwantlen Student Association, the members of the prospective club must
 - a) submit a Club Registration Form to the Clubs and Events Coordinator;
 - b) have a minimum of ten (10) Club members who are current members of the Kwantlen Student Association (they must be at least two-thirds of the total membership); and
 - c) declare the nature of any connections to outside bodies or organisations.
2. The Clubs and Events Coordinator shall design a Club Registration Form, in consultation with the Director of Student Life. Completed Club Registration Forms shall include at least
 - a) the name and purpose of the Club;
 - b) the operational rules of the Club (the “Club’s Rules”), which may include such details as executive selection, how funds are used, and how the Club’s Rules may be updated;
 - c) a complete list of Club members, including the e-mail addresses and student identification numbers of each member, at least two-thirds of whom, and never less than ten (10), must be current members of the Kwantlen Student Association; and
 - d) a complete list of the executive members of the Club, including the e-mail addresses, telephone numbers, and student identifications of each executive member, all of whom must be current members of the Kwantlen Student Association.
3. To become a registered Recognised Group of the Kwantlen Student Association, the members of the prospective recognised group must submit a Recognised Group Registration Form to the Clubs and Events Coordinator.

4. The Clubs and Events Coordinator shall design a Recognised Group Registration Form, in consultation with the Director of Student Life. Completed Recognised Group Registration Forms shall include at least
 - a) the name and purpose of the Recognised Group; and
 - b) the names of at least two (2) group contacts, including the e-mail addresses, telephone numbers, and student identification numbers of each group contact, all of whom must be current members of the Kwantlen Student Association.
5. Club Registration Forms and Recognised Group Registration Forms shall be submitted to the Clubs and Events Coordinator, who shall check the forms for compliance with this Procedure. All compliant Club Registration Forms and Recognised Group Registration Forms shall be forwarded to the Director of Student Life for inclusion in the agenda for the next regularly-scheduled meeting of the Executive Committee. The Clubs and Events Coordinator shall advise members of Campus Groups of the Executive Committee's decision.

Article 4 – Responsibilities of Clubs

1. All Clubs shall be non-profit, and may not be a part of, or function to support, a commercial organisation. A Club must not provide to its executive members or officers any stipends, honoraria, or any other form of remunerative compensation.
2. A Club may change its Club's Rules only at a quorate meeting with recorded minutes. Any such changes shall not take effect until submitted to the Clubs and Events Coordinator. Pursuant to the section 13(3)(11) of the *Regulations*, the Executive Committee reserves the right to make revisions to a Club's Rules by Resolution, provided that the Club has received seven (7) clear days' notice.
1. Clubs may collect donations and membership fees, provided that
 - (a) the Clubs and Events Coordinator is advised when donations are received;
 - (b) a semester-end statement of revenue and expenses is submitted to the Clubs and Events Coordinator no later than ten (10) business days following the end of each semester;
 - (c) fees are set at a quorate meeting of the Club with recorded minutes;
 - (d) any Club members who pay fees must be provided with proof of payment; and
 - (e) fees shall not be refundable under any circumstances.
2. Clubs may seek the assistance of the Clubs and Events Coordinator to settle internal disputes.
3. If a Campus Group or its members, in the course of their events or activities, damage the property of the Kwantlen Student Association or Kwantlen Polytechnic University, the Campus Group must repair the property at its own expense. Under no circumstances will the Kwantlen Student Association be liable for any damages caused to University or Society property by a Campus Group or its members.
4. Directors, employees, and officers of the Kwantlen Student Association shall have the right to attend any meeting or activity of a Campus Group, with or without notice.
5. Executive members of Clubs and group contacts for Recognised Groups shall be expected to read, understand, and be knowledgeable of this Procedure.

6. Clubs shall not enter into a contract of any kind (including binding agreements, memoranda of understanding, sponsorships, strategic partnerships, binding commitments, and any other business or legal arrangements) with organisations outside of the Kwantlen Student Association without the express written permission of the Director of Student Life.

Article 5 – Responsibilities of the Kwantlen Student Association

1. The Clubs and Events Coordinator shall ensure that this Procedure is available to members.
2. The Clubs and Events Coordinator shall maintain an active list of Campus Groups, with contact details, on the website of the Kwantlen Student Association and at each Member Services desk.
3. In the event that this Procedure is amended, the Clubs and Events Coordinator shall ensure that a new copy of this Procedure has been uploaded to the website of the Kwantlen Student Association, and that the revised Procedure has been sent to all Campus Groups.

Article 6 – Non-Monetary Support for Campus Groups

1. Non-monetary support for Clubs shall include:
 - (a) up to two hundred (200) photocopies per year (recorded at Member Services);
 - (b) free local faxes from any Member Services desk;
 - (c) free local calls from any Kwantlen Student Association lounge;
 - (d) the use of the Kwantlen Student Association's mailing address for correspondence;
 - (e) support with room and space bookings;
 - (f) assistance from the Director of Finance in the preparation of financial statements;
 - (g) advertising support through the design and printing of posters, and posting notices on the Kwantlen Student Association website and online calendar;
 - (h) event assistance and advice from elected representatives and employees;
 - (i) food, at cost, from the Grass Roots Café, with the approval of the General Manager;
 - (j) free use of lockers, with the approval of the Clubs and Events Coordinator;
 - (k) the sale of event tickets through the Member Services desks, with the approval of the General Manager; and
 - (l) free long distance calls related to Club business, with the approval of the Clubs and Events Coordinator.
2. Non-monetary support for Recognised Groups shall include those items set out in clause 1(a), (b), (c), and (e).
3. Athletic Clubs with a comparable University or intramural team on campus shall be ineligible for support from the Kwantlen Student Association.

4. The Executive Committee may impose conditions or restrictions on support for Campus Groups as it deems appropriate, and the Kwantlen Student Association reserves the right to deny support.
5. The following provisions shall apply to Clubs that are assigned storage lockers:
 - (a) Locks shall be issued at Member Services, and combinations shall only be disclosed to the primary contact of a Campus Group;
 - (b) The Kwantlen Student Association shall not be responsible for the safety and security of materials stored in the locker; and
 - (c) Clubs that fail to renew their storage locker by the end of each semester shall be deemed to have forfeited their locker, and the contents shall be removed; any contents so removed shall, if not claimed within two (2) weeks, be donated/destroyed.

Article 7 – Club Standing and Dissolution

1. Clubs may be placed in bad standing by a two-thirds (2/3) Resolution of the Executive Committee, if the Executive Committee has found that the Club has
 - (a) less than ten (10) active members;
 - (b) acted in an unethical or discriminatory manner or violated the law;
 - (c) acted in a manner contrary to the Rules;
 - (d) failed to adhere to its own Club's Rules;
 - (e) failed to fulfill its obligations or responsibilities under this Procedure;
 - (f) knowingly misrepresented facts in submissions to, or requests from, the KSA;
 - (g) poor financial management;
 - (h) failed to repay or make arrangements to repay any funds owed to the KSA;
 - (i) any other reason determined by the Executive Committee.
2. All Campus Groups shall be expected to renew their registration with the Kwantlen Student Association on an annual basis, during the month of October, to confirm that the Club remains active and to update the Club's membership list.
3. The Clubs and Events Coordinator shall be deemed a Campus Group to have become inactive if a Campus Group does not complete its October renewal, or if the Kwantlen Student Association is unable to contact a Campus Group despite repeated attempts.
4. The Clubs and Events Coordinator shall be empowered to dissolve a Campus Group after a period of inactivity of at least one (1) year, at which point it may be removed from the website.

Campus Groups that are inactive or in bad standing are ineligible for Campus Group privileges.

Procedure IV. Document Confidentiality Index Procedure

The purpose of this procedure shall be to assist the General Manager, and members of the Executive Committee, in the classification of records of the Society on the confidentiality index. This index will ensure that members', employees', and directors' access to Society records is appropriate, and that appropriate security measures and discretion are used where necessary. All future documents shall be negotiated with the premise that they are "Level 1 - Open Access."

Level 1 – Open Access

No confidentiality of these records is required. All members, employees, and directors have access to these records. If an Open Access records is not available on the Society's website, then a member may request a copy from the General Manager, with two (2) business days' notice.

