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SECTION I: GENERAL

Article 1. Authority and Interpretation of the Procedures Manual

1. Pursuant to Bylaw XVI (1), these Procedures shall be binding on the Society, including but not limited to the following Society bodies: the Board, Executive Committee, Standing Committees, Collectives, Subsidiary Organizations, and any subcommittees, members, or employees of any of the above bodies.
2. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society's Procedures or Bylaws.
3. This document is intended to be free of gender bias.
4. In these Procedures, unless the context otherwise requires:
 - a. words imparting a gender shall be read as referring to any gender, and vice versa;
 - b. the singular shall include the plural, and vice versa;
 - c. words imparting persons shall include bodies corporate, and vice versa;
 - d. expressions in these Procedures which are defined in the Bylaws, or the *Society Act*, shall have the meanings so defined;
 - e. "non-voting members of the Board" refers to appointed Board members.
 - f. "business day" means any day other than a Saturday, Sunday, or statutory holiday; and
 - g. "University" means Capilano University.

Article 2. Amendment and Suspension of Procedures

1. In accordance with Bylaw XVI (1), the Board may from time to time establish policies relating to the internal governance, operations, and administration of the Society, and these policies shall be kept in one manual and styled the Procedures.
2. The Procedures shall only be established, amended, repealed, or otherwise altered by a Two-thirds (2/3) Resolution of the Board, in accordance with Bylaw XVI (1).
3. Amendments to the Procedures shall take effect the day after they are approved or on another date and time as determined by the Board. This provision notwithstanding, the Board shall not amend the Procedures retroactively, and amendments to the Procedures may be rescinded before they take effect by Two-thirds (2/3) Resolution of the Board.
4. No provisions of the Procedures may be suspended except by Two-thirds (2/3) Resolution of the Board. When the Board suspends a provision or provisions of the Procedures, such suspension shall only be in effect for the duration of the meeting at which it is made unless the Board, by Two-thirds (2/3) Resolution, sets some other fixed period of time for the suspension. Any resolution to suspend the Procedures beyond the duration of the meeting at which it is made must include reasons by way of preamble.
5. When amendments to the Procedures are brought to the Board for consideration, they require a two (2) week written notice period with the complete text of the change. Every effort shall be made to ensure that any amendments are consistent with other provisions



of the Procedures.

6. When the Board approves amendments that affect other provisions of the Procedures, the Board shall alter every provision of the Procedures so affected to be consistent with the amendments.
7. The Administrator shall make housekeeping revisions to the Procedures Manual as necessary, with the joint approval of the Vice-President of Internal Development and the General Manager.

Article 3. Master Copies

1. The Vice-President of Internal Development shall keep the master copies of the Constitution, the Bylaws, and the Procedures by forwarding any changes to the Administrator, and shall cause the Issues-based Policies to be kept by forwarding any changes to the Organizer.
2. Amendments to the Procedures shall be incorporated in the master copy within thirty (30) days of being approved by the Board.

Article 4. Circulation of the Procedures and other Documents

1. The Executive Committee shall ensure the circulation and availability of the Procedures and the Society's other documents in accordance with this article.
2. Complete and up-to-date versions of the Constitution, Bylaws, Procedures, and Issues-based Policies shall be:
 - a. posted on the Society's website, and
 - b. distributed upon request to members of the Board:
3. Printed copies of the Constitution, Bylaws and Procedures, and Issues-Based Policies shall be made available to any Member of the Society upon receipt of a refundable deposit equivalent to the cost of printing and binding.
4. In accordance with section 69 of the *Society Act*, a Member of the Society may obtain a printed copy of the Constitution and Bylaws alone for a \$1 fee.



SECTION II: BOARD MEMBERS AND OTHERS

Article 1. Conflict of Interest for Directors of the Society

1. Voting members of the Board, as Directors of the Society, shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Directors shall use the utmost care and discretion in the handling of confidential and privileged information and shall not use such information for personal benefit or gain. Furthermore, Directors shall not disclose any information discussed in an *in camera* meeting of the Board without the authorization of the Board.
3. No Director may, in their role as a Director, participate in any decision, exercise an official power or perform an official duty or function in which they may have either a conflict of interest or an apparent conflict of interest.
4. Without limiting the generality of paragraph 3 above, if a Director has a conflict of interest or an apparent conflict of interest relating to an issue being deliberated on by the Board, they shall declare the nature of the conflict and abstain from speaking or voting on the issue, or on any subsidiary motion related to the issue, except to raise a question of privilege. However, at the request of the Chair, the Director may answer questions pertaining to the issue.
5. In the event that a Director is uncertain about whether or not they are in either a conflict of interest or an apparent conflict of interest, the Director shall inform the Board of the possible conflict and the Chair shall decide whether there is an actual conflict. If the Chair's decision is appealed, or if the issue of a Director's conflict becomes a resolution before the Board for any other reason, then that Director shall abstain from speaking or voting on the resolution.
6. If a Director believes that another Director may be in a conflict of interest or an apparent conflict of interest, they shall ask the Chair to decide the matter. If the Chair's decision is appealed, or if the matter becomes a resolution before the Board for any other reason, then the Director who is in a possible conflict shall abstain from speaking or voting on the resolution.
7. A Director has a conflict of interest when the Director, in their capacity as a Director, exercises an official power or performs an official duty or function and at the same time knows that in the exercise of the power or in the performance of the duty or function there is an opportunity to further his or her private interest.
8. A Director has an apparent conflict of interest if there is a reasonable perception, which a reasonably well-informed person could properly have, that the Director's ability to exercise an official power or perform an official duty or function, in their capacity as a Director, may have been affected by their private interest.
9. A Director must not use his or her office to seek to influence a decision, to be made by another person, to further the Director's private interest.
10. A Director's private interest shall include the private interests of his or her family and the private interests of a companion, business associate, or a close personal friend of the Director.
11. Conflicts of interest shall be handled as follows:
 - a. No Director of the Society may accept a fee, a gift, a personal benefit or hospitality that is offered or tendered by virtue of his or her position as a Director,



unless authorized to do so by the Board.

- b. Subsection (a) above does not apply to a gift or personal benefit that is incidental to the protocol or social obligations that normally accompany the responsibilities of office.
 - c. If a gift or personal benefit referred to in subsection (b) above exceeds \$150 in value, or if the total value received directly or indirectly from one source in any twelve (12) month period exceeds \$150, a Director must immediately disclose to the Board, in writing:
 - i. the nature of the gift or benefit;
 - ii. its source; and
 - iii. the circumstances under which it was given and accepted.
 - d. Upon receipt of a written disclosure referred to in subsection (c), the Board shall either allow the recipient to keep the gift or benefit, direct that the gift or benefit be returned, or direct that the gift or benefit be disposed of in any other manner it sees fit.
12. All Directors shall sign an oath of office, prior to performing any Society work in which they agree to abide by the provisions of this Article.
13. Any Director who contravenes this Section of the Procedures may be directed by a Resolution of the Board to:
- a. pay restitution to the Society for any financial loss suffered by the Society as a direct result of his or her action;
 - b. account for, and dispose of, any profits made as a result of a breach of this Section;
 - c. return or otherwise restore the Society's property taken, damaged or destroyed by a direct action of that Director; or
 - d. may be removed from office pursuant to the Bylaws of the Society.
14. Directors shall not receive monetary compensation from the Society unless such monetary compensation is received as a direct result of their position as a Director.

Article 2. Conflict of Interest for Non-Voting Members of the Board

1. Non-voting members of the Board shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Non-voting members of the Board shall abide by the conflict of interest provisions for Directors contained in Article 1 above as though they were Directors.

Article 3. Conflict of Interest for Others

1. Officers and employees of the Society other than Directors of the Society shall act honestly and in good faith in the best interests of the Society as a whole, and exercise the care, diligence and skill of a reasonably prudent person in carrying out their duties.
2. Officers and employees of the Society other than Directors of the Society shall not, in their capacity as officers or employees of the Society, participate in any decision, exercise an official power or perform an official duty or function in which they may have



either a conflict of interest or an apparent conflict of interest.

3. The Executive Committee shall establish further provisions regarding conflict of interest in relation to Officers. The General Manager shall develop further provisions regarding conflict of interest in relation to employees, and shall take steps to ensure that such provisions are contained in the Personnel Handbooks.
4. All Officers shall sign an oath of office in which they agree to abide by the provisions of this Article.

Article 4. Protection of Directors, Officers and Others

1. Provided that they have complied with the Constitution, Bylaws, Procedures, and other legal obligations, every Director, officer and employee of the Society and their heirs, executors, administrators and other legal personal representatives shall from time to time be indemnified and saved harmless by the Society from and against:
 - a. any liability and all costs and expenses that they sustain or incur in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and
 - b. all costs, charges and expenses that they sustain or incur in respect of the affairs of the Society.

Article 5. Privacy

1. The General Manager shall be the Privacy and Information Officer for the Society, unless the Board appoints someone else by Two-thirds (2/3) Resolution.
2. All Directors, officers, and employees of the Society are expected to take reasonable steps to protect the personal information in the custody of the Society. The Board shall maintain and update from time to time, by Two-thirds (2/3) Resolution of the Board on the recommendation of the Privacy and Information Officer, or on the recommendation of the Executive Committee, a Privacy Policy to be appended to these Procedures.
3. All new Board members must receive an orientation on the privacy oversight responsibilities of the Board of Directors.

Article 6. Duties of Board Members

1. In addition to such duties and responsibilities as are set out in the bylaws, the Board as a whole shall have the duty and responsibility to do each of the following:
 - a. oversee the work of the Executive Committee;
 - b. receive and make decisions on recommendations and advice received from the Executive Committee, Standing Committees, and Collectives; and
 - c. ensure that the work of the Society aligns with and pursues the achievement of the Society's strategic plan, as approved by the board of directors.
2. In addition to such duties and responsibilities as are set out in the bylaws, Directors shall have the duty and responsibility to do each of the following:
 - a. act in the best interests of the Society as a whole, and in accordance with applicable legislation, and the bylaws, policies, and procedures of the Society;
 - b. use Society-designated email addresses for all Society business, and to check such email accounts at least once per business day; and



- c. schedule their Fridays free from 2:00pm to 5:00pm in order to attend all meetings of the Board; and
- d. responsibly maintain all business records in their possession including archiving individual email messages that are of enduring value.

Article 7.

1. The following Directors shall receive stipends of up to the prescribed amount per calendar month, provided that all duties and responsibilities required by the Bylaws and these Procedures are completed:
 - a. Vice-Presidents: \$1300.00 per month;
 - b. President: an additional \$200.00 per month;
 - c. Collective Liaisons and Coordinators: \$300.00 per month;
 - d. Faculty Representatives: \$300.00 per month;
 - e. Campus Representatives: \$300.00 per month; and
 - f. Student Representatives on the University Board of Governors and Senate \$300.00 per month.
2. A Director's stipend set out in article 8(1), in any calendar month that is incomplete due to a leave of absence, by-election, removal, resignation, or other unexpected circumstances, shall be pro-rated for each business day worked.
3. An honorarium of \$25 per Standing Committee meeting may be claimed by all non-Board members (Students-at-large) of the Society appointed as a voting member of a Standing Committee, for attending a maximum of eight (8) meetings per semester. Such claims shall be made at the end of each semester.

Article 8. Director Regrets, Leave, Resignation, Continuing Absences

1. At the commencement of the Board of Directors meetings and general meetings, a roll call of directors shall be announced to determine attendance, regrets, absent without regrets, leave and/or resignation.
2. 'Regret' is a term that refers to a written document submitted as a request to be excused from attending a meeting where attendance would otherwise be required.
3. Regrets must be submitted to the chair of the Board of Directors or the Committee, as well as the Minute Taker, to be presented for approval and must:
 - a. include the specific extent of that absence,
 - b. include the reason for that absence, and
 - c. be submitted at least six (6) hours in advance of the meeting in question or under exceptional circumstances as dictated by the deliberative body.
4. Acceptable reasons for the submission of regrets include, but are not limited:
 - a. bereavement,
 - b. illness,
 - c. impassable roads due to inclement weather,
 - d. religious observations,



- e. required court appearances,
 - f. health appointments,
 - g. approved conference attendance or CSU work,
 - h. academic conflict (e.g. exams, presentations, school projects),
 - i. approved employment specific conflict,
 - j. emotional emergency issues,
 - k. family emergency,
 - l. approved school function or other such reasonable reasons as may be approved by the Board of Directors.
5. Unaccepted reason is considered unexcused absence if the reason for lack of attendance does not fall into the above categories.
 6. Regrets are approved by simple majority vote of the organizational unit to which they have been submitted.
 7. If any voting member of a committee appointed under section V(5)(1)(b) or (c) is absent from two (2) consecutive meetings of the committee without ratified regrets, they shall be deemed to have abandoned their position on the committee and the Chair shall declare that position vacant forthwith.
 8. Requests for a leave shall be presented to the Board of Directors and will be accompanied by a written explanation for the reasons seeking it:
 - a. Request for leave require a simple majority vote of the Board of Directors.
 - b. No more than one semester leave of absence shall be granted with a one-year term of office.
 9. Request for leaves shall be submitted when a director will be unable to undertake their duties as a director on the Board.
 10. In the event that a Board member is absent with regrets or is on a leave of absence, when not time sensitive, a reasonable effort should be made by the board to have a director's voice heard on issues that affect them by waiting for them to return or for them to discuss the issue with the chair.
 11. Resignations shall be presented to the Board of Directors in writing. Resignations shall be effective on a date determined by the person submitting the resignation or, if no date is specified, then the resignation shall be effective immediately.

Article 9. Appointment of External Chair

1. Whenever the role of External Chair is vacant, or is anticipated to become vacant, the board of directors shall establish a Special Committee to conduct a search advisory process. The Special Committee shall be responsible for nominating one or more candidates to the board of directors for approval.
2. Such a Special Committee shall be comprised as determined by the board of directors, provided that:
 - a. it shall have between three (3) and five (5) members; and
 - b. any members or members-elect of the Executive Committee shall not, together,



form a majority of the seats on the Special Committee.

3. The procedures for the search advisory process shall be as determined by the Special Committee, subject to any orders of reference adopted by the board, and provided that at least the following steps are completed:
 - a. a committee chair is appointed, unless already appointed by the board;
 - b. there is a public posting period of at least ten (10) business days;
 - c. interviews with short-listed candidates are held; and
 - d. a written report with recommendations is provided to the board.
4. The committee chair shall be responsible for the following:
 - a. chairing meetings of the Special Committee;
 - b. distributing application materials, or ensuring that they are distributed;
 - c. taking minutes, or ensuring that minutes are taken;
 - d. ensuring that the confidentiality of the process is maintained by all committee members; and
 - e. ensuring that public postings are broadly and prominently advertised.
5. If a member of the Special Committee misses any meeting once interviews have commenced, with or without regrets, then the committee chair shall declare that member's seat to be vacant, and the former member may not participate any further in the deliberations of the Special Committee.
6. In addition to the members of the Special Committee, the General Manager may designate an employee to resource and support the search advisory process for an External Chair. An employee, once so designated, shall attend meetings of the Special Committee, unless the Special Committee's chair directs otherwise.
7. The External Chair shall hold his/her position for a total of one (1) year, beginning on October 1st, until September 30th.
8. The board shall conduct a review of the External Chair annually.
9. The process of removing the External Chair should be in accordance with the most up-to-date version of Roberts Rules of Order.

Article 10. Policies

The Board may express an opinion, sentiment or principle about external matters by means of an Issues-based Policy. Pursuant to the Bylaws, Issues-based Policies may be adopted, amended, repealed, or otherwise altered by Two-thirds (2/3) Resolution of the Board.

1. An Issues-based Policy shall contain:
 - a. a preamble explaining the reasons for expressing an opinion, sentiment or principle; and
 - b. a resolution declaring the opinion, sentiment or principle.
2. An Issues-based Policy shall remain in effect for three (3) years from its date of adoption, unless the Board specifies that it is to be in effect for a shorter period.
3. One month prior to the expiration of an external policy, the Organizer shall notify the Executive Committee and relevant Standing Committees. This notification must include the text and context of the policy and the date on which it was passed.



4. The Board shall be informed by the Executive Committee whenever an external policy expires. The Executive Committee may also recommend either that the Board direct the appropriate committee to prepare a new policy or that no new policy be created.
5. Issues-based Policies may only be adopted, amended, renewed, suspended, or rescinded by a Two-thirds (2/3) Resolution of the Board. Once amended, the expiration date of an Issues-based shall be three (3) years from the date of amendment, unless the Board specifies an earlier date.
6. All external and combined policies shall be documented in an External Policy Manual maintained by the Organizer. Internal Policies shall be grouped together in an Appendix to this Procedures Manual. Once they expire, external policies shall remain in the External Policy Manual as expired policies.
7. Issues-based Policies shall be approved pursuant to these guidelines:
 - a. The Board shall by a Two-thirds (2/3) Resolution approve a set of guidelines to govern the creation of Issues-based Policies, such guidelines to be maintained by the Organizer.
 - b. The policy guidelines shall include a checklist of appropriate steps for the proper development of policy, including but not limited to:
 - i. potential individuals or bodies to contact or notify;
 - ii. steps for initial policy framework development;
 - iii. steps to conduct appropriate and thorough research;
 - iv. policy review and refinement.
 - c. Before a policy can be debated at a Standing Committee, a policy guidelines checklist shall be completed by the Executive member or other person bringing it forward in consultation with the Organizer. A completed guidelines checklist shall be submitted with the policy to the relevant Standing Committee and the Board.
 - d. If the policy guidelines checklist has not been completed, the relevant Standing Committee or the Board may require that discussion of the policy be postponed until such time as the checklist has been completed. Sections of the guidelines may be omitted or not followed, so long as there exists a satisfactory explanation for the omission as judged by the relevant Standing Committee and the Board.
 - e. When issues-based policies are brought to the Board for consideration, they require a two (2) week written notice period with the complete text of policy. Every effort shall be made to ensure that new policies are consistent with previously adopted issues-based policies.
8. On the recommendation of the External Relations Committee, or on its own initiative, the Board may amend the Issues-based Policy guidelines by a Two-thirds (2/3) Resolution.

Article 11. Strategic Plan

1. The Society shall have a Strategic Plan approved by the Board by a Two-thirds (2/3) Resolution, such Plan to establish the long-term priorities and direction of the Society.
2. The Board may amend the Strategic Plan by a Two-thirds (2/3) Resolution.
3. The Strategic Plan shall be circulated to all members of the Board as an Appendix to the Procedures Manual.



4. The President, with the assistance of the Executive Committee and the Society's staff, shall be responsible for ensuring that the provisions of the Strategic Plan are implemented.
5. The Board shall review the Strategic Plan annually.

Article 12. Board Orientation

1. An employee designated by the General Manager shall be responsible, within two (2) weeks of the start date of a board member's term of office, for facilitating an orientation for new board members to include at least:
 - a. an introduction to physical space, and any security measures relevant to board members;
 - b. how to use e-mail accounts, calendars, and other electronic resources furnished to board members;
 - c. the use of cheque and expense reimbursement requests, monthly check-off lists, and other forms that board members may be required to complete;
 - d. where resources relevant to board members can be found, and where to go for more information;
 - e. how event planning tools work; and
 - f. an introduction to CSU services and spaces;
2. The Executive Committee, initiated by the President, shall be responsible, within one (1) month of the start date of a Board member's term of office, for facilitating an orientation for new Board members to include at least:
 - a. the structure of the CSU and its board;
 - b. the duties of board members;
 - c. requirements for board meeting attendance or absences;
 - d. the code of conduct;
 - e. anti-oppression training
 - f. relationships between board members, the General Manager, and employees;
 - g. an overview of Robert's Rules, terms, and language that would be relevant to new board members; and
 - h. other governance issues relevant to board members.

Article 14. Representation at External Political Meetings

1. The Vice-President of External Relations shall be the voting delegate at all external organizations, provided that the Board may select another formal delegate by a 2/3rd resolution.

Article 15. Representation at Conferences

1. The Board may select delegates, as voted on by secret ballot using the single transferrable vote system, to represent the Society at conferences.
2. If a representative or Director of the Society has been directed to register for an event or



conference paid for by the Society, and accepts but does not attend, the amount of costs incurred by the Society (such as conference fees, airplane tickets, and deposits), if not refunded by the other parties, shall be paid by the representative or Director themselves. The Society reserves the right to collect the balance in any ways which are lawful. A two-thirds (2/3) Resolution of the Board shall be required to excuse a representative or Director from paying this sum under extenuating circumstances.

3. All individuals attending any conference or external meeting on behalf of the Society shall, by the last board meeting of the following month, , submit a written report to the Board summarizing:
 - a. the conference, including the aim of the conference, as well as all activities and sessions attended;
 - b. their thoughts on the conference;
 - c. how their experience at the conference can be used to better the Society; and
 - d. whether or not the delegate recommends attending the conference again in the future.



SECTION III: BOARD MEETINGS

Article 1. Rules of Order

1. Board members, in their deliberations during Board meetings, should strive to encourage a free and open exchange of ideas and debate, the promotion of goodwill, and respect for diverse perspectives.
2. All board meetings of the Capilano Students' Union shall include a roll call in which each attendee may state their name, preferred pronouns and accessibility needs.
3. All board meetings of the Capilano Students' Union shall commence with land acknowledgement.
4. Meetings of the Board shall be called to order as follows:
 - a. The Chair shall call the meeting to order once quorum is present.
 - b. The Chair shall dissolve the sitting should no quorum be present within thirty (30) minutes after the scheduled time of the sitting.
 - c. At any time during the proceedings of the meeting, if quorum as defined in Bylaw VI(4) is not present, the Chair shall dissolve the meeting immediately following completion of the question currently on the floor.
5. No smoking or alcohol consumption shall be allowed at or in any other location where the Board meets while the Board is meeting there.
6. During the Membership section of the meeting, the time devoted to introduction of Board members, employees, and guests shall not exceed five (5) minutes.
7. Presentations to the Board shall be limited to ten (10) minutes, unless the Board approves an extension by Resolution. The question period following a presentation shall be limited to five (5) minutes, unless the Board approves an extension by Resolution. No more than two (2) presentations shall appear on the Board agenda, unless the Executive Committee has referred additional presentations to the Board by resolution.
8. Members of the Society and other guests present at a meeting of the Board may speak if recognized by the Chair, or if a voting member of the Board yields to them. They may not, however, move or second motions.
9. The External Chair shall not move, second, or vote on any motion.
10. Anyone other than the External Chair who is acting as Chair of the Board, for a meeting or a portion of a meeting, shall not move or second motions while occupying the chair and, if a voting member of the Board, shall not vote on a motion while occupying the chair except to break or create a tie or otherwise to affect the result.
11. The External Chair, and anyone other than the External Chair who is acting as Chair of the Board, shall not take part in the debate on any motion except for motions arising from points of order and motions to appeal decisions of the Chair.
12. The Chair shall ensure that members speak to the motion on the floor. The Chair may interrupt a member and direct the member to speak to the motion on the floor if the member has digressed.
13. *In camera* sessions of the Board shall be conducted as follows:
 - a. Pursuant to Bylaw VI(5), the Board may move *in camera* by Resolution to discuss human resources and labour relations issues, contract negotiations, legal



- issues, the purchase or sale of real property, or other issues determined by the Board to be sufficiently confidential or sensitive to move *in camera*.
- b. No vote shall be held *in camera* except to decide whether to remain *in camera*.
 - c. When the Board moves *in camera*, all individuals other than the voting members of the Board must leave the meeting, except that, unless requested to leave by the Chair, the General Manager, non-voting members of the Board, and the minute-taker may remain. The Board may also, by Resolution, invite other specified individuals to attend the *in camera* portion of a meeting.
 - d. No one attending the *in camera* portion of a Board meeting may disclose any information discussed *in camera* without the authorization of the Board, except that members of the Board and other individuals permitted to attend *in camera* sessions may be informed about what was said during *in camera* sessions that they were entitled but unable to attend.
 - e. No records of the *in camera* portion of a Board meeting shall be permitted.
14. Audio recording of Board meetings shall be permitted so long as the recording process does not interfere with the normal functions of the Board and so long as the recording devices remain visible at all times.
 15. Video recording of Board meetings by the public, Board members or the media shall not be permitted unless the Board approves such recording by a Two-thirds (2/3) Resolution. Where possible, notice of video recording shall be given to Board members at least forty-eight (48) hours prior to the Board meeting. If video recording does take place, arrangements shall be made to accommodate those persons not wishing to appear on camera.
 16. If the Board resolves to conduct a vote by secret ballot, no member may make a motion that would force the disclosure of how members voted on that question.
 17. If the Board resolves to conduct a vote by roll call, then the minutes shall then note the vote of each member, indicating whether each member voted in favour or against, or abstained.
 18. When the Chair feels that one or several members of the Board are using the rules of order to impede the process of a meeting, the Chair shall inform those members of the same, and may refuse to recognize them further. Such a ruling cannot be appealed by those members affected.
 19. Before the Board may appoint an individual to a position, that individual must have agreed to be a candidate for that position. Such agreement must be indicated in one of the following ways:
 - a. by being present at the meeting and accepting the nomination verbally;
 - b. by written submission to the Chair in which the individual accepts the nomination;
or
 - c. by virtue of having applied, in writing, to the appropriate Committee for the position.
 20. The author of a motion, or the Chair of the Committee or Collective from where a motion came, shall have the first opportunity to move and motivate said motion.
 21. For motions on which there is debate, the Chair shall seek to have the debate begin with one speaker for the motion, followed by one speaker against the motion.



22. In accordance with *Robert's Rules*, no member of the Board shall speak more than twice on any motion or amendment, except to raise or answer a point of information, to raise a point of order or privilege, to move an amendment, or to move to refer.
23. Board meetings shall last no more than three (3) hours, unless extended by Resolution.
24. The Chair shall ensure that all the time limits in this Article are strictly adhered to.

Article 2. Agendas and Minutes

1. The President shall ensure that the agenda for each regularly scheduled Board meeting is circulated one (1) business day in advance of the meeting to members of the Board and other interested parties; any accompanying material shall be circulated at the same time; such material shall include background information on motions detailing the rationale for them.
2. The Board agenda package shall be constructed as follows:
 - a. The President must add to the Board's agenda any motion submitted by the Executive Committee, a Standing Committee, or a Collective, provided that the submission is made in writing by such date and time communicated in advance by the President, or designate, to members of the Board.
 - b. A motion submitted by a Standing Committee, the Executive Committee, or a Collective Liaison or Coordinator must have been approved for submission by a Resolution of the body submitting it at a meeting at which quorum was present.
 - c. The President must add to the Board's agenda any motion for which written notice was given by an individual Board member at a previous meeting of the Board, even if the motion has not received the endorsement of the Executive Committee, a Standing Committee, or a Collective.
3. Notwithstanding other provisions in this Article, motions shall be arranged on the agenda in order of time sensitivity as determined by the President.
4. Motions shall only appear on the Board's agenda if they are added to the agenda in accordance with this Article.
5. The Board agenda shall be adopted at a Board meeting as follows:
 - a. During the portion of the Board meeting set aside for adoption of the agenda or at any other time during the meeting as long as no motion is being discussed, any member of the Board may move to amend the agenda by adding a new motion or other new business to it or by rearranging the order of business on it.
 - b. If a proposed new motion has not originated in the Executive Committee, a Standing Committee, or a Collective, and if five (5) or more of the Board members present object to its consideration without notice, then the motion shall be referred by the Chair to the Executive Committee, a Standing Committee, or a Collective, as determined by the Board and, if not, then the Board member proposing the motion may ask that it be taken as notice.
 - c. Amendments to the agenda must be approved by a majority of votes present.
6. At the President's discretion, emergency motions may be added to the agenda after it has been circulated to the Board. These emergency motions may appear on an addendum or on a revised version of the agenda, provided that all supporting documentation will be distributed to board members and the minute taker as far in advance of the meeting as possible.



7. No motions may be discussed by the Board unless they are on the agenda prepared by the President and circulated one (1) business day before the Board meeting in accordance with paragraph 3 above, or unless they are added to the agenda in accordance with paragraphs 5 above.
8. The order of business on the agenda of a regular meeting of the Board shall be as follows:
 - a. Land Acknowledgement
 - b. Introductions & Regrets
 - c. Adoption of the Agenda
 - d. Presentations to the Board
 - e. Approval of Minutes
 - f. Unfinished Business
 - g. Executives' Reports (5 minutes max per report)
 - h. Management's Report (5 minutes max)
 - i. Directors' Reports (5 minutes max per report)
 - j. Recommended Motions
 - k. Other Business
 - l. Notice of Motion
 - m. Question Period
 - n. Board self-evaluation
 - o. In-camera business
 - p. Next Meeting
 - q. Adjournment
9. All motions shall indicate where they originate.
10. If a meeting of the Board has been called pursuant to Bylaw VI(6)(b), it shall be a special meeting, and it shall only include on its agenda such items as are referred to the Board in the directors' written request for the meeting.



SECTION IV: UNIVERSITY GOVERNANCE

Article 1. Resources

1. The student members of the Board of Governors and Senate shall be provided with such administrative support by the Society as the Vice-President of University Relations and Services, and the General Manager, may jointly determine.

Article 2. Representation on University Committees

1. The Board, on the advice of the University Relations Committee, shall recommend to the appropriate bodies and individuals of the University the names of the Society's nominations for student representatives on all committees of the University. The Vice-President of University Relations and Services shall be responsible for the coordination of the nominations process for student vacancies on University committees.
2. The Society's appointed representatives to University committees shall attend such meetings of the University Relations Committee as the Vice-President of University Relations and Services may designate, to report back on the decisions, activities, and concerns arising from the business of University committees.

Article 3. Student Members of Board of Governors and Senate

1. In addition to the duties and responsibilities set out in the bylaws, the student members on the Capilano University Board of Governors and Senate, who hold office as student representatives pursuant to the *University Act* and who have accepted invitations to become directors, shall have the duty and responsibility to do each of the following:
 - a. provide, either individually or collaboratively, a written report to the board of directors at least once per month, to draw the attention of the Board to University governance issues that may be of interest or concern to the Society; and
 - b. such other duties as assigned by the Board.



SECTION V: BOARD COMMITTEES

Article 1. General

1. The Standing Committees shall be:
 - a. the External Relations Committee;
 - b. the University Relations Committee;
 - c. the Services Committee;
 - d. the Student Life Committee;
 - e. the Finance Committee; and,
 - f. the Policy Committee.
2. Quorum for each Standing Committee shall be three (3) voting members.
3. If quorum is not present, then the absence of a quorum shall be noted in the minutes. Business such as presentations, discussions, and presentations may proceed, but no decisions may be moved or decided upon.
4. If the role of the chairperson of a Committee is unable to attend a scheduled meeting, or if the role of the chairperson is vacant due to a vacancy on the Executive Committee, then the voting members present may designate a temporary chairperson.
5. All board committee meetings of the Capilano Students' Union shall include a roll call in which each attendee may state their name, preferred pronouns and accessibility needs.
6. All board committee meetings of Capilano Students' Union shall commence with traditional land acknowledgment.
7. If the chairperson of a Committee is vacant due to a vacancy on the Executive Committee, then any voting member may call a meeting for the purposes of the election of a temporary chairperson to chair during the vacancy. Only members of the Board shall be eligible to be elected as the temporary chairperson.
8. The members of each Standing Committee shall have the following duties and responsibilities with respect to the business of the Committee on which they serve:
 - a. play an active role in developing and implementing the decisions, projects, and campaigns of the Committee;
 - b. base recommendations and decisions on the needs of the members and on the long- and short-term goals of the Society as set out in the Strategic Plan; and
 - c. have the approval of the Committee or the Board, as the case may be, before executing any actions or correspondence that ought to require the endorsement of the Committee or the Board.
9. All Standing Committees shall recommend a first draft budget to the Vice-President of Internal Development by a deadline determined by the Vice-President of Internal Development.
10. All minutes of Committee meetings shall be posted on the Society's website once they have been approved by their respective body.
11. The minutes of meetings of Standing Committees shall include the motivation for any substantive motions, recommendations, and actions discussed at the meetings, along with a report of the discussions at such meetings.

Article 2. Appointment of Committee Members



1. Unless otherwise stipulated in the provisions describing the composition of a Committee, the Board shall appoint the members of all Standing Committees.
2. The Board shall appoint members of all Standing Committees twice a year. The Fall and Spring semester appointments shall be made for a term beginning at the second Board meeting in September and continuing until the last Board meeting in May. Summer appointments shall be made for a term beginning at the first Board meeting in June and continuing until the second Board meeting in September.
3. Staff shall ensure that advertisements for student-at-large positions on standing committees are prominently displayed on the Society's website and social media feeds, as well as displayed on the University's online careers site at least fourteen (14) days in advance of the two appointment meetings referred to in paragraph 2 above.
4. Special Committees shall consist of such members as may be appointed and removed, from time to time, by the Board. The chairperson of a Special Committee shall be appointed by the Board from among the Special Committee's voting members.
5. If a vacancy occurs in a Board-appointed position on a Committee, the Board shall appoint a replacement member as soon as possible to complete the term of the previously appointed member. Notwithstanding the fact that a Committee member's term has expired, that Committee member shall serve until replaced.
6. Notwithstanding the preceding provision, where a Committee member must hold some other office in order to occupy a specific seat on a Committee, their appointment shall terminate when they cease to hold that other office.
7. No one may serve simultaneously on more than two (2) Standing Committees as a non-Board member of the Society.

Article 3. Committee Chairs

1. The chairperson of each Committee shall have the following duties and responsibilities with respect to the business of their respective Committee:
 - a. preside over all meetings of the Committee;
 - b. in the case of Standing Committees, hold at least two (2) meetings per month, except for December, during which at least one (1) meeting must be held;
 - c. provide notice of not less than three (3) business days for all meetings by posting notice, or causing notice to be posted, on the Society's website;
 - d. prepare and distribute an agenda, or cause an agenda to be prepared and distributed, not less than twenty-four (24) hours before the meeting, failing which the same shall be noted in the minutes for that meeting;
 - e. submit the minutes of each meeting to the Standing Committee for approval;
 - f. ensure that the agendas and minutes of each meeting are available to the members, in such manners as may be prescribed from time to time by the Executive Committee;
 - g. report on the Standing Committee activities monthly at Board meetings;
 - h. prepare a report for general meetings;
 - i. encourage the Standing Committee and its members to pursue the mandate established for them by the Board through these Procedures and the Strategic Plan; and



- j. such other duties as assigned by the Standing Committee.
2. The chairperson of a Committee may participate in debate on any question or item, but shall not move nor second any motion, and shall only vote to create or break a tie, or to otherwise affect the result.
3. The General Manager shall assign one or more resource staff to each Standing Committee to provide support to the Standing Committee, and its chairperson, in the performance of their duties.

Article 4. Replacement and Attendance

1. The Chair may, at his or her discretion, ask for the resignation of any Committee member who has missed at least three (3) regularly scheduled Committee meetings per appointed term.

Article 5. Composition

1. The External Relations Committee shall be composed of the following voting members:
 - a. The Vice-President of External Relations;
 - b. One (1) other member of the Executive committee;
 - c. Three (3) members of the Board; and
 - d. Two (2) students-at-large.
2. The University Relations Committee shall be composed of the following voting members:
 - a. The Vice-President of University Relations & Services;
 - b. One (1) other member of the Executive committee;
 - c. Three (3) members of the Board; and
 - d. Two (2) students-at-large.
3. The Services Committee shall be composed of the following voting members:
 - a. The Vice-President of University Relations & Services;
 - b. One (1) other member of the Executive committee;
 - c. Three (3) members of the Board; and
 - d. Two (2) students-at-large.
4. The Student Life Committee shall be composed of the following voting members:
 - a. The Vice-President of Student Life;
 - b. One (1) other member of the Executive committee;
 - c. Five (5) members of the Board; and
 - d. Four (4) students-at-large.
5. The Finance Committee shall be composed of the following voting members:
 - a. The Vice-President of Internal Development;
 - b. One (1) other member of the Executive committee;
 - c. Three (3) members of the Board; and
 - d. Two (2) students-at-large.



6. The Policy Committee shall be composed of the following voting members:
 - a. The Vice-President of Internal Development;
 - b. One (1) other member of the Executive committee;
 - c. Four (4) members of the Board; and
 - d. One (1) student-at-large.
7. The Board shall ensure that at least one (1) student member of the University Board of Governors, at least one (1) student member of the University Senate, and at least one (1) Faculty Representative is appointed to the University Relations Committee as outlined under subsection 2(c) of this article.
8. The President shall be an ex officio member of each Standing Committee and shall have the same rights and privileges as any other member of each Standing Committee, except that their presence shall not count towards a quorum, unless the President is a member of that Special Committee under subsections 1(a) or 1(d).
9. The member of the Executive Committee assigned to each Standing Committee may be altered, at any time, by resolution of the Executive Committee.
10. Specific staff of the Society shall attend Committee meetings that pertain to their portfolios, unless directed otherwise by the General Manager. Furthermore, Committee meetings shall be scheduled during regular business hours.

Article 6. Standing Committee Mandates

1. The External Relations Committee shall have the following powers and duties:
 - a. Develop and recommend to the Board issues-based policies and principles that shall serve as the foundation for the Society's provincial, federal and municipal lobbying efforts and as the foundation for the Society's campaigns during provincial, federal and municipal elections;
 - b. assist members of the Executive Committee in liaising with the various levels of government, with TransLink and other local authorities, and with national and provincial student organizations;
 - c. assist members of the Executive Committee in lobbying the appropriate levels of government on issues of interest to the members, including but not limited to:
 - i. public transit;
 - ii. student grants and loans;
 - iii. post-secondary education funding;
 - iv. tuition;
 - v. sustainability;
 - vi. child care;
 - vii. equity;
 - viii. student housing; and
 - ix. government policies;
 - d. assist in the preparation of briefs, discussion papers, and policy documents with respect to post-secondary education for the approval of the Board, and for submission to the University and to governmental or non-governmental bodies external to the University;



- e. review the impact of provincial and federal government educational policy; and such other powers and duties as assigned by the Board, from time to time.
2. The University Relations Committee shall have the following powers and duties:
 - a. develop and recommend to the Board issues-based policies on academic issues, including but not limited to:
 - x. student evaluation;
 - xi. learning technology;
 - xii. exam scheduling;
 - xiii. library hours and library resources;
 - xiv. academic concession;
 - xv. grading and assessment;
 - xvi. academic dishonesty and plagiarism;
 - xvii. class sizes;
 - xviii. cancellation of classes;
 - xix. working conditions of students employed by the University;
 - xx. innovative learning;
 - xxi. curriculum;
 - xxii. program and course flexibility;
 - xxiii. research opportunities for students;
 - xxiv. transfer credits and systems;
 - xxv. admission criteria; and
 - xxvi. distance education.
 - b. assist and liaise with student members of the Senate on academic issues;
 - c. assist the Vice-President of University Relations and Services in liaising with the alumni association of the University;
 - d. assist the Vice-President of University Relations and Services in liaising with the University's president, vice-presidents, deans, and other academic officials;
 - e. assist the Vice-President of University Relations and Services in liaising with the with the University's Board of Governors, Senate, and other University bodies;
 - f. develop ways through which the Society can improve academic quality and student engagement at the University;
 - g. review the impact of the University's academic policies on the members;
 - h. inform students about current academic issues and academic support programs;
 - i. advise members of the Executive Committee and the Board on issues such as:
 - i. student financial assistance;
 - ii. tuition and other fees of the University;
 - iii. student access issues;
 - iv. student housing issues;
 - v. sustainability at the University;
 - vi. University funding and budgeting; and
 - vii. the University's relations with its unions and other organizations;
 - j. advise members of the Executive Committee and the Board on how to communicate information about activities and issues facing the Society to the University and the general community in a full, succinct, and timely manner;
 - k. review policy, planning, and implementation processes with respect to campus development at the University; and



- I. such other powers and duties as assigned by the Board, from time to time.
3. The Services Committee shall have the following powers and duties:
 - a. evaluate and monitor the performance of services provided by the Society to its members, and provide recommendations to the Board for the revision or discontinuation of services as appropriate;
 - b. support the Vice-President of University Relations and Services in the research, planning, development, and implementation of new services for the members;
 - c. monitor the performance of the extended health and dental benefits plan for members, and provide recommendations to the Board, as necessary, to establish, revise, or discontinue benefits;
 - d. support the Vice-President of University Relations and Services in the negotiation of contracts and agreements related to the implementation of services;
 - e. provide advice to the Vice-President of University Relations and Services on best practices related to the implementation and ongoing delivery of services to the members; and
 - f. such other powers and duties as assigned by the Board, from time to time.
4. The Student Life Committee shall have the following powers and duties:
 - a. support the planning and implementation of events that enrich the social and personal lives of the members, and ensure visible and effective marketing for such events and for other campus events of interest to the members;
 - b. support the coordination of ceremonies and dinners held by the Society;
 - c. consider applications to establish or dissolve clubs, and applications to fund club events or activities, and to make related recommendations to the Executive Committee for approval;
 - d. examine new and innovative ideas for engaging the members in the Society's activities and for other projects that enable the Society to fulfill its constitutional purposes and in pursuit of the Society's strategic plan;
 - e. maintain and regularly review the Society's student mental health strategy;
 - f. advise the Executive Committee and the Board on how to communicate information about activities and issues facing the Society to the membership in a full, succinct, and timely way;
 - g. establish channels, protocols, and programs aimed at encouraging input from and consultation with the Society's membership;
 - h. provide central coordination and support for Collectives' activities and events; and
 - i. such other powers and duties as assigned by the Board, from time to time.
5. The Finance Committee shall have the following duties and powers:
 - a. support the Vice-President of Internal Development in the research, planning, and preparation of the Society's annual budget before the end of each fiscal year, for the next fiscal year, based on the Society's proposed expenditures, including all administrative expenses, the proposed expenditures of the Board, Standing Committees, Collectives, and Clubs, and expenditures from separate



- funds established in these Procedures;
- b. consider and provide recommendations and observations to the Board with respect to proposed amendments to the Society's annual budget, before any such amendments are considered by the Board;
 - c. develop and recommend to the Board the spending authorities for each of the budget line items set out in the Society's annual budget, and any restrictions or conditions that they consider advisable and appropriate for each such authority;
 - d. receive and analyze reports from the Vice-President of Internal Development on matters such as bulk purchasing and the Society's investment portfolios;
 - e. ensure compliance with the Society's financial procedures by the Board, Executive Committee, Standing Committees, board members, senior managers, employees, and officers of the Society, and conduct spot checks;
 - f. promote a workplace culture where board members, employees, and other individuals are safe and protected in reporting suspected fraudulent activities;
 - g. submit a quarterly report to the Board each August, November, February, and May, such reports to state the Society's actual expenditures and revenue, and with the May report to include year-end projections and an audit timeframe;
 - h. develop and recommend to the Board courses of action to address deficits, surpluses, and unallocated revenue, including sponsorship revenue;
 - i. review the Society's fee levels, and to develop and recommend to the Board any referendum questions that they think appropriate to be put to the membership; and
 - j. such other powers and duties as assigned by the Board, from time to time.
6. The Policy Committee shall have the following powers and duties:
- a. regularly review these Procedures and recommend to the Board various options for appropriate amendments to the Procedures to address revisions to the Board, its Standing Committees, Collectives, Clubs and the Society as a whole;
 - b. establish and review Procedures for the preservation of the Society's records, and for the maintenance of its archives;
 - c. draft new or amended Procedures as requested by the Board;
 - d. develop and recommend to the Board various options for appropriate revisions to the Constitution and Bylaws, to be referred for a decision of the membership;
 - e. advise the Board on current interpretations of the Constitution, Bylaws, and these Procedures, and on possible amendments to these documents;
 - f. develop and recommend to the Board the establishment, revision, or discontinuation of compensation and benefits for the Society's appointed positions, and any revisions to appointees' terms of appointment;
 - g. review the remuneration of members of the Executive Committee and recommend to the Board changes in that remuneration, subject to the Bylaws, in the course of which review and recommendation process the members of the Executive Committee, if committee members, shall recuse themselves; and
 - h. such other powers and duties as assigned by the Board, from time to time.





SECTION VI: EXECUTIVE COMMITTEE

Article 1. Executive Committee as a Whole

1. The Executive Committee, established by Bylaw XI, shall coordinate the day-to-day business of the Society, subject at all times to the Constitution, Bylaws, these Procedures, and the authority of the Board.
2. Pursuant to Bylaw XII(7)(a), the President shall preside over meetings of the Executive Committee. In the absence of the President, the members of the Executive Committee present may designate an alternate chair for the duration of that meeting.
3. In addition to such duties and responsibilities as are set out in the bylaws, and subject at all times to the Constitution, Bylaws and these Procedures, the Executive Committee as a whole shall have the duty and responsibility to do each of the following:
 - a. support the planning and coordination of new board orientation, and other workshops and retreats throughout the year dedicated to board development;
 - b. recommend dates to the board of directors for the board's meeting schedule for the length of their term by the end of the first month of their term of office;
 - c. recommend dates, each January, to the board of directors for the schedule of elections and the dates for the semi-annual and annual general meetings for the next academic year;
 - d. recommend to the Board the commencement of search advisory processes for key Society roles such as the Chief Returning Officer, the External Chairperson, and excluded employment vacancies;
 - e. lead the development of the Society's strategic plan;
 - f. exercise responsibly any delegated authority to spend money;
 - g. report to the board of directors at each meeting of the board on the activities of the Executive Committee, including the use of any funds, contract negotiations, employment disputes, and other issues of which the board should be appraised;
 - h. be available for consultation with the General Manager on matters related to the management and human resources of the Society, and to ensure that the strategies of the General Manager are consistent with the strategic plan;
 - i. consider matters related to the management and human resources of the Society, and to make recommendations to the Board as needed;
 - j. oversee the work of each individual member of the Executive Committee;
 - k. support the development of the annual budget through the recommendation of the funds necessary to defray the costs of the management and human resources of the Society, in consultation with the General Manager;
 - l. monitor, through a semesterly report completed by the Privacy and Information Officer, the Society's compliance with the *Personal Information Protection Act* of British Columbia;
 - m. regularly review the performance of the Society's marketing and communications strategies;
 - n. establish channels, protocols, and programs aimed at encouraging input from and consultation with the Society's membership;



- o. examine new and innovative ideas for engaging students in the Society's activities and for other projects enabling the Society to fulfill its strategic planning objectives;
 - p. maintain consistent branding through the development of, and adherence, to a society branding and style guide; and
 - q. such other duties as assigned by the board of directors.
4. When a question arises over whether the Executive Committee or the Board is the appropriate body to deal with an issue, the Executive Committee shall decide the matter, subject to the Bylaws and Procedures, and shall note the decision in its minutes. However, the Board may overrule the Executive Committee by resolution, and take up any issue it thinks appropriate to be dealt with at the Board level.
 5. No information shall be withheld from the Board notwithstanding the confidential nature of the information. The Executive Committee may request that the information be disclosed in an *in camera* session, at which time the Board shall decide whether to go into an *in camera* session.
 6.
 - a. Members of the executive committee may be excused from attending their scheduled regular office hours during which time they are attending conferences authorized by the board.
 - b. Each member of the Executive Committee shall be required to set and hold at least six (6) office hours per week at the Administration Office of the Society, exclusive of the time spent in committee meetings; one (1) hour of which must be in a public CSU space. Such hours shall be posted publically by the end of each June, August, and December.
 7. Each Member of the Executive Committee shall be required to complete at least eighty (80) hours of work on behalf of the Society per month. Executives shall submit a monthly timesheet for approval to the Vice President of Internal Development confirming these hours worked. The Vice President of University Relations and Services shall approve the timesheet of the Vice President of Internal Development.
 8. The Executive Committee shall meet a minimum of two (2) times per month.
 9. The Executive Committee may pass resolutions outside of a regularly scheduled meeting to make any decision or to perform any action that the Executive Committee is authorized to do in these Bylaws or Procedures, or has been duly delegated the authority to decide or do by the Board, provided that:
 - a. a written proposal has been made on a form designed for this purpose by the Administrator, clearly indicating the exact text of the proposed resolution, and the member of the Executive Committee who has proposed it;
 - b. the decision has been endorsed by all members of the Executive Committee; and
 - c. no decision or action authorized by an Executive Committee resolution undertaken by this procedure shall be executed until the decision is communicated to the Board email distribution list, and communicated to at least one (1) of either the Administrator or the General Manager, as appropriate.

Article 2. President

1. In addition to those duties and responsibilities set out in the bylaws, the President of the



Society shall have the duty and the responsibility to do each of the following:

- a. be a member, ex officio, of all Standing Committees;
- b. communicate with legal counsel, as needed;
- c. write letters on behalf of the Board or Executive Committee, as directed;
- d. submit to the Board any correspondence or other documents that are delivered to them that are addressed to the Board;
- e. ensure that the questions, comments, or concerns of directors are brought to the attention of the appropriate members of the Executive Committee;
- f. coordinate, or cause to be coordinated, the development of the Strategic Plan;
- g. coordinate the Executive Committee's facilitation of new board orientation;
- h. communicate, or cause to be communicated, any decisions of the Board or Executive Committee that require work to be undertaken to implement the decisions;
- i. inform Board members if they are not in compliance with their obligation to seek election to at least one (1) Standing Committee, pursuant to Bylaw X(8)(e);
- j. ensure that individuals and bodies report back to the Board on actions that the Board has directed them to undertake; and
- k. such other duties as assigned by the Board or Executive Committee.

Article 3. Vice-President of External Relations

1. In addition to those duties and responsibilities set out in the bylaws, the Vice-President of External Relations shall have the duty and responsibility to do each of the following:
 - a. serve as the Society's voting representative on the board of directors of Provincial and National Student Organizations, unless the Board appoints a different representative by Two-thirds (2/3) Resolution of the Board;
 - b. coordinate the development, organization, and execution of large-scale Society external-relations campaigns as required;
 - c. meet regularly with provincial, federal, and municipal decision-makers to develop an effective relationship between the Society and all levels of government; organize and coordinate the society's participation in provincial and national campaigns to promote a quality, accessible, and nationally-planned post-secondary education system;
 - d. present a written report to the board of directors at least once per month; and
 - e. such other duties as assigned by the Board or Executive Committee.

Article 4. Vice-President of Internal Development

1. In addition to those duties and responsibilities set out in the bylaws, the Vice-President of Internal Development shall have the duty and responsibility to do each of the following:
 - a. oversee the financial affairs of the Society, in accordance with these Procedures;
 - b. regularly review and recommend amendments to the Procedures;
 - c. in the event that the role of General Manager is vacant, and no acting



- appointment has been made, perform the functions of the General Manager;
- d. participate, alongside the General Manager, in negotiations with the Union;
 - e. supervise the General Manager on a day-to-day basis;
 - f. ensure that the obligations of the Society are satisfied with respect to the employment contract between the Society and the General Manager;
 - g. receive and send, on behalf of the Society, correspondence pertaining to the management of the General Manager's conduct and performance, and notify the Executive Committee of any such correspondence, as required;
 - h. keep and maintain employment records for the General Manager;
 - i. be available for consultation with the General Manager on human resources and management issues, as required;
 - j. liaise with legal counsel on issues related to the management of the Society and its human resources, contracts, and the Society's statutory compliance;
 - k. liaise with representatives of the Union, on behalf of the Society, where the issue relates to the conduct or performance of the General Manager;
 - l. ensure that the General Manager understands and meets the expectations of the Board and Executive Committee, and to make recommendations to the Executive Committee, as required, for courses of action related to the conduct and performance of the General Manager;
 - m. present a written report to the board of directors at least once per month; and
 - n. such other duties as assigned by the Board or Executive Committee.

Article 5. Vice-President of Student Life

1. In addition to the duties and responsibilities set out in the bylaws, the Vice-President of Student Life shall have the duty and responsibility to do each of the following:
 - a. coordinate the development, organization, and execution of Society events such as Welcome Back, De-stress Week, End of the Year party, etc.;
 - b. develop, implement, and maintain the Society's student Mental Health Strategy;
 - c. advertise the Society to membership and implement student engagement strategies to encourage greater participation in Society functions, including committees, clubs, and events;
 - d. promote clubs, and to liaise with club leaders and representatives;
 - e. support social events held by each of the Collectives;
 - f. liaise with the University and regional campuses on matters of student life and recreation;
 - g. present a written report to the board of directors at least once per month; and
 - h. such other duties as assigned by the Board or Executive Committee.

Article 6. Vice-President of University Relations and Services

1. In addition to the duties and responsibilities set out in the bylaws, the Vice-President of University Relations and Services shall have the duty and responsibility to do each of the following:



- a. ensure student representation on all decision-making and advisory bodies of the University for which student representation is provided;
- b. liaise with Board members on academic matters and relations with the University;
- c. be responsible for student spaces leased or operated by the Society, including their use, maintenance, and condition;
- d. represent the Society at University functions, such as Convocation;
- e. lead U-Pass BC negotiations between the Society and TransLink;
- f. serve as the Society's voting representative on the board of directors of the Capilano University Alumni Association, unless the Board appoints a different representative by Two-thirds (2/3) Resolution of the Board;
- g. liaise with organizations at the University representing the faculty, teaching staff, and non-teaching staff on issues concerning University relations;
- h. attend, as the Society's designated representative to those bodies, all meetings of the Capilano University Board of Governors and Senate, provided that the Board may assign an alternative designate by Two-Thirds (2/3) Resolution at any time;
- i. develop and strengthen the relationship between the Society and the University Administration;
- j. coordinate the appointment of student representatives to any decision-making bodies of Capilano University for which student representation is provided, and provide recommendations to the Board for such appointments;
- k. present a written report to the board of directors at least once per month; and
- l. such other duties as assigned by the Board or Executive Committee.

Article 7. Executive Transition Requirements

1. Each member of the Executive Committee shall be responsible for ensuring an effective transition at the end of their term in office. Outgoing Executive Committee members shall orient their replacement. Such orientation is to include but not be limited to:
 - a. a two-week period, where the outgoing Executive performs all duties of their role while the incoming Executive shadows;
 - b. introductions to individuals relevant to the Executive position, including external contacts;
 - c. consultation on Executive matters at the request of the incoming Executive Committee member for a period of not less than one (1) month after the last Board meeting in May; and
 - d. organization of the Executive Committee member's office and files.
2. If an Executive Committee member from one year is elected to another Executive Committee position in the following year, said Executive Committee member must complete all the training activities required by this Article.
3. The Executive Transition Checklist shall comprise the following:
 - a. Further to Article 8, paragraph 1(c) below, outgoing Executive Committee members are responsible for submitting their final performance report to the



Board, which shall include but not be limited to:

- i. a comprehensive description of each committee the Executive member sits on, including discussions of the committee's work in the previous year and of the current items on the committee's agenda, along with suggestions for the direction of the committee in the coming year;
 - ii. a review of important issues that came up in the media during the previous year, including enough information to make the incoming Executive member familiar with the issues;
 - iii. a review of the successes and failures of projects and new initiatives of the outgoing Executive member, including suggestions for improvements; and
 - iv. a timeline indicating when events are to take place and by what dates tasks need to be completed.
- b. The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.
- c. The outgoing Executive member shall inform the incoming member how to obtain copies of previous years' transitional reports.
- d. Further to paragraph 1(b) above, the in-person training of the incoming Executive member shall include but not be limited to:
- i. introduction to the staff, especially the staff members with whom the Executive member works particularly closely;
 - ii. familiarization of the incoming member with day-to-day tasks;
 - iii. attendance of both the incoming and outgoing member at no less than one (1) meeting of Standing Committees the member sits on; and
 - iv. for those Executive members who are also signing officers, arrangement of instruction by the Administrator on appropriate procedures for reviewing cheques and the related supporting documentation.
- e. Further to paragraph 1(d), organization of the office and files shall include but not be limited to:
- i. organizing the outgoing member's paper and computer files, including e-mail files, by June 1st;
 - ii. removing all personal belongings of the outgoing Executive member;
 - iii. returning Society key(s) prior to collective their last stipend;
 - iv. write resignations from any University committees.

Article 8. Performance Reports to the Board

1. Each member of the Executive Committee shall submit written performance reports, in place of their monthly reports, to the Board for approval at the following Board meetings:
 - a. the last meeting in August;
 - b. the first meeting in January; and



- c. the last meeting in May.
2. Using the SMART goal setting framework, the performance reports shall outline the Executive Committee member's goals for the year and must be in alignment with the Society's strategic plan:
 - a. The report due in August shall outline the Executive member's goals for the year and also report on what that Executive member has so far accomplished.
 - b. The report due in January shall report on the progress the Executive member has made on his or her goals and may include additional goals.
 - c. The report due in May shall sum up the achievements of the Executive member and satisfy the requirements outlined in Article 7, paragraph 3(a) above.



SECTION VII: FINANCIAL PROCEDURES

Article 1. Administration Office Procedures

1. The Finance Committee shall establish and maintain accounts and account codes in accordance with the allocation of monies set out in the Society's budget. No accounts or account codes shall be created or deleted except with the approval of the Vice-President of Internal Development. Unless otherwise stipulated in the Procedures, the Board shall determine the spending authorities for all accounts, on the recommendation of the Finance Committee.
2. Withdrawals from accounts, including cheque requisitions, shall be made according to the following procedures:
 - a. all withdrawal requests must be authorized by the spending authority determined by the Board for that account code, and a signing officer shall only endorse a withdrawal request where they are satisfied that it has been so authorized;
 - b. withdrawal requests shall be made through the use of the proper forms and shall be accompanied by the appropriate supporting documentation;
 - c. appropriate supporting documentation shall be receipts, invoices or approved contracts;
 - d. if receipts, invoices and approved contracts are unavailable, official minutes of the appropriate body authorizing the expenditure may suffice as supporting documentation, upon the approval of the Vice-President of Internal Development or the General Manager;
 - e. if a purchase order is obtained through the procedures described above, such purchase order shall be considered appropriate supporting documentation for the issuance of cheques;
 - f. requests for advances or petty-cash disbursements against accounts may only be made in accordance with procedures established by the Board, on the recommendation of the Finance Committee; and
 - g. in special, emergency situations in which neither minutes nor receipts, invoices, or contracts are available, or in which the signing officer for an account is not available, withdrawals may be made according to procedures established by the Board, on the recommendation of the Finance Committee.
3. Deposits into accounts shall be made according to the following procedures:
 - a. any and all monies of the Society, which include any monies in the control of Subsidiary Organizations and other Society bodies, shall be deposited into the Society's accounts through the Administration Office;
 - b. any individual may deposit monies into an account in accordance with the procedures established from time to time by the Board, on the recommendation of the Finance Committee; and
 - c. any Subsidiary Organization or other Society body found to have monies deposited outside the Society's Administration Office shall have transactions from its accounts suspended and its booking privileges discontinued, and shall suffer such other penalties as deemed appropriate by the Finance Committee.
4. Inventory from any Society operation may only be transferred in accordance with the



Society's budget and with the appropriate documentation as determined by the Vice-President of Internal Development.

5. Request and communications to the university which involve the following: use of a cost centre, facilities, food services and booking of university spaces shall be coordinated through the staff of the Society.

Article 2. Signing Authority

1. The Society signing officers, as designated in Bylaw XVII (1), shall be responsible for making sure that they are instructed by the Administrator on appropriate procedures for reviewing cheques and the related supporting documentation.
2. The General Manager shall have the authority to be one of the two Society signing officers on cheques and administrative contracts relating to the business or financial operations of the Society. Also pursuant to Bylaw XVII(1), all Vice-Presidents shall have the authority to be one of the two Society signing officers on cheques and administrative contracts relating to the Society's operations and administration.
3. A list of spending authorities for each account code, as designated by the Board pursuant to section VII(1)(1) of these Procedures, shall be maintained by the Administrator.
4. A Subsidiary Organization or Club shall designate its spending authority by Resolution, and that person shall register at the Administration Office by:
 - a. bringing in a copy of the minutes of the Subsidiary Organization or Club recording the Resolution; and
 - b. presenting his or her Cap card and one additional piece of ID.
5. A Subsidiary Organization or Club may at any time, by Resolution, remove and replace its spending authorities for any reason. The replacement spending authority shall register at the Administration Office in the manner specified in paragraph 5 above.

Article 3. Event Planning

1. Promotion of the Capilano Students' Union:
 - a. all promotional material and/or media advertising events organized by the CSU shall prominently display the CSU logo;
 - b. all events organized by the CSU shall place a CSU banner in a position of superior prominence;
 - c. all social media web pages for CSU information and events must be created and managed through accounts operated by the Society and by Directors or Staff of the Society.
2. Equal Access for Members with Disabilities:
 - a. The Society will strive to provide full, fair and equal access for members with self-identified disabilities in activities, campaigns and services. The Society shall uphold the rights articulated in the declaration of students' rights. The Society must provide reasonable accommodation as defined in the Charter of Rights and Freedoms, to the point of undue hardship. The Society shall:
 - i. hold all Society organized, sponsored and endorsed events in locations



that are physically accessible.

- ii. make accommodations such as providing a sign language interpreter, assisted learning devices, enlarged print materials and physical modification to Society areas as requested.
- iii. provide accessible transportation to off campus events.
- iv. modify bylaws and policies concerning director duties and responsibilities as required.
- v. advertise an equal access statement on all materials announcing Society events.

3. Honourariums and Gifts for Guest Speakers:

- a. Invited guests who attend meetings and events to speak or facilitate may receive a honourarium or gift based on the following considerations:
 - i. a standard honourarium shall be \$50.00 or one gift; however, the Board of Directors may consider other amounts based on specific factors such as distance traveled or cultural appropriateness;
 - ii. for amounts greater than \$50.00 the Collective or standing committee must make a special request outlining the reason for the requested amount, which the Board of Directors may consider;
 - iii. handcrafted gifts made by members of the Society shall be considered the highest priority for gifting.
- b. Invited First Nations Elders and guests who attend meeting and events to speak or facilitate shall be accorded the following considerations:
 - i. a standard honourarium for First Nations Elders shall be \$100.00; however, the Board of Directors may consider other amounts based on specific factors such as distance traveled, amount requested and cultural appropriateness;
 - ii. in addition to honourariums and gifts, First Nations Elders shall be provided with transportation to and from the venue, appropriate acknowledgement of their presence at meetings/ events, and specific attention to comfort and care during the course of the event.
 - iii. handcrafted gifts made by members of the Society shall be considered the highest priority for gifting.
- c. Invited guests may charge a fee for their service; however, this shall not be considered by the Society as an honourarium or gift.

Article 4. Contingency, Deficits and Surpluses

1. The Board shall maintain a one percent (1%) margin of its Operating Fund revenue to



cover any unforeseen deficit had by the Society during the year, and it shall not be allocated by the Board for any other purpose.

2. If an unforeseen deficit occurs that is larger than the Contingency can cover, the Finance Committee shall recommend to the Board how to cover it.
3. If there is an unforeseen surplus:
 - a. it shall be kept in the Reserves, until such time as the Reserves are of a balance representing the greater of the cost of six (6) months of continuous standard Society operations, or the cost of all obligations that the Society would incur to wind down or be dissolved; or
 - b. if no further transfer to the Reserves is required under paragraph (a), at least 15% of surpluses shall be transferred to the CSU Bursaries and Awards Endowment Fund

Article 5. Funds

1. The following are the funds of the Society as established by referendum, or by this provision of the Procedures:
 - a. Funds established by referendum:
 - i. Building Fund; and
 - ii. Health & Dental Fund.
2. Monies from a fund may only be allocated if such allocation:
 - a. has been approved by the Finance Committee;
 - b. has been approved by a Two-thirds (2/3) Resolution of the body responsible for administering the Fund; and
 - c. has been recommended by a Resolution of a body empowered to make recommendations concerning the Fund.
3. The Finance Committee shall approve an allocation only if it is in accordance with the Society's budget as required by Bylaw XVII(6).
4. Monies from Funds that are designated for allocation in the Society's Budget in accordance with paragraph 1(a) above shall, if not spent, remain in the Fund and shall not be transferred to any other account.
5. Funds established by the Society shall be administered as follows:
 - d. The Building Fund shall be administered by the Board on the recommendation of the Services Committee for the creation and maintenance of a students' union building, as ordered by the members by referendum in 1999.
 - e. The Health & Dental Fund shall be administered by the Board on the recommendation of the Services Committee. In accordance with the contract entered into between the Society and insurance brokers and providers, and the referendum of April 2011, this Fund shall be used to ensure extended health and dental benefits for the members.

Article 6. Fiscal Year



1. The fiscal year for the Society shall be June 1 to May 31.

Article 7. Budget

1. The Board shall approve a preliminary budget for the Society no later than two weeks prior to the Semi-Annual General Meeting in each fiscal year for the following fiscal year.
2. The Board shall approve a final, detailed budget no later than March 31 in each fiscal year for the following fiscal year.
3. Both the preliminary and the final budget shall include the budget projections adopted by the Board the previous year, the actual expenditures and revenues to date, variances, and the next fiscal year's budget projections for all the Society's operations, including but not limited to the business operations.
4. Both the preliminary and the final budget shall include a statement of the amount of money in each Fund of the Society, along with a note stating that the amount of money allocated from each Fund shall not exceed the amount of money in the Fund.
5. The final budget shall provide a detailed breakdown of revenues and expenditures within each department of the Society, a department in this context meaning an individual student service, business, staff department or position, executive member, and so forth.
6. The preliminary budget shall provide figures for the overall revenues and expenditures of each major division of the Society, the major divisions in this context meaning the business and administrative operations as a whole, all the departments within student government taken collectively, services as a whole, the Collectives, and so forth.
7. The Vice-President of Internal Development shall prepare a draft of the preliminary budget for the Society, in consultation with the Finance Committee, no later than January 15 in each fiscal year.
8. The detailed notes to each section of the budget shall be considered part of the budget.
9. Approval by the Board of the final, detailed budget or any amendment thereto shall be deemed to be authorization for the organization or person responsible for each department mentioned in the final budget to manage the monies allocated to that department. Expenditures shall not deviate from those contained in the budget, unless an amendment has been submitted to the Vice-President of Internal Development, and has been approved by both the Finance Committee and the Board.

Article 8. Contracts

1. The term "contract" shall include binding agreements, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements intended to be enforceable by law. The term shall not include day-to-day commercial transactions or merchandise/food sales.
2. Every contract into which the Society enters cannot be executed unless it has been approved pursuant to these Procedures, and unless it has been signed by at least two (2) of any combination of Executive Committee members and/or the General Manager.
3. Except in accordance with paragraph 2 above, members of, , Clubs, and Committees, internal signing officers, and Society employees are not authorized to sign any contract on behalf of the Society. If such a non-authorized party signs a contract on behalf of the Society, that party, and not the Society, shall be responsible for the contract.



4. Contracts must only be considered in accordance with the following provisions:
 - a. the contract shall be submitted to the Vice-President of Internal Development;
 - b. the Vice-President of Internal Development shall ensure that the contract is consistent with the Bylaws and Procedures of the Society, and ensure that there are no provisions that are problematic with respect to existing contracts;
 - c. the Vice-President of Internal Development shall distribute the contract to the rest of the Executive Committee to facilitate review by each individual member with responsibility over the contract area, such responsibility being as follows:
 - i. the Vice-President of Internal Development shall review all contracts to ensure that the Society's risks and liabilities are as limited as reasonably possible; to ensure consistency with the Society's existing contracts, procedures, and other rules; and to ensure that the medium-term and long-term financial interests of the Society are protected;
 - ii. the Vice-President of External Relations shall review any external contracts, such as those between the Society and any provincial, federal, or municipal government, TransLink, and other student societies;
 - iii. the Vice-President of Student Life shall review any contracts related to vendors, performers, and other matters related to special events; and
 - iv. the Vice-President of University Relations and Services shall review all contracts that provide for services to the members, and all contracts between the Society and the University.
 - d. the Vice-President of Internal Development shall determine if the contract is political or administrative, all contracts being administrative unless they result in:
 - i. a visible limiting of choice for the members of the Society;
 - ii. an exclusive relationship between the Society and the other party to the contract providing the other party with direct or indirect commercial access to the members of the Society;
 - iii. a strategic or far-reaching agreement with the University;
 - iv. an original agreement or new contract in excess of two (2) years in duration; or
 - v. any other consequences that should reasonably be brought to the Board's attention;
 - e. all administrative contracts shall be considered for approval by the Executive Committee and, if approved, signed by the Vice-President of Internal Development and at least one (1) other Signing Officer.
 - f. contracts shall be approved for Subsidiary Organizations and Resource Groups only if they are in good standing.
5. Notwithstanding the provisions of this Article, contracts related to events at venues off-campus at which alcohol may be consumed shall be submitted to the Vice-President of Student Life and the Vice-President of Internal Development no less than three (3) weeks in advance of the event. Upon submission of the contract, the event sponsor must also apply for event insurance at the Administration Office.
6. The Executive Committee may approve standard administrative contracts for use



throughout the Society's operations, including but not limited to bookings agreements and contracts with suppliers. Such standard administrative contracts need not be reapproved by the Executive Committee each time they are used, provided that the purpose and content of the contract have not changed, other than to indicate specific dates, names of parties, and the level of monetary compensation or payment, and provided that such monetary compensation is provided for in the budget.

7. Any regular contract that is not administrative shall be considered political. Political contracts may only be approved by a Two-thirds (2/3) Resolution of the Board.
8. When approving a political contract other than a lease, the Board shall deliberate on the final draft of the contract, and shall not delegate final approval to any other individual or body. A lease that is determined to be a political contract must be brought to the Board for approval in principle, but the final draft of such a lease need not be brought to the Board.
9. If an existing contract is being renewed for a period of more than two (2) years but the renewed version of the contract would not otherwise be considered political, the renewed version shall be considered administrative and need not be brought to the Board for approval; however, it must be submitted to the Board for information purposes.
10. Contracts, including leases, that are changed in any meaningful way after the Board has approved them must be resubmitted to the Board for approval of those changes.
11. Notwithstanding the authority granted to the signing officers to approve administrative contracts, the Board has the power, subject to paragraph 15 below, to approve or disapprove any contract.
12. At the request of three (3) voting members of the Board, the Board must strike an *ad hoc* Ethical Review Committee to examine any contract prior to approval. Any contract that is to be reviewed by an Ethical Review Committee shall be considered political. The *ad hoc* Committee shall:
 - a. produce a written report to the Board on the ethics of all the parties with which the Society is to enter into agreement under the proposed contract;
 - b. report back to the Board in a timely fashion, usually by the next Board meeting, with a recommendation on whether or not to enter into the proposed contract;
 - c. in all other ways conform to the provisions on Committees in Section V of the Procedures; and
 - d. have such other duties as are assigned by the Board.
13. Only one Ethical Review Committee may be struck for any contract.
14. Neither the Board nor the signing officers shall refuse to approve a contract proposed by a Collective or Club solely because of disagreement with the purpose or philosophy implicit in that contract. Notwithstanding this provision, approval may be refused if a contract is inconsistent with the Society's Policies, Procedures or Bylaws or if the procedure required by this Article has not been followed. Such a refusal may be made by the Board.

Article 9. Asset Inventory

1. All furnishings and equipment of the Society that have an expected life of more than two years shall be entered into the general asset inventory.
2. The general asset inventory shall be updated every year by locating all furnishings and



equipment and listing them as assets of the Society.

3. The general asset inventory shall include all assets of the Society located in all spaces leased or operated by the Society, and any assets that may be held off-campus.

Article 10. Disposal of Furnishings and Equipment from the Asset Inventory

1. Any asset of the administration office space shall be under the General Manager's jurisdiction. Such assets may be disposed of (either sold or given away) at his or her discretion, provided that such disposition is in accordance with the Procedures, is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society. The General Manager shall report any disposition of Society property under his or her jurisdiction to the Board and the Executive on a semesterly basis.
2. Any other asset of the Society shall be under the direct jurisdiction of the Board. Such assets may be disposed of (either sold or given away) by a Resolution of the Board, provided that such disposition is in accordance with the Procedures, is in the best interests of the Society, and is not intended to benefit any individual or company at the expense of the Society.



SECTION VIII: BOARD EXPENSES

Article 1. General

1. Wherever possible, arrangements should be made with the Administration Office for expenses such as airfare, accommodations, and per diems to be administered centrally, payable in advance to Board members and employees who are required to travel for business on behalf of the Society.

Article 2. Child Care Provisions

1. Reimbursement for child care expenses shall be provided to Board members for time spent attending meetings of the Board and its committees and for time spent travelling to such meetings, such travel time not to exceed one (1) hour before and one (1) hour after a meeting.
2. Reimbursement for child care expenses shall be at the actual rate charged by the child care provider up to the rate of the current provincial minimum wage per hour. No reimbursement shall be paid for amounts exceeding the minimum wage.
3. Reimbursement shall not be provided for child care services provided by a spouse or immediate family member.
4. No reimbursement shall be provided to cover the cost of child care services that the recipient would have paid for in any case even if there had not been a meeting to attend. Reimbursement is only to be made for child care expenses over and above the recipient's regular child care expenses.
5. Reimbursement shall be limited to the cost of child care services for children under the age of twelve (12), or of any age in the case of access needs.
6. Upon receipt of a completed Child Care Reimbursement Form, the Vice-President of Internal Development shall arrange for the reimbursement.
7. Reimbursements shall be limited to a maximum of \$800 per recipient per fiscal year.

Article 3. Travel

1. Board members and employees shall be reimbursed for all reasonable travel costs incurred when undertaking to do business of the Society upon the direction of the Board (or, in the case of an employee, the General Manager). Expenses must be submitted within twenty-one (21) days of travel, and mileage shall be reimbursed at rates set by the Canada Revenue Agency.
2. Notwithstanding paragraph 1 above, board members and employees shall be reimbursed for all reasonable travel costs when utilizing a personal car, or car sharing.
3. If a Board meeting continues past midnight, the Board may vote to authorize reimbursement to Board members for cab fare, such reimbursement to be paid only if the Board member could not reasonably have been expected to travel home by public transit, carpool, or some other less expensive means.

Article 4. Accommodations

1. Board members and employees shall be reimbursed for all reasonable expenses for accommodations when traveling on behalf of the Society upon the direction of the Board (or, in the case of an employee, the General Manager), provided that the Society shall endeavor to ensure that no two persons are required to share a bed, and that all persons



are comfortable with the sexes of room mates to which they have been assigned.

Article 5. Per Diems

1. For each day of travel that a Board member or employee is required to do for the conduct of business on behalf of the Society, they shall be entitled to a per diem of \$60.00. In the event of a partial day of travel, per diems shall be calculated as follows:
 - a. Breakfast: \$15.00;
 - b. Lunch: \$20.00; and
 - c. Dinner: \$25.00.

Article 6. Summer Travel Allowance

1. Directors may claim a summer travel allowance for the months of May, June, July and August as follows, up to a limit of one allowance per person per month:
 - a. \$40 per month per Faculty Representative, Senator, Governor, and Collective Liaison or Coordinator;
 - b. \$120 per month per Vice President.



SECTION IX: EVENTS AND PROJECTS

Article 1. Planning Tools

1. Board members shall plan out events and projects using planning tools, on which they shall be required to advise the Executive Committee, Board, or other approval authority of the details required to make a decision on the approval or rejection of the event:
 - a. name of the event or project;
 - b. start date of the event or project;
 - c. end date of the event or project;
 - d. committee(s), club(s), or individual(s) organizing the event;
 - e. the Board member(s) who has endorsed the event;
 - f. any employee assistance required;
 - g. event synopsis;
 - h. benefits to the membership;
 - i. all tasks required to properly execute the event, including the projected time commitment, start date, due date, and person responsible for each such task;
 - j. all projected expenses, including expenses for Board members and employees under Section VIII of these Procedures, and revenues; and
 - k. the budget line item(s) from which it is requested that expenses be paid.
2. A planning tool must be approved by the Spending Authority responsible for the budget line item from which it is requested that the event or project's expenses be paid, as determined by Two-thirds (2/3) Resolution of the Board in the Society's Budget. The Executive Committee may approve planning tools that do not have a direct cost.
3. Planning tools should be processed as follows:
 - a. The chair(s) or member(s) of a Standing Committee, Collective, Club, or other Society body may complete a planning tool, and submit it to the appropriate Standing Committee, Collective, or Club, for a recommendation, which shall be submitted to the Vice-President of Student Life.
 - b. The Vice-President of Student Life shall review the planning tool, and submit it to the Board or the Executive Committee, as appropriate, and the Vice-President of Student Life may include a recommendation to approve or reject the event.
 - c. Notwithstanding anything in these Procedures to the contrary, any requests for employee assistance shall be submitted to the General Manager for approval. In the absence of the General Manager, or if the role is vacant, then employee assistance may be approved by the Vice-President of Internal Development.
4. The Standing Committee on Student Life, with the assistance of the Membership Outreach Coordinator, shall establish a sponsorship and marketing package that includes the expectations of the Society when events are sponsored, such as the prominence of the Society name and logo, as well as sponsorship opportunities available for external partners at Society events.
5. Once an event has concluded, the planning tool shall be updated to include:



- a. a summary of the event as it happened;
 - b. the actual expenses and revenues, and any variances to budgeted amounts; and
 - c. any recommendations for future Board members or event organizers.
6. All planning tools for concluded events must be re-submitted with updates under paragraph 5 within one (1) month of the event or project's conclusion and, if not, then any stipend payable to the sponsoring Board member(s) shall not be processed, and no further requests for planning tools from the organizing body(s) shall be entertained.
7. The Vice-President of Student Life must forward to the Vice-President of Internal Development any planning tool with \$500 or more in projected expenses, so that it can be reviewed for concerns or questions with respect to its impact on the Society's Budget.



SECTION X: EMERGENCY SUCCESSION

Article 1 – Emergency Succession, Executive Committee

1. In the event that a position on the Executive Committee is vacated before the end of the elected term for any reason, a person who has been declared elected to that position but whose term has not yet started shall assume the vacancy for the balance of the elected term as a member of the Board and Executive Committee.
2. In the period of time between the time when an Executive Committee position is vacated, and the time that either a candidate who has been declared elected assumes the vacancy, or the Board makes an interim appointment, the President shall be delegated the authority to perform any of the functions prescribed to be performed by the vacated Executive Committee position.
3. In the event that no candidate has been declared elected pursuant to clause 1 of this article, then the Board must appoint an interim Executive Committee member from among the members of the Society, and a person so appointed shall perform the functions of that Executive Committee position, and any such appointment shall be subject to the following terms and conditions:
 - a. The Board shall conduct a search for nominations for the interim appointment through the establishment of a search advisory committee set out in section X, article 7 of these Procedures.
 - b. A person appointed as an interim Executive Committee member shall not count toward quorum, nor have a vote, nor have the right to move or second any motions at meetings of the Executive Committee, nor on any Executive Committee resolution proposed outside of a meeting.
 - c. Unless already a voting member of the Board, an interim Executive Committee member shall not count toward quorum, nor have a vote, nor have the right to move or second motions at meetings of the Board.
 - d. A member of the Society who would be ineligible to serve as a member of the Board shall also be ineligible to be appointed by the Board as an interim Executive Committee member.
4. Unless a candidate who has been declared elected assumes a vacancy in the position of the Vice-President of Internal Development, only current members of the Board may be appointed as interim Vice-President of Internal Development.
5. Despite the appointment of an interim Executive Committee member by the Board, once a candidate has been declared duly-elected to that position, the appointment by the Board shall terminate immediately and the candidate so elected shall assume the vacancy for the remainder of the vacated term.
6. In the event that the position of President is vacated before the end of the appointed term for any reason, the Board shall be unable to transact any other business until it has appointed a new President pursuant to the bylaws.
7. Any person who is appointed by the Board under clause 3 of this article shall receive 100% of the stipend that a member of the Executive Committee would receive, subject in all other ways to the procedures for executive stipends. A person who is temporarily delegated authority under clause 2 or 7 of this article shall not receive any additional remuneration for those delegated duties.



Article 2 – Emergency Succession, Collectives

1. In the event that a Collective Liaison or Coordinator position is vacated before the end of the elected term for any reason, a person who has been declared elected to that position but whose term has not yet started shall assume the vacancy for the balance of the elected term as a Collective Liaison or Coordinator.
2. In the event that no candidate has been declared elected pursuant to clause 1 of this article, then the Board may appoint an interim Collective Liaison or Coordinator from among the members of the Society, and a person so appointed shall perform the functions of that Collective Liaison or Coordinator position, and any such appointment shall be subject to the following terms and conditions:
 - a. The Board shall conduct a search for nominations for the interim appointment through the establishment of a search advisory committee set out in section X, article 7 of these Procedures. The search advisory committee shall contain at least one member of the collectives' respective constituency group.
 - b. Unless already a voting member of the Board, an interim Collective Liaison or Coordinator shall not count toward quorum, nor have a vote, nor have the right to move or second motions at meetings of the Board.
 - c. A member of the Society who would be ineligible to serve as a member of the Board shall also be ineligible to be appointed by the Board as an interim Collective Liaison or Coordinator.
3. Despite the appointment of an interim Collective Liaison or Coordinator by the Board, once a candidate has been declared duly-elected to that position, the appointment by the Board shall terminate immediately and the candidate so elected shall assume the vacancy for the remainder of the vacated term.
4. Any person who is appointed by the Board under clause 2 of this article shall receive 100% of the stipend that a Collective Liaison or Coordinator would receive, subject in all other ways to the procedures for Collective Liaison and Coordinator stipends.

Article 3 – Emergency Succession, Representatives

1. In the event that a Faculty Representative or Campus Representative position is vacated before the end of the elected term for any reason, a person who has been declared elected to that position but whose term has not yet started shall assume the vacancy for the balance of the elected term as a Faculty Representative or Campus Representative.
2. In the event that no candidate has been declared elected pursuant to clause 1 of this article, then the Board may appoint an interim Representative from among the members of the Society, and a person so appointed shall perform the functions of that Representative position, and any such appointment shall be subject to the following terms and conditions:
 - a. The Board shall conduct a search for nominations for the interim appointment through the establishment of a search advisory committee set out in section X, article 7 of these Procedures.
 - b. An interim Representative shall not count toward quorum, nor have a vote, nor have the right to move or second any motions at meetings of the Board.



- c. A member of the Society who would be ineligible to serve as a member of the Board shall also be ineligible to serve as an interim Representative.
3. Despite the appointment of an interim Representative by the Board, once a candidate has been declared duly-elected to that position, the appointment by the Board shall terminate immediately and the candidate so elected shall assume the vacancy for the remainder of the vacated term.
4. Any person who is appointed by the Board under clause 2 of this article shall receive 100% of the stipend that a Faculty or Campus Representative receives, subject in all other ways to the procedures for Faculty or Campus Representative stipends.

Article 4 – Emergency Succession, General Manager

1. In the event that the role of the General Manager is vacated for any reason, then the Executive Committee shall, without delay, provide advice on a recommended search process to the Board, including the establishment of a search advisory committee pursuant to section X, article 7 of these Procedures.
2. During the period of a vacancy in the role of the General Manager, and unless an Acting General Manager has been appointed, all functions of the General Manager shall be performed by the Vice-President of Internal Development.
3. While a comprehensive search advisory process is underway, the Board may, upon the recommendation of the Executive Committee, appoint an Acting General Manager to perform the functions of the General Manager during the vacancy, subject to such limits as the Board may prescribe by resolution. The Acting General Manager shall be an employee of the Board, and the terms and conditions of employment shall be set out in an employment contract.
4. An employee who is covered by a collective agreement with the Society shall not be eligible for appointment as Acting General Manager, unless there is an agreement that an employee, once so appointed, shall be excluded from the bargaining unit for the duration of the appointment.



SECTION XI: CLUB GOVERNANCE

Article 1. Club Governance and Approval

1. All clubs shall have a constitution that includes:
 - a. a purpose/vision/mission statement;
 - b. an executive committee, including president, treasurer, and secretary and their duties and responsibilities;
 - c. membership criteria/roles and duties;
 - d. meeting requirements; and
 - e. internal club policies.
2. All club executives must be members in good standing.
3. Club presidents must attend a club leader training session in order to have their clubs approved.
4. The CSU shall provide resources to assist clubs in the development of the documents described in Article 1(1).
5. New club applications shall be submitted to the Executive Committee, which shall consider the applications pursuant to the guidelines as described in (5a) as well as such supplementary guidelines as may be determined by the Student Life Committee:

Article 2. Club Applications

1. New club applications shall not be considered if:
 - i. it is deemed to be incomplete;
 - ii. the proposed club is deemed too similar to an existing club;
 - iii. the proposed club's purpose/mission statement is in violation of federal or provincial law, including but not limited to the *BC Human Rights Code*;
 - iv. the club applications violates any other guidelines as determined by the Student Life Committee.

Article 3. Club Naming and Society Recognition

1. Except for specific exemptions approved by an employee designated by the General Manager, the CSU Clubs logo must appear on all printed materials, including but not limited to:
 - a. posters;
 - b. handbills;
 - c. business cards;



- d. banners; and
 - e. T-shirts.
2. The Society must be listed as a presenter (or co-presenter) any time an event has received funding in excess of their core funding grant.
 3. Clubs may not include “Capilano University” in their name, though “Capilano” is permissible.
 4. Clubs’ names shall not include “association” or “society” as they are legal terms.
 5. Whenever possible, items purchased with Society funding shall be branded with the CSU Clubs logo.

Article 4. Club Funding

1. Clubs that are eligible for external funding through a formal relationship with an external organization, as determined by the General Manager or designate, shall be ineligible for club funding.
2. All approved clubs may receive a minimum core funding disbursements of no less than \$200 at the beginning of the fiscal year pending availability of funds in CSU budget.
3. Funding requests less than the core funding disbursements in paragraph 2 may be approved by the Membership Outreach Coordinator or another employee designated by the General Manager, in accordance with the guidelines in paragraph 5.
4. Funding requests in excess of the core funding disbursements in paragraph 2 must include club meeting minutes indicating members’ support for the request.
5. Clubs may request additional funds in excess of their core funding disbursements by submitting as Club Funding Request to the Executive Committee, which shall consider the applications pursuant to the following guidelines as well as supplementary guidelines as may be determined by the Student Life Committee:
 - a. The club funding application must not be deemed to be incomplete, including a detailed itemized list of costs;
 - b. Funding shall only be approved for events and activities that are open to all members of the students’ union.
6. Unused annual core funding shall reset at the beginning of each fiscal year.

Article 5. Club Finances

1. Money raised by the club shall be deposited with the Society.
2. Club funds shall be used to purchase goods and services that aid the club in accomplishing the mission, vision and purposes defined in their constitution.
3. CSU clubs shall not purchase or own sporting equipment.
4. Food purchases made on campus shall be made in accordance with the CSU’s contractual obligations to Capilano University.

Article 6. Club Resources

1. Clubs may access printing services at the CSU Member Centre. The CSU reserves the right to limit printing within reason.
2. Clubs may request room bookings at Capilano University by submitting written requests at



least five (5) business days in advance.

3. Clubs may request a locker to store items associated with the club operations.
4. Clubs shall keep a record of club assets, which shall be submitted at the end of every semester.
5. Social media support may be accessed in the guidelines set out by the CSU communications plan.

SECTION XII: PERSONNEL PROCEDURES

Article 1. Regular Employees

1. The General Manager shall establish personnel procedures for the Society's regular employees, to be contained in the Personnel Handbooks of the Society. Subject to paragraph 5 below, the Handbooks shall set out the basic employment principles and practices to be followed by the Society's management and staff and shall also include recruitment and hiring procedures. The General Manager shall present any changes to the Personnel Procedures to the Board of Directors. The Board may make any recommendations regarding the Personnel Procedures to the General Manager.
2. All employees of the Society shall be given the Personnel Handbook at the time they commence employment.
3. The General Manager shall regularly review the Personnel Handbooks. Paragraph 1 above and Article 2(1) below notwithstanding, the Society's unionized employees are governed by the principles and practices contained in the collective agreement between the Society and the union representing those employees, and the principles and practices contained in the collective agreement take precedence, for the unionized employees, over the principles and practices contained in the Personnel Handbooks.
4. Collective bargaining shall be conducted as follows:
 - a. The General Manager shall invite the Vice-President of Internal Development to participate in any collective bargaining negotiations, but the General Manager shall be responsible for the conduct of any such negotiations.
 - b. At the conclusion of negotiations, the General Manager shall make a recommendation to the Executive Committee, which shall provide recommendations and advice to the Board. All revisions to a collective agreement must be approved by the Board.
 - c. The General Manager shall notify the Vice-President of Internal Development of any impact on the net contribution to the Society's budget resulting from collective bargaining, who shall approve all resulting changes in compensation.
 - d. The President shall be the Society official responsible for issuing statements concerning collective bargaining negotiations.

Article 2. Appointees

1. Individuals filling positions reporting to members of the Executive Committee, or to the Board, or to a committee of the Board, or to another appointee shall be considered to be appointees rather than regular employees, and their positions shall be considered to be appointed positions.



2. Such appointees shall include but not be limited to the External Chair, the Chief Returning Officer, and members of the Appeals Committee.
3. The duration, remuneration, and other terms and conditions of each appointment shall be determined by contract. Common terms and conditions that are meant to apply to every appointee may be established in an Appointees Handbook, which shall be approved by Two-thirds (2/3) Resolution of the Board.
4. All appointees shall be given the Appointees Handbook referred to in this article at the time they commence their appointments.
5. The General Manager shall regularly review the Appointees Handbook in consultation with the Vice-President of Internal Development and, if necessary, propose changes to it, such changes to take effect if approved by a Two-thirds (2/3) Resolution of the Board.

Article 3. Appointment Process

1. For clarity, this article does not apply to the recruitment of regular employees.
2. Whenever the role of an appointee is vacant, or is anticipated to become vacant, the Board shall establish a Special Committee to conduct a search advisory process. The Special Committee shall be responsible for nominating one or more candidates to the Board for approval.
3. Such a Special Committee shall be comprised as determined by the board of directors, provided that (a) it shall have between three (3) and five (5) members, and (b) any members or members-elect of the Executive Committee shall not, together, form a majority of the seats on the Special Committee.
4. The procedures for the search advisory process shall be as determined by the Special Committee, subject to any orders of reference adopted by the Board, and provided that at least the following steps are completed:
 - a. a committee chair is appointed, unless already appointed by the Board;
 - b. there is a public posting period of at least ten (10) business days;
 - c. interviews with short-listed candidates are held; and
 - d. a written report with recommendations is provided to the Board.
5. The committee chair shall be responsible for the following:
 - a. chairing meetings of the Special Committee;
 - b. distributing application materials, or ensuring that they are distributed;
 - c. taking minutes, or ensuring that minutes are taken;
 - d. ensuring that the confidentiality of the process is maintained by all committee members; and
 - e. ensuring that public postings are broadly and prominently advertised.
6. If a member of the Special Committee misses any meeting once interviews have commenced, with or without regrets, then the committee chair shall declare that member's seat to be vacant, and the former member shall not participate any further in the deliberations of the Special Committee.
7. In addition to the members of the Special Committee, the General Manager may designate an employee to resource and support the search advisory process for an



appointee. An employee, once so designated, shall attend meetings of the Special Committee, unless the General Manager directs otherwise.

8. Unless the Board directs otherwise, the term of appointment for the External Chair shall be from October 1 of one calendar year, to September 30 of the next calendar year.
9. When a new appointed position is created, the terms of appointment, including but not limited to the job description, shall be set by the Board in the Procedures or by a Board Resolution, on the recommendation of the Executive Committee.
10. If the terms of appointment for a position have been prescribed in the Procedures, the Executive Committee, in order to obtain final approval for a change in the terms of employment, must submit the review to the Board, along with the request to change the terms of appointment. The Board may at its discretion amend the Procedures to make the requested change.

Article 4. Board and Staff Linkage

1. The Vice President of Internal Development is designated as the Staff Liaison Officer for the purpose of the collective agreement between the Capilano Students' Union and its unionized employees. Despite this, the Board may designate, by Two-thirds (2/3) Resolution, another one of its members to serve as Staff Liaison Officer, should circumstances arise where the Board determines this to be necessary.
2. The President is designated as the back-up Staff Liaison Officer, provided that where the President is unable to act as the back-up Staff Liaison Officer for any reason, or where the President and the Vice-President of Internal Development are the same person, then the Vice-President Academic shall serve as alternate, in the event that the Staff Liaison Officer is on an extended absence, is incapacitated, or the role is vacant.

Article 5. Supervision of the General Manager

1. The Vice President of Internal Development (or whichever other member of the Board is then acting as Staff Liaison Officer) shall have the duty and responsibility to do each of the following:
 - a. ensure that the obligations of the Society are satisfied with respect to the contract between the Society and the General Manager; receive and send, on behalf of the Society, correspondence pertaining to the management of the General Manager, and notify the Executive Committee of correspondence, as required; and
 - b. notify, advise, consult, and take direction from the Executive Committee with respect to the management of the General Manager, and the performance of the Staff Liaison Officer's duties;
 - c. seek the advice of legal counsel with respect to the management of the Society and its employees, as necessary;
 - d. receive questions, comments, and concerns of directors pertaining to the management of the General Manager, and meet with individual directors to discuss and advise them on matters related to the management of the Society and its employees, in consultation with the General Manager, as needed;
 - e. liaise with representatives of the Union, on behalf of the Executive Committee, where the issue(s) relates to the conduct or performance of the General Manager;



- f. ensure that the General Manager understands and meets the expectations of the board of directors and the Executive Committee;
 - g. review and approve, with respect to the General Manager, the payment of wages and benefits, requests for leave, and any changes to hours of work, as needed;
 - h. maintain and serve as the custodian of the human resources records and documents related to the General Manager;
 - i. lead the investigation and inform the Executive Committee of all workplace incidents for the General Manager, and in conjunction with the General Manager where the incident involves a director;
 - j. be available for consultation with the General Manager on human resources and management issues as required;
 - k. to recommend to the Executive Committee a course of action with respect to the conduct and performance of the General Manager, including discipline; and
 - l. such other duties as assigned by the board of directors or the Executive Committee with respect to the management and supervision of the General Manager.
2. In the event that the General Manager is on leave or the position is vacant, then the Vice-President of Internal Development (or whichever member of the board of directors is then acting as Staff Liaison Officer) shall be empowered to perform the functions of the General Manager during the leave or vacancy.



SECTION XIII: COLLECTIVES, REPRESENTATIVES

Article 1. Collectives

1. All of the Collectives, in addition to their specific duties and responsibilities established in Bylaw XIII, shall have the mandate to:
 - a. establish additional objectives for the Collective and its membership to work towards, such objectives not being inconsistent with these Procedures;
 - b. encourage the participation of the Collective's members in all aspects of the Society's campaigns and operations;
 - c. create annual awareness campaigns about issues of interest
 - d. research, provide information, and raise awareness of social issues as determined by the mandate of the respective Collective;
 - e. be involved in social issues of interest society at large;
 - f. provide services to the membership, including but not limited to information seminars, public speeches, and discussion groups; and
 - g. propose and lobby for policy changes within the Society, the University, and society at large.
2. The views expressed by a Collective do not necessarily represent the issues-based policies of the Society, unless expressly endorsed by the Board. Any correspondence sent by a Collective on Society letterhead shall include the statement: "The views of the [name] Collective do not necessarily reflect Capilano Students' Union policy."
3. A Collective's objectives and activities shall not be contrary to the Constitution, Bylaws, or Procedures of the Society.
4. The membership of each Collective, in addition to the Collective Liaison or Coordinator responsible for the respective Collective, is comprised as follows:
 - a. Accessibility Justice Collective:
 - i. all members of the Society;
 - b. Students of Colour Collective:
 - ii. all members of the Society who self-identify as Students of Colour;
 - c. Environmental Justice Collective:
 - iii. all members of the Society;
 - d. First Nations Students Collective:
 - iv. all self-identified First Nations members of the Society;
 - e. International Students Collective:
 - v. all members of the Society who self-identify as International Students;
 - f. Social Justice Collective:
 - vi. all members of the Society;
 - g. Queer Students Collective:
 - vii. all self-identified queer members of the Society; and
 - h. Women Students Collective:
 - viii. all self-identified women members of the Society.



5. Notwithstanding the membership of each Collective, each Collective shall have the authority to establish, in its constitution, provisions to restrict, for defined groups of members, access to physical space allocated to or attendance at events held by the respective Collective, in order to protect the physical, emotional, or mental safety and security of other members of the respective Collective.
6. Each Collective shall have the authority to create additional volunteer positions within the membership of each Collective (for example, to be responsible for social media, event plans, or volunteer coordination), and to designate members for those by whatever manner and process the respective Collective may determine. A Collective shall not issue any stipend or remuneration whatsoever for any such volunteer positions.
7. Each Collective shall meet at least twice (2) per month, with the exception of December and the Summer semester months. During the month of April, only one (1) meeting is required to be held. Pursuant to Section 8 of this Article, a report shall be presented to and approved by the Board for the months of April, May, June, July, August and December.
8. Each Collective Liaison or Coordinator shall develop an outline and/or outreach strategy report, which will be presented to and approved by the board once a month from April to August inclusive, and for the month of December. Such reports shall include all of the following:
 - a. community partners they may wish to work with;
 - b. possible events and related budgets;
 - c. work on their bulleting boards;
 - d. development of issues-based policy related to their position;
 - e. membership outreach strategies and goals;
 - f. any recognized days/events/conferences that may be related to their position.
9. Each outgoing Collective Liaison and Coordinator shall be responsible for assisting with the orientation of their incoming replacement. Such orientation shall take place before June 1st, and shall include but not be limited to:
 - a. Completing a transitional report focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year's transitional report.
 - b. Familiarizing the incoming Liaison or Coordinator with day-to-day tasks; and
 - c. Introducing the incoming Liaison or Coordinator to current Collective members

Article 2. Faculty Representatives

1. In addition to the duties and responsibilities set out in the bylaws, the Faculty Representatives shall have the duty and responsibility to do each of the following:
 - a. provide, either individually or collaboratively, a written report to the board of directors at least once per month, to draw the attention of the board of directors to issues within the respective faculty that may be of interest or concern to the Society, and to convey work done to engage with members in each faculty;
 - b. meet, at least once per semester, with senior faculty and administration to discuss relevant student issues (e.g. department meetings, faculty meetings and



- dean advisory committees); and
- c. such other duties as assigned by the Board.

Article 3. Campus Representatives

1. In addition to the duties and responsibilities set out in the bylaws, the Campus Representatives shall have the duty and responsibility to do each of the following:
 - a. provide a written report to the board of directors at least once per month, to draw the attention of the board of directors to issues at the respective campus that may be of interest or concern to the Society, and to convey work done to engage with members on each campus;
 - b. meet, at least once per semester, with senior faculty and regional campus administration to discuss relevant student issues; and
 - c. such other duties as assigned by the Board.



SECTION XIV: FEES

Article 1. Notice and Alteration of Fees

1. In accordance with the *University Act*, annual notice of the Society's fees shall be submitted to the Vice-President of Finance and Administration of the University by the Vice-President of Internal Development.
2. Notice of any change in the Society's fees shall be submitted to the Vice-President of Finance and Administration of the University by the Vice-President of Internal Development once the new fee amount or rate of change has been approved in accordance with Bylaw III and the *University Act*.
3. The Vice-President of Internal Development shall keep or cause to be kept a record of the current fee rate for Active Members, to be provided on request to any Active Member.

Article 2. Allocation of Fees

1. The Building Fee shall be indexed each year to the January British Columbia All-Items Consumer Price Index (CPI).
2. The CSU Health Plan fee shall be indexed each year to the January British Columbia Health and Personal Care CPI.

Article 3. Members Initiatives

1. On-campus student groups can request funding for events, activities, and programming that directly benefits students and/or improve the student experience on campus.
2. No money derived from the Society's fees shall be directly transferred to a third party as a donation, except as provided in this Article.
3. The Society may provide grants to fund services and activities, provided that those services and activities take place on one of the campuses of the University, or are otherwise nearby in the Metro Vancouver area, and provided that they are reasonably accessible to the members of the Society.
4. Individual students, informal groups of students, and on campus non-student organizations are eligible for funding under this Article in *select* circumstances.
5. A properly completed Fund Request Form, with an attached report outlining the benefits of the proposed request to Capilano Student Union members must be submitted for each request.
6. Requests totaling \$250 or greater must include a budget of the proposed spending. Requests totaling less than \$250 are not required to include a budget, but it would help the Society reach the best decision.
7. The proposed use of funds must be used to benefit the members of the Society, and/or the Capilano University community as a whole.
8. Funds cannot be used to support, be donated to, or otherwise transferred to, an external body.



9. All previous fund requests must be supported by receipts before further funding will be approved to the same organization or individual.
10. The Society requires at least three (3) weeks to process and approve fund requests. Requests for funds required in less than three weeks will not be considered.
11. Fund requests shall be submitted to the Vice-President of Student Life. Requests up to and including two hundred and fifty dollars (\$250) shall be reviewed by the Standing Committee on Student Life, with a recommendation to the Executive Committee for final decision. Requests in excess of one two hundred and fifty dollars (\$250) are reviewed by the Standing Committee on Student Life, with a recommendation to the Board of Directors for final decision.
12. Each Club or Student Organization must maintain adequate records to account for all funds received, and these records may be audited at any time by the Society's Vice-President of Internal Development, the Administrator, the External Auditor, or the General Manager. Records must include, but are not limited to, receipts, bank statements, withdrawal slips, deposit slips, and legal financial agreements (i.e. loan or investment).
13. Receipts verifying the use of funds must be sent to the Society no later than fifteen (15) days following the completion of an event for which funds were requested.
14. If receipts are not submitted, the organization may be prohibited from submitting fund requests for a period of time at the discretion of the Finance Committee, or incur other sanctions as determined by the Finance Committee.
15. Student Organizations may not use funds received from the Society to pay any executive, director, member, or other person, other than to reimburse direct expenses. Any such payment must be verified with itemized receipts.
16. Funding under this article cannot be used for the purchase of alcohol.
17. Any unused funding must be returned to the Society no later than fifteen (15) days following completion of the event for which funds were requested.
18. The Society may authorize a donation to a third party by means of a referendum, or an ordinary resolution at a general meeting of the members.



SECTION XV: RIGHTS AND OBLIGATIONS OF MEMBERSHIP

Article 1. Active Members

1. The rights and obligations of Active Members are contained in the Bylaws and Procedures of the Society, and include, but are not limited to:
 - a. the right to attend, speak, and vote at all General Meetings of the Society;
 - b. the right to participate and vote in all general referenda of the Society;
 - c. the right to be nominated for and hold office on the Board if the Active Members so nominate and elect;
 - d. the right to be appointed to and hold office on Committees and other bodies of the Society if the Board so resolves, consistent with the Bylaws and Procedures of the Society;
 - e. the right to voice their views and concerns to the Board and other appropriate bodies of the Society;
 - f. the right to use the facilities of the Society and other facilities as may be determined from time to time by the Society, the University, and the Board; and
 - g. an obligation to abide by the Society's Constitution, Bylaws, Procedures, and other regulations which are considered necessary for the Society.



SECTION XVI: DEMOCRATIC EVENTS

Article 1. Chief Returning Officer

1. The Chief Returning Officer shall:
 - a. conduct elections and referenda in a fair and impartial manner;
 - b. not sign the nomination form of any candidate in an election;
 - c. encourage as many candidates as possible to run in elections;
 - d. encourage high voter turnout in elections and referenda;
 - e. be the official liaison with other organizations whose elections or referenda are being conducted by the Capilano Students' Union;
 - f. cause all necessary election forms to be prepared;
 - g. verify candidates' nomination packages as they are received, and be empowered to alert candidates to incomplete or missing information and to allow reasonable corrections to be made up until the close of nominations;
 - h. review and approve all campaign material prior to its use, posting, or distribution;
 - i. have the power to interpret these Electoral Procedures;
 - j. have the power to set procedures for the monitoring of campaigning, to rule on the validity of an election or referendum irregularities, and to make any determinations necessary in response thereto, including penalties, disqualifications, or the invalidation of elections or referenda, as the Chief Returning Officer may determine to be appropriate at the time;
 - k. coordinate the work of any elections staff that may be appointed by the General Manager to resource or assist the Chief Returning Officer, and that are provided for in the Budget and in the contract between the Society and the Chief Returning Officer;
 - l. ensure that candidates are informed about the Electoral Procedures contained in this section of the Procedures;
 - m. regulate all operations of the polling stations;
 - n. regulate all aspects of the design, security, printing, and counting of ballots, including rulings on questionable and spoiled ballots, and the conduct of scrutineers;
 - o. be responsible for the official release of results, including the number of votes for each candidate (and against each candidate, where applicable) and the number of votes for and against each referendum question, and the number of spoiled ballots, if any;
 - p. prepare an election or referendum report for the Board to report the results, a report on the ballot counting and the results of each election or referendum, complaints against and any irregularities of elections and referenda;
 - q. once any appeals periods have expired, transfer to the Organizer the results of elections and referenda, including all relevant files, records, and memoranda that



- the Chief Returning Officer determines are relevant for archiving, such records to be kept and maintained by the Organizer for a period not less than two (2) years, except that electronic records held by a third party related to the administration of an electronic voting platform may be kept by that third party if the CRO satisfies themselves that those records are to be stored by that third party securely;
- r. be responsible for reporting to the Board, at least two (2) weeks before the opening of polls, that the CRO has satisfied themselves that the electronic voting platform(s) to be used, if any, shall be administered with appropriate fairness and security and, if not, what steps shall be taken to ensure that the respective election or referendum is able to proceed as scheduled;
 - s. be responsible for the orientation of their replacement;
 - t. be responsible for maintaining and updating a Chief Returning Officer manual;
 - u. recommend various options to the Board for amendments to this section of the Procedures, if deemed necessary; and
 - v. have such other powers and duties as are outlined in the Bylaws or the Procedures or assigned by the Board from time to time.
2. The Chief Returning Officer may delegate any of the above duties to other election staff, except (e), (h), (i), (j), (n), (o), (p), and (r), but shall ultimately retain responsibility for any delegated duties.
 3. Subject to the provisions of Article 13 below, the Chief Returning Officer shall have the power to conduct elections and referenda for other organizations, including the election of students to the University Senate and the Board of Governors. In conducting such elections and referenda, the Chief Returning Officer shall have the same powers and duties as specified in clause 1 above, subject to the provisions of Article 13 and subject to agreements made with the other organizations for conducting the said elections and referenda.

Article 2. Exigency Provisions

1. If the Chief Returning Officer is unable to carry out their duties for any reason, the Board must either appoint a new Chief Returning Officer or appoint an outside body or corporation which shall have all the powers and duties of the Chief Returning Officer at the time the position of Chief Returning Officer is vacated.

Article 3. Nomination and Campaign Rules

1. Pursuant to Bylaw 8, the Chief Returning Officer shall conduct the election of members of the Board of Directors according to these Procedures.
2. At each general election, all seats for the Board shall be contested.
3. Nominations shall be administered as follows:
 - ii. Each candidate shall be a Member of the Society, and shall submit a nomination form duly signed by the candidate and no less than twenty-five (25) nominators, or no less than five (5) nominators for campus representatives, each of whom shall be a Member of the Society entitled to vote in that election. Forms shall be available in the Society's offices and on the official website of the Society.
 - iii. Even if nominated for more than one position, a candidate may run for only one position in a given election.



- b. Pursuant to Bylaw 7(12), candidates are strictly prohibited from running in slates, real or apparent, or sharing expenses for campaigning and the cost of campaign materials. A slate shall mean a group of candidates who run for elected office for mutual advantage.
4. The Chief Returning Officer shall ensure the eligibility of candidates and nominators through the Registrar's office, and in any such other manner as required.
 - a. The names of the candidates in an election shall not be made public until the close of nominations, and then only once the eligibility of the candidates has been confirmed through the Registrar's office, at which time they shall be released by the Chief Returning Officer.
 - b. Nomination packages outlining the requirements of this section shall be available at all Capilano Students' Union offices during the nomination period. The Chief Returning Officer shall also ensure that the packages include details of the various positions that are open for election, including but not limited to duties, the dates for any upcoming orientation(s), office hours and required attendance at meetings.
 - a. The Chief Returning Officer shall rule on the validity of all nominations packages received during the nominations period. The Chief Returning Officer shall make a reasonable effort to alert potential nominees to any errors, inaccuracies, or omissions in their nominations packages, and shall accept corrections to any such nominations packages up to and until the close of nominations. The Chief Returning Officer may, at their discretion, establish a "pre-check deadline" for the purposes of early verification and corrections. No corrections shall be allowed once nominations have closed.
 - c. Submitting a false or deceptive nomination form to the CRO is a serious offence. Notwithstanding any other Procedure herein, in the event that a candidate's false or deceptive nomination form is discovered by the CRO, even after the official results of the election have been submitted by the CRO, the CRO may amend those results by disqualifying the candidate in question and their seat shall thereby become vacant.
5. Candidates shall be oriented on the electoral process as follows:
 - a. The Chief Returning Officer shall organize an All-Candidates Orientation Meeting to take place following the close of nominations, preferably on the same day as the close of nominations. At this meeting, the Chief Returning Officer shall provide an overview concerning the Electoral Procedures, other relevant rules and any other information they deem important to candidates. The Chief Returning Officer shall distribute a copy of a candidates' handbook to all candidates who attend the meeting.
 - b. All candidates must either attend the All-Candidates Orientation Meeting or meet privately with the Chief Returning Officer following the close of nominations to receive the overview discussed above and to receive a copy of the candidates' handbook. Candidates may not begin campaigning until they have satisfied the requirements of this article.
 - c. A candidates' handbook shall be distributed to candidates, which shall include relevant election articles of the bylaws and procedures, and any other sections of the bylaws and the procedures that the Chief Returning Officer deems relevant to candidates. The Chief Returning Officer shall be empowered to create additional



rules, insofar as they do not conflict with the bylaws, or the procedures, and these rules shall be included in the candidate's handbook and may be enforced, as would any other electoral rules. The Chief Returning Officer may include any additional information that they consider to be useful for candidates.

6. Campaigning shall be administered as follows:
 - a. There shall be an Official Campaign Period beginning immediately after the conclusion of the All-Candidates Meeting until the end of voting in an election.
 - b. Campaigning shall not be permitted in the vicinity of any polling station, as determined by the Chief Returning Officer, and the Chief Returning Officer may establish and announce times during which campaigning by any candidates, or any candidates on a given campus, shall not be permitted.
 - c. Notwithstanding the prohibition on campaigning outlined above, the following activities shall be permitted even if engaged in before the beginning of the Official Campaign Period:
 - i. private communications concerning election plans, including but not limited to private communications by means of in-person conversations, single-recipient e-mails, letters sent by regular mail, and telephone conversations; and
 - ii. the circulation of nomination forms and other reasonable measures taken in order to fulfill nomination requirements.
 - d. Only the following forms of campaigning, and no others, shall be permitted during elections and referenda:
 - i. postering: posters no larger than 30 cm x 45 cm (11" x 17") may be put up, but no candidate may have more than one poster on any one bulletin board, and all postering must comply with the Society's and the University's postering procedures and policies; in addition, the Chief Returning Officer may establish further rules for postering;
 - ii. distribution of buttons: buttons may be distributed without restrictions, except that buttons affixed to bulletin boards become subject to the restrictions on posters referred to in paragraph (a) above;
 - iii. distribution of leaflets, brochures, and handbills: non-adhesive leaflets, brochures, and handbills may be distributed without restrictions, except that if they are affixed to bulletin boards, they shall be subject to the restrictions on posters referred to in paragraph (a) above;
 - iv. the use of electronic media: campaign-related e-mail messages may be sent, and campaign-related material may be posted on web pages, subject to any restrictions put in place by the Chief Returning Officer;
 - v. the distribution and wearing of T-shirts with campaign slogans or other campaign messages on them;
 - vi. speech-making and any other form of oral communication;
 - vii. a candidate statement of no more than one hundred (100) words to be submitted to the Chief Returning Officer for posting at poll stations or on an electronic voting platform(s), as applicable, as well as online on the official Capilano Students' Union website and for submission to campus publications;



- viii. the use of social media: candidates may campaign via social media without the pre-approval of the Chief Returning Officer except for campaign graphics, which must in all cases be submitted to the Chief Returning Officer for pre-approval; nothing in this clause restricts the authority of the Chief Returning Officer to order the removal of campaign materials, and the Chief Returning Officer may penalize or disqualify candidates for social media campaigning that is deemed to be inappropriate;
 - ix. advertising in the media: advertising in all forms of media shall be permitted, including in Society publications; and
 - x. letters to the editor and opinion pieces: these may be published in any newspaper or other media outlet, including Society publications.
- e. All campaign material referred to above must be approved by the Chief Returning Officer prior to its use (except as states in (viii)). The intent of this clause is to ensure that all campaign material is produced in accordance with these Procedures, and in particular to ensure that no candidate engages in the prohibited forms of campaigning, as outlined in (i) below.
 - f. Interview by a campus publication: Should any campus publication choose to publish an election guide, candidate list, candidate interviews, or other election-related information, the Chief Returning Officer will take reasonable steps to ensure that such information is accurate (in particular, with regard to dates, names, locations of polls, contact information etc.) and that the exposure for the candidates is presented as fairly as possible.
 - g. All-Candidates Forums: Should any organization (internal or external to the Society) choose to hold all-candidates forums, election events or similar functions, the Chief Returning Officer will take reasonable steps to ensure that such events are planned and executed in an unbiased fashion with regard to any candidate or referendum question, and to ensure that the information available is accurate (in particular, with regard to dates, names, locations of polls, contact information etc.). The Chief Returning Officer, or their designate, shall be permitted to attend such events if they see fit.
 - h. Classroom Speaking shall be conducted only as follows:
 - i. candidates shall seek permission from individual faculty members to speak to their class before that class begins;
 - ii. candidates shall limit themselves to no more than five (5) minutes per classroom speech, or whatever lesser time is allotted by the faculty member, provided that the time allotment does not exceed five (5) minutes;
 - iii. candidates must understand that it is a faculty member's right to grant or deny access to their class; and
 - iv. candidates must not request or require an eligible voter to cast a vote on an electronic voting platform(s) as a part of a classroom talk while the candidate or any of the candidate's campaigners are present; and
 - v. the Capilano Students' Union, the Capilano University Faculty Association, and the Chief Returning Officer have no control over which candidates an individual faculty member allows to speak to their classes.



- i. The following forms of campaigning shall be prohibited during elections and referenda:
 - i. the use of road signs;
 - ii. distributing or passing around devices upon which an eligible voter can cast a vote on an electronic voting platform(s), including but not limited to mobile phones, tablets, or laptops;
 - iii. the leafleting of vehicles parked on campus;
 - iv. the distribution of food and drink; and
 - v. any campaigning where candidates work together for mutual benefit, use similar slogans, or otherwise act as a slate, real or apparent.
 - j. Any other form of campaigning not referenced in these Procedures may be approved by the Chief Returning Officer before the beginning of the Official Campaign Period, at the sole discretion of the Chief Returning Officer.
 - k. Candidates may use the terms "Capilano Students' Union" and "CSU" in their campaign materials, but they may not use any Capilano Students' Union logos, slogans or variations thereof or the logos, slogans, or variations thereof of any Capilano Students' Union coalition partner or other outside group.
 - l. Candidates may enlist the aid of other individuals to assist them in campaigning, provided that:
 - i. only members of the Society may campaign in elections;
 - ii. a member of the Society who chooses to campaign in an election commits to only campaigning for one (1) candidate;
 - iii. a candidate who chooses to enlist members in campaigning shall submit a list of all campaigners to the CRO, including contact information and student numbers, prior to the individual(s) engaging in campaigning;
 - iv. the candidate accepts full responsibility for training and orienting any campaigners concerning the rules of the election, and furthermore accepts that any offenses committed by campaigners shall be deemed to be offences committed by the candidate.
 - m. Candidates must ensure that their campaign materials are removed within one (1) week following the end of the Official Campaign Period. If this is not done, the Chief Returning Officer may appoint staff to remove campaign material, and any consequential labour costs shall be assessed by the CRO to the candidate's campaign expenses, and shall be included in the calculation of whether the candidate has stayed within their upper campaign expense limit.
7. Qualifications for Office and Limits on Use of Society Resources
- a. The following persons are ineligible from being nominated for or being elected to any office within the Society:
 - i. full-time employees of Capilano University;
 - v. full-time employees of the Capilano Students' Union, any other student association, or a provincial or national student organisation;
 - vi. elected or appointed officers or directors of any other student association;
or



- vii. elected or appointed officers or directors of any Capilano campus publication, including the Capilano Courier Publishing Society.
 - viii. any Member who is ineligible to be nominated for, or to become a candidate in, an election to the board of directors pursuant to Article 7(11) of the Bylaws,
 - b. In order for those persons referenced in sub-clauses (a) (i), (ii), (iii), and (iv) above to again be eligible to be nominated for, elected to or to hold office within the Society, such an individual must have resigned (or otherwise vacated) the relevant position no less than six (6) months prior to the date of nomination, election or appointment.
 - c. Candidates shall not use the services, materials and resources of the Society, such as, but not limited to: phones, catering, the borrowing of equipment or other supplies, faxing, printing, colour printing, laminating and photocopying. However, such services, materials and resources may be used if they are generally available to all members of the Society, and if the candidate pays the market rate for the use of the service, material or resource where applicable.
 - d. Candidates shall not use the Society's offices for any purpose related to elections, including, but not limited to, the use of such offices as campaign offices and for the creation or storage of campaign materials, display of campaign materials, campaigning, and campaign meetings.
 - e. Clubs of the Society shall not spend money or expend resources on behalf of any candidate.
 - f. CSU staff shall not campaign in CSU elections, and shall take all reasonable steps to ensure that they act in a fair and unbiased way throughout the entire electoral process. Notwithstanding this article, CSU staff may support or oppose a referendum question if the Board of Directors has officially taken a position, in accordance with this section.
- 8. The upper limit for campaign expenses per candidate shall be as follows:
 - a. for Campus Representative, \$25.00;
 - b. for Vice-Presidents, \$75.00;
 - c. for Constituency Representatives, \$75.00; and
 - d. for Faculty Representatives, \$75.00.
- 9. Electoral expenses must be declared as follows:
 - a. To demonstrate compliance with the spending limits established pursuant to paragraph 7 above, every candidate must submit to the Chief Returning Officer a statement of expenses incurred. The statement must be submitted to the Chief Returning Officer no later than seventy-two (72) hours after the Official Campaign Period, and must be signed by the candidate and supported by itemized receipts. The Chief Returning Officer may require a candidate(s) to swear an affidavit in regard to expenses, if they see fit. Failure to submit a statement of expenses within the allotted time period is a serious offense.
 - b. In the event that a candidate receives goods or services associated with campaigning below market cost, the Chief Returning Officer may assess that candidate the market cost or the actual cost, whichever is higher, for each campaign expenditure. A candidate's total assessment must not exceed the upper limit for campaign expenses set by paragraph 7 above, or the Chief Returning Officer shall disqualify the candidate. Candidates are strongly urged to



contact the Chief Returning Officer prior to receiving or acquiring any goods or services below market value, so as to ensure that such support does not violate spending limits.

- c. If an organization spends money on campaign materials endorsing one or more candidates, the CRO shall take steps to assess any monies so spent and count them as part of that candidate's expenses when determining whether the candidate remained within the campaign spending limits.
- d. If the Society incurs expenses beyond its reasonable control due to the campaign of a candidate, such as for the maintenance or repair of damage to the property of the University or the Society caused by the campaign of a candidate, such costs shall be assessed by the CRO to the candidate's campaign expenses, and shall be included in the calculation of whether the candidate has stayed within their upper campaign expense limit.
- e. Submitting a false or deceptive statement of expenses to the CRO is a serious offence. Notwithstanding any other Procedure herein, in the event that a candidate's false or deceptive statement of expenses is discovered by the CRO even after the official results of the election have been submitted by the CRO, the CRO may amend those results by disqualifying the candidate in question and their seat shall thereby become vacant.

Article 4. Violations and Penalties

1. The Chief Returning Officer may penalize any candidate and determine the penalty for campaigning in violation of the campaign rules above and for any other breach of the Electoral Procedures and any other election irregularity. The Chief Returning Officer may determine their own procedures with regard to investigating and acting on electoral irregularities, provided that:
 - a. the Chief Returning Officer or their designate investigates any reasonable allegations or complaints;
 - b. all complaints or allegations, and responses, are posted publicly;
 - c. all decisions of the Chief Returning Officer are posted publicly; and
 - d. such procedures otherwise comply with this Article.
2. In the event that the Chief Returning Officer or their designate determines that a candidate(s) has committed an offence, the Chief Returning Officer or their designate must determine whether the offence was serious or minor, and shall use their discretion when determining the appropriate penalty.
3. Generally, minor offences are characterised as being:
 - a. accidental or unintentional; and
 - b. likely to have little or no material impact on the results.
4. Generally, serious offences are characterised as being:
 - a. intentional or deliberate; and
 - b. likely to have a material impact on the results.
5. For serious offences, the Chief Returning Officer may disqualify a candidate and may also lodge a complaint against the candidate with the Board with a view to having the Board suspend some or all of the candidate's Society privileges.
6. For lesser offences, the Chief Returning Officer or their designate may withdraw one or more of a candidate's campaign rights, including, but not limited to, the right to poster and the other rights enumerated in Article 3 above.



7. The Chief Returning Officer or their designate may, at their discretion, issue a written warning rather than imposing a penalty for lesser offences, especially in the case of a first and/or accidental offence.
8. The Chief Returning Officer shall not deduct votes as a penalty in any election or referendum.
9. If serious offences have been committed by more than one candidate in an election, the Chief Returning Officer may disqualify multiple candidates or declare the results of that election invalid.
10. If serious offences have been committed in a referendum, the Chief Returning Officer may declare the results of that referendum invalid.

Article 5. General Meetings and Referendum Procedures

1. Annual general meetings, special general meetings, and referendums shall be held and run in accordance with the Society Act, the Bylaws and this Article. Through these democratic events, the members may vote on matters concerning the business of the Society, and such voting shall include the right to vote on Ordinary Resolutions and Special Resolutions.
2. An Ordinary Resolution:
 - a. must conform with the Society's purposes, as stated in the Constitution;
 - b. may be adopted in a general meeting or a referendum;
 - c. must conform to the required voting majority provisions as outlined in the Society's Bylaws and the Society Act;
 - d. must be consistent with the Society's Bylaws and Procedures and must not be *ultra vires* the Society's powers;
 - e. must not require the Society to breach an existing contract; and
 - f. must not include any provision or action that ought to require a Special Resolution, as defined by the Society Act, the Bylaws, or these Procedures.
3. A Special Resolution:
 - a. must conform with the Society's purposes, as stated in the Constitution;
 - b. may only be adopted in a general meeting;
 - c. must be consistent with the Society's Bylaws, and must not be *ultra vires* the Society's powers; and
 - d. must conform to the required voting majority and notice provisions as outlined in the Society's Bylaws and the Society Act.
4. In a manner consistent with the latest edition of Robert's Rules of Order, Newly Revised, the chair of a general meeting shall rule out of order any ordinary or special resolutions which do not comply with this Article.
5. Further to Bylaw 5(1)(b), a referendum question may only be put to the membership by the Vice-President of Internal Development if it:
 - a. is an Ordinary Resolution, as defined by this article;
 - b. is substantively different from any previous referendum question put to the membership in the preceding twelve (12) months;



- c. is not a Special Resolution, as defined by the Society Act, the Bylaws or these Procedures;
 - d. is not frivolous, racist, sexist, homophobic or otherwise demeaning to the membership or the campus community;
 - e. in the case of a fee referendum, creates, establishes or increases a fee whereby the funds raised are to be used and dealt with only for the Society's purposes; and
 - f. is clear, unbiased, and phrased in a manner that permits a yes/no answer.
6. In the event that a referendum question, adopted by the Board pursuant to Bylaw 5(1), fails to meet all of the requirements of Article 5(5) above, then the Vice-President of Internal Development shall rule the question out of order and advise the Board, in writing, of their decision.
7. In the event that a referendum question, proposed by petitioners pursuant to Bylaw 5(1)(b), fails to meet all of the requirements of Article 5(5) above, then the Vice-President of Internal Development shall rule the question out of order and post a notice within the student newspaper or such other recognized campus media as determined by the Board.
8. Notwithstanding Article 5(7) above, should a referendum question proposed by petitioners pursuant to Bylaw 5(1)(b) meet all of the requirements of Article 5(5) above other than Article 5(5)(f), then the Vice-President of Internal Development shall bring the petition to the Board and, if the Board agrees by a two-thirds (2/3) Resolution, the question shall be submitted to the Society's legal counsel for rewording, and their decision on the rewording is final. If the Board does not so resolve, the question shall be put to the members exactly as drafted by the petitioners. In the event that the Society's legal counsel is unwilling or unable to reword the proposed question, the Board shall be the final determiner of the wording, and shall approve, by a two-thirds (2/3) Resolution, a clear, unbiased question that permits a yes/no answer.
9. The dates of a referendum shall be the same as the dates, times, and polling locations of the next general election. However, by a two-thirds (2/3) Resolution, the Board may set its own dates.
10. In order to allow the membership reasonable notice of a change in their fees, and to allow the Society time to budget for any modification to its revenue, any change to the Society's fees shall take effect no sooner than twelve (12) months after the successful referendum results are reported to the Board, unless ordered otherwise by two-thirds (2/3) Resolution of the Board.
11. The chair of a general meeting shall conduct the general meeting in accordance with Bylaw 4 and Bylaw 14, the applicable portions of these Procedures, and other rules as established by the members at the meeting, provided that those rules are consistent with the Constitution, Bylaws and Procedures of the Society.
12. Once officially called in accordance with this Article, the Chief Returning Officer shall conduct referenda in accordance with Bylaw 5, the applicable portions of these Electoral Procedures, and other rules and procedures developed by the Chief Returning Officer, provided that those rules and procedures are consistent with the Constitution, Bylaws and Procedures of the Society.
13. The Chief Returning Officer shall cause to be publicized each referendum by means of advertisements containing the wording of the referendum question, such advertisements



to appear in a campus publication or publications no later than seven (7) days prior to the referendum and during the week of the referendum.

14. Campaign material must be approved by the Chief Returning Officer before being posted or published. All campaign material must be removed within one (1) week of the end of voting.
15. Neutrality:
 - a. The Society shall be neutral in all referenda unless the Board decides, by Resolution, to support a side.
 - b. If the Board does not decide to support a side in a referendum, then none of the Society's offices, materials, or resources may be used by any side in the referendum.

Article 6. Polling Procedures

1. Where an election or referendum is to be conducted in whole or in part by paper ballot, the Chief Returning Officer shall establish polling stations at such locations and times so as to ensure that as many Members as possible have an opportunity to vote.
2. Where an election or referendum is to be conducted exclusively through an electronic voting platform(s), the Chief Returning Officer shall establish one or more information booths to support the communication of the election or referendum, and how to vote.
3. Poll stations and/or information booths, as applicable, shall be in conspicuous locations, including locations in or about the Society's offices on each campus, and in such other conspicuous locations at the discretion of the Chief Returning Officer. Subject to Bylaw 7(5)(c), poll times shall be at the discretion of the Chief Returning Officer. Advance polling may be held at the discretion of the Board, by Two-thirds (2/3) Resolution, provided that any such decision of the Board must be made no less than four (4) weeks prior to the date by which notice must be published
4. Poll locations and times shall be advertised in a campus publication or publications as determined by the Chief Returning Officer. Poll locations and times may be altered from those advertised, depending on the availability of poll clerks.
5. The Chief Returning Officer shall ensure that each polling station and/or electronic voting platform, as applicable, has the equipment and personnel required to conduct the voting in an efficient and secure manner, making sure to preserve the secrecy of each voter's ballot and ensuring that voters are properly informed about voting procedures and how to mark their ballots.
6. Instructions on voting procedures shall be clearly posted at each polling station and/or electronic voting platform, as applicable, including instructions on how to mark the ballot, especially when preferential voting is required.
7. Each candidate shall be permitted to submit a candidate statement of no more than one hundred (100) words, which, if approved by the Chief Returning Officer, the Chief Returning Officer will cause to be posted clearly at each polling station and/or electronic voting platforms, as applicable. In preparing the statements for posting, the Chief Returning Officer shall ensure that each statement appears as a single paragraph, using a standardized font and font size for all candidates, with no special formatting, bulleting or other alteration of the text being permitted.
8. Each Yes or No committee in a referendum shall be permitted to submit a poster not exceeding 22 cm x 30 cm (8.5" x 11") which, if approved by the Chief Returning Officer,



the Chief Returning Officer will cause to be posted clearly at each polling station and/or electronic voting platform, as applicable. At the discretion of the Chief Returning Officer, other groups or individuals wishing to publicize their point of view on a referendum question may be granted the same right to have a sign or poster at each polling station and/or electronic voting platform, as applicable, as is granted in this paragraph to the Yes and No committees.

9. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters cast ballots and to ensure that each eligible voter votes only once.
10. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters from an individual campus cast ballots for that Representative.
11. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters from an individual faculty cast ballots for that Faculty's Representative(s).
12. In the case of Collective Liaisons and Coordinators:
 - a. In the case of the constituency-based Collective Liaisons, except as set out in sub-clause (b) below, eligible voters may cast ballots for whichever Collective Liaisons correspond to the Collectives with which the eligible voter self-identifies.
 - b. The Chief Returning Officer shall take whatever steps necessary to ensure that only eligible voters who are an international student, as determined by the University, cast ballots for the International Students Liaison.
13. Poll clerks shall observe the following procedures:
 - a. Poll clerks shall be required to attend a training session arranged by the Chief Returning Officer, at least one week before the election, at which they shall be given information on the rules and procedures relevant to them.
 - b. While working at a polling station and/or information booth, as applicable, no poll clerk shall make remarks supporting or opposing any candidate or referendum question; nor may a poll clerk inspect a voter's marked ballot; nor may a poll clerk vote while working. Any poll clerk who violates the provisions in this paragraph or any other provision in the Electoral Procedures shall be subject to disciplinary action. The CRO shall be responsible to ensure that all polling clerks are made fully aware of the relevant Electoral Procedures, Bylaws and any other rules established by the CRO and the severity of violating same.
 - c. Poll clerks shall ensure that loitering does not occur in or around the polling station while the polls are open.
 - d. Poll clerks shall ensure that polling stations are kept clean and free of any debris, campaign materials, or other items that may have been left behind by a student voter.
 - e. Polling stations shall not be left unattended during polling hours. In the event of an emergency, which requires the polling station to be temporarily closed or left unattended, poll clerks shall remove the ballot boxes, ballots and other voting materials to a secure locked location.

Article 7. Ballots

1. In elections, each candidate's name shall appear on the ballot as it appears on that candidate's student card, except that:
 - a. candidates who do not wish all their given names as recorded on their student



card to appear on the ballot may choose to have only one of those given names appear along with their surname. Alternatively, candidates may choose to have one of their given names and the initial of one of their other given names appear along with their surname; and

- b. candidates who are commonly known by a nickname may choose to have that name appear in parentheses after their given name.
2. The names of the candidates shall appear on the ballot surname first. The order in which candidates names appear on the ballot is to be determined by the drawing of lots, or by any method that is by chance, as arranged by the Chief Returning Officer.

Article 8. Counting of Ballots and Release of Results

1. The Chief Returning Officer shall take whatever measures necessary to ensure the security of paper and electronic ballots, as applicable, including but not limited to measures to ensure that the ballots are kept secure between the time they are removed from the ballot boxes and the time they are counted, if applicable.
2. The Chief Returning Officer must be present at all times when ballot boxes are being emptied and ballots are being transferred to a secure location in preparation for counting.
3. When the Chief Returning Officer is conducting an election for another organization, a representative of that organization may be present when ballot boxes are being emptied and ballots are being transferred.
4. The ballots shall be counted as follows:
 - a. The Chief Returning Officer shall take all measures necessary to ensure that an accurate count of the ballots cast is obtained.
 - b. The Chief Returning Officer shall take all measures necessary to ensure that only validly cast ballots are counted.
 - c. Only correctly marked ballots shall be counted.
 - d. When counting paper ballots, Chief Returning Officer must be present at all times during ballot counting.
 - e. The Chief Returning Officer shall ensure that the ballots are counted as soon as is reasonably possible after the close of an election, with the exception of enveloped ballots that have student numbers that have to be verified by the Office of the Registrar.
 - f. Each candidate may have one scrutineer present during ballot counting. The scrutineer must be a Member. Candidates may not be scrutineers. In the case of an electronic vote, the scrutineers shall be invited to learn the results of the election from the Chief Returning Officer before they are released.
 - g. In referenda, the Yes and No committees may each have a scrutineer present during ballot counting. The scrutineer must be a Member and must not be an election worker or a member of the Executive Committee. In the case of an electronic vote, the scrutineers shall be invited to learn the results of the referendum from the Chief Returning Officer before they are released.
 - h. Scrutineers shall be responsible for observing the counting of ballots, witnessing all decisions made concerning spoiled or questionable ballots, and reporting to their candidate or committee, once the scrutineers are released by the Chief



Returning Officer, any perceived problems or irregularities.

- i. The Chief Returning Officer may establish further rules concerning the conduct of scrutineers. The Chief Returning Officer shall be responsible for enforcing such rules and monitoring the conduct of the scrutineers and shall have the power to eject scrutineers from the ballot counting area.
 - j. The Chief Returning Officer shall conduct a recount of the ballots, for the entire election, or a given position/referenda question, when
 - i. the difference between the successful candidate (or winning side in a referendum) and the next candidate (or losing side in a referendum) is 10 votes or less, or 2% of the ballots cast, whichever is greater; or
 - ii. the Chief Returning Officer believes, for whatever reason, that a second (or subsequent count) would yield a more accurate result. Whenever possible, different ballot counters than those involved with the original count shall be assigned to any recount; and
 - iii. wherever a recount is required of an electronic vote, a recount shall be deemed complete when the Chief Returning Officer has satisfied themselves that an electronic tabulation has been performed correctly.
 - k. As soon as the counting has been completed in elections and referenda, and all relevant complaints disposed of, the Chief Returning Officer may release the results, which shall include the heading, "Official Results, pending their presentation to the Board and the resolution of any pending appeals".
 - l. Results for elections conducted for other organizations shall be released in accordance with the agreements made with those organizations.
 - m. The counted ballots shall be kept secure until the results of the election or referendum become official by being presented to the Board, at which time the ballots shall be moved to storage to be kept for one (1) year. In the case of electronic votes, the Chief Returning Officer must satisfy themselves that an accurate record of votes cast will be stored securely for one (1) year.
5. The results of an election shall be presented as follows:
- a. The Chief Returning Officer shall prepare a written report on the election or referendum, including the results, to be presented to the Board once any complaints or appeals pending before Chief Returning Officer have been ruled on in accordance with Article 10 below.
 - b. As soon as the Chief Returning Officer's report is presented to the Board, the results shall be official and binding upon the Society. A resolution of the Board to receive or approve the report is not required for the results to be binding.
 - c. In the case of a tie in an election, the winner shall be decided by the toss of a coin, such coin toss to be conducted by the Chief Returning Officer in the presence of the tied candidates and one witness for each of the tied candidates. The candidate whose nomination package is date and time stamped earliest shall have the option of calling heads or tails.

Article 9. Interpretations, Rulings, and Complaints

1. During an election or referendum, the Chief Returning Officer or their designate may make rulings and interpretations.



2. Protests or complaints of irregularities regarding candidates, referendum campaigners or election officials may be submitted to the Chief Returning Officer or their designate, provided that the protest or complaint is submitted in writing no more than forty-eight (48) hours after the occurrence or the discovery of the occurrence to which it relates. This provision notwithstanding, the Chief Returning Officer may consider a protest or complaint submitted more than forty-eight (48) hours after the occurrence to which it relates if, in the opinion of the Chief Returning Officer or their designate, it would be reasonable to do so under the circumstances (for instance, if there has been a delay in discovering an alleged irregularity), but no protest or complaint shall be submitted more than forty-eight (48) hours after the end of balloting.
3. Written complaints must include a:
 - a. description of the issue in question;
 - b. statement of the remedy being sought;
4. With regard to complaints against election staff, the onus of proof is upon the complainant to demonstrate that the election staff erred in some material way. The failure of the Chief Returning Officer or any election worker to strictly abide by any given rule shall not be sufficient, in and of itself, to establish the merits of complaint: a material effect in the result of the election must be established.
5. Upon receipt of a written complaint, the Chief Returning Officer or their designate shall provide copy of that complaint to all respondents and to any other interested parties referenced in the complaint, all of whom shall have, at their discretion, the opportunity to respond in writing in regards to the complaint(s) in question. For greater certainty, in the event of a complaint against election staff, the General Manager shall be considered to be an “interested party” for the purpose of the complaint.
6. The Chief Returning Officer must not hear or consider verbal complaints as a part of the rulings and complaints process, though the Chief Returning Officer may choose to informally discuss complaints with complainants, elections staff, CSU staff or such other people as they deem necessary in order to understand the details of the matter, as presented in the written submissions.
7. The written decision of the Chief Returning Officer or their designate must consist of the following elements:
 - a. the decision itself; and
 - b. the reasons for the decision.
8. All elements of the decision referred to in paragraph 7 above must be in writing, and copies must be given to the complainant and all interested parties. Decisions of the Chief Returning Officer or their designate shall be enforced upon the release of the written decision, or at some later time as outlined in the decision itself. They are binding upon all participants in the election, even if under appeal as provided in Article 10 below.

Article 10. Appeals

1. In the event that a complainant believes that the Chief Returning Officer or their designate erred in any decision pursuant to Article 9 above, the complainant may appeal that decision to the Chief Returning Officer. Such applications for appeal must include:
 - a. description of the issue in question;
 - b. report of the decision being appealed;



- c. statement of the remedy being sought;
 - d. description of the errors made by the Chief Returning Officer or their designate;
 - e. all documentation the appellant intends to have considered with the appeal;
2. On receiving the appellant's application, the Chief Returning Officer shall decide whether it meets the requirements of paragraph 1 above. If it does not, the Chief Returning Officer shall dismiss the application, and notify the appellant in writing. If it does, the Chief Returning Officer shall proceed with the appeal.
3. The Chief Returning Officer shall consider the merits of the appeal, but shall undertake whatever process for considering the appeal that they see fit, provided that they maintain the principle that the onus of proof is upon the appellant to prove that the Chief Returning Officer or their designate erred in some material way in the original decision. The failure of the Chief Returning Officer, their designate or any other elections staff to abide by any given rule shall not be sufficient, in and of itself, to establish the merits of an appeal: a material effect in the result of the election must be proved.
4. The Chief Returning Officer shall:
 - a. determine if the appeal is dismissed or upheld;
 - b. if upheld, then the Chief Returning Officer shall determine in what ways and to what extent the original decision is overturned or amended; and
 - c. deliver a written report to the appellant, all interested parties and the Board regarding their judgment.

Article 11. By-Elections and Other Special Elections

1. Notwithstanding the provisions elsewhere in these Electoral Procedures prescribing the number of polling hours for elections and the procedures to follow for nominations, the Chief Returning Officer may set different polling hours and prescribe different procedures for nominations in the case of a by-election to fill a vacancy and in the case of other special elections.
2. During a by-election, those candidates currently holding office who wish to run for another position in the Society shall be required to resign their currently elected position by submitting their resignation before the start of the nomination period. Further to this:
 - a. the resignation shall be in writing and presented to the Board before the beginning of the nomination period;
 - b. the effective date of their resignation shall be when the results of the by-election are presented to the Board;
 - c. elected officials who do not resign from their current elected position before the beginning of the nomination period shall be ineligible to run in the by-election; and
 - d. when possible, the Chief Returning Officer will post an addendum to the Notice of By-election listing any positions that may have become vacant between the initial posting of the initial Notice and the actual opening of nominations.

Article 12. Conduct of Elections for Other Organisations

1. The Chief Returning Officer shall conduct elections and referenda for other organizations, including the election of students to the Capilano University Senate and Board of Governors, only under the following conditions:



- a. The election must primarily involve the Society's Members;
 - b. A contract to run the election must exist between the Society and the other organization and must be approved by the Board.
 - c. The contract between the Society and the other organization must specify that the Chief Returning Officer shall manage and administer the whole election from the close of nominations through to the counting of ballots.
 - d. The contract must specify the rules to be followed concerning the eligibility of candidates and voters.
 - e. The rules referred to in (d) must be in accord with the basic principles of democratic elections.
 - f. The contract between the Society and the other organization must state that the election shall be conducted according to the relevant provisions of the Electoral Procedures except for those rules specified in the contract.
 - g. The contract must specify what body or person in the other organization shall be the liaison with the Chief Returning Officer.
 - h. The contract must specify what the duties of the other organization shall be in the running of the election.
 - i. The contract must specify who shall pay for the costs of running the election and specify in what manner payment will be made.
 - j. The contract must prescribe a procedure for appealing decisions of the Chief Returning Officer.
2. The contract must be renegotiable at least every two (2) years.



HEALTH AND SAFETY POLICY

Context and Purpose

The Capilano Students' Union is committed to the provision of a safe and healthy work environment, and to promoting positive attitudes, behaviours, and approaches to health and safety issues and concerns in the workplace. The Society's health and safety program must comply with the requirements of the *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and other applicable legislation respecting health, safety, and the prevention of occupational accidents, diseases, and injuries.

Scope

This policy applies to all managers, employees, contractors, and volunteers.

Principles

The following policy principles shall guide the Capilano Students' Union in the development, execution, and management of a robust health and safety program:

1. The Society shall comply with the *Workers Compensation Act*, the *Occupational Health and Safety Regulation*, and other applicable health and safety legislation.
2. The Society shall ensure the provision of appropriate resources and support suited to the maintenance and delivery of an effective health and safety program.
3. The Society shall set out core health and safety duties of managers, employees, contractors, and members, and ensure that employees receive the information, training, instruction, and supervision necessary to ensure the health and safety of employees at the workplace in carrying out the work of the Society.
4. Employees found to be in violation of this policy may be subject to disciplinary action, up to and including dismissal from the Society, in accordance with the terms and conditions of the collective agreement, if applicable.

Responsibilities

Employer

The employer has a responsibility to ensure the health and safety of its workers. The board, the vice-president of internal development, and the general manager, for the employer, have the duty to do each of the following:

- Remedy conditions that are hazardous to employees' health and safety.
- Make workers aware of all known or reasonably foreseeable hazards.
- Ensure workers comply with the Act, Regulation, and WorkSafeBC orders.
- Ensure workers are aware of their health and safety rights and duties.
- Establish occupational health and safety programs, policies, and procedures.
- Provide protective equipment for workers' use, and make sure it is used.
- Provide training and supervision to ensure the health and safety of workers.
- Make the Act and Regulation available to workers.
- Consult and cooperate with the workers' health and safety representative.
- Cooperate with WorkSafeBC board members and officials.



Supervisor

The general manager supervises all students' union employees for the purposes of the Act and the Regulation, the general manager has the duty to do each of the following:

- Ensure workers are aware of known or reasonably foreseeable hazards.
- Ensure workers comply with the Act, Regulation, and WorkSafeBC orders.
- Consult and cooperate with the workers' health and safety representative.
- Cooperate with WorkSafeBC board members and officials.

Employees

All workers at the students' union have the duty to do each of the following:

- Work safely, in accordance with the Act and the Regulation.
- Use or wear protective equipment as required by the employer.
- Avoid horseplay and similar activities that could endanger other persons.
- Ensure that they are not impaired by alcohol, drugs, or other causes.
- Report to the general manager any unsafe conditions, or breaches of the Act, the Regulation, or WorkSafeBC orders of which the worker becomes aware.
- Cooperate with the workers' health and safety representative.
- Cooperate with WorkSafeBC board members and officials.

Members

All students' union members, including individual board members, have the duty to do each of the following when volunteering in students' union work spaces or at events:

- Work safely, in accordance with the Act and the Regulation, and the health and safety program, policies, and procedures established by the students' union.
- Attend safety training meetings, where provided, for their volunteer duties.
- Report any accidents, no matter how minor, to the employer.



Context and Purpose

The Capilano Students' Union, as an organization, is required to collect, use, and disclose personal information of employees, directors, and members on a day-to-day basis to carry out our operations. In all of these activities, the students' union is required to comply with the *Personal Information Protection Act*, S.B.C. 2003, c. 68. This policy sets out the principles by which the students' union discharges these privacy-related duties and obligations.

Scope

This policy applies to all directors and employees.

Principles

1. The society shall only collect personal information from employees, directors, or members where it has a legitimate organizational purpose to warrant the collection; these purposes include administering employment relationships, delivering services, verifying membership status for members-only activities, processing transactions, and analyzing the needs, opinions, and demographics of the membership population.
2. The society shall proactively identify that there is consent at the time of the collection of personal information, unless otherwise provided by law, and the society shall identify that consent exists by way of express consent in written, verbal, or electronic form; by voluntary provision of personal information; or by an authorized legal representative.
3. The society shall proactively provide information to employees, directors, and members about the purposes of collection, use, and disclosure of personal information at the time that the personal information is provided and/or requested.
4. Directors and employees of the society shall adhere to the organization's privacy policy and procedures, and shall take all reasonable steps to ensure that personal information in their custody is at all times protected and secure; personal information is to be used only as required, and only for the purposes for which such use has been authorized.
5. The society shall take all reasonable steps to protect personal information in its custody, including physical security for paper storage and electronic hardware containing personal information; training for directors and employees on compliance; requiring that contractors or consultants contractually acknowledge compliance obligations; electronic and technological security; and signed confidentiality agreements, where appropriate.
6. Directors and employees of the society shall take reasonable physical and technological precautions when traveling with personal information, to ensure that it is not disclosed without authorization, and that it is kept at all times in their personal custody.
7. The Society shall retain personal information only as long as it requires the information to deliver services to an individual, and shall thereafter destroy the personal information pursuant to the retention and destruction schedule set out in the personnel procedures.
8. The Society shall provide prompt access to any personal information in its possession belonging to an individual, and shall make any corrections or updates to such personal information where the original information is determined to be out-of-date.



9. The general manager shall be authorized to create such additional procedures, practices, forms, or other mechanisms as are necessary to carry out the application of the privacy principles that have been approved by the board.
10. The society expects that directors and employees shall take their duties and obligations to comply with this policy seriously. Directors and employees who fail to comply with this policy may be subject to disciplinary action as the board or the employer, as the case may be, determines to be appropriate in the circumstances.
11. This policy must be reviewed by the executive committee on at least an annual basis.

Contact

The society has designated the general manager as the Privacy & Information Officer. Any employee, director, or member who has questions, concerns, or recommendations related to the Society's compliance with the *Personal Information Protection Act* should be referred to:

Christopher Girodat

Privacy & Information Officer
Capilano Students' Union

Maple 116 – 2055 Purcell Way
North Vancouver, BC V7J 3H5

t (604) 990-7965
e privacy@csu.bc.ca



Capilano Students' Union

Maple 116 – 2055 Purcell Way
North Vancouver, BC V7J 3H5

Reception: 604.984.4969
Fax: 604.984.4995
Website: www.csu.bc.ca

OATH OF OFFICE

"I, _____, director of the **Capilano Students' Union** (CSU) declare that I will truly, faithfully and impartially, to the best of my ability, execute the duties and responsibilities as a board member. I will:

- Exercise the powers of my office and fulfil my responsibilities in good faith and in the best interests of the CSU.
- Exercise these responsibilities, at all times, with due diligence, care and skill in a professional and prudent manner.
- Respect and support the CSU's bylaws, procedures, Code of Conduct, and decisions of the Board and membership.
- Review all related meeting information prepared in advance, attend and fully participate in discussions of the Board and various standing committees, at all times keeping in mind the best interests of the organization as a whole.
- Keep confidential all information that I learned about while at an *in-camera* session of the Board, and any other matters specifically determined by the board to be matters of confidence, both during my tenure on the Board and after leaving the Board.
- Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the CSU.
- Immediately declare any personal conflict of interest that may come to my attention.

I have read and agree to abide by the Constitution, Bylaws and the Procedures of the Society. In particular, I have read Section II, Article 1 of the Procedures Manual regarding Conflict of Interest.

Signature _____

(print name) _____

Position _____

Date _____



HEALTHY WORKPLACE POLICY

Policy Principles

1. **Bullying and harassment are unacceptable, and are not tolerated at the Capilano Students' Union.** All employees, including managers and supervisors, have the right to a place of work that is free of bullying and harassment. All employees, including managers and supervisors, have the right to be treated professionally and courteously.
2. Bullying and harassment include any inappropriate conduct or comment by a person towards an employee that the person knew, or reasonably ought to have known, would cause that worker to be humiliated or intimidated. (Examples that might constitute bullying or harassment include verbal aggression, insults, derogatory names or slurs, vandalizing someone's personal property, and spreading malicious rumours.)
3. Bullying and harassment do not include any reasonable action taken by the employer, managers, or supervisors related to the management and direction of employees. (Examples of reasonable direction could include decisions related to job duties, workloads, due dates, transfers, reorganizations, instructions or feedback, evaluations, performance assessments, or disciplinary decisions or actions.)
4. All students' union employees, including managers and supervisors, must:
 - a. not engage in the bullying and harassment of other employees;
 - b. report bullying and harassment, if observed or experienced; and
 - c. apply and comply with policies and procedures on bullying and harassment.
5. This policy statement applies to all employees, including managers and supervisors.
6. This policy statement shall be reviewed on an annual basis by the executive committee.
7. The general manager shall be authorized to create additional procedures, rules, and processes respecting this policy, insofar as they are consistent with these principles.

Related Procedures

1. [Article 6, 2014-2018 collective agreement \(CSU - CUPE 1004\).](#)
2. [Employee responsibilities, Health & Safety Policy \(Procedures\).](#)
3. [Healthy Workplace process, Personnel Procedures.](#)



WORKPLACE VIOLENCE POLICY

POLICY PRINCIPLES

1. The board of directors and management of the Capilano Students' Union recognize the potential for acts or threats of workplace violence directed against workers by persons other than Capilano Students' Union employees.
2. Every attempt has been made to identify the sources of potential violent acts or threats, and the board has delegated its authority to the general manager for the development of procedures to eliminate or minimize the risk of exposure to workplace violence.
3. The general manager shall ensure that all students' union employees are aware of the hazards of workplace violence, and are trained in the appropriate actions to take to protect themselves from acts or threats of workplace violence.
4. This policy statement shall be reviewed on an annual basis by the executive committee.
5. The general manager shall be authorized to create additional procedures, rules, and processes respecting this policy, insofar as they are consistent with these principles.

RELATED PROCEDURES

1. [Article 6, 2014-2018 collective agreement \(CSU - CUPE 1004\).](#)
2. [Employee responsibilities, Health & Safety Policy \(Procedures\).](#)