

The St. Francis Xavier Students' Union Policy Manual

St. Francis Xavier University
Antigonish, Nova Scotia, Canada

The Council of the St. F.X. Students' Union, St. Francis Xavier University, Antigonish, Nova Scotia, does hereby make and publish the following policies.



Vision Statement

The St. Francis Xavier Students' Union's vision is to offer a revised, transparent governance document that outlines the principle of action adopted by the Union.

Mission Statement

The St. Francis Xavier University Students' Union exists to serve the students, and strives to enhance student life and quality of post-secondary education through programming, consultation, representation and advocacy. The St. FX Students' Union policy manual is an official governance document of the Union created in consultation with stakeholders.

Introduction

The policy manual is intended to be guiding principles and direction of the St. Francis Xavier University Students' Union, herein referred to as the Union. The Union is the democratic student organization of St. Francis Xavier University.

Union policies must be passed by two-thirds (2/3) majority vote of the Students' Union Representative Council, herein referred to as Council. They should be reviewed and re-passed by Council on a yearly basis.

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Activities Policy



POLICY ID NUMBER (2017-IP6):	ADOPTED: September 24, 2017
TITLE: Activities Policy	LAST REVIEWED: September 24, 2017
	EXPIRES: September 24, 2022

Article 1: General

- 1 The St. Francis Xavier Students' Union through the direction of the Vice President Activities and Events and the Student Orientation Committee shall plan and execute Orientation Week for each consecutive academic year for incoming StFX students.
- 2 The Union, through the direction of the Vice-President Activities and Events and the Vice-President Finance and Operations, will set ticket prices for events through the following mechanism: a fixed cost will be determined with the intent that the event will break even if seventy percent (70%) of the tickets are sold.
- 3 An entertainment contract is valid with the signatures of the President, Vice-President Finance and Operations, or General Manager with the Vice-President Activities and Events signature.
- 4 Tickets to events organized by the Union must be purchased by a StFX student with valid student ID.
 - 1.4.1 Guest tickets, when applicable, must be purchased by a current StFX student and requires two pieces of government ID from the guest. Any StFX student that purchases a guest ticket is responsible for their guest in accordance to the *Community Code of Conduct*.

Article 2: Inclusion

- 2.1 The Vice-President Activities and Events shall ensure that all events organized by the Union shall promote an equitable environment. In this environment there is an obligation to ensure an open and inclusive space is established. The St. Francis Xavier Students' Union condemns any violations of the *Equity Policy*.
- 2.2 The Union will create events that are open to all members, including those under legal age of majority – nineteen (19). The Vice-President Activities and Events will have an obligation to incorporate non-alcoholic programming that is available to all StFX students.

Care and Sick Leave Policy



POLICY ID NUMBER (2017-IP1):	ADOPTED: January 29, 2016
TITLE: Care & Sick Leave Policy	LAST REVIEWED: January 29, 2016
	EXPIRES: January 29, 2022

Article 1: Notification of Absence

- 1.1 Union personnel must notify the appropriate authority when an unplanned absence is taken (i.e.: the flu, a cold, etc.), except in the case of emergencies.
 - 1.1.1 Union personnel shall be required to provide the appropriate authority, with a medical practitioner’s note if they are absent for a period exceeding three (3) business days.
- 1.2 In the case of extended sick leave, or other planned absences, advanced notice must be provided, as well as the amount of days the individual plans on taking (i.e.: surgeries)
 - 1.2.1 If the length of time cannot be pre-determined, the appropriate authority must be informed on a day-to-day basis.
 - 1.2.2 If the leave of absence spans longer than a two (2) business day period, a medical practitioner’s note is required to be provided to the appropriate authority.
 - 1.2.3 Union personnel may be required to provide a medical practitioner’s note to the appropriate authority upon arrival reassuring the individual is able to return to work without restriction.

Article 2: Allocation of Care & Sick Leave

- 2.1 Employees shall be entitled to 15% of one week’s office hours’ care leave per month.
- 2.2 Additional sick leave shall be allocated at the discretion of the appropriate authority.
- 2.3 Monthly care leave shall be used by the last day of the month it is allocated. Unused care leave will be forfeited if not used by this time.

Eligibility Policy



POLICY ID NUMBER (2017-IP6):	ADOPTED: January 28, 2018
TITLE: Eligibility Policy	LAST REVIEWED: January 28, 2018
	EXPIRES: January 28, 2018

Article 1: General Eligibility for Union Positions

- 1.1 The purview of this policy includes honorarium positions in the St. Francis Xavier Students' Union.
- 1.2 The Union requires all students applying for positions to be in accordance with the following:
 - 1.2.1 Have no outstanding academic or non-academic disciplinary sanctions, as determined by the Student Life office, including but not limited to Academic Probation, outstanding disciplinary fines, or non-academic probations.
 - 1.2.2 All applicants for sub-executive positions hold a 60% or higher from their most recent academic report.
 - 1.2.3 All nominees for elected Student Representative positions (with the exception of the President and Vice President Academic candidate) hold a 60% or higher from their most recent academic report.
 - 1.2.4 All Executive and Chair of Council positions hold a 65% or higher from their most recent academic report.

Article 2: Process for Reviewing Applicant Eligibility

- 2.1 All applications for Union positions will include a signed agreement from applicants stating:

I agree to allow consultation with the Director of Student Life to insure that I am a student in good standing (as defined in Article 1: General Eligibility for Union Positions of the *Eligibility Policy*).

- 2.1.1 Any applications that fail to agree to this will be considered void.

- 2.2 All Union applications must be reviewed by the Student Life office prior to the candidate/applicant receiving official electoral status, an interview, and/or the position. No candidate/applicant will be officially accepted without meeting these requisite requirements.
- 2.2.1 The Chair's Office is responsible for consulting the Student Life office for all Student Representative Council positions (including the President and Vice-President Academic applications);
- 2.2.2 The President and/or Vice-President Academic is responsible for consulting the Student Life office for all executive positions; and,
- 2.2.3 The executive—to whom the sub-executive position reports to—is responsible for consulting the Student Life office for all sub-executive positions.