Level 2 – Sensitive

Sensitive records are kept in a secure location. All directors, and select employees (as determined by the General Manager, in consultation with the Director of Student Services) have access to these records. A member may submit a request to the General Manager to view a Sensitive record, with two (2) business days' notice, provided that (a) the member signs a letter of confidentiality, if requested to do so by the General Manager, and (b) the record has been redacted as required.

Level 3 - Confidential/Privileged

Confidential/Privileged records are kept in a secure location, and these records may be privileged. Access to these records is limited to (a) the Executive Committee; (b) members of Council who require the Confidential/Privileged record in the performance of their duties; and (c) select employees (as determined by the General Manager, in consultation with the Director of Student Services). A member may submit a request to the General Manager to view a Confidential/Privileged record, with two (2) business days' notice, provided that (a) the member signs a letter of confidentiality, if requested to do so by the General Manager, and (b) the record has been redacted as required. Copies shall not be made or provided to anyone other than the Executive Committee and the General Manager.

Level 4 – Special Confidential/Privileged

Special Confidential/Privileged records are kept in a secure location, and these records may be

privileged. Access to these records is limited to members of the Executive Committee and, at the discretion of the Director of Student Services, the General Manager. A member of Council who requires the Special Confidential/Privileged record in the performance of their duties may submit a request to the Director of Student Services to view a Special Confidential/Privileged record, with two (2) business days' notice, provided that (a) the member of Council signs a letter of confidentiality, if requested to do so by the Director of Student Services, and (b) the record has been redacted as required. No copies shall be made, whatsoever, of Special Confidential/Privileged records.

Level 5 – Human Resources

Human Resources records are kept in the Office of the General Manager. Access to these records is limited to (a) the General Manager, and (b) the respective employee for each Human Resources record. Pursuant to the provisions of the Personal Information Protection Act, SBC 2003, c. 63, no other persons shall have access to these records except as expressly and lawfully authorised. Access to Human Resources records shall, where applicable, be governed by the collective agreement between the Kwantlen Student Association and the B.C. Government and Services Employees' Union.

Procedure V. Event Attendance Procedure

Article 1: Background

1. “Welcome-To,” “Welcome-Back” and all Student Association Events provide a unique, fun and inviting forum of contact between the Student Association and the students of Kwantlen University College.
2. First and foremost, the Kwantlen Student Association (KSA) recognized that the purpose for events is to promote the interests of the KSA to the students of Kwantlen University College.
3. To this end, the KSA recognizes the need to make every effort to promote the values, ideas, and organizations that are related to the Kwantlen Student Association and its interests.
4. The KSA recognizes that events can be expensive to organize and implement. As such, the KSA recognizes the need to seek ways of generating revenue to recover costs that does not affect the pocketbooks of members beyond the fees that they already pay.
5. The KSA also recognizes the need to clearly separate and highlight cost-recovery measures from fund-raising measures that may occur during events when requested by students.

Article 2: For-Profit Organization Attendance Procedure

1. The KSA Advertising Procedures and Policies apply to event attendance by for-profit organizations except as specifically changed by this policy.
2. For-profit organizations include, but are not limited to, any individual, sole-proprietorship, partnership, or corporation that wishes to come to a KSA campus in order to promote or sell a product or service to students.
3. For-profit organizations interested in attending a KSA event must complete an “Attendance Request” form by the date set by the Director of Events and Student Life for that event.
4. Other Executives, Campus Directors, Representatives, Officers, Liaisons, Staff, and Volunteers may also solicit contacts for attendance at Events, but they must work with the Director of Events and Student Life to ensure that this procedure is followed.
5. From the received “Attendance Request” forms, the Director of Events and Student Life shall consult with the Director of External Affairs regarding the for-profit organizations. This includes, but is not limited to, verifying that the organization complies with KSA and University policies and procedures.
6. The Events and Communication Committee shall then make recommendations to the Executive Board regarding which for profit organizations shall be best suited to attend an event.
7. The Executive Board will then make a final decision on which for-profit organizations will attend an event.
8. Generally, smaller, local for-profit organizations will take precedence over larger, national or international companies.
9. For-profit organizations attending events should enhance the lives of students in a positive manner, providing information, goods, or services that are useful, tangible, and even fun.
10. For-profit organizations will pay a table fee to be determined according to the Advertising Procedures and Policies.

11. Where possible, the KSA will strongly encourage interested participants to attend each campus during an event, rather than one or two campuses.
12. Any for-profit organization that has not paid the appropriate fee on or before the day of an event forfeits their right to attend the event and will be asked to leave if they appear at the event. The Director of Events and Student Life will ensure a list of who is to attend is on hand and circulated to those working during an event. A cancellation fee of fifty dollars (\$50) may be charged to any organizations that sign up for an event and that cancel less than one week before an event. The full attendance fee will be charged to any for-profit organization that gives less than one week's notice of cancellation. Not showing up at the event without notice is the same as canceling without sufficient notice.
13. The "Attendance Request" form for profit organization will:
 - i. Provide the full contact information of the for-profit organization interested in attending an event.
 - ii. Outline what information, services, or prizes the for-profit organization will provide for students.
 - iii. Clearly state which campuses the for-profit organization wishes to attend.
 - iv. Provide an area for the Director of Events and Student Life to gather information regarding any special needs an organization may have, such as power hook-ups, TV/VCR access, Internet access, etc.
 - v. Clearly state that upon approval of their attendance request form by the Executive Board; the for-profit organization must pay the table fees for each campus that they wish to attend during an event.
14. For-profit organizations shall be required to abide by KSA and University policies and procedures. The Director of Events and Student Life shall ensure that an information sheet summarizing these procedures be given to organizations before the beginning of an event.
15. The failure of a for-profit organization to abide by KSA and University policies and procedures will result in the for-profit organization being asked to leave the event.
16. The Director of Events and Student Life shall also ensure that for-profit organizations receive detailed information regarding where they are to park and set-up during an event. Where applicable, coupons for parking and food may be provided at the discretion of the Executive Board.

Article 3: Non Profit Organization Event Attendance Procedure

1. Non-profit organizations include, but are not limited to, individuals, groups, and societies that exist to bring meaningful information and services to students at no cost to the students.
2. Because events are the Kwantlen Student Association's primary means of promoting its interests, attending non-profit organizations should share the values, ideals and interests of the KSA itself.
3. Non-profit organizations interested in attending a Kwantlen Student Association event must complete an "Attendance Request" form by the date set by the Director of Events and Student Life for that event.
4. Other Executives, Campus Directors, Representatives, Officers, Liaisons, Staff, and Volunteers may also solicit contacts for attendance at Events, but they must work with the Director of Events and Student Life to ensure that this procedure is followed.
5. From the received "Attendance Request" forms, the Director of Events and Student Life will consult with the Director of External Affairs regarding the non-profit organizations. This

- includes, but is not limited to, verifying that the organization complies with KSA and University policies and procedures.
6. The Events and Communication Committee shall then make recommendations to the Executive Board regarding which non-profit organizations are the best suited to attend an event.
 7. The Executive Board will then make a final decision on which non-profit organizations will attend an event, at least two (2) weeks prior to the start of the event.
 8. Non-profit organizations will not be charged any table-rental fees. However, a cancellation fee of fifty dollars (\$50) may be charged to any organizations that sign up for an event and cancels less than one week before an event. Not showing up at the event without notice is the same as canceling without sufficient notice.
 9. The KSA will strongly encourage interested organizations to attend each campus during an event.
 10. The “Attendance Request” form for non-profits will:
 - i. Provide the full contact information of the non-profit organization interested in attending an event.
 - ii. Outline what information, services, or prizes the non-profit organization will provide for students.
 - iii. Clearly state which campuses the non-profit organization wishes to attend.
 - iv. Provide an area for the Director of Events and Student Life to gather information regarding any special needs an organization may have, such as power hook-ups, TV/VCR access, Internet access, etc.
 11. Non-profit organizations will be required to abide by KSA and University policies and procedures. The Director of Events and Student Life will ensure that an information sheet summarizing these procedures be given to organizations before the beginning of an event.
 12. The failure of a non-profit organization to abide by KSA and University policies and procedures will result in the non-profit organization being asked to leave the event.
 13. The Director of Events and Student Life will also ensure that non-profit organizations receive detailed information regarding where they are to park and set-up during an event. Where applicable, coupons for parking and food may be provided at the discretion of the Executive Board.

