

**Cape Breton University Students' Union
Administrative Policies and Procedures Manual
Last Updated: May 2014**

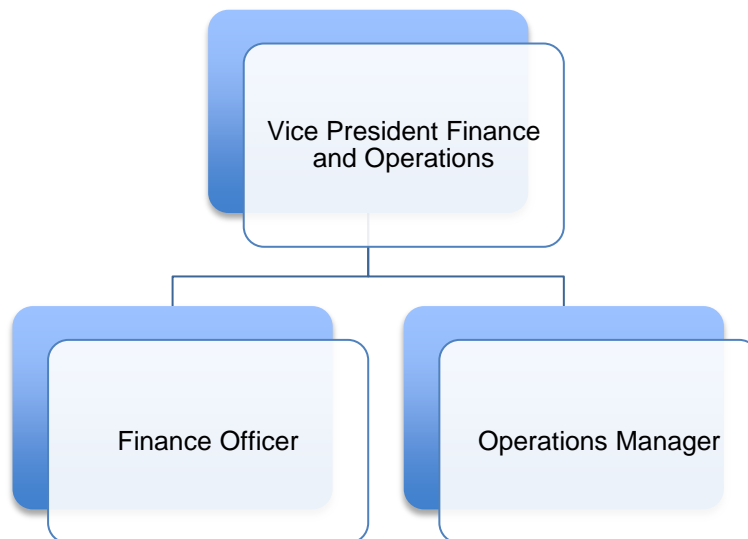
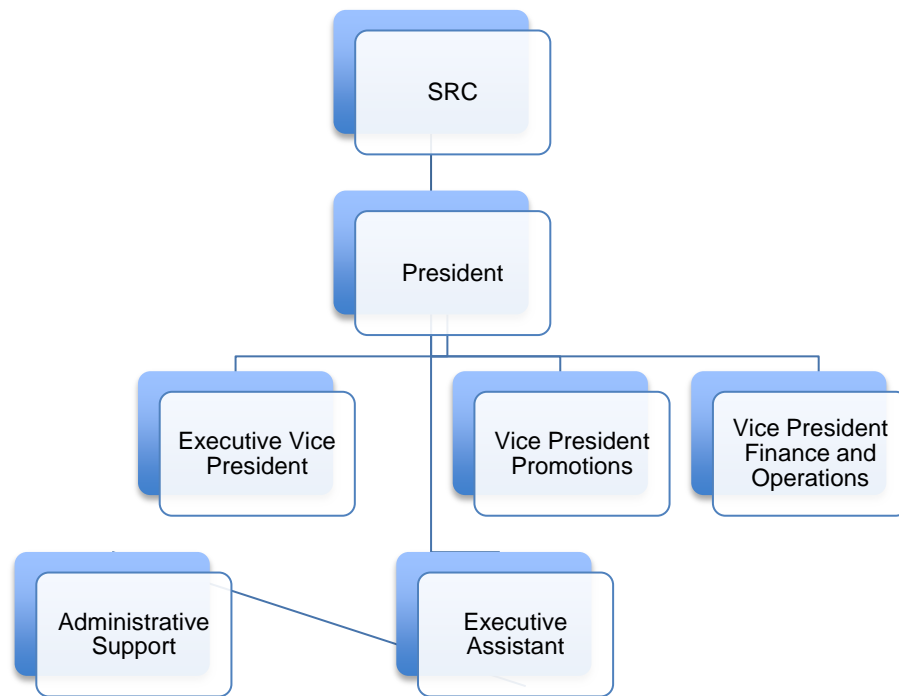


The Administrative Policies and Procedures Manual, herein referred to as AP&P, is designed to outline procedures with respect to the day-to-day administrative operations of the CBU Students' Union and state policies that serve as the guiding principles of the organization. Unless otherwise specified, the CBU Students' Union adheres to definitions set out by Cape Breton University in their respective policies and by-laws.

As per Section 26.01 of the CBU Students' Union By-laws, the AP&P is approved by a 50% plus one majority vote of the Students' Representative Council, herein referred to as the SRC. It must be reviewed by an official Ad Hoc committee of the SRC every two (2) years for any required amendments and approved by SRC as outlined above.

All persons involved with the Student's Union including: Executive, Full-Time Staff, Coordinators, Caper Times Staff, Volunteers and any other groups or individuals involved with dealings in the Union must adhere to these policies.

Students' Union Organizational Charts



Cape Breton University Students' Union Administrative Policies and Procedures



Job Description - President

General Summary

The role of the President is to provide leadership to the Union and help carry out the goals of the organization. The President is the Chief Executive Officer of the organization.

Reporting Relationships

The President reports to the Students' Representative Council, membership (students), and the Executive Committee of the Students' Union.

Specific Responsibilities

1. The President is the elected Chief Executive Officer of the Students' Union and shall be responsible to the SRC for overseeing the efficient and proper administration and operation of the Students' Union.
2. The President is responsible for supervising the proper handling of the day-to-day governing of the Students' Union.
3. The President shall be responsible for the enforcement of the Cape Breton University Students' Union Act and the By-laws of the Students' Union.
4. The President shall be responsible for amendments to the AP&P. All changes to policies must be passed through the SRC.
5. The President shall be responsible for representing the Students' Union at all official functions of both the Students' Union and Cape Breton University.
6. The President shall retain a seat on the Board of Governors of Cape Breton University and shall also have a seat on the Executive of the Board of Governors of Cape Breton University. The President shall retain a seat on Senate as well as the Executive Committee of Senate.
7. The President shall represent the Union on Cape Breton University and Students' Union Committees that require his/her presence.
8. The President shall serve as the primary liaison between the Students' Union and other external organizations such as, the Province of Nova Scotia, and all other media organizations. At the discretion of the President he/she may delegate representation to another Executive.
9. The President shall act as the primary liaison between the Students' Union and the faculty, administration, and staff of the Cape Breton University.
10. The President shall be the overall spokesperson for the Students' Union and oversee all staff.