POLICY ID NUMBER (2017-IP2):	ADOPTED: September 24, 2017
TITLE: Equity Policy	LAST REVIEWED: September 24, 2017
	EXPIRES: September 24, 2021

Article 1: General

- 1.1 The St. Francis Xavier Students' Union has a collective responsibility to its membership, to promote an equitable and inclusive environment which conducts itself by the highest standards of respect, fairness, integrity, safety, and equitable treatment for all persons. This is in an effort to enable discussion and diverse ideas to thrive within a respectful environment.
- 1.2 The St. Francis Xavier Students' Union recognizes a responsibility to assist all groups that Council deems to be equity seeking groups and denounces harassment, oppression and discrimination of such groups.
 - 1.2.1 These groups include but are not limited to: gender identity, gender expression, age, race, ethnic or national origin, religion, sexuality, sexual orientation, ability, health, language, size, or socioeconomic status.
- 1.3 Pursuant to the Objectives of the Union, discrimination and harassment based on any and all grounds protected under the Nova Scotia Human Rights Act will not be tolerated at any events sponsored by the Union or in any space operated by the Union. Discrimination and harassment may take the form of:
 - 1.4.1 Intentional barriers that prevent the members of the Union living with disabilities from participating in events and activities organized and promoted by the Union;
 - 1.4.2 Remarks, including jokes or innuendos, that are based on, but not limited to, racism, sexism, social class, homophobia, or gender identity;
 - 1.4.3 Social media posts, promotional materials, events, or performances that use stereotypes or discriminatory language based on any and all grounds protected under the Nova Scotia Human Rights Act;
 - 1.4.4 Offensive comments and/or actions which insult, humiliate or threaten an individual or group;
 - 1.4.5 Printed and/or digital content that displays insults, humiliation or threats to an individual or group;

- 1.4.6 And, sexual harassment, including physical contact, remarks, jokes, innuendoes to or about a person's body, attire, age, race, gender, sexuality, sexual orientation or perceived gender identity.

Article 2: Equitable Environment

- 2.1 The St. Francis Xavier Students' Union will promote an environment that actively challenges discrimination, harassment and oppression. We acknowledge that an equitable environment is achieved through:
 - 2.1.1 Recognition that historical and ongoing practices of oppression, discrimination, and harassment disadvantage and harm certain groups within the membership;
 - 2.1.2 A proactive approach to acknowledge the historical and challenge the current practices of oppression, discrimination, and harassment that affect the safety and well-being of these groups;
 - 2.1.3 Acknowledgement that certain groups within the membership knowingly or subconsciously benefit from these practices;
- 2.2 The Council, Executive, Sub-executives, and Full-time staff, in consultation with: the Students of African Descent office, Aboriginal Students office, Gender and Sexual Diversity office, Equity and Human Rights advisor, LGBTQIA2S+ office are responsible for ensuring that the services, events, advocacy, social media, campaigns and other programs of the Union represent the diversity of the Union's membership. These include creating bylaws, policies, events, and groups that aim to improve the conditions of marginalized communities within StFX including, but not limited to: Aboriginal students, students of African descent, students with disabilities, LGBTQIA2S+ students, international students, and female students.

Article 3: Definitions

- 3.1 Oppression is the exercise of power over a marginalized group by a specific group. It is a systematic phenomenon that can manifest in individual or institutional actions.
- 3.2 Sexual harassment is any unwanted sexual attention or solicitation which interferes with an individual's consent, and/or creates a negative emotional, social and/or psychological environment. This definition is not intended, nor should be understood to contradict, expand or limit the definition of sexual harassment under the Nova Scotia Human Rights Act.

Finance and Operations Policy



POLICY ID NUMBER (2017-IP2):	ADOPTED: September 24, 2017
TITLE: Finance and Operations Policy	LAST REVIEWED: September 24, 2017
	EXPIRES: September 24, 2021

Article 1: Signing Authority and Guidelines

- 1.1 The signing officers of the St. Francis Xavier Students' Union are the President & CEO, Vice President Finance and Operations, and the General Manager.
- 1.2 All Students' Union cheques and financial documents are required to have the signature of two signing officers.

Article 2: Budget

- 2.1 The St. Francis Xavier Students' Union is a not-for profit organization and will operate with a break-even mandate.
- 2.2 The Union budget is to be a transparent document and made available to all students via the Vice President Finance and Operations on the St. FX Students' Union website.
- 2.3 The Vice President Finance and Operations must be able to answer all questions pertaining to the budget.
- 2.4 The annual budget is created each year based on the incoming year enrolment numbers, the previous year's as well as the forecasted expenditures and revenue sources.

Article 3: Sponsorship

- 3.1 All requests to the StFX Students' Union by external organizations for sponsorship must be deferred to the Vice President Finance and Operations.
- 3.2 Sponsorship decisions must consider whether the event or activity:
 - 3.2.1 is consistent with the core values of the StFX Students' Union;
 - 3.2.2 will positively contribute in a significant way to the well-being of StFX Students' Union membership;
 - 3.2.3 will make use of Union facilities and/or services;
 - 3.2.4 provides direct and tangible benefit to the StFX Students' Union.
- 3.3 The Union will provide a sponsorship package to all potential sponsors.

Article 4.: Financial Aid

- 4.1 The StFX Students' Union recognizes that financial barriers exist to post-secondary education. Information on bursaries provided by the StFX Students' Union can be found through the StFX Financial Aid office. The Union aims to alleviate some of these barriers by providing the following bursaries:
 - 4.1.1 The John Beaton bursary
 - 4.1.2 The Linda MacDonald bursary
 - 4.1.3 The International Student bursary
 - 4.1.4 The LGBTQ2S+ Student bursary
 - 4.1.5 The Aboriginal Student bursary
 - 4.1.6 The Students' of African Descent bursary
- 4.2 The StFX Students' Union in conjunction with the StFX Financial Aid office has established an Emergency Student Grant fund. Students are required to submit an application to the office of the Vice President Finance and Operations to be considered for financial aid from this fund.
 - 4.2.1 The Vice President Finance and Operations along with representatives from the StFX Financial Aid office will sit on the adjudication committee for this grant.
- 4.3 Priority will be given to full-time students who demonstrate financial need.

Article 5: Meetings

- 5.1 The annual budget is created by the Vice President Finance and Operations in consultation with the Students' Union President; General Manager; Accounts Manager; and various stakeholders on campus. The budget is then presented to the Budget and Finance Committee for approval to then be presented at the last Student Representative Council meeting in March of each year.
- 5.2 The budget for the upcoming fiscal year shall be reviewed and passed through the Student Representative Council at the last council meeting in March. This will be open to all members of the Union and provide the opportunity to make recommendations and suggest changes.
- 5.3 The Annual General Meeting shall include a presentation of the audited financial statements from the previous fiscal year.

Article 6: Operations

- 6.1 Purchase orders will be requested through the office of the Vice President Finance and Operations.
- 6.2 All purchases made on behalf of the StFX Students' Union must be approved through the office of the Vice President Finance and Operations.
 - 6.2.1 A purchase order is required with the signature of any authorized signing officer.
- 6.3 Once a purchase is made, a copy of the purchase order must then be returned to the Vice President Finance and Operations.
- 6.4 Unauthorized purchases will be charged to the individual who made the unauthorized purchase.

- 6.5 The requisition of a cheque must be considered by the Vice President Finance and Operations and done at least two weeks prior to when the cheque is required.

Article 7: Honorarium

- 7.1 The StFX Students' Union Representative Council shall be responsible for approving the total funds budgeted for honoraria. This shall be done as part of the annual budget process at the last council meeting of the year.
- 7.2 The Budget and Finance and Organizational Review Committees shall be responsible for setting honoraria amounts and disbursement procedures for each eligible position. Amounts shall be set within the confines of the budget and the honoraria approved by Council.
- 7.3 In order to receive a mid-term honorarium payment, the individual must:
- 7.3.1 Remain in the position until January 1st;
 - 7.3.2 Submit a mid-year report to the Chair of Council;
 - 7.3.3 And, fulfil the Terms of Reference for their respective Union position outlined in the StFX Students' Union Bylaws.
- 7.4 In order to receive a final honorarium payment, the individual must:
- 7.4.1 Remain in the position until April 30th;
 - 7.4.2 Submit a final year-end report to the Union;
 - 7.4.3 And, fulfil the Terms of Reference for their respective Union position outlined in the StFX Students' Union Bylaws.
- 7.5 The Union may adjust or withhold any mid-term or final honorarium payment if an individual does not complete duties within their respective terms of reference outline in the StFX Students' Union Bylaws.
- 7.5.1 Fines and penalties are at the discretion of the Chair of Council.
- 7.6 There will be no advances on honorarium permitted.

Hazing Policy



POLICY ID NUMBER (2017-IP7):	ADOPTED:
TITLE: Hazing Policy	LAST REVIEWED:
	EXPIRES:

Article 1: General

- 1.1 The St. Francis Xavier Students' Union does not tolerate any actions or situations of hazing or bullying, on or off campus with the purpose of initiation or affiliation with any University residence, organization or team, with or without the consent of the individual, leading to potential physical or mental harm to the individual.
- 1.2 The Union seeks to promote a safe environment where students may participate in events, residence and organizations without jeopardizing their health and safety.
- 1.3 The Union recognizes that hazing can have an irreversible impact on victims, a victim's families and the St. Francis Xavier University community.
- 1.4 The Union shall support and abide by the St. Francis Xavier University Senate Policy on Hazing and Initiation.
 - 1.4.1 The St. Francis Xavier Students' Union Hazing Policy is not intended, nor should be understood to contradict, expand or limit the St. Francis Xavier University Senate Policy on Hazing and Initiation.
- 1.5 A Union Executive, Councilor or Sub-executive in violation of hazing and/or bullying shall be subject to Performance Review.
- 1.6 The purview of this policy is in effect year-round and is not limited to the academic year.

Article 2: Definitions

- 2.1 Bullying: any unwanted, aggressive, harmful behaviour among students involving an influence to intimidate a student. Bullying is a potentially repeated behavior which can lead to lasting problems for victims.
- 2.2 Hazing: any act on or off campus, directed against a student, that endangers the mental (i.e. ostracization, ridicule), physical (i.e. forced substance consumption), or sexual health, as well as the safety of any student for the purpose of initiation or an affiliation to a University residence organization or team.
- 2.3 Organization: a varsity or club athletic team, association, society, and/or student organization that is affiliated with St. Francis Xavier University and whose membership primarily consist of students enrolled at the University.
- 2.4 Residence: buildings owned by St. Francis Xavier University that houses students on campus.
- 2.5 Student: an individual who is enrolled Part-time, Full-time or has accepted enrollment at St. Francis Xavier University. An individual is defined as a student until the individual graduates, transfers, or withdraws from the University.

Article 3: Scope

- 3.1 Hazing participation can be exhibited as active, passive or as bystander behaviour.
- 3.2 The St. Francis Xavier Students' Union is committed to ensuring the best possible student experience. Union members share the responsibility of welcoming and familiarizing new members of the St. Francis Xavier University community in a positive way.

Hiring Policy



STFX STUDENTS' UNION
FOR STUDENTS, BY STUDENTS

POLICY ID NUMBER (2017-IP3):	ADOPTED: February 12, 2017
TITLE: Hiring Policy	LAST REVIEWED: February 12, 2017
	EXPIRES: February 12, 2022

Article 1: General

- 1.3 Unless stipulated by the Union By-Laws, this shall be the Hiring Policy for any and all appointed Union positions.
- 1.4 For all positions, the Union shall attempt to hire qualified student applicants.
 - 1.4.1 Applicants must be students at St. Francis Xavier University.
- 1.5 All hiring shall be conducted in a professional and ethical manner.
 - 1.5.1 The Union does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation.
 - 1.5.2 Applicant information external to that which is provided during the interview may not be used or referred to during the interview, or selection process.

Article 2: Interview Panel

- 2.1 Panel composition shall be comprised of members as outlined in the Union Bylaws.
 - 2.1.1 During the hiring process for the Executive Board, the President-elect and Vice President Academic-elect shall sit on the committee along with at least two (2) Representative Councillors appointed by the Chair of Council.
 - 2.1.2 All biases must be declared prior to the first interview, and dealt with accordingly. Failure to do so shall deem the interview process void.
- 2.2 The panel shall be made up of no less than five (5) people, unless otherwise specified in the by-laws.
- 2.3 Prior to the interviews, the member(s) of the Executive Board shall brief and train the panel members on general interview practices.
 - 2.3.1 Executive Board members will be trained on hiring practices during the initial portion of their transition.
- 2.4 The composition of the panel shall remain the same for the duration of all interviews for a particular position.

- 2.4.1 Any change in panel composition shall deem the interview process void.
- 2.5 If under any circumstance the above procedure is not followed, the interview process shall be considered null and void. The process will have to be restarted. If the Chair of Council deems it necessary, the panel may be dissolved and reformed.

Article 3: Interview Process

- 3.1 Applicants shall be given 48 hours' notice of the time and location of their interview.
- 3.2 The interview panel shall receive necessary information from the member(s) of the Executive Board within 48 hours of the interview (e.g., relevant applicant information, references, responses, etc).
- 3.3 Criteria for scoring the interview shall be established by the interview panel prior to the interview.
 - 3.3.1 Interview criteria must be agreed upon and understood by each panel member.
- 3.4 If the panel deems it necessary, follow-up questions shall be permitted.

Article 4: Applicant Selection

- 4.1 After all applicants have been interviewed, the panel shall meet to discuss the performance of the candidates.
 - 4.1.1 This performance, and the previously submitted application, shall be scored against the previously set criteria. .
- 4.2 The panel shall then vote to determine which applicant the committee would recommend to council for ratification.
 - 4.2.1 The committee will report the decision to the applicant and council.
 - 4.2.2 The selected applicant shall be ratified by council.

Article 5: Confidentiality

- 5.1 All topics and discussions which occur during the interview shall be held in confidence by all privy to the information.
 - 5.1.1 Interviewers will not discuss any details pertaining to the interview to any party external to the interview board. These details include but are not limited to: interview questions, discussions of interviewees, and decisions made within the interview.



POLICY ID NUMBER (2016-IP1):	ADOPTED: November 20, 2016
TITLE: House Hockey Cup Policy	LAST REVIEWED: November 20, 2016
	EXPIRES: November 20, 2021

Article 1: ERC

- 1.1 A coach from each team will be the designated the PEO (Primary Event Organizer) of the event.
- 1.2 A roster including all players, coaches, and trainer names will be submitted a minimum of fourteen (14) days prior to the ERC event.
 - 1.2.1 A maximum four (4) official personnel consisting of coaches and trainers will be included on the roster.
 - 1.2.1.1 A maximum of twenty (20) players will be included on the roster, consisting of eighteen (18) skaters and two (2) goalies.
- 1.3 A list including all planned printed jersey names will be submitted to and approved by the ERC Committee. Any individual wearing a jersey with a printed name deviating from that which was included on the original list will be prohibited from play.

Article 2: Dispute Resolution

- 2.1 A dispute resolution panel composed of the Vice-President Activities and Events, and Vice-President Residence Affairs, and one (1) councillor will assist house hockey teams in settling disputes in a peaceful manner.
 - 2.1.1 A coach representative from each team will be present throughout the meeting.
 - 2.1.2 Each coach will present their case, and propose a resolution.
 - 2.1.3 The resolution will be amended if necessary, and voted on by the panel
 - 2.1.4 Appeals will be handled by the Vice-President Residence Affairs on a case-by-case basis.
- 2.2 If a team or player would like to appeal sanctions imposed by the Students' Union, a special panel will convene consisting of the Vice-President Activities and Events, Vice-President Residence Affairs and one (1) councillor.

Article 3: Behaviour

- 3.1 Players, coaches, trainers, and officials are expected to:
 - 3.1.1 Ensure the only individuals in the dressing room at any given time are those listed on the ERC roster list, and the House President & Vice President(s).

- 3.1.2 Ensure the dressing room is left in the same condition in which it was entered.
- 3.1.3 Exit the change room within 50 minutes of entry post-game. A member of security will enter at the 1-hour mark to escort any remaining team members off the premises.
- 3.1.4 Refrain from the use of crude or foul language at any point before, during, or after the game.
- 3.1.5 All individuals must not be intoxicated prior to or throughout the duration of the event.
- 3.2 All individuals must be within good standing of the university in order to participate in the game.
- 3.3 Any dressing room damages will be attributed to the entire roster, with an investigation following the discovery of damages.
 - 3.3.1 Penalisation resulting any dressing room investigations will be applied to the entire roster.

Article 4: Accountability

- 4.1 A contract will be signed by stakeholders mentioned in the ERC confirming they have read the House Hockey Policy, and will abide by the terms described in the document.
 - 4.1.1 Breach of contracts may result in sanctions being placed on the team by the StFX Students' Union in relation to the following year of play.
- 4.2 The House President and Vice President(s) of each house will be notified of any sanctions incurred during previous years by October 1st of that academic year of play.
- 4.3 All players, coaches, trainers, officials, and students at large attending the game are bound by the Community Code of Conduct.
- 4.4 The PEO is accountable to the StFX Students' Union for the collective actions of the team. This includes, but is not limited to dressing room damages.



POLICY ID NUMBER (2017-IP2):	ADOPTED: January 29, 2017
TITLE: Office Use Policy	LAST REVIEWED: January 29, 2017
	EXPIRES: January 29, 2022

Article 1: General

- 1.1 All personnel of the St. Francis Xavier University Students' Union must utilize their positional offices in a manner conducive to fulfilling the bylaws of their position effectively.
- 1.2 All personnel must remain professional and adhere to the St. Francis Xavier University Students' Union Core Values at all times within their office. This expectation includes but is not limited to meetings, working hours, and constituency meetings.
- 1.3 The security of the St. Francis Xavier University Students' Union offices are the responsibility of the personnel that utilize the given office. The St. Francis Xavier University Students' Union is not responsible for any lost or stolen items from the positional offices. It is the responsibility of the given union employee to preform proper due diligence when it comes to the security of the office they utilize.

Article 2: Alternative Uses

- 2.1 The primary use of this office should be with directly sanctioned St. Francis Xavier University Students' Union positional and committee work
- 2.2 Secondary uses for the offices may include academic work.
- 2.3 For members of the St. Francis Xavier University Students' Union that share office space, academic work must not interfere with the use of office for others that may need to utilize it for St. Francis Xavier University Students' Union matters.

Article 3: Guests

- 3.1 The St. Francis Xavier University Students' Union offices are the responsibility of the personnel that utilize the given office. It is the responsibility of these St. Francis Xavier University Students' Union personnel to maintain the order of all guests they invite in to the office, especially in occasions not during office hours. Non-St. Francis Xavier University Students' Union personnel must be accompanied by an individual who has access to the office at all times.

Article 4: Improper Use

- 4.1 The St. Francis Xavier University Students' Union personnel positional offices are not to be used for any form of illegal activity whatsoever. Including, but not limited to, drug consumption, and public intoxication.
- 4.2 Personnel of the St. Francis Xavier University Students' Union may not be permitted to utilize their office for consumption of alcoholic beverages.
- 4.3 Personnel of the St. Francis Xavier University Students' Union may not be permitted to utilize their positional offices for any sexual conduct.
- 4.4 The St. Francis Xavier University Students' Union personnel positional offices are not to be used for academic group projects.

Publicity Policy



POLICY ID NUMBER (2017-IP6):	ADOPTED:
TITLE: Publicity Policy	LAST REVIEWED:
	EXPIRES:

Article 1: Posters and Banners

- 1.1 Any publicity in the form of posters, banners, etc. is permitted only on bulletin boards of academic buildings, and residences unless otherwise specified.
- 1.2 Any posters, banners, etc. placed in the Student's Union building, must be stamped by the information desk.
- 1.3 Bulletin boards are available on a first-come first serve basis. Removal or the covering up of any poster already placed on a bulletin board is prohibited. Such material will be removed.
 - 1.3.1 Union staff, Security, Facilities Management, X-Patrol and Residence Life Staff are authorized to remove posters, banners, etc.
- 1.4 No material that is slanderous, offensive, harassing discriminatory, etc. will be permitted.
- 1.5 All publicity materials must abide by Canadian Copyright Laws.
- 1.6 The *Elections' Act* outlines the *Publicity Material Policy* for Candidates running in Union elections. Candidates must comply with the *Elections' Act* policy.
- 1.7 Failure to comply with this policy will result in immediate removal of the poster, banner, etc. with potential disciplinary action by means of the Community Code.

Article 2: Publicity

- 2.1 The Union will publicize all events and services through the Marketing Office to offer on campus and off campus students equal access to all Union publicity efforts.
- 2.2 Requests for publicity for events are made through a Marketing Request, on the Union website www.theu.ca/marketing/.



POLICY ID NUMBER (2017-IP7):	ADOPTED:
TITLE: Social Media Policy	LAST REVIEWED:
	EXPIRES:

Article 1: General

- 1.1 The <https://www.facebook.com/theu.stfx.students.union/>, <https://twitter.com/TheUOfficial> and <https://www.instagram.com/theuofficial/> are the official St. Francis Xavier University Students' Union social media pages and must reflect the Union's strategic plan, vision, mission and core values.
- 1.2 The Union shall use social media to engage students, provide relevant information regarding external stakeholders' decisions and initiatives, advocacy efforts, and to promote Union events and services.
- 1.3 The Union's social media communications, or any communications exercised through a Union position, shall remain non-partisan.
 - 1.3.1 Elected representatives and sub-executives governed by the Union By-laws, that possess a social media account for their position/group, must abide by the Union *Social Media Policy*.
- 1.4 The Union shall not post social media material that conflicts with the *Equity Policy*.
- 1.5 All social media material posted by the Union shall respect copyright and fair use legislation.
- 1.6 All social media communications originating from the Marketing Office will make every effort to ensure quality content.

Article 2: Personal Social Media

- 2.1 Any Union personnel governed by the Union By-laws are responsible for content posted on their personal social media accounts. These positions are responsible for but not limited to:
 - 2.1.1 Not uploading, posting, forwarding or sharing a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content;
 - 2.1.2 Being transparent and aware of the impact the contribution of an individual's comments might make to alter the membership's perceptions of the Union;
 - 2.1.3 Refraining from disclosing confidential information acquired through

- the Union;
- 2.2 Any Union personnel/member who feels that they have been harassed or bullied (as outlined in the Students' Union *Hazing Policy*), by material messaged, posted or uploaded by a colleague from their respective social media account, may inform the Chair of Council, the President or the General Manager.
 - 2.3 Any Union personnel, if seen to be in direct violation of 2.1 and/or 2.2 while in the position shall be subject to the performance review procedure outlined in the Students' Union Bylaws.

Article 3: Communications

- 3.1 Media releases on the Union's social media may be made as follows:
 - 3.2.1 The President shall serve as the primary official spokesperson for the Union with regard to official statements;
 - 3.2.2 The Communications and Marketing Manager may interact on social media on behalf of the Union, or delegate this to positions within the office; and,
 - 3.2.3 Each Executive or elected Representative may interact on behalf of their office or constituency, provided the subject matter pertains to their *Terms of Reference*.

Summer Hiring Policy



STFX STUDENTS' UNION
FOR STUDENTS, BY STUDENTS

POLICY ID NUMBER (2014-IP1):	ADOPTED: April 2014
TITLE: Summer Hiring Policy	LAST REVIEWED:
	EXPIRES:

Article 1: General

- 1.1 The purview of this policy is to be used if:
 - 1.1.1 The position in question is deemed to be necessary for the general operations of an Executive office to continue through the summer; or,
 - 1.1.2 It would significantly impact the ability of the Union to begin its operations in a timely manner at the beginning of the fall semester.
- 1.2 The Chair of Council must be consulted prior to posting the job application.

Article 2: Summer Hiring Panel

- 2.1 Hiring panels must consist, at minimum, of the Executive responsible for the position being hired, one (1) Representative Councillor, an elected Executive, and a Full-time Staff member.
- 2.2 The hiring panel must be approved by the Chair of Council prior to conducting interviews.
- 2.3 All efforts must be made by the hiring panel to accommodate for candidates who are not on campus to be interviewed.
- 2.4 All successful candidates must be ratified by Council.



POLICY ID NUMBER (2017-IP6):	ADOPTED:
TITLE: Travel Policy	LAST REVIEWED:
	EXPIRES:

Article 1: General

- 1.1 All traveling on behalf of the Union where expenses are going to be incurred must first have the approval of the Executive Board.
- 1.2 Any Executive, Full-time staff or sub-executive member travelling on behalf of the Union shall use the most efficient and cost-effective transportation available.
- 1.3 Union credit cards will be issued to the following: President, Vice-President Finance and Operations, General Manager, Marketing and Communications Manager, and Bar Services Manager. Adding additional cards in any given year will be at the discretion of the signing authorities of the Students' Union.

Article 2: Per Diem

- 2.1 For conferences or travel outside of the St. Francis Xavier University campus where meals are not otherwise provided, a per diem allowance of \$60.00 per day will be given to each attending delegate from the Union.
- 2.2 If any meals are provided, the following amounts will be deducted from the total per diem:
 - 2.2.1 Breakfast: \$15.00
 - 2.2.2 Lunch: \$20.00
 - 2.2.3 Dinner: \$25.00
- 2.3 The Union Accounts Manager shall distribute any and all per diem allowance to travelling delegates.
 - 2.3.1 Requests for per diems must be sent to the Accounts Manager at least 5 business days in advance.

Article 3: Accommodations

- 3.1 Accommodations required for traveling on Union business will be reimbursed

- if not otherwise purchased via Union credit card.
- 3.2 The choice of accommodation should be based on business travel requirements, safety and the lowest possible cost. This excludes personal incentives and membership.
 - 3.2.1 Sharing a room is encouraged when possible.
 - 3.2.2 Room accommodations are decided at the discretion of the individual(s) on Union business, as approved by the Executive Board.
 - 3.3 If an individual, on Union business, stays with family or friends in lieu of making hotel accommodations, they will not be subject to receiving any form of reimbursement.
 - 3.4 Accommodations for the night prior and after an event is acceptable if the commencement and end times warrant such accommodations. In the event of travel hazards (e.g. weather) longer periods of stay are acceptable.

Article 4: Air Travel

- 4.1 The choice of flights should be based on business travel requirements and on the lowest economy class cost.
- 4.2 The following items may be purchased or reimbursed:
 - 4.2.1 The lowest available fares appropriate to particular itineraries, to a maximum of full economy class;
 - 4.2.2 Flight cancellation insurance, when appropriate; and,
 - 4.2.3 Baggage fees, when appropriate.
- 4.3 Business or first class flights may not be purchased or reimbursed for traveling on Union business.

Article 5: Motor Vehicle Travel

- 5.1 The purview of this article includes:
 - 5.1.1 The official Students' Union vehicle, the DriveU van;
 - 5.1.2 A rental vehicle; and,
 - 5.1.3 A personal vehicle to carry out Union business.
 - 5.1.3.1 The Union will reimburse \$0.48/km for all mileage and wear and tear on personal vehicles.
 - 5.1.3.2 The Union will reimburse a flat rate of \$75 for return trips to the Halifax International Airport.
- 5.2 The DriveU van is to be driven by authorized individuals only at the discretion of the Executive Board.
 - 5.2.1 Drivers must be at least 18 years old and possess a valid driver's license that enables them to drive alone and on the highway.
 - 5.2.2 A photocopy of each authorized driver's license must be provided to the General Manager so they are added to the Students' Union auto insurance.
 - 5.2.2 DriveU is for Union business only and not for personal use, and smoking is prohibited at all times.
 - 5.2.3 All damage, mechanical problems or accidents, regardless of severity,

must be reported immediately to the VP Finance and Operations.

5.2.4 Drivers must report all ticket violations received during the operation of Drive U within 48 hours to the VP Finance and Operations

5.3 Rental vehicle expenses including the rental fee, the kilometer/mileage charge by rental agency, fuel charges and insurance coverage are reimbursable if not initially paid for by the Union.

5.3.1 Rental agency policies must be abided, and all Union drivers of a rental vehicle must be approved by the rental agency.

Council Procedural Policy



POLICY ID NUMBER (2017-IP7):	ADOPTED: November 4 th , 2018
TITLE: Council Procedural Policy	LAST REVIEWED:
	EXPIRES: November 4 th , 2022

INTRODUCTION

PURPOSE

In order for any organization to function smoothly, it is critical that all members clearly understand its governing rules and operating principles. This Council Procedural Policy outlines the operating principles and procedures for the St. Francis Xavier Students' Union Representative Council.

OBJECTIVES

The objectives of the Council Procedural Policy are to:

1. Clearly communicate the procedures to be used for Council in the execution of all business relating to meeting protocol, public presentations, rules of order and debate, motions and voting; and;
2. Provide a guide to procedural motions.

SCOPE

This policy applies to meetings of the Students' Union Representative Council.

DEFINITIONS

Term	Definition
Abstain	A member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter.
Agenda	The specific items of business to be dealt with at a meeting. Items are placed on the agenda in the sequence defined by the order of business.

Council	The Students' Union Representative Council
Improper Conduct	Conduct that obstructs in any way the deliberations and/or proper action of Council.
Majority	50% + 1
Point of Order	A matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.
Point of Personal Privilege	A member may at any time raise a point of privilege directing attention to a matter of comfort, amplification or safety (Ex: you cannot hear/see)
Chair	The person presiding over a meeting.
Quorum	A majority of the total number of voting members currently on Council.
Regular Meeting	A scheduled meeting held in accordance with the approved calendar of meetings.
Special Meeting	Define
Conflict Interest	A situation in which a person is in a position to derive personal benefit from the actions or decisions made in their official capacity

SECTION 1: GENERAL

Article 1: APPLICATION OF THE POLICY

- 1.1 The rules of procedure contained in this policy shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council.
- 1.2 All points of order or procedure for which rules have not been provided in this policy and its appendices shall be decided by the Chair in accordance, as far as is reasonably practicable, with the rules of parliamentary law as contained in Robert's Rules of Order, 11th edition (Newly Revised).
- 1.3 This Council Procedural Policy serves to replace any former Council policies referencing the proceedings of Council.
- 1.4 This Council Procedural Policy shall be reviewed annually by the Chair.

Article 2: Meetings of Council

- 2.1 Council meetings shall be open to all members of the Union and invited guests, unless closed (in-camera) by a two-thirds (2/3) majority vote by Council to discuss staff-related and other highly sensitive matters.
- 2.2 Council meetings will be convened by the Chair no less than once a month during the fall and winter terms as the St. Francis Xavier University Academic Calendar dictates.
- 2.3 The Chair shall call a Council meeting to be convened upon a majority vote by the Council.
- 2.4 The Chair shall call a Special Council Meeting to be convened no less than seventy-two (72) hours and no more than one week after having received a request for a Council meeting from:

- 2.4.1 The President; or
 - 2.4.2 A letter signed by any two (2) Councilors submitted to the Chair.
- 2.5 Special Council Meetings can deal with no more than three items on the agenda.
- 2.6 Any member of the Union, and any guests, with the permission of Council, may speak at a Council meeting.
- 2.7 Quorum for a Council meeting will consist of at least 2/3 of the voting members.
- 2.8 Meetings shall follow The Order of Business except for an alteration by the passing of a motion by a regular majority.
- 2.8.1 The Order of Business for regular meetings shall be as follows:
 1. Call to Order
 2. Roll Call
 3. Mi'Kmaq Acknowledgment
 4. Opening Remarks of the Chair of Council
 5. Approval of the Agenda
 6. Approval of Minutes from previous meeting
 7. Business Arising
 8. Constituency Reports
 9. Executive reports:
 - I. President
 - II. VP-Academic Affairs
 - III. VP-Finance and Operations
 - IV. VP-Activities and Events
 - V. VP-Residence Affairs
 - VI. VP External Affairs
 10. Faculty Representative's Report
 11. Students' Union General Manager's Report
 12. Report of Committees
 - I. Adding an order alphabetically
 13. Special Reports and approved presentations
 14. Old Business
 15. New Business
 16. Closing Remarks of the Chair of Council
 17. Adjournment.

Article 3: In-Camera Meetings

- 3.1 Council meetings, or portions thereof, may be held in-camera only in accordance with the following list or as may be amended from time to time. The only matters to be considered in an "in-camera session" are as follows: hyphenate in-camera

- 3.1.1 Personnel matters;
 - 3.1.2 Labor relations or contract negotiations;
 - 3.1.3 Issues related to public security;
 - 3.1.4 Litigation or potential litigation affecting the Union; and
 - 3.1.5 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- 3.2 Prior to moving in-camera for one of the reasons listed above, Council shall pass a motion stating the fact that the Council is convening into an in-camera session, and the general nature of the matter to be considered. This motion shall contain a brief description of the matter being considered.
- 3.3 A vote may occur during an in-camera session, provided the reason for being in-camera is sanctioned, and the vote is for a procedural matter or for giving direction to staff or solicitors of the Council.
- 3.4 Recommendations to Council from an in-camera session will be dealt with immediately following dissolution of the in-camera session.
- 3.5 Reports presented during an in-camera session and minutes of an in-camera session will be maintained by the Deputy Chair and considered confidential unless Council determines that the information, or part thereof, shall be made available to the public. (come up with procedure on how that information is stored)

Article 4: Call to Order/Quorum

- 4.1 As soon as there is a quorum after the time set for the start of the meeting, the Chair shall call the members to order.
- 4.2 If a quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Chair shall indicate that no quorum is present and the meeting shall stand adjourned until the next meeting called in accordance with the provisions of this policy.
- 4.3 In the case where a quorum is present and the Chair has not arrived within fifteen minutes after the time appointed, the Deputy Chair shall assume the Chair position and call the meeting to order. The Deputy Chair shall preside until the arrival of the Chair.
- 4.4 In the event the Chair and the Deputy Chair are not present, then the members shall nominate and elect a Chair from among the members present who shall preside until the arrival of the Chair.
- 4.5 Members must inform the Chair when they are aware that they will be absent from any meeting.
- 4.6 If during the course of a meeting a quorum is lost due to vacating members, the chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this policy. Should the meeting be adjourned, the Deputy Chair shall record the names of the members present in the minutes.

Article 5: Council Order of Business and Agenda

- 5.1 The Chair will prepare the agenda for all regular and special meetings of Council.

- 5.2 Agendas and Council Packages for Council will be posted seventy-two (72) hours before the meeting unless circumstances prevent it.
- 5.3 The business of Council shall be taken up in the order in which it stands on the agenda, unless otherwise decided by Council.
- 5.4 An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by motion of Council under Business Arising.

Article 6: Presentations to Council

- 6.1 Any persons or groups may be permitted to make a presentation to Council provided that the applicant(s) have submitted an application two weeks prior to the meeting and/or been granted permission from the Chair. (Create a form for Council Presentations with Michelle)
- 6.2 On receipt of an application to present, the Chair shall review the application to determine its appropriateness and may:
 - 6.2.1 Place the presentation on the agenda for Council;
 - 6.2.2 Determine that Council will receive only written submissions on the matter; or
 - 6.2.3 Determine the subject matter of the presentation is outside the jurisdiction of the Council and refuse the application.
- 6.3 Generally, a maximum of two presentations will be made at any meeting, with the presentation time and question period at the discretion of the Chair.
- 6.4 Any group having been approved to present to Council must submit any electronic or paper presentation materials by 12:00 p.m. 72 hours before the Council meeting.
- 6.5 Any persons presenting to Council shall not:
 - 6.5.1 Speak disrespectfully of any person;
 - 6.5.2 Use offensive language;
 - 6.5.3 Speak on any subject other than the subject for which they have received approval;
 - 6.5.4 Disobey any decision of the Chair; or
 - 6.5.5 Enter into cross debate with other delegations, staff, and Council members.
- 6.6 The Chair may curtail any presentation, and any discussion or questions of the presentation for disorder or any other breach of this policy.
- 6.7 If the Chair rules that the presentation is concluded, all persons associated may withdraw from Council. (Recommendations to stay for the discussion)

SECTION 2: RULES OF ORDER AND DEBATE

Article 1: Conduct of Members

1.1 Members of Council shall:

- 1.1.1 Act in accordance with the Students' Union Bylaws, Policies and procedure and the university Code of Conduct.
- 1.1.2 Represent with integrity all responsibilities to Council, and the membership.
- 1.1.3 Not use inappropriate language or insulting expressions at any time including speaking in a manner that is discriminatory in nature, including but not limited to, an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, color, marital status, family status or disability.
- 1.1.4 Treat the Chair, other members, staff, and the delegates from the membership with courtesy and respect.
- 1.1.5 Maintain professional dress standards for all meetings. i.e Gym attire, sweat pants and shorts
- 1.1.6 Make an attempt to be acknowledged by the Chair before leaving the Council Chambers.
- 1.1.7 Not leave their seat or make a disturbance while a vote is being taken and until the result is declared.
- 1.1.8 Not disobey the rules of the Council or a decision of the Chair on a question of order, practice or interpretation of the rules of the Council;
- 1.1.9 Be encouraged to ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary.
- 1.1.10 Turn off all cell phones, and electronic devices, except those in use to facilitate the meeting or otherwise authorized by the Chair.

1.2 If a member disregards the rules of procedure or a decision of the Chair or Council on questions of order, practice and/or interpretation of the rules, and persists in such conduct, after having been called to order by the Chair, the Chair shall put forward the following motion with no amendment or debate - "That such member be ordered to leave their seat for the duration of the meeting."

1.3 If, following such vote by Council, the member apologizes, Council may, by a further vote of those present, permit the member to retake their seat.

Article 2: Speaking/ Rules of Debate

- 2.1 After a presentation or report the Chair will open for discussion and questions. After discussion and questions have ceased or been limited, the Chair will ask for a motion.
- 2.2 A member shall not speak until the Chair has recognized them by indicating it is their turn to speak.
- 2.3 When a member has been recognized by the Chair as having the floor, the member shall speak only to the matter under consideration.
- 2.4 Upon speaking to the matter under consideration, a member shall address all of Council at the discretion of the Chair.
- 2.5 The Chair shall recognize the members who wish to speak in the order that they indicate their desire to address Council.

- 2.6 When a member is speaking, no other member shall interrupt, except to raise a Point of Personal Privilege or Point of Order.
- 2.7 Any member may require the question or motion under discussion to be read or displayed at any time during the debate but not so as to interrupt a member while speaking.
- 2.8 No member shall speak to the same matter more than four times, at the discretion of the Chair.
- 2.9 A member shall not speak to the same question, or in reply, for longer than ten minutes, without permission of Council.
- 2.10 A member shall be restricted to asking questions related directly to the matter under discussion.
- 2.11 After a call to question has been made to the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

Article 3: Public Conduct at Council

- 3.1 Members of the public present in the Council Chambers shall maintain order and quiet and shall not address Council except with the permission of the Chair.
- 3.2 No person shall display signs, placards, applaud participants in debate, engage in conversation, or other behavior which may disrupt the proceedings of Council.
- 3.3 No person shall bring into the Council Chambers cellular telephones or other electronic devices which emit a sound unless such devices are turned off, or otherwise set to non-audible, or given permission by the Chair.
- 3.4 When invited to address Council, no person shall use inappropriate or insulting language or speak disrespectfully of any member of Council or any employee of the Students' Union.
- 3.5 Persons invited to address Council shall only speak on the subject in debate and shall not speak on any other subject.
- 3.6 Any person, not being a member of Council, who contravenes any provision of this section, may be expelled from the meeting by the Chair.

SECTION 3: MOTIONS

Article 1: General

- 1.1 In Council, the following matters and motions with respect thereto, may be introduced verbally, without notice and without leave, except as otherwise provided by this policy:
 - 1.1.1 A point of order or personal privilege;
 - 1.1.2 Call to question to close debate; and
 - 1.1.3 To adjourn.

Article 2: Standard Meeting Motion

- 2.1** For the purposes of this policy, the following will be considered “standard” meeting motions:
- 2.1.1** To approve the agenda;
 - 2.1.2** To approve minutes;
 - 2.1.3** To recess; and
 - 2.1.4** To adjourn.
- 2.2** The Chair may ask if a member of Council is willing to move/second a standard meeting motion, in which case any member may respond verbally and with placard. The Chair will verbally indicate which members have moved and seconded the motion.
- 2.3** All motions shall be clearly stated by the Chair before being voted upon.
- 2.4** In Council, the following motions may be introduced without notice and without leave, except as otherwise provided by this policy:
- 2.4.1** To suspend the rules of procedure, and move into friendly discussion;
 - 2.4.2** To table;
 - 2.4.3** To postpone definitely (deferral motion with a specified date/meeting);
 - 2.4.4** To refer;
 - 2.4.5** To amend;
 - 2.4.6** To postpone indefinitely (deferral motion without specifying a date/meeting); and
 - 2.4.7** Any other procedural motion.
- 2.5** After a motion has been read or stated by the Chair, it shall be deemed to be in the possession of Council but may be withdrawn by the originator at any time before a decision or amendment, provided Council does not object.

Article 3: Voting

- 3.1** The manner of determining the decision of Council on a motion shall be via placard voting.
- 3.2** All members of Council as outlined are qualified to vote once on each motion, and are encouraged not to abstain from voting, except when such member has declared a conflict of interest.
- 3.3** An absent Councilor may proxy their vote to the Chair of Council before the Council Meeting. The absent Councilor must indicate how they wish to vote.
- 3.4** Before the announcement of the vote, the Chair will announce the proxy votes they have received.
- 3.5** Except as provided elsewhere in this policy, a motion shall be deemed to have been carried when a majority of the members voting have expressed agreement with the question. Consequently, on a tie vote, a motion is defeated.

- 3.6 The mover and seconder of a motion must be present at the meeting for debate to occur.
- 3.7 A member not in their seat at the call of the vote shall not be entitled to vote with the exception of proxy votes.
- 3.8 Each member shall occupy their seat until the result of the vote has been declared.

Article 4: Standards for Conduct

- 4.1 Council shall uphold the Union's bylaws, and at all times:
 - 4.1.1 Seek to advance the common good of the membership as a whole, while conscientiously representing the constituencies they serve;
 - 4.1.2 Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - a) Servant Leadership to students
 - b) Trust, Integrity, Respect
 - c) Transparency and Accountability
 - d) Fun, Inclusive, Student Engagement
 - e) Sustainable, Innovative practices; and
 - 4.1.3 Uphold this policy as a means of promoting the standards of behavior expected of members of Council and enhancing the credibility and integrity of Council to the broader membership

SECTION 4: MEMBER RESPONSIBILITIES

Article 1: Conduct To Be Observed

- 1.1 Representative Councilors are agents of the membership whose primary objective is to address the needs of the Student Body. As such, they are entrusted with upholding and adhering to the policies of the Students' Union. Council members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal interests.

Article 2: Respect for Decision-Making Process

- 2.1 All members recognize the responsibility of the Chair to accurately communicate the decisions of the Council, even if members disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

Article 3: Conduct at Meetings

- 3.1 Members shall respect the Chair, colleagues, staff and the membership present during Council meetings or other proceedings of the Council. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision making.

Article 4: Release of Confidential information prohibited

- 4.1 No Council member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the Chair to do so. Nor shall members use confidential information for personal or private gain, or for the gain of relatives or any members

Article 5: Obligations to Members

- 5.1 No Representative Councilor shall grant any special consideration, treatment, or advantage to any group or general member beyond that which is accorded to all members.

Article 6: Interpersonal Behavior

- 6.1 Representative Councilors shall treat every person, including other members of Council, the general membership, Union employees, individuals providing services, and community members with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

Article 7: Community Representation

- 7.1 Representative Councilors shall observe a high standard of professionalism when representing the Students' Union in their dealings with the membership and the broader community.

Article 8: Conflict of Interest Avoidance

- 8.1 Representative Councilors are committed to making decisions impartially and in the best interest of their constituency. .

Article 9: Reporting Breaches

- 9.1 Persons who have reason to believe that this policy has been breached in any way are encouraged to bring their concerns forward to the Chair. No adverse action shall be taken against any member of Council who, acting in good faith, brings forward such information.

Article 10: Corrective Action

- 10.1 Any reported violation of this policy will be subject to Performance Review.

SECTION 5: PROCEDURAL MOTIONS

Article 1: Motion to Adjourn:

1.1 A Motion to adjourn:

- 1.1.1 Is always in order except as provided by this policy;
- 1.1.2 Is not debatable;
- 1.1.3 Is not amendable;
- 1.1.4 Is not in order when a member is speaking or during the verification of the vote;
- 1.1.5 Is not in order immediately following the affirmative resolution of a motion to close debate; and
- 1.1.6 When defeated, cannot be made again until after some proceedings have been completed by Council.

1.2 A motion to adjourn without qualification, if carried, brings a meeting or a session of Council to an end.

1.3 A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of Council to continue at such time.

Article 2: Point of Personal Privilege

2.1 A member may at any time raise a point of privilege directing attention to a matter of comfort, amplification or safety.

2.2 A point of privilege shall take precedence over any other matter, and is considered friendly.

2.3 A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.

2.4 The Chair shall decide upon the point of privilege and advise the members of the decision.

2.5 If the decision of the Chair is appealed, a question shall be called without debate, and its results shall be final, based on a majority vote.

Article 3: Motion to Table

3.1 A motion to table:

- 3.1.1 Is not debatable; and
- 3.1.2 Is not amendable.

3.2 A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

3.3 The matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of Council.

3.4 A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

Article 4: Motion to Call to Question

4.1 A motion to close debate:

- 4.1.1 Is not debatable;
- 4.1.2 Is not amendable;
- 4.1.3 Cannot be moved with respect to the main motion when there is an amendment under consideration;
- 4.1.4 Requires a unanimous vote of members present for passage; and
- 4.1.5 When resolved in the affirmative, the question is to be put forward without debate or amendment.

Article 5: Motion to Amend

5.1 A motion to amend:

- 5.1.1 Is debatable;
 - 5.1.2 Is amendable;
 - 5.1.3 Shall be relevant and not contrary to the principle of the report or motion under consideration; and
 - 5.1.4 May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.
- 5.2 Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question.

Article 6: Point of Order

The Chair shall decide all points of order. When a member wishes to raise a point of order, the member shall state the point of order to the Chair. The Representative Councilor shall only address the Chair for the purpose of appealing the ruling on the point of order.