Procedure VI. Event Planning Procedure

1. Events of the Kwantlen Student Association shall be organized using the KSA Planning Tool.
2. Completed Planning Tool documents shall be centrally stored for future reference under the authority of the Events & Special Projects Manager.

Procedure VII. Fundraising Procedure

Article 1: Purpose of Fundraising

1. The Kwantlen University College Student Association recognizes that recent tuition and auxiliary fee increases have negatively impacted the student body and their ability to access post-secondary education.
2. The Student Association also recognizes that students face difficulties in light of reduced funding, cutbacks and restructuring to various Provincial programs that have traditionally assisted students and their ability to access post secondary education.
3. The Kwantlen Student Association also recognizes the importance of maintaining and bolstering its Food Bank as setup for use by Kwantlen students who require assistance from time to time.
4. The Kwantlen Student Association recognizes the need to support its members in any way possible through all of its endeavors. As such, notwithstanding the provisions as outlined under Article 4 of this Procedure, the Student Association shall generally not provide fundraising support to other external non-profit groups.
5. The Kwantlen Student Association shall continue to give non-monetary support to various external non-profit organizations by allowing them attendance at on-campus events for the primary purpose of distributing information about those organizations to students. Fundraising as independently organized to occur at Student Association sponsored events by external non-profit organizations shall generally be discouraged.
6. As such, the Kwantlen Student Association shall direct its primary fundraising efforts towards increasing the breadth and offering of the following Student Association initiatives:
 - i. Scholarships, awards and bursaries;
 - ii. Clubs and Program Based Support; and
 - iii. The Kwantlen Student Association Food Bank.
7. Further to this, the Kwantlen Student Association shall direct its secondary fundraising efforts to supporting various on-campus club, program and student fundraising initiatives as ultimately supported by Council when brought to its attention under the guidelines of Article 4 of this Procedure.
8. Fundraising in support of Kwantlen Student Association lobbying and campaign initiatives may also occur as organized by the Director of External Affairs and the Student Issues and Action Committee, provided that they do not unreasonably conflict with any other fundraising efforts as otherwise being organized by the Student Association at the same time. In the event of a dispute in regards to any proposed fundraising initiatives, the Executive Board shall arbitrate.

Article 2: Definitions

“determined internally” shall mean fundraising initiatives as decided upon by internal Kwantlen University College Student Association groups such as Council, Campus Councils, the Executive Board, Committees, Liaisons and Liaison Commissions.

Article 3: Primary Fundraising Efforts

1. The Kwantlen University College Student Association shall direct its primary fundraising efforts towards increasing the breadth and offerings of Kwantlen University College Student

- Association initiatives as outlined in Article 1 of this Procedure, through fundraising at its major events including, but not limited to: Welcome-Weeks, Career Fairs, Diversity Month and other events as determined internally.
2. The Director of Events and Student Life and the Events and Communication Committee shall be the chief organizers of all primary fundraising initiatives, and may request that Campus Councils assist where appropriate.
 3. Positive fundraising initiatives as organized by the Kwantlen Student Association in the past include, but have not been limited to: providing food or services at events by donation; on-campus car washes by donation; bottle drives; pub nights; and various pledge-drives thru sports, games, contests or tournaments.
 4. Funds raised through recommended donations for food or services provided at an event shall be limited to the following stipulations that:
 - i. The recommended level of donation shall not be a binding price, in that event attendees may pay more or less than the recommended level; and
 - ii. Event attendees who cannot pay the recommended level of donation shall not be turned away from receiving the food or service as provided by the Student Association, provided that this allowance is not abused, in which case attendees would just be denied any further food or service during that event.
 5. Where possible, the Kwantlen Student Association shall setup a means for individuals to donate non-perishable food items to the Kwantlen Student Association Food Bank at all of its major events.
 6. All fundraising efforts shall be advertised to the membership in a clear and timely manner that outlines when, how and why an upcoming Student Association fundraising event is occurring.
 7. Instructions on participation in Student Association fundraising events shall be clearly displayed during the occurrence of an event by the Student Association, in an easy-to-understand manner that outlines how and why the fundraising event is occurring.

Article 4: Secondary Fundraising Efforts

1. The Kwantlen University College Student Association shall direct its secondary fundraising efforts to assisting on-campus student clubs, programs and individual fundraising needs through fundraising at minor events including, but not limited to: BBQs, pub nights and other small-scale events as determined internally.
2. The purpose of secondary fundraising efforts shall be to assist student clubs, programs or individuals in their fundraising needs through the organization of small scale events such as BBQs, pub nights or any other initiative as determined internally.
3. The reasons why a student club, program or individual needs help fundraising will be a factor when deciding what fundraising resources shall be made available from the Student Association.
4. Forms of non-monetary fundraising support may include:
 - i. Up to two hundred and fifty (250) photocopies per semester;
 - ii. Free local faxing from any Kwantlen Student Association Office;
 - iii. The ability to use the mailing address of the Main Office (Surrey Campus) of the Kwantlen University College Student Association for receiving correspondence. All mail being sent to a club, program or individual must be clearly addressed to the club, program or individual care of the “Kwantlen University College Student Association.”

- iv. Room bookings and event form processing through the Director of Events and Student Life, subject to the availability of rooms at the University;
 - v. Organizational support from Staff, Executives, Liaisons and Campus Councils in support of a secondary fundraising initiative;
 - vi. The borrowing of Kwantlen Student Association equipment, such as, but not limited to: Tents, BBQs, the Popcorn Machine and Coffee Makers;
 - vii. The ability to sell tickets through Kwantlen Student Association offices, with prior formal approval of the General Manager and the Executive Board; or
 - viii. Any other fundraising ideas or organizational support as approved by Council.
5. Each student club, program or individual will be required to submit a Fundraising Support Application Form to the Director of Events and Student Life at least one (1) month prior to the time they shall require the support; with said form having the signatures of at least ten (10) Members of the Society and an explanation of the kind of Fundraising Support sought.
 6. Notwithstanding the provisions as outlined in Article 1 of this procedure, as well as Section (3) of this Article, requests that seek to assist in Fundraising efforts for external non-profit groups may be submitted by on-campus student clubs, programs or individuals to the Student Association for consideration.
 7. The Director of Events and Student Life shall present the application to the Student Events and Campus Affairs Committee, who will then make a recommendation to Council on whether or not to support the Fundraising application.
 8. Council may request a detailed formal presentation by the applicants in support of their Fundraising Support request.
 9. Council shall determine which internal Student Association bodies (I.e. the Executive Board, Campus Councils, Liaison Commissions, etc.) will be charged with organizing the secondary fundraising efforts through its resolution to support said efforts.
 10. For requests that seek to assist in Fundraising efforts for external non-profit groups, a two-thirds (2/3rds) Resolution by Council shall be required to support said efforts.
 11. When approving applications, the Events and Communication Committee or the Council may impose such conditions or restrictions as it sees fit.
 12. The Kwantlen Student Association reserves the right to deny any Fundraising Support.
 13. The Kwantlen Student Association shall not be responsible for any financial liabilities incurred by any student club, program or individual.
 14. Upon approval of fundraising support, all printed material created by the student club, program or individual must include the words “as supported by the Kwantlen Student Association” or variation thereof as determined internally.

Article 5: Direction and Use of Funds Raised

1. Until the completion of approved secondary Fundraising efforts as outlined in Article 4, all money raised shall be placed in an interest bearing savings account as reflected by a Fundraising Revenue line item, with said money raised being tracked as to which campus it was raised on.
2. Upon the completion of the approved secondary Fundraising efforts as outlined in Article 4, a cheque shall be presented to the student club, program or individual on behalf of the Kwantlen Student Association for the full amount of the funding raised.
3. Money raised by the Kwantlen Student Association for Student Association initiatives as listed under Article 1 shall be placed in an interest bearing savings account as reflected by a

- Fundraising Revenue line item, with said money raised being tracked as to which campus it raised on.
4. Dependent upon the amount of money raised by the Kwantlen Student Association at year's end, the Director of Events and Student Life and the Events and Communication Committee, in cooperation with the Director of Finance, shall make recommendations to Council in regards to how to use the money raised, as limited to any of the following options:
 - i. The creation of endowed scholarships;
 - ii. The creation of awards or bursaries;
 - iii. The increasing of funding to current scholarships, awards or bursaries;
 - iv. The increasing of funding to the Student Association's Food Bank line item for the upcoming year, or the creation of an endowed fund with the express purpose of supporting said line-item in future years;
 - v. The increasing of funding to the Clubs & Program Based Support line item for the upcoming year, or the creation of an endowed fund with the express purpose of supporting said line-item in future years;
 - vi. The roll-over and saving of money raised for use at a later time; or
 - vii. Any combination of the above options listed.
 5. The results of all fundraising shall always be clearly advertised to the membership on the Kwantlen Student Association website or by any other means as determined internally.

Procedure VIII. Hiring Procedure

The purpose of this procedure is to offer the General Manager advice and guidelines with regard to the process of hiring the staff of the Society. Nothing in this procedure ought to be construed in such a manner to conflict with the General Manager's Bylaw 17 authority over the human resources of the Society.

Article 1: Job Description and Qualifications

The General Manager shall ensure that appropriate job descriptions (including necessary qualifications) are drafted and up-to-date for all staff of the Society.

Article 2: Senior Full-Time KSA Positions

1. At the earliest opportunity, the General Manager shall advise the Executive Board of a vacancy in a position at an official regular meeting of the Executive.
2. The Executive Board shall strike a hiring committee, consisting of the General Manager, the Director of Operations and one other Executive Director (this Director shall be the Director that is most closely affiliated with the position to be filled). All members of the hiring committee will be bound by conflict of interest rules, as stated by the regulations. If any member of the committee is found unable to sit on the committee, then the executive shall choose a replacement.
3. No current or former elected official is eligible for any senior staff position until at least six months after they leave office.
4. The position shall be advertised internally to KSA staff and to the Kwantlen student body for no less than seven (7) days, allowing existing KSA staff and current students an opportunity to apply.
5. If a qualified KSA staff member has applied for the position, no external advertising is necessary, and the Committee shall report its decision to the Executive Board.
6. If there are no suitable applicants from within the KSA Staff the position shall be advertised externally for a minimum of fourteen (14) days. Such advertising shall include a notice in a major lower mainland newspaper, CFS, Internet job posting site, an e-mail notification to preferred past members of Council and staff on file, and any other areas deemed appropriate by the General Manager.
Note: External advertising is required for senior positions even if an apparently qualifies student applies for the position.
7. All things being equal, hiring preference shall be given to KSA staff, students, and past Council Members.
8. The Hiring Committee shall interview candidates for the position. The Committee is not obligated to interview all applicants; they may make a short-list of applicants for interview.
9. The Hiring Committee shall meet prior to any interviews and determine the core questions to be asked of all applicants. At least two (2) members of the committee shall be present for all interviews.
10. The Hiring Committee shall endeavor to reach its final hiring decision by consensus, but in the event of an impasse the decision of the General Manager will prevail.
11. The General Manager shall not alert any of the applicants the outcome of the hiring process until the results are reported to the Executive Board.

12. In the event the Hiring Committee fails to reach a consensus, the Executive Board may refer to the matter to Council, pursuant to Bylaw 5(1) (vi), whose decision on the matter shall be final. If the matter is to go before Council, the General Manager shall not alert any of the applicants of the outcome of the hiring process until Council has decided on the matter.
13. All Senior Full-Time hires will be given a contract. The contract will designate job position, job description, starting wage and top wage. The top wage, once reached by the employee, will be increased annually by the Cost of Living.
14. For the purposes of this procedure, the Senior Full-time positions in the Society are: General Manager, Financial Administrator, Commercial Services Manager, and Executive Advisor/Policy Analyst.

Article 3: Junior Full-Time KSA Positions

1. At the earliest opportunity, the General Manager shall advise the Executive Board of a vacancy in a position at an official regular meeting of the Executive.
2. The Executive Board shall strike a hiring committee, consisting of the General Manager, the Director of Operations and one other Executive Director (this Director shall be the Director that is most closely affiliated with the position to be filled). All members of the hiring committee will be bound by conflict of interest rules, as stated by the regulations. If any member of the committee is found unable to sit on the committee, then the executive shall choose a replacement.
3. The staff manager that will have the closest affiliation with the Junior Full-Time employee should be consulted for input and/or could take the place of the General Manager on the hiring committee at the General Manager's discretion.
4. No current or former elected official is eligible for any junior staff position until at least six months after they leave office.
5. The position shall be advertised to internal staff and to the Kwantlen student body for no less than seven (7) days, allowing existing staff and current students an opportunity to apply.
6. If a qualified KSA staff member or student applicant has applied for the position, no external advertising is necessary, and the General Manager shall report her decision to the Executive Board.
7. If there are no suitable applicants from within the KSA staff or the current student body the position shall be advertised externally for a minimum of fourteen (14) days. Such advertising shall include a notice in a major lower mainland newspaper, and an e-mail notification to preferred past members of Council and staff on file.
8. All things being equal, hiring preference shall be given to KSA staff, students and past Council Members.
9. The Hiring Committee shall meet prior to any interviews and determine the core questions to be asked of all applicants. At least two (2) members of the committee shall be present for all interviews.
10. The General Manager or her designate shall not alert any applicants about the outcome of the hiring process until the results are reported to the Executive Board.
11. In the event that the Executive Board disagrees with the decision of the General Manager, the matter may be referred to Council, pursuant to Bylaw 5(1) (vi), whose decision on the matter shall be final.
12. If the matter is to go to before Council, the General Manager shall not alert any of the applicants of the outcome of the hiring process until Council has determined the matter.

13. All Junior Full-Time hires will be given a contract. The contract will designate job position, job description, starting wage and top wage. The top wage once reached by the employee will increase annually by the Cost of Living.

Article 4: Junior Part-Time KSA Positions

1. At the earliest opportunity, the General Manager shall advise the Executive Board of a vacancy in a position at an official regular meeting of the Executive.
2. The General Manager shall be bound by the conflict of interest rules, as stated in the regulations.
3. No current or former elected official is eligible for any junior staff position until at least six months after they leave office.
4. The position shall be advertised to internal staff and to the Kwantlen student body for no less than seven (7) days, allowing existing staff and current students an opportunity to apply.
5. If an acceptable KSA staff member or student applicant has applied for the position, no external advertising is necessary, and the General Manager shall report her decision to the Executive Board.
6. If there are no suitable applicants from within the KSA staff or the current student body the position shall be advertised externally for a minimum of fourteen (14) days. Such advertising shall include a notice in a major lower mainland newspaper, and an e-mail notification to preferred past members of Council and staff on file.
7. All things being equal, hiring preference shall be given to KSA staff, students, and past Council Members.
8. The Hiring Committee shall meet prior to any interviews and determine the core questions to be asked of all applicants. At least two (2) members of the committee shall be present for all interviews.
9. The General Manager or her designate shall not alert any applicants about the outcome of the hiring process until the results are reported to the Executive Board.
10. In the event that the Executive Board disagrees with the decision of the General Manager, the matter may be referred to Council, pursuant to Bylaw 5(1) (vi), whose decision on the matter shall be final.
11. If the matter is to go to before Council, the General Manager shall not alert any of the applicants of the outcome of the hiring process until Council has determined the matter.
12. All Junior Part-Time hires will be given a contract. The contract will designate job position, job description, starting wage and top wage. The top wage, once reached by the employee, will increase annually by the Cost of Living.

Article 5: Changes in Current Staff Position Duties

1. At the earliest opportunity, the General Manager shall advise the Executive Board of any changes to the job descriptions of current KSA staff at an official regular meeting of the Executive.
2. If such changes shall require job splitting or creating any new positions, the Executive Board shall discuss this and, if the change is approved, either Article 2, 3, and 4 of this procedure shall be acted upon.

Procedure IX. Minutes Procedure

The purpose of this procedure is to standardize the form and content of minutes.

Any minutes taken of official Kwantlen Student Association meetings, including but not limited to Council, Executive Board, Campus Councils, committees and commissions, shall adhere to the following protocols.

Article 1. Content of Minutes

1. All minutes shall include the following:
 - i. The kind of meeting (regular, special, other), and the name of the organization / assembly;
 - ii. The date, time and place of the meeting and when it was called to order;
 - iii. Who chaired the meeting;
 - iv. Who recorded the minutes;
 - v. Those in attendance shall be listed in alphabetical order by the person's last name;
 - vi. Whether voting and non-voting members arrived late, or left early;
 - vii. Which voting and non-voting members sent written regrets, non-written regrets or no regrets to the meeting Chair or to the Chairperson of the Executive Board;
 - viii. A listing of all proxies (only applicable to Council) at the time they are given;
 - ix. All motions, with a mover and seconder;
 - x. The disposition of all motions in bold (carried / defeated / postponed, etc.);
 - xi. A point-form list of significant comments for and against the motion (if applicable); and
 - xii. The time at which the meeting adjourned.

Article 2. Procedures

1. Motions should be assigned numbers consistent with the following motion numbering methodology:
BODY_NAME:YEAR-MONTH-DAY_OF_MEETING:MOTION_NUMBER
2. Under this methodology, motion numbers shall start at "01" for each new meeting.
3. Under this methodology, motions would read as follows:
 - i. Campus Council examples:
 - a. **lcc:2003-04-29:01**
 - b. **ncc:2003-04-29:01**
 - c. **rcc:2003-04-29:01**
 - d. **scc:2003-04-29:01**
 - ii. Council example: **council:2003-04-29:01**
 - iii. Executive Board example: **ebod:2003-04-29:01**
 - iv. Standing Committee examples:

- a. **academics:2003-04-29:01**
 - b. **events:2003-04-29:01**
 - c. **external:2003-04-29:01**
 - d. **finance:2003-04-29:01**
 - e. **operations:2003-04-29:01**
 - v. Liaison Commission examples:
 - a. **aboriginal:2003-04-29:01**
 - b. **colour:2003-04-29:01**
 - c. **disabilities:2003-04-29:01**
 - d. **international:2003-04-29:01**
 - e. **lgbt:2003-04-29:01**
 - f. **mature:2003-04-29:01**
 - g. **womens:2003-04-29:01**
 - vi. Other Standing Committee examples:
 - a. **elections:2003-04-29:01**
 - b. **ombuds:2003-04-29:01**
4. Motions to move in-camera shall include:
- i. wording as to whether or not minutes of that in-camera session shall be taken; and
 - ii. who is permitted to stay for the in-camera portion of the meeting.
5. The minutes of any given meeting shall be distributed as soon as possible after the end of a meeting so that members may review / correct them prior to approval at the next regular meeting of that body.
6. If corrections to a set of minutes are needed then the corrected minutes must be brought back to the body for approval.
7. For Council and Executive Board meetings, where minutes are taken from an electronic recording of the meeting, the minutes of that meeting shall be distributed within seventy-two (72) of the recorder's receiving the electronic copy from the General Manager. The General Manager shall notify the Chairperson of the Executive Board as to when the electronic recording of the meeting was given to the recorder. Once the appropriate body has approved the minutes, the General Manager shall erase the electronic recording.

Procedure X. Poster Procedure

1. This procedure applies to Bulletin Boards, Offices, and other property under the jurisdiction of the Kwantlen Student Association (KSA).
2. Posters may only be posted on Bulletin Boards.
3. Campus Councils may designate Bulletin Boards for specific purposes such as “KSA Use Only” or “Housing Notices Only.”
4. No posters may be posted using staples, adhesives or adhesive tape.
5. No poster shall exceed 30cm by 45cm (11 inches by 17 inches).
6. No poster shall cover another unless the appropriate Campus Council has designated a location for multiple similar listings. For example, a campus council may designate an area for housing posters that cover each other but allow students to conveniently look at all housing posted on the board.
7. All posters must be stamped by the KSA before being posted.
8. All posters shall be date-stamped and removed by the KSA after one (1) month or any earlier date determined to be appropriate. For example, posters advertising an event may be removed once the event has happened.
9. Posters shall adhere to Kwantlen Polytechnic University policies on harassment and discrimination. Posters may not contain any statements or images derogatory towards any group of people as defined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Code.
10. All posters shall only be stamped as approved by a Member Services Specialist.
11. Subject only to the availability of space, the KSA must stamp a poster unless it is in violation of this procedure.
12. Notwithstanding clause 11, the KSA may choose not to stamp a poster advertising an external event in direct competition with an official KSA event.
13. Official Kwantlen Student Association posters are exempt from clauses 2 - 8.
14. Any posters in violation of this procedure shall be removed.
15. Posters submitted for a foreign language that the Kwantlen Student Association Member Services Specialist does not understand, without an adequate and trusted translation, do not have to be stamped. If possible, the Member Services Specialist may seek a translation of the posters from an independent third party that they trust (such as another Student, Staff Member, or Elected Official); however, the Member Services Specialist shall not be bound to do so.
16. Overall, the KSA shall encourage the use of multi-lingual posters that provide an English language translation printed on the poster along with the foreign language(s). In cases where a multi-lingual poster is presented for stamping, then the Member Services Specialist may, on good faith, stamp the poster if they feel confident that the English text is a fair representation of what the foreign language says.

Procedure XI. Promotional Products

Procedure

Article 1: Definitions of Products

1. There shall be two sets of promotional products as provided by the Kwantlen Student Association (KSA):
 - i. Give-Away Items: Items including but not limited to: pens and other inexpensive school supplies, shot glasses, lanyards, small toys (such as yo-yo's or Frisbees), candies and specialized items for specific campuses (such as mini tool kits for Newton students).
 - ii. Revenue generating or special prize Items: Items including but not limited to: mugs, beer steins, water bottles, key-chains, towels, t-shirts, baseball hats, sweat pants or other clothing items.

Article 2: Give-Away Items

1. Give-Away Items shall be given out at no charge to students at Student Association events and functions or other events including but not limited to Canadian Federation of Students meetings or other meetings or conferences.
2. Pens shall be ordered each year to be given away at new student orientations and with the annually produced Student Association Daytimer.

Article 3: Revenue generating or special prize Items

1. Revenue generating or special prize Items shall be primarily sold at or above cost, or given away as special prizes at student association.
2. A plan shall be developed during promotional product planning to account for the number of Revenue generating or special prize Items given away each year to ensure that the KSA breaks even on their expense or produces a profit.

Article 4. Planning

1. The General Manager shall ensure that past contracts, samples of previously bought promotional products and catalogues exist and are made available to assist the Director of Events and Student Life and Events and Communications Committee (ECC) in organizing planning promotional product orders.
2. Promotional products may be ordered through the KSA for on-campus student groups, clubs and programs, provided that a request to do so is submitted at least two (2) months in advance to the Director of Events and student Life. The KSA is not obligated to fulfill any such requests.
3. Promotional Product planning for all items shall begin in April by the Director of Events and Student Life and the Events and Communications Committee. The process must be completed by the end of June in the form of a written proposal presented to Executive Board for approval. This written proposal shall include:
 - i. An outline of recommended promotional products to be ordered, their prices, quantity, proposed retail value and revenue or loss as prizes for revenue generating or special prize Items

4. Once the Executive Board has approved the plan it shall be sent to Council for further approval. Once Council has approved the proposal the Director of Events and Student Life shall order the promotional products.

Procedure XII. Reporting Procedure

Article 1. Reporting To Council

1. In accordance with Section II of the Kwantlen Student Association Regulations, each Campus Council, Executive and Liaison shall submit a formal written report to the Speaker of Council, no less than three business days before a Council meeting.
2. Although they are not formally required to do so, student representatives on the University Board of Governors and Senate may submit formal written reports to Council on issues concerning governance at Kwantlen.
3. Unless due to circumstances directly related to official Student Association Business, the Speaker of Council shall not accept and include reports in the agenda package that are not submitted on time.
4. Reports that are not submitted on time may not be distributed by hand at Council, but may be included under “Unfinished Business of the Previous Council Meeting” of the agenda for the next meeting at the discretion of the Speaker of Council.
5. If the Speaker has in error neglected to place a report as received on time in the agenda, it may be distributed by the Speaker at the Council meeting, and it shall also be placed in the agenda of the next meeting of Council under “Unfinished Business of the Previous Council Meeting.”
6. Reports shall cover, but shall not be limited to, the topics as outlined below:
 - a. Campus Councils shall report on the following topics:
 - i. Campus Council Meeting Report and Motions;
 - ii. Campus Campaigns, Events and Activities Update;
 1. Current Campaigns, Events and Activities
 2. Summary of Completed Campaigns, Events and Activities;
 3. Future Campaigns, Events and Activities; and
 - iii. Other Campus Concerns, Questions and Issues.
 - b. The Director of Operations shall report to Council on the following topics:
 - i. KSA Operations, and Services and Volunteer Update;
 1. Current Operations and Services Update;
 2. Future Operations and Services Under Consideration;
 - ii. Services Committee Update and Recommended Motions; and
 - iii. Other Business, Issues and Concerns.
 - c. The Director of Finance shall report to Council on the following topics:
 - i. KSA Financial and Budgetary Update;
 1. Current Financial and Budgetary Considerations;
 2. Summary of Recently Resolved Financial and Budgetary Considerations;
 3. Future Financial and Budgetary Considerations;
 - ii. KSA Sustainability Update;
 - iii. Finance Committee Update and Recommended Motions; and

- iv. Other Business, Issues and Concerns.
- d. The Director of External Affairs shall report to Council on the following topics:
 - i. External Events, Campaigns, Meetings and Lobbying Update;
 - 1. Current External Events, Campaigns, Meetings and Lobbying;
 - 2. Summary of Completed External Events, Campaigns, Meetings and Lobbying
 - 3. Future External Events, Campaigns, Meetings and Lobbying;
 - ii. CFS Activities Update;
 - iii. Board of Governors Update;
 - iv. Student Issues and Action Committee Update and Recommended Motions; and
 - v. Other Business; Issues and Concerns.
- e. The Director of Events and Student Life shall report to Council on the following topics:
 - i. Events Update;
 - 1. Summary of Currently Planned Events;
 - 2. Summary of Completed Events;
 - 3. Future Events Under Considerations;
 - ii. Clubs and Programs Based Support Update;
 - iii. Advertising, Promotions and Website Update;
 - iv. Events and Communication Committee Update and Recommended Motions; and
 - v. Other Business, Issues and Concerns.
- f. The Director of Academic Affairs shall report to Council on the following topics:
 - i. Academic Concerns and Internal Issues Update;
 - 1. Current Academic Concerns and Internal Issues;
 - 2. Completed Academic Concerns and Internal Issues;
 - 3. Future Academic Concerns and Internal Issues Under Consideration;
 - ii. Volunteering and Student Involvement on Committees Update;
 - iii. Senate Update;
 - iv. Academic Issues Committee Update and Recommended Motions; and
 - v. Other Business, Issues and Concerns.
- g. The Chairperson of the Executive Board shall report to Council on the following topics:
 - i. KSA Elected Official Issues and Concerns;
 - ii. Communications Update;
 - iii. Executive Directives Update;
 - iv. Executive Board Meetings Review and Recommended Motions; and
 - v. Other Business, Issues and Concerns.
- h. Liaisons shall report to Council on the following topics:
 - i. Current Liaison Activity Update;

1. Current Projects and Activities;
 2. Summary of Completed Projects and Activities;
 3. Future Projects and Activities Under Consideration;
 - ii. Liaison Commission Update and Motions; and
 - iii. Other Business, Issues and Concerns.
7. Further to Article 1.6 above:
- a. Should Campus Councils, Liaisons or Executives have no new information to report on a given topic as outlined in the Article 1.6, then they can simply note that “no new information” is available and the topic can be omitted at the discretion of the reporter.
 - b. “...and Motions” as used in Article 1.6 refers to motions that are being referred to Council by a Committee or Commission for Council’s consideration, deliberation and resolution. It is not necessarily meant to be an area to cut and paste all motions that were considered by a Committee or Commission.
 - c. “...Update” as used in Article 1.6 refers to the need to summarize what has been happening on a given topic. For example, “Executive Directives Update” is not meant to be an area where directives are listed, rather, it is meant to be an area where directives are listed and an update in regards to their progress is given.
8. Further to Article 1.6, Executive Board Members and Liaisons are required to provide a tally and brief summary of the hours that they have worked since the last Council meeting.
9. Further to Article 1.6, all Committees and Commissions are required to submit a copy of minutes from their last meeting for inclusion in the agenda as an attachment to their report.
10. Chairs of KSA Committees shall report the time and place of their last Committee, Campus Council or Commission meeting, as well as the time and place of their next meeting.
11. Liaisons and Executives shall list under “Other Business, Issues and Concerns” which Campus Council, Executive Board, Liaison, external or other relevant meetings they have attended since their last written submission to Council.
12. Within two (2) weeks of attending a conference or external meeting on behalf of the KSA, each Executive, Council Member, Liaison and staff member shall submit a formal written report of one (1) to two (2) pages in length to the Speaker of Council. The report shall generally cover such topics as how they found the conference or external meeting and how their experience at the conference or external meeting can be used to better the KSA. The Speaker shall attach the report as an information only submission to Council in the agenda package.

Article 2. Reporting to Annual and Special General Meetings

1. Campus Councils and Liaisons All bodies that regularly report to Council shall also prepare a written report for the Kwantlen Student Association’s Annual General Meeting to be included as an addition to the Executive Board Report.
2. Reports submitted to the Annual General Meeting shall generally cover the same topics as would be covered in a regular report to Council, and indicate what has occurred over the past one year. In addition to this, any other ideas or suggestions for future events, activities or projects may be listed under “Other Business, Issues and Concerns.”
3. All bodies that regularly report to Council shall prepare written reports for any Special General Meeting of Council only if requested to do so by Council.

Article 3. Executive Board Meeting Reports

1. Although not mandatory, Executive Board members may choose to submit formal written reports to Executive Board meetings, in the same format as they would submit for Council meetings.
2. If they chose to do so, the report must be submitted to the Chairperson of the Executive Board for inclusion in the Executive Board agenda at least seventy-two (72) hours before the Executive Board meeting.
3. This is recommended for any Executive member who would be missing any Executive Board meetings.

Article 4. Campus Council and Liaison Log Books

1. Each Campus Council and Liaison shall be required to keep a logbook that allows each Campus Council member to record the following:
 - a. when they were in the office;
 - b. what tasks they performed while they were working; as well as
 - c. what tasks need to be done or continued by others who are working.
2. Upon arriving for their office hours or any other work, a Campus Council member shall use the logbook to sign-in. At the completion of their shift, they shall sign out and record what they did and what needs to be done or continued.
3. The Campus Director shall review and bring any irregularities to the attention to Campus Council, who may then make recommendations to the General Manager regarding those irregularities.
4. At the discretion of the General Manager and the Executive Board, the logbook may be used to justify a Campus Council member's pay.

Procedure XIII – Student Research Projects and Studies

This Procedure sets out how the Kwantlen Student Association determines how it can best accommodate requests for cooperation and participation in student research projects and studies where the Kwantlen Student Association is the target or focus of the project or study. The General Manager shall be responsible for the execution of this procedure, in consultation with the Executive Committee.

1. Any request for cooperation or participation in a student research project or study shall be submitted to the General Manager, whereupon the General Manager shall determine whether
 - i. the request has been made by a member of the Society;
 - ii. the results of the project or study would be of value to the Society;
 - iii. the nature of the request can be reasonably accommodated with current resources; and
 - iv. the request and the purposes of the project or study are consistent with all relevant provisions of the Constitution, Bylaws, Regulations, and these Executive Procedures.
2. The General Manager may require that the students conducting a project or study
 - i. sign a letter of confidentiality related to Society information;
 - ii. provide a letter from an instructor to confirm the legitimacy of a project or study;
 - iii. provide occasional updates on the progress of the project or study.
3. Any students who conduct a project or study under this Procedure shall be required to make a detailed presentation on progress and/or results or conclusions to the Executive Committee, upon the request of the General Manager, the Executive Committee, or upon completion.
4. The students conducting the project or study shall provide copies of the completed assignment and all accompanying relevant documentation to the General Manager and the Director of Student Services within seven (7) calendar days of the due date of the project or study.

Procedure XIV – Assessment of Management Performance

This Procedure sets out the process for the assessment of the performance of the General Manager by the Executive Committee, and the requirements for consultation with Council. The Director of Student Services is responsible for the execution of this procedure, in consultation with the Executive Committee.

Part A – Roles and Responsibilities

1. The Director of Student Services leads the performance assessment of the General Manager, pursuant to articles 13(8)(a) and (d) of the bylaws. The Director of Student Services is the liaison between the Executive Committee and the General Manager, and is responsible for the assessment of the effectiveness of the General Office; therefore, the Director of Student Services is in an ideal position to lead the assessment of the General Manager's performance.
2. The Executive Committee reviews, makes revisions to, and approves the performance assessment of the General Manager proposed by the Director of Student Services, pursuant to article 13(3)(h) of the bylaws. The authority for the performance assessment of the General Manager rests with the Executive Committee, and if it disagrees with the assessment as proposed by the Director of Student Services, then it may overrule her and substitute another assessment in its place.
3. Council receives and discusses the performance assessment of the General Manager, once it has been approved by the Executive Committee. Council is also responsible for the review and approval of any performance management measures that the Executive Committee has recommended be taken in relation to the performance of the General Manager. Such recommendations may be approved by a two-thirds (2/3) resolution of Council.

Part B – Annual Assessment

1. On or before September 30 of each calendar year, the Director of Student Services shall complete a draft written assessment of the performance of the General Manager. The draft assessment shall be presented to the Executive Committee at an in camera session of one of its meetings, whereupon members of the Executive Committee shall discuss and make revisions to the draft assessment, as needed. The draft assessment shall then be approved by resolution.
2. The performance assessment of the General Manager shall weigh in equal parts the leadership skills of the General Manager, and the success of the General Manager in the advancement of the Kwantlen Student Association through the achievement of objectives in the Implementation Plan. The period assessed shall be September 1 of the previous year, to August 31 of the current year.
3. On or before October 31 of each calendar year, the Chairperson of the Executive Committee shall present the approved assessment to Council at an in camera session of one of its meetings for discussion. At this time, any recommendations of the Executive Committee related to the

performance of the General Manager may be approved by a two-thirds (2/3) resolution.

4. Within seven (7) calendar days of the review of the performance assessment of the General Manager with Council, the Director of Student Services shall present and discuss the approved, written performance assessment with the General Manager. A copy of the written performance assessment shall be given to the General Manager for her records, and the original shall be kept in a secure cabinet by the Director of Student Services at the General Office.
5. Based on the results of the performance assessment of the General Manager, the Director of Student Services may negotiate a revised contract between the Kwantlen Student Association and the General Manager. The revised contract shall then be presented to the Executive Committee, whereupon it shall be reviewed, revised further if needed, and then approved by resolution.

Part C – Ongoing Assessment

1. The Director of Student Services shall present a monthly update on the performance of the General Manager to the Executive Committee, at its first meeting of each calendar month. These updates shall be provided during in camera sessions of its meetings.
2. The Director of Student Services shall provide a quarterly update on the performance of the General Manager to Council, at its first meetings in September, December, March, and June. These updates shall be provided during in camera sessions of its meetings.

Part D – Performance and Conduct Management Measures

1. The Director of Student Services shall have the authority to have coaching discussions with the General Manager, and to issue verbal performance reminders, verbal warnings, and positive notations, in consultation with the other members of the Executive Committee.
2. In response to a monthly update or an annual assessment of the performance of the General Manager, the Executive Committee may consider whether one or more performance management measures should be taken to support the development of the General Manager. Any written performance reminders or written warnings must be approved by resolution. A second or subsequent written performance reminder or written warning must be recommended to Council, who may then review and approve the measure by a two-thirds (2/3) resolution.
3. Any approved performance management measures shall be communicated to the General Manager by the Director of Student Services, and each such measure shall be accompanied by a formal letter, prepared by the Director of Student Services, with one original copy to be given to the General Manager for her records, and with a second original copy to be kept in a secure cabinet by the Director of Student Services at the General Office.

Procedure XV – Consent Agendas

Article 1 – Purpose

1. The purpose of this Procedure is to expedite the proceedings of the Executive Committee by allowing for the approval of multiple items that are routine and that are not normally debated, while ensuring that individual members of the Executive Committee can pull out individual items to be debated and voted upon in the usual way.

Article 2 – Scope of Consent Agenda

1. Items that may be included in the Consent Agenda package include
 - (a) the minutes for previous meetings of the Executive Committee;
 - (b) applications for the creation of Clubs and Recognised Groups;
 - (c) planning tools for funding requests of less than \$100, provided that the planning tool has been reviewed and endorsed by, and bears the signature of, the Director of Student Life;
 - (d) standard form advertisement contracts and agreements; and
 - (e) other items deemed appropriate by the Chairperson of the Executive Committee.

Article 3 – Responsibilities of the Chairperson

1. The Chairperson shall be responsible for the execution of this Procedure. As items are received for inclusion in the provisional agenda for meetings of the Executive Committee, the Chairperson shall determine which items, if any, shall be included in the Consent Agenda.
2. The Chairperson shall place the Consent Agenda on the agenda for each meeting of the Executive Committee as “Approval of Consent Agenda,” under the “2) Adoption of the Agenda” item.

Article 4 – Approval of Consent Agenda

1. Once the Consent Agenda has been moved and seconded, any member of the Executive Committee may request that an item be removed, and upon such a request the Chairperson shall, without debate or motion, remove the item from the Consent Agenda and place it elsewhere on the agenda, where the Chairperson believes it would be most appropriately considered.
2. The Consent Agenda may be approved by Resolution of the Executive Committee. Upon approval, the items on the Consent Agenda shall be deemed to have been moved, seconded, and carried by the same members and with the same vote as that to approve the Consent Agenda. Each item shall be recorded in the minutes as having been approved by motion x-A, x-B, and so on, where x is the motion number of the motion by which the Consent Agenda is approved.

Procedure XVI – Healthy Workplace Procedure for Elected Officials

Pursuant to article 16(2)(a) of the Bylaws, and section 5(1)(2) of the Regulations, the General Manager has established a Healthy Workplace Policy under the Personnel Procedures, which sets out the Society’s policies in respect of harassment in the workplace, and the resolution of complaints. This procedure sets out the way in which this policy is executed in respect of complaints which involve, as one or both parties, members of Council or its committees, and/or Executive Committee members.

A. Definitions

“complainant” shall be taken to mean, for the purposes of this procedure, any person who has submitted a complaint pursuant to the Healthy Workplace Policy under the Personnel Procedures, whether or not that person is an elected official

“director responsible” shall be taken to mean, for the purposes of this procedure, (a) the Chairperson of the Executive Committee, unless they are a respondent, in which case (b) any other member of the Executive Committee, unless each of them is a respondent, in which case (c) a member of Council on the Standing Committee on Governance, designated for that purpose by resolution of the committee upon the receipt of the complaint by the Chairperson of the Standing Committee on Governance

“elected official” shall be taken to mean, for the purposes of this procedure, any one of (a) a member of Council, (b) a member of a Standing Committee, (c) a member of a Special Committee, (d) a member of the Executive Committee, or (e) any other person, not otherwise a director or an employee, who has undertaken to perform a function of the Society at the behest of any of the fore mentioned individuals or bodies

“respondent” shall be taken to mean, for the purposes of this procedure, any person who is the subject of a complaint submitted pursuant to the Healthy Workplace Policy under the Personnel Procedures, whether or not that person is an elected official

B. Complaints

1. This procedure does not apply when neither the complainant, nor any of the respondent(s), are an elected official. In the event that such a complaint is submitted to the director responsible, then the director responsible shall forward the original complaint and any materials submitted

with it to the General Manager without delay for resolution under section G of the Personnel Procedures. The director responsible shall not retain any copy(s) of these materials.

2. (1) An elected official may submit a complaint in writing to the director responsible within six (6) months of the alleged harassment leading to the complaint. The complaint must include the date(s) and the particulars of the incident(s), the name(s) of the respondent(s), and the name(s) of any witness(es). The information should be as precise, and concise, as possible.

(2) The General Manager shall forward to the director responsible, without delay, any complaint received in which any respondent(s) is an elected official.

3. Once the complaint has been acknowledged, the director responsible reviews the complaint and, if necessary, seeks additional information to determine if the allegations are related to harassment. If the director responsible concludes that the complaint is not related to harassment, they inform the complainant and the respondent in writing. The director responsible redirects the complainant to the appropriate avenue of recourse or advises on other ways to resolve the issue. If the allegations are related to harassment, then the director responsible determine what efforts have been made to resolve the problem, identifies immediate avenues of resolution, if any, and recommends appropriate action(s).

4. In the event of a complaint where any one of the complainant or respondents is an employee, then the director responsible shall work with the General Manager in the execution of this procedure, whereby the director responsible shall communicate with the elected official(s) concerned, and the General Manager shall communicate with the employee(s) concerned.

5. (1) The director responsible shall act in good faith and shall apply due diligence in their investigation when determining the appropriate action(s) to recommend to Council in respect of a respondent who is an elected official, which may include, but is not limited to, (a) no action; (b) requiring a verbal apology; (c) requiring a written apology; (d) additional forms of discipline for elected officials, as set out in sections 10(1)(4), 10(2)(4), and 10(2)(5) of the Regulations; or (e) such other action(s) as the director responsible deems appropriate.

(2) The director responsible shall provide advice to the General Manager on action(s) to take in respect of a respondent who is an employee. Pursuant to section 5(1)(1) of the Regulations, only the General Manager has the authority to manage the employees of the Society.

Procedure XVII – Access to Legal Defense Fund

This procedure sets out the process whereby a member of the Kwantlen Student Association (as explained below) can apply for funding assistance, through the Kwantlen Students Legal Defense Fund (the “Defense Fund”), in the event of a legal conflict with Kwantlen Polytechnic University (the “University”).

1. The General Manager shall develop, or cause to be developed, in consultation with the Director of Student Life, an application form through which members of the Kwantlen Student Association can apply for assistance through the Defense Fund.
2. For the purposes of this procedure, a person who has ceased to be a member of the Kwantlen Student Association due mainly to a suspension, expulsion, or another disciplinary measure levied by the University, shall be deemed to be a member of the Kwantlen Student Association.
3. To apply for assistance, a member of the Kwantlen Student Association completes the application form developed under this procedure, and submits that application form to the General Manager, or to an employee designated by the General Manager for this purpose.
4. The General Manager, or an employee designated by the General Manager for this purpose, shall screen applications to ensure that they are complete, reasonable, and within the scope of the Defense Fund, and screened-out applications shall not be further proceeded with.
5. The General Manager, or an employee designated by the General Manager for this purpose, shall send any applications proposed for the consideration, of the Executive Committee, with any personally identifiable information redacted, to the Chairperson, along with any recommendations, notes, or advice related to the application.
6. The Executive Committee shall consider any received applications, in camera, at the next regularly-scheduled meeting of the Executive Committee for which adequate notice of the application can be provided.
7. Any application may be approved by resolution of the Executive Committee. Such a resolution shall include in it the maximum amount of assistance to be provided, if any, whether in the form of a maximum dollar amount or the maximum number of hours for which legal assistance may be reimbursed; and conditions of assistance, if any. Personally-identifiable information shall not be included.
8. The General Manager, or an employee designated for this purpose by the General Manager, shall be responsible for contacting an applicant once the application has been dealt with by the Executive Committee.
9. During the course of the matter for which assistance has been approved by the Executive Committee, the sole liaison between the applicant and the Society shall be the General Manager, or an employee designated for this purpose by the General Manager; the Director of Student Life shall nevertheless be consulted, during the course of the matter, on student advocacy and social justice issues that may arise as a result.
10. When the matter has been dispensed with, the General Manager, or an employee designated for this purpose by the General Manager, shall provide to the Executive Committee, in camera, a brief update on the result of the matter, including any decision(s) of the University.

Procedure XVIII – Council Code of Conduct

SECTION 1: APPLICATION

1.0 Application. This Code of Conduct (the “Code”) reiterates and consolidates the duties and obligations of directors, pursuant to section 2(3)(3) of the *Regulations*. The Code applies to directors, other members of Council, and members of committees. In this Code, “director,” or “directors,” refers to anyone to whom the Code applies, and “board” refers to the board of directors, or to a committee thereof, as the context requires. This Code also applies to anyone who acts for a director (e.g., proxies). =

SECTION 2: DUTIES OF DIRECTORS

2.0 Responsibilities. Each director is expected to become an active participant in a board that functions effectively as a whole. Each director of the Society is responsible to:

- (a) be familiar and comply with the *Society Act*, RSBC 1996, c. 433, and any other legislation under which the Kwantlen Student Association has been constituted;
- (b) be familiar and comply with the *Constitution, Bylaws, Regulations*, and any other rules that bind the Kwantlen Student Association and its directors;
- (c) attend meetings of the board having read in advance the agendas, and any additional documents and resources, that have been distributed to directors;
- (d) act honestly, in good faith, and in the best interests of the Kwantlen Student Association, in a manner consistent with the nature and the maintenance of the members’ confidence in the conduct of the board’s business; and
- (e) exercise, in the performance of their duties, the care, diligence, and skill of a reasonably prudent and informed person, under comparable circumstances.

2.1 Conduct. Each director shall at all times conduct themselves in a manner that:

- (a) supports the purposes of the Kwantlen Student Association;
- (b) serves the best interests of the Kwantlen Student Association as a whole, over and above their personal interests, and those of any campus, faculty, or constituency;
- (c) demonstrates respect for human rights;
- (d) respects and gives fair consideration to diverse and opposing viewpoints;
- (e) respects the principles of the democratic process;
- (f) avoids real or apparent conflicts of interest; and

- (g) ensures that the financial affairs of the Kwantlen Student Association are conducted in a responsible and transparent manner, with due regard to the fiduciary duty of each director to the Kwantlen Student Association.

SECTION 3: CONFLICT OF INTEREST

3.0 Integrity. The Code is designed to ensure the highest standards and maintenance of integrity of the board. Directors shall act at all times in the best interests of the Kwantlen Student Association, ahead of any personal interest or the interest of any other person or entity. It also means performing their duties and transacting the affairs of the Kwantlen Student Association in a way that promotes the members' confidence and trust in the integrity, objectivity, and impartiality of the board.

3.1 Definition of Conflict of Interest.

- (a) A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect, or appear to affect, a director's objectivity, judgement, or ability to act in the best interests of the Kwantlen Student Association as a whole. A conflict of interest exists when a director has a private or personal interest (for example, a close family connection or financial interest).
- (b) A perceived or apparent conflict of interest may exist when a reasonable, well-informed person has a reasonable belief that a director has a conflict of interest, even when there is not, in fact, a conflict of interest.
- (c) Full disclosure, in and of itself, does not remove a conflict of interest.

3.2 Disclosure by Directors. Both prior to serving on the board and during their term, directors must openly disclose a real, potential, or perceived conflict of interest as soon as the issue arises and before the board or its committees deal with the matter. Directors are expected to recuse themselves from participating in a decision, exercising an official power, or performing an official function when they are in a real or apparent conflict of interest. For anyone who acts for a director (e.g., proxies), the person who acts for the director is in a conflict of interest for the purposes of a matter being considered if they themselves, or the director, are in a conflict of interest.

3.3 Gifts and Hospitality. A director shall not accept a fee, gift, personal benefit, or hospitality, except compensation authorised by Council, that is offered or tendered by virtue of their position as a director. Fees, gifts, personal benefits, or hospitality that are incidental to protocol or social obligations that normally accompany the responsibilities of office must be promptly reported to Council, if in excess of \$150, whereupon Council may direct that they be kept, returned, or otherwise disposed of.

SECTION 4: CONFIDENTIALITY

4.0 Confidential Information. A director must, both while being and after ceasing to be a director, treat as confidential any information that is designated as confidential, or "in camera," by the board. Under no circumstances, unless compelled to do so by legal process, shall a director disclose confidential information without the express consent of the board, by resolution. A director shall not use information obtained as a result of their involvement with the board for their personal benefit. Each director shall avoid activities which may create appearances that they have benefited from confidential information received during the course of their duties as a director.