11. The President shall maintain an ongoing file of all minutes and supporting documents of meetings of the SRC and the Executive Committee.
12. The President will be, along with another member of the Executive, a Board Member of Students Nova Scotia.
13. The President shall assume the responsibilities of the members of the Executive Committee should for any reason a member be unable to perform his/her respective duties until such time as a new Executive member is appointed.
14. The President shall be an ex-officio member of all committees and departments of the Students' Union and SRC with the exception of the Students' Union Budget Committee and hiring committees.
15. The President is responsible for all Students' Union appointments to CBU Committees.
16. The President shall perform other such duties as directed the SRC.
17. The President shall submit a year-end report to the SRC at the final meeting of the SRC in March. This report will contain pertinent information to the incoming Executive and encompass recommendations for the next year.
18. The President shall make available to each SRC member, prior to the first regular meeting, access to a copy of Robert's Rules of Order, the CBU Students' Union Act, and the Bylaws of the Students' Union.

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Job Description – Executive Vice President (EVP)

General Summary

The role of the Executive Vice President (EVP) is to ensure that students are being treated fairly in the University and develop programming to facilitate the needs of students.

Reporting Relationships

The EVP reports to the Students' Representative Council, membership (students) and the Executive Committee.

Specific Responsibilities

1. The EVP shall work under the direction of the President.
2. The EVP shall be the President's alternate in the event the President is unable to carry out any, or all, of his/her functions.
3. The EVP may assume the powers of the President during the President's temporary absence of his/her office upon the written authority of the President.
4. The elected EVP shall become the acting President upon the President leaving office before completion of the Presidents full term, subject to the following:
 - a.) In the event that the President leaves office after January 1 of the academic year, the EVP shall assume full presidential powers as listed in these By-laws until which time the SRC ratifies the appointment. The Executive Committee shall nominate a successor to the position of EVP who shall be ratified by the SRC. Should the SRC choose not to appoint the EVP to President then a by-election shall be held to fill the position of President. The SRC, in issues with time constraints, may defeat the motion of a by election and nominate a member of SRC for President.
 - b.) In the event the President leaves office on or before January 1 of the academic year, the Chairperson of the SRC shall call a special election as soon as possible. The EVP shall assume all powers of the presidency until a special election is held and carried out by the Chief Returning Officer.
5. The EVP shall retain a seat on Senate and the Board of Governors of Cape Breton University.

6. The EVP shall sit as a Students' Union appointment on Senate committees as appointed by the President.
7. The EVP shall be responsible to the President and Executive Committee on matters pertaining to academic affairs of Cape Breton University.
8. The EVP shall act as an advocate on behalf of the students in matters relating to academics, student appeals, and other issues that protect the rights of students.
9. The EVP shall oversee and implement the academic aspects of the Frosh Week committee of the Students' Union. He/she shall ensure that first year students are informed and familiarized with the academic process at Cape Breton University.
10. The EVP shall be responsible for the supervision of any support programs, such as the Tutoring Program, and other departments of the Students' Union as assigned by the President.
11. The EVP shall perform other such duties as directed by the President, the Executive Committee, and the SRC.

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Job Description – Vice President Finance and Operations (VPFO)

General Summary

The role of the Vice President Finance and Operations (VPFO) is to oversee spending and operations in the Students' Union to ensure best business practices are implemented. The VPFO oversees and provides guidance to societies on campus.

Reporting Relationships

The VPFO reports to the President, membership (students) and the Executive Committee.

Specific Responsibilities

1. The VPFO shall work under the direction of the President.
2. The VPFO shall be responsible to the Executive Committee and the SRC for the supervision of all funds of the Students' Union and he/she shall supervise the collection of all revenues into the accounts of the Students' Union.
3. The VPFO shall be responsible to supervise the expenditures of all funds of the Students' Union and shall enter into contractual agreements on behalf of the Students' Union.
4. The VPFO shall have access to and supervision over, all accounts and accounting software of the Students' Union, and he/she shall be responsible at all times for the good order of the Students' Union accounts.
5. The VPFO shall ensure that all expenditures that receive his/her authorization are consistent with the established financial authority/policies, and within the budget approved by the SRC.
6. The VPFO shall forward monthly updated financial statements to the SRC.
7. The VPFO shall chair the Budget Committee of the Students' Union.
8. The VPFO shall be responsible for the proper supervision of and have full access to the Ancillary Operations of the Students' Union and shall be the direct supervisor of the Operations Manager. In the event where the Operations Manager is unable to carry out his/her duties, the VPFO shall have primary responsibilities for the Ancillary Operations of the Students' Union. When accessing inventory, safes, or security cameras of the operations, the VPFO must be accompanied by another Executive Committee member.
9. The VPFO shall be the direct supervisor to the Finance Officer.

10. The VPFO shall ensure that all societies receiving funding from the Students' Union are registered with the Students' Union and that the allocation of society funding is monitored and distributed according to the budget.
11. The VPFO shall act as a liaison to all societies on-campus and ensure that guidelines are met.
12. The VPFO shall hold a seat on the hiring committees for the Ancillary Operations of the Students' Union.
13. The VPFO shall ensure that all policy directives outlined in the administrative manual, pertaining to financial control and management, are strictly enforced.
14. The VPFO shall hold a seat on the CBU Board of Governors, Senate, and be the student representative on the Budget Committee and the Board of Governors Investments Committee.
15. The VPFO shall sit as a member of the Caper Times Publishing Board and in meetings shall act as Chairperson.
16. The VPFO shall oversee all legal matters. These matters will be reported to the Executive Committee.
17. The VPFO shall oversee the operations of all societies and act as a guide for projects and fundraisers.
18. The VPFO shall perform other such duties as directed by the President, the Executive Committee, and the SRC.

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Job Description – Vice President Promotions (VPP)

General Summary

The role of the Vice President Promotions (VPP) is to plan and promote diverse activities and events on-campus for students to have an outlet for social gatherings.

Reporting Relationships

The VPP reports to the President, membership (students) and the Executive Committee.

Specific Responsibilities

1. The VPP shall maintain a close liaison with the Student Services Centre and Residence Management to ensure a diverse and informative Frosh Week.
2. The VPP shall hold a seat on CBU Senate and the Board of Governors.
3. The VPP shall be responsible for the production of the content of the Student Handbook and oversee its production by an outsourced company.
4. The VPP shall hold a seat on the Caper Radio Inc. Board of Directors and the Caper Times Publishing Board.
5. The VPP will hold a seat on the Frosh Week Committee and work with the Operations Manager and the Frosh Leaders to assist with the organization of volunteers and delegation of tasks for the week.
6. The VPP shall be responsible for overseeing all internal publicity of the Students' Union including the promotion of all student events through the various modes of communication, with special emphasis placed on social media. This includes, but is not limited to the CBU Students' Union website, Facebook Page, Twitter, and television display screens.
7. The VPP will be responsible for overseeing the digital design of all promotional material for Frosh Week, Frost Week, and other events as directed by the Executive Committee of the Students' Union. He or she will also be responsible for ordering the promotional material.
8. The VPP will work to ensure all advertising is current and is distributed throughout the CBU campus, placed on bulletin boards, and delivered to all residences.
9. The VPP will work closely with the Operations Manager to ensure that all concerts and Pit events are advertised properly, and that ancillary operations are promoted accordingly.
10. The VPP will sit on various committees as directed.

11. The VPP shall be responsible for any additional Union publications or media services and shall perform other such duties as directed by the President or the Executive Committee.
12. The VPP shall assume responsibility for enhancing student participation in all Students' Union sponsored daytime and evening events and activities, as well as helping to build a sense of school spirit and pride.
13. The VPP shall oversee and organize the Caper Crew.
14. The VPP shall be responsible for organizing all Athletics bus trips that are the responsibility of the Students' Union.
15. The VPP shall be responsible for organizing daytime events that will engage on- and off-campus students, such as pool tournaments, sports pool tournaments, gaming tournaments, etc.
16. The VPP shall be responsible for organizing all student assemblies that are the responsibility of the Students' Union.
17. The VPP shall be the Chair of the House Council and will organize a monthly meeting.
18. The VPP shall submit a monthly report to the Students' Representative Council.
19. The VPP shall perform other such duties as directed by the President, the Executive Committee, and the SRC

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Job Description - Chairperson

General Summary

The role of the Chairperson is to set the agenda for SRC and chair the meetings of the SRC. They are a part of the SU Executive.

Reporting Relationships

The Chairperson works with the Executive Committee and is responsible to the SRC for keeping all meetings on track using Robert's Rules of Order.

Specific Responsibilities

1. The Chairperson shall be responsible for preparing the date of all regular meetings of the SRC.
2. The Chairperson shall be responsible for preparing the agenda. The Chair is responsible for coordinating the agenda while the Executive Committee sets the agenda.
3. The Chairperson shall preside over all meetings of the SRC and shall interpret, and fairly apply the rules of parliamentary procedure according to Robert's Rules of Order, and such regulations and traditions of the SRC, as applied from time to time.
4. The Chairperson shall oversee the activities of all standing committees and ad hoc committees of the SRC; maintain a file of the membership, activities, and reports and ensure the SRC is informed about committee's activities by way of progress and final reports.
5. The Chairperson shall supervise the work of the Deputy Chairperson and Secretary.
6. The Chairperson shall carry out all of his/her responsibilities in an impartial manner. Should the Chairperson feel the need to speak to an issue as a member of the SRC, they must temporarily step down and allow the Deputy Chair to handle that portion of the meeting.
7. The Chairperson may be permitted to sit in on all SRC ad hoc committee meetings.
8. The Chairperson shall perform all other duties as assigned by the SRC.
 9. The Chair of Council shall act as recording secretary for the Executive Committee meetings and shall forward all records of meetings and minutes to the appropriate staff person in order to update central filing

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Job Description- Deputy Chairperson

General Summary

The role of the Deputy Chairperson is to assist the Chairperson with running meetings of the SRC in his/her absence using Robert's Rules of Order.

Reporting Relationships

The Deputy Chairperson works with the Chairperson and is responsible to the SRC for assisting the Chairperson with keeping all meetings on track using Robert's Rules of Order.

Specific Responsibilities

1. The Deputy Chairperson, in the absence of the Chairperson, shall preside over meetings of the SRC and shall interpret, and fairly apply the rules of parliamentary procedure according to Robert's Rules of Order, and such regulations and traditions of the SRC, as applied from time to time.
2. The Deputy Chairperson shall carry out all of his/her responsibilities in an impartial manner. Should the Deputy Chairperson feel the need to speak to an issue as a member of the SRC, he/she must temporarily step down and allow the Secretary to handle that portion of the meeting.
3. Should the Chairperson step down from his/her position temporarily, the Deputy Chairperson shall automatically assume the role of the Chairperson.

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Job Description – Pro Tem Chair

General Summary

The role of the Pro Tem Chair is to ensure the proper conduct of the Executive Committee and maintain regular contact with SRC members from their election in April until the election of the Chair at the first regular meeting of SRC in September.

Reporting Relationships

The Pro Tem Chair reports to the Students' Representative Council.

Specific Responsibilities

1. The Pro Tem Chair will be elected by the incoming SRC at a meeting called by the President Elect in April.
2. The Pro Tem Chair shall hold a seat on the Executive Committee during the summer months, and act as its Secretary.
3. The Pro Tem Chair shall compile monthly reports of the Executive Committee during the summer months.
4. The Pro Tem Chair will respond to requests from SRC members for information in a timely manner.
5. The Pro Tem Chair will update SRC members on any significant matters of accountability, policy, or decision making at their own discretion.
6. The Pro Tem Chair will maintain bi-monthly communication with the SRC, providing them with the dates of Executive Committee meetings, minutes, and agendas. Increased frequency of this regular contact will be at the discretion of the Pro Tem Chair.
7. The Pro Tem Chair will report to the SRC on the activities of the Executive Committee during the summer months, at the first regular meeting of the SRC in September.
8. The Pro Tem Chair will receive a stipend of \$100 per month.

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Job Description – Secretary

General Summary

The role of the Secretary is to act as the recording secretary for all meetings of the Students' Representative Council (SRC).

Reporting Responsibilities

The Secretary works under the supervision of the Chairperson.

Specific Responsibilities

1. The Secretary will attend all meetings of the SRC, record discussions, and transcribe recordings into meeting minutes.
2. The Secretary will prepare all minutes and decisions for immediate distribution to all SRC members.
3. The Secretary will provide the Finance Officer of the Students' Union with attendance for each meeting to ensure members are paid their stipend in a timely fashion.
4. The Secretary will notify the Chairperson of quorum, as well as, keeping a record of all written regrets.
5. The Secretary will work with the Chairperson to notify those members who are to be removed due to lack of attendance.

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Caper Times Editor-in-Chief

General Summary

This position is to be the lead editor of the campus newspaper, Caper Times.

Reporting Relationships

The Caper Times Editor-in-Chief will report to the VPFO as Chairperson of the Caper Times Publishing Board.

Specific Responsibilities

1. Responsible for the overall management, direction, and coordination of the Caper Times
2. Ensure that campus news is being reported and printed by fair and accurate means
3. Report in an unbiased, objective view on Students' Union, societies and CBU activities
4. Oversee the overall writing, editing, layout & design, recruitment of contributors and production of the paper according to the publishing schedule
5. Liaise with the VPFO on budgetary management and assistance
6. Hire staff within budget guidelines to ensure efficient production of the paper
7. Train, manage, and supervise Caper Times staff and contributors
8. Sit as a representative on the Caper Times Publishing Board
9. Submit an annual report to the Publishing Board
10. Submit a monthly report of Caper Times activities to the VPFO

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent verbal and written communication skills
3. Knowledge of Microsoft Office Suite and Adobe Creative Suite
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment under extreme deadlines
6. Ability to work within a budget
7. Excellent organization skills
8. Creativity an asset

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Job Description – Administrative Support

General Summary

This position is to provide administrative support to the everyday duties of the Executive Assistant and to the Students' Union Executive.

Reporting Relationships

The Administrative Support will report to the Executive Assistant.

Specific Responsibilities

1. Sending and receiving of correspondence
2. Operating the Students' Union switchboard
3. Welcoming students and guests, providing information and directions, referring inquiries and concerns to the appropriate staff member
4. Typing correspondence for the Students' Union Executive and full-time staff
5. Issuing, recording, and preparing CBRM Transit passes
6. Approving posters
7. Booking of tutor space, University Commons, and boardrooms in the Students' Union
8. Completing paperwork related to Students' Union services
9. Updating job posting boards
10. Other duties assigned by the Executive Assistant and/or members of the Executive Committee

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 for the duration of the employment contract and a registered CBU student prior to the third week of the first month of the academic term.
2. Excellent verbal and written communication skills
3. Knowledge of Microsoft Word, Excel, Email and Internet
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment
6. Excellent organization skills
7. Knowledge of areas and departments of the University

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Job Description – Caper Convenience Store Clerks

General Summary

Store Clerk positions are to ensure the proper operation of Caper Convenience during posted operational hours.

Reporting Relationships

The Caper Convenience Store Clerks will report to the Operations Manager.

Specific Responsibilities

1. Receive deliveries, ensuring stated amount of inventory is delivered
2. Store deliveries
3. Stock shelves
4. Make note of low inventories and report to Operations Manager
5. Light cleaning duties
6. Brewing coffee
7. Strong customer service
8. Cashier duties – ringing through customers and processing transactions
9. Counting starting cash and preparing deposits at end of shift
10. Inform customers on current promotions; upsell where possible
11. Inform customers on Students' Union events
12. Loss prevention
13. Other duties assigned by Operations Manager, VPFO, and/or Executive Committee

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication skills
3. Ability to work independently in a fast-paced environment
4. Experience with handling cash
5. Strong customer service skills

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Job Description – Pit Lounge Staff

General Summary

These positions are to ensure proper operations in The Pit Lounge during posted working hours.

Reporting Relationships

The Pit Lounge staff will report to the Operations Manager

Specific Responsibilities

1. Serve alcohol responsibly to patrons, recognizing when to stop serving intoxicated patrons
2. Mix, prepare, pour beverages
3. Check photo government ID before serving alcoholic beverages
4. Wash glassware, utensils, and other containers after each use
5. Strong customer service
6. Cashier duties – collect payment and process transactions
7. Light cleaning duties
8. Receive shipments, notify Operations Manager when low on inventory
9. Check inventory of liquor before and after each shift
10. Count starting cash, and inventory, and prepare deposits at end of shift
11. Other duties assigned by Operations Manager, VPFO, and/or Executive Committee

Qualifications:

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Must be 19 years of age prior to August 31st
3. Excellent communication skills
4. Ability to work independently in a fast-paced environment
5. Experience with handling cash
6. Bartending license recommended, but not required
7. Bartending experience is an asset, but not required

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Job Description – Community Outreach Coordinator

General Summary

This position is designed to plan and create initiatives for the betterment of CBU and the community at large.

Reporting Relationships

The Community Outreach Coordinator will report to a member of the Executive Committee.

Specific Responsibilities

1. Building and maintaining a database of student volunteers for use during Students' Union or Goodwill events and endeavours
2. Providing material to the VP Promotions to advertise goodwill endeavours
3. Coordinating the Swim 'N' Gym program on a weekly basis during the current academic year
4. Coordinating one charitable fundraiser, cause, or other activity three times per semester
5. Submit a monthly report of activities to the Executive Assistant
6. Other duties assigned by the Executive Assistant and/or Executive Committee

Qualifications

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication skills
3. Knowledge of Microsoft Office Suite
4. Ability to work independently in a fast-paced office environment
5. Ability to work within a budget
6. Excellent organization skills
7. Creativity an asset
8. A valid government driver's license is required

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Job Description – Pride and Ally Centre Coordinator

General Summary

This position is designed to plan and create initiatives for the education and equality of the CBU community and the community at large.

Reporting Relationships

The Pride and Ally Centre Coordinator reports to a member of the Executive Committee.

Specific Responsibilities

1. Coordinate awareness campaigns and activities surrounding sexuality, awareness, and education
2. Work with the objective of advancing equal rights for straight, gay, lesbian, bisexual and trans-identified individuals on-campus and in the community at large
3. Provide the VP Promotions with materials to advertise services and events to students
4. Facilitate various workshops and train centre volunteers in the areas of sex workshops, safe space, and ally projects
5. Actively recruit volunteers for the centre, maintaining a database of volunteers
6. Maintain and update the Centre's resource library and all reference materials
7. Provide safe sex supplies and usage information to students
8. Provide a safe and confidential area for all students
9. Research areas of sexual education to keep abreast of the current issues
10. Submit a monthly report of activities to the Executive Assistant
11. Other duties as assigned by the Executive Assistant and/or Executive Committee

Qualifications

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication and organization skills
3. Knowledge of Microsoft Office Suite
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment
6. Ability to work within a budget

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Job Description – Tutor Coordinator

General Summary

This position is designed to facilitate the provision of tutoring services for the students of Cape Breton University.

Reporting Relationships

The Tutor Coordinator reports to a member of the Executive Committee.

Specific Responsibilities

1. Responsible for updating the Tutor Service Application Forms
2. Responsible for ensuring that all applications are filled out correctly and completely, supported with the proper documentation
3. Update tutor database on a regular basis
4. Actively recruit qualified tutors, especially when a deficit of tutors occurs
5. Ensure all tutoring service requests are responded to in a timely manner
6. Provide information to the VP Promotions
7. Provide information to students in September to promote program
8. Maintain the preparation and supervision of time sheets and tutoring log book
9. Match students with a suitable tutor
10. Responsible for enforcing all policies and regulations affiliated with the Tutoring Program
11. Submit a monthly report to the Executive Assistant.
12. Other duties as assigned by the Executive Assistant and/or Executive Committee

Qualifications

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication and organization skills
3. Knowledge of Microsoft Office Suite
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment
6. Ability to work within a budget

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Job Description – Women's Centre Coordinator

General Summary

This position is designed to plan and create initiatives for the education and equality of the CBU and community at large, with a particular focus on women's issues.

Reporting Relationships

The Women's Centre Coordinator reports to a member of the Executive Committee.

Specific Responsibilities

1. Coordinate and plan events and activities regarding women's needs
2. Create strategic partnerships with organizations dedicated to providing services to women
3. Prepare materials to promote Women's Centre's events, activities and services for Promotions Coordinator
4. Actively recruit volunteers, creating and maintaining a volunteer database
5. Maintain and update the Women's Centre resource library and all reference materials
6. Research and advocate for issues pertaining to women's equality rights on and off-campus and in the community
7. Ensure the Women's Centre remains a safe and confidential environment for all women on campus
8. Submit a monthly report of activities to the Executive Assistant
9. Other duties as assigned by the Executive Assistant and/or Executive Committee

Qualifications

1. Must be a member of the CBU Students' Union as outlined in By-law 1.01 and registered CBU student prior to the third week of the first month of the academic term.
2. Excellent communication and organization skills
3. Knowledge of Microsoft Office Suite
4. Capable of operating office equipment (fax machine, photocopier, etc.)
5. Ability to work independently in a fast-paced office environment
6. Ability to work within a budget

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Students' Representative Council Compensation Policy

Policy Description

The Students' Representative Council will be paid for their time during regularly scheduled meetings of the SRC. Outlined below is the compensation for each member of the SRC.

Procedure

1. The Chairperson of the Council shall be paid \$125 per month. If the Chair of SRC cannot attend the regularly scheduled meeting and the Deputy Chair steps in, the Deputy Chair will receive \$50 for the meeting chaired.
2. The Secretary of Council shall be paid \$75 per month for preparing the minutes of regularly scheduled meetings of the SRC.
3. All other representatives, excluding the Executive Committee, shall receive \$25 per regularly scheduled SRC meeting.
4. No member of Council shall receive compensation for Emergency Meetings less than 60 minutes in length. For Emergency Meetings which exceed sixty minutes all members shall receive regular compensation in the amount of \$25.

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Chief Returning Officer (CRO) Compensation Policy

Policy Description

The Chief Returning Officer (CRO) will carry out all duties required in the Elections Act for Referendums, General Elections and By-Elections on campus. This policy states the financial remuneration for the CRO.

Reporting Relationships

The Chief Returning Officer (CRO) will report to the Students' Representative Council, and confer with the Executive Assistant and/or the Elections Committee on how to properly carry out the administration of the election in a fair and ethical manner.

Procedure

The Chief Returning Officer shall be paid the following after election results have become official. This remuneration is contingent on the CRO performing the duties required of him/her during elections, by-elections and referendum:

1. A \$750 honorarium will be given for a Students' Union General Election
2. A \$400 honorarium will be given for a Students' Union By-Election with ten or more candidates.
3. A \$300 honorarium will be given for a Students' Union By-Election with less than ten candidates.
4. A \$150 honorarium will be given for a Students' Union Referendum or Plebiscite.
5. Financial remuneration will be negotiated for any activities not noted above between the CRO and the Executive Committee.

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Accountability Policy

Policy Description

The purpose of this policy is to ensure transparent and accountable governance of the Students' Union, particularly as it pertains to the role and activities of the members of the Executive Committee. This policy is meant as a guideline and incremental step in ensuring Students' Union accountability.

Procedures

1. No member of Students' Union Staff shall be given free admittance to any Students' Union sponsored event unless working an event in the capacity of an ancillary employee.
2. Executive expenditures on Students' Union credit cards should be made readily available to any member of the SRC upon request.
3. If Executive Committee members or other Students' Union staff attend a conference as a party representing the Students' Union, it is required that all attendees submit a brief report on the event.
4. Any contract to be signed by the Executive on behalf of the Students' Union for an agreement exceeding one year *must* be passed through the SRC for approval, as decided by a 2/3 majority.
5. Union Executive will be accountable to an elected pro-tem chairperson in the summer months, May-August, who will be permitted to sit in on all executive committee meetings. As such, the summer chair will compile monthly reports that will be available to any SRC members upon request.
6. The summer chair will be elected by the membership of the SRC at the April meeting of the SRC, and will be accountable to the council at large.
7. A printed copy of all SRC minutes shall be made available to Union members upon request, as per section 1.1 of the Students' Union By-laws, at the front desk of the Students' Union, and notice of such posted to the Students' Union website one week following approval. Additionally, Executive Committee minutes will be made available to Students' Union members upon request.
8. The Chairperson of any Students' Union committee will be responsible for keeping a record of attendance and reporting re-occurring tardiness to the Executive Assistant. This behaviour will result in a verbal warning, and could ultimately lead to a written letter on an employee's personnel file.

Cape Breton University Students' Union Administrative Policies and Procedures



Employment Equity Policy

Policy Description

To ensure proper procedures are met in the Students' Union in regards to equal treatment of staff members. Every person in the Union has the right to work in a safe and harassment free environment.

Procedure

1. The Students' Union will employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence.
2. Employees and job applicants should not be discriminated against based on age, race, colour, religion, creed, sex, sexual orientation, gender identity, gender expression, physical or mental disability, an irrational fear of contracting an illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief-affiliation or activity.
3. It is prohibited for an employee or job applicant to be dismissed based on sex, marital status, sexual preference, race, national or ethnic origin, faith, age or disability unless a bona fide occupational qualification cannot be met.
4. It is prohibited for any staff member to make statements, jokes, or commit acts regarding a particular race, ancestry, or religion that is derogatory, offensive, prejudicial or harassing.
5. It is prohibited to intimidate or interfere with an employee's work or work environment through unwelcome, offensive or harassing sexual comments, questions or acts (implicit or explicit), including prejudicial statements or acts regarding pregnancy or marital status.
6. Employees who feel or believe they have been harassed are to report the incident right away to the Executive Assistant. The incident will then be investigated and the appropriate corrective action will follow if merited.
7. Incidents involving elected officials of the Students' Union shall be brought to the Chairperson of the Students' Representative Council. Note that, in the event an allegation is brought against the Chairperson, it should be brought to the Deputy Chairperson. The responsible party shall then strike a committee for the purpose of appeal, from which a decision will be brought before the Students' Representative Council.

8. Employees within the Union's relatives and partners will be eligible for employment with the Students' Union. Under no circumstance can an existing Students' Union employee interfere in the hiring process. They are also prohibited to sit on the hiring committee.

Cape Breton University Students' Union Administrative Policies and Procedures



Financial Management and Control Policy

Policy Description

The Students' Union is committed to financial stability. Financial Management and Control is essential to our success in other areas of activity. The policy has been developed to reflect the present organizational structure and principal components of the Students' Union. Any changes to this policy shall be consistent with the by-laws.

Procedure

1. The Fiscal Year shall begin on June 1 and conclude May 31 of the following calendar year.
2. The books of account shall be established and maintained by the Finance Officer. These shall serve as the Students' Union accounting records.
3. The Students' Union's books of account are to be kept current to reflect transactions on a timely basis and are to be balanced monthly with appropriate balancing and reconciliation.
4. The Students' Union shall maintain separate accounts for a number of its operations, programs, and the general administration of the organization. For cash flow purposes, it is often necessary to transfer funds between accounts. The VPFO and the Finance Officer shall ensure that each account has adequate cash to sustain the operation. Any transfers between accounts should be first approved by the VPFO and implemented by the Finance Officer. Transfers shall be documented and a copy of that documentation shall be sent to line managers for the purposes of communication.

Financial Authorities within Approved Budget Lines

The following authorities apply to all spending that occurs within the SRC approved Students' Union budget. Spending within operations and special projects depends on revenue generation through sales or grants. All operations are operated on a cost recovery basis. Operations spending authority is outlined below:

1. Full-time staff members shall not approve expenditures exceeding \$500.
2. Executive members shall not individually approve expenditures exceeding \$1,000.
3. The Executive Committee shall not approve expenditures exceeding \$10,000.

4. The Students' Representative Council must approve all expenditures exceeding \$10,000.
5. No other positions shall have spending authority and must requisition goods or services through their immediate supervisor.
6. The VPFO shall determine any excessive spending and may implement restrictions on spending to any employee of the Students' Union, excluding the authority of the Students' Representative Council.
7. The Executive Committee shall determine any excessive spending by the VPFO and may implement restrictions on his/her spending authority.
8. Managers/Project Coordinators for the operations (Pit, Caper Convenience) may exercise normal day-to-day financial authority relating to the ordering of inventory, handling of cash, and other regular activities of the given operation. Any activity that is not cost recoverable or directly impacts the approved Union budget is subject to all financial authorities outlined above.
9. Only the Operations Manager may initiate any entertainment contract, in consultation with the VPFO. Any entertainment contract that has total cost, including sound, security, rider, etc., exceeding \$3000.00 must be reviewed and approved by the Executive Committee. The Operations Manager must provide a detailed budget outlining cost analysis and projections for cost recovery in the ancillary operations.

Cape Breton University Students' Union Administrative Policies and Procedures



Financial Statements Policy

Policy Description

The Financial Statements policy is to ensure the Student's Union's accounting systems and procedures are maintained with accuracy and due diligence.

Procedure

1. Students' Union accounting systems and procedures will be maintained by the Finance Officer. Vice President Finance and Operations must approve any major changes to systems.
2. Under the direction of the VPFO, the Finance Officer has responsibility for the preparation and coordination of all financial statements and reports. The VPFO shall ensure and coordinate the timely issuance of all external and internal financial reports.

These include:

- Statements of operations and balance sheets for each ancillary operation, prepared monthly;
 - A consolidated statement of operations and consolidated balance sheet of the Students' Union operations and ancillary operations, prepared monthly;
 - A bank reconciliation outlining all outstanding cheques, prepared monthly;
3. The Finance Officer shall alert appropriate departments and staff on a regular basis on the current status of their budgets.

Cape Breton University Students' Union Administrative Policies and Procedures



Credit Card Policy

Policy Description

This policy is in place to ensure that credit cards issued by the Students' Union to full-time staff and Executive are used appropriately and for business practices only.

Procedure

1. Credit cards may be issued to members of the Executive and full-time staff of the Students' Union. All cards issued must be through the same financial institution, drawing from the same credit amount. The President and Vice President Finance & Operation will determine the amount allocated to each individual's credit card. At no time is an individual to be allocated more than 35% of the total allotted amount from the credit institution.
2. Expense credit cards should only be used when other financial tools are unavailable. All card spending must fall within approved budget lines and all expenditures are subject to the approval of the VPFO. Whenever possible, prior approval of the VPFO should be sought before the expense is incurred. This practice is in accordance with the VPFO signature required on purchase orders.
3. Personal expenditures should not be charged to any Union credit card. Any charge deemed to be 'personal' or that is not approved by the VPFO shall be deducted from the employee's next regular pay. Personal charges may be subject to a 5% administration fee at the discretion of the VPFO.
4. All Executive and full-time staff members must sign a Credit Card Agreement that states they will adhere to the policies outlined above.

Cape Breton University Students' Union Administrative Policies and Procedures



Purchasing Policy

Policy Description

This policy is to ensure that all purchasing within the Students' Union through external sources is done according to budget.

Procedure

1. Approval of purchasing shall be centralized through the Vice President Finance & Operations to ensure accountability and the proper maintenance of records.
2. Purchases, whenever possible, should be accompanied by a Purchase Order bearing the signature of the VPFO. This process is in accordance with Generally Accepted Accounting Principles.
3. Purchases internal to the university should be invoiced by the respective department and paid by cheque from the Students' Union.
4. Capital purchases or any items to be depreciated over a given period, shall require approval of the Students' Representative Council and must fall within the approved budgets.

Cape Breton University Students' Union Administrative Policies and Procedures



Investments Policy

Policy Description

This policy is to ensure that the Students' Union capital investment fund is being properly maintained.

Procedure

1. The Students' Union shall maintain a capital investment savings fund. The purpose of the fund is to accumulate financial wealth over the long term. It is not intended to be used for short term gain, but rather, long term stable growth.
2. The Investment Committee is responsible for making recommendations to the SRC for investment policy. The Committee is also responsible for the hiring, supervision, and review of fund managers. The Committee is composed of:
 - i) Three (3) members of SRC chosen by SRC;
 - ii) VP Finance and Operations (Chair, Investment manager);
 - iii) President.
 - iv) One (1) full-time staff member appointed by the President.
3. The primary goal of the fund is to maintain adequate cash flows for large approved purchases outside of the normal operating budget. This may include, but is not limited to, capital purchases, leasehold improvements, payments for entertainment contracts, or legal obligations.
4. Contributions to the fund may be made annually upon approval of SRC passed by 2/3 of Council members. Contribution amounts shall only be made in the event of a budgetary surplus of operating funds, or an out-of-budget collection of Students' Union Fees.
5. In the event of a budgetary surplus, not less than 20% of the surplus realized at year end shall be allocated directly to the fund. Surpluses will be based on the Union's audited year-end financial statements. A surplus is defined as: revenues of the Union and all of its operations exceeding the expenditures of the Union and all of its operations in a given fiscal year.
6. Investments shall only be placed in no-risk savings instruments. The interest from these investments may be placed in low- or no-risk instruments only when the principal amount is guaranteed and protected from loss.
7. The Investment Committee shall meet no less than semi-annually and, when possible, before a scheduled SRC meeting. The Committee may meet more often if required.

8. All communication with the Investment Manager will be through the Investment Committee of the SRC.

**Cape Breton University Students' Union
Administrative Policies and Procedures**



Budgeting Policy

Policy Description

This policy will ensure that budgets are prepared accurately and reflective of the current status of funds and need within the Students' Union.

Procedure

1. Preparation of budget documents shall be the responsibility of the Vice President Finance and Operations, assisted by the Finance Officer.
2. Preparatory documents for the Budget Committee should be ready by March 1 of each year.
3. Upon completion, the proposed budget must be sent out to all SRC members for review. An Emergency Meeting of SRC must be called to give members the opportunity to offer recommendations and vote on the proposed budget. If the proposed budget is rejected by SRC, the Budget Committee must reconvene to review Council's recommendations.
4. A second Emergency meeting of the SRC must be held if the SRC rejects the budget as presented. In the event of further rejection, the committee will once again reconvene and the budget will be up for approval at the last regularly scheduled SRC meeting.
5. Budgets shall be prepared in detail for the Students' Union as well as all ancillary operations.

Budget Committee

The Budget Committee shall include outgoing and incoming student appointments, as well as full time staff:

- i) The President-Elect and Executive Vice President-Elect
- ii) One SRC representative to be elected by SRC
- iii) Incoming Vice President Finance and Operations (If Applicable)
- iv) The current Vice President Finance and Operations (Chair of the Budget Committee)
- v) Operations Manager of the Students' Union (ex-officio, non-voting)
- vi) Finance Officer of the Students' Union (ex-officio, non-voting)

Cape Breton University Students' Union Administrative Policies and Procedures



Auditing Policy

Policy Description

This policy speaks to the various aspects of auditing within the Students' Union.

Procedure

1. The Students' Union's financial statements are prepared in accordance with principles generally accepted in Canada. The Students' Union's annual financial statements comprise:
 - i) Consolidated balance sheet
 - ii) Consolidated statement of equity
 - iii) Consolidated statement of operations
 - iv) Consolidated statement of changes in financial position
 - v) Brief summary of significant accounting policies
 - vi) Brief summary of the Union's loan portfolio
 - vii) Brief summary of fixed assets
2. The Vice President Finance & Operations, with the assistance of the Finance Officer, is responsible for preparation of the annual financial statements including all notes, and for liaison with the external auditors. Auditing services must be tendered out every three (3) years in accordance with Students' Union Bylaws.
3. The Vice President Finance and Operations will report the findings of the external audit to the Students' Representative Council at the first meeting of each year.

Cape Breton University Students' Union Administrative Policies and Procedures



Legal Counsel Policy

Policy Description

This policy speaks to the various aspects of legal counsel within the Students' Union.

Procedure

1. Students' Union members are entitled to legal advice from the Students' Union's legal counsel. One free appointment will be set up by the Executive Assistant, at the request of the student. In addition to legal counsel, the Executive Committee may retain a notary public to sign documents for students.
2. All new contracts issued to full-time employees and Executive of the Students' Union must be reviewed by the Students' Unions legal counsel.
3. All governing bodies of the Students' Union, such as the Students' Representative Council, the Executive Committee, or an ad hoc committee, that require legal advice are to first consult Students' Union legal counsel.
4. Legal services should be reviewed every three (3) years by a committee comprised of Students' Union Executive, full-time staff members, and at least 2 members of the SRC. Any changes to legal counsel must be approved by a 2/3 majority vote of the SRC.

Cape Breton University Students' Union Administrative Policies and Procedures



Staffing Policy

Policy Description

To ensure that all staffing is conducted in an efficient and appropriate manner.

Procedure

To be considered for a term of student employment you must be a member of the Students' Union in accordance with Section 1 of the Students' Union By-laws.

1. Proof of registration shall be required no later than the third Friday of September for the Fall semester each Academic year, and will be required again by the third Friday in January for the Winter Semester.
2. It is the responsibility of the Executive Assistant to ensure that all students working for the Students' Union are registered students. If someone working is not a registered student written notice shall be given to the President of the Students' Union and the party in question given a period of up to one week to register and qualify as a member of the Students' Union as per Section 1 of the SU By-Laws.
3. Full-time staff provides continuity for the Union. The role of full-time staff is to provide information, history, advice and administrative support to the Executive Committee.
4. Full-time staff and hired Vice Presidents will be issued employment contracts that outline their specific duties and responsibilities.
5. Coordinator positions are filled in accordance to the Selection Process Policy and the CBUSU By-laws.
6. Coordinator positions terms run from September 1 to March 31.
7. Students holding coordinator positions will not be able to hold any other position that is within Students' Union, i.e.: The Pit Lounge, Caper Convenience and Students' Representative Council.
8. The CRO shall not hold any other positions in the Union.
9. Coordinators positions are subject to budget approval and are at the discretion of the Executive Committee.
10. Coordinator positions must be set by May 1 of every year.
11. Coordinators must be issued an employment contract that outlines their specific responsibilities, terms and conditions and length of their employment.
12. Casual student employees are hired by the Students' Union to fill a position for a period of time and receive wage compensation. Compensation for these jobs will be linked to their terms and conditions of employment.

13. All employees must be issued an employment contract that outlines their specific responsibilities, terms, conditions and length of their employment.

Cape Breton University Students' Union Administrative Policies and Procedures



Full-Time Employee Selection Policy

Policy Description

To ensure all candidates are treated fairly and assessed to discourage any means of discrimination. This policy will guarantee the positions are filled in a timely manner with sufficient advertising. All positions, in the Union, that are of continuous employment (more than four months), shall be procured by a competitive selection process.

Procedure

1. The Executive Committee shall be empowered to hire and adjust staff within budget authority and contractual agreements.
2. The President shall review and retain legal counsel for all full-time job descriptions.
3. The approval of the Students' Representative Council is needed in order to approve new full time continuous employments that are deemed out of budget.
4. A selection committee will consist of members of the Executive most pertinent to the job. The President will appoint an individual from the full-time staff to also sit on the panel.
5. The selection committee will prepare questions and other means of evaluation deemed necessary for the job.
6. Following the completion of the interviews, the selection committee will score the individual candidates, check references and assess the competition.
7. The selection committee will choose the best suited candidate based on the scores of their answers and testing in the interview.
8. Each applicant will be notified in writing the result of the process within ten (10) working days of hiring the successful candidate. The successful candidate will receive a call and a letter of offer.
9. The Executive Assistant will keep all documentation on file relating to the selection process used and the performance of all applicants in the process.
10. The President and Vice President Finance and Operations shall sign a contract with the successful candidate, providing all information relevant to employment responsibilities, terms and conditions, expected start date, salary and benefits and the probationary terms, if any, which apply.
11. The successful candidate must sign and return the Letter of Offer they received to the Student's Union within one week of receiving it.
12. All contracts must be reviewed and approved by the Students' Union legal counsel.
13. All full-time employees will be subject to periodic performance appraisals.

Cape Breton University Students' Union Administrative Policies and Procedures



Student Employee Positions and Selection Policy

Policy Description

To ensure all candidates are treated fairly and assessed to discourage any means of discrimination. This policy will guarantee the positions are filled in a timely manner with sufficient advertising. All positions, in the Union, that are of continuous employment (more than four months), shall be procured by a competitive selection process.

Procedure

1. The VP Promotions and Executive Assistant shall send a notice of employment throughout the CBU campus.
2. The notice of employment will be posted for a period of no less than 14 days and no more than 21 days.
3. The selection committee will be comprised of two members of the Executive. One committee member shall be the direct supervisor of the applicant and the other will be the best suited person for the job. One member of the full-time staff will also be selected for the committee. In special circumstances, one external person can be chosen for the committee.
4. The selection committee may short list applicants. If they feel there are no suitable/qualified applicants for the position, the position will be reposted for seven (7) days.
5. If there is an applicant that has a direct conflict with a selection committee member, that member must remove themselves from the committee. The President will appoint a new member in their place.
6. Applicants who are to be interviewed must be given a minimum of 48-hours notice prior to the scheduled interview time. A reasonable effort should be made to ensure all qualified applicants receive an interview. If an applicant is unable to come in person, a phone interview can be arranged.
7. The selection committee once established will prepare questions and other means of evaluation deemed necessary for the job.
8. Following the completion of the interviews, the selection committee will score the individual candidates, check references and assess the competition.
9. Each applicant will be notified in writing the result of the process within ten (10) working days of hiring the successful candidate. The successful candidate will receive a call and a letter of offer.
10. The Executive Assistant will keep all documentation on file relating to the selection process used and the performance of all applicants in the process.

11. The President and Vice President Finance and Operations shall sign a term contract with the successful candidate, providing all information relevant to employment responsibilities, terms and conditions, expected start date, salary and benefits and the probationary terms, if any, which apply.
12. Once a term is completed, if the student hired wishes to return they must go through the hiring process again in order to obtain employment.
13. Student Coordinators are required to work a minimum of ten hours per week in the office and will be paid a salary as per his/her contract. This salary will be divided equally among the number of bi-weekly pay periods in the contract term.
14. All employees of Caper Convenience and the Pit Lounge will start at minimum wage and are paid hourly. Only by recommendation of the Operations Manager and VPFO will wage adjustments be approved for student employees.
15. The Operations Manager can promote an employee to a Student Manager. This is subject to the approval of the Executive Committee. Student Managers would start at \$1 above minimum wage.
16. Students working in ancillary operations of the Students' Union are not allowed to work in a Student Coordinator position; however, they may run for a seat on the Students' Representative Council.
17. All student employment positions will be given the following three warnings before termination:
 - i) Verbal Warning
 - ii) Written Warning
 - iii) Termination (accompanied by a formal letter of Termination)

Cape Breton University Students' Union Administrative Policies and Procedures



Student Employment (Casual)

Policy Description

During certain projects or initiatives, the Student's Union may require additional assistance through short-term contracts.

Procedure

1. In the instance a member of the Students' Union requires assistance; the Executive Committee may hire, subject to budget approval, casual employees to work on a specific project or task for a specified period of time.
2. Casual employees may be required to perform a duty or a task that specializes in an area that cannot be found among current staff.
3. All casual employees must be approved by the Executive Committee and shall only be compensated from within approved budget lines.
4. The Students' Union employee who is requesting the help of a casual employee must deliver a detailed document stating why this casual employee is needed, what task or project they will be working on, and how long they intend to hire the person.
5. Compensation will be directly linked to hours of work performed or specific tasks completed.
6. A casual employee contract will be issued outlining the specific responsibilities, terms, conditions, start date, end date and compensation.
7. Excessive use of casual employment is discouraged and should not be used to complete task and duties that are assigned to existing positions and/or job descriptions.
8. The Executive Assistant will keep a file of general resumes on hand in the event that casual job opportunities arise within the Students' Union.

Cape Breton University Students' Union Administrative Policies and Procedures



Pay Deduction Policy

Policy Description

To ensure that there is fairness in the office, this policy has been created to act as a guideline for Union employee pay deduction when aspects of their job description have not been met.

Procedures

1. Coordinators and Executive members are expected to be in their office during their posted work hours.
2. If a coordinator is not in their office during work hours, without the approval of their direct supervisor, pay will be deducted at the discretion of the VP Finance and Operations and the Finance Officer. During office hours, coordinators are required to put in ten hours of Students' Union work.
3. Each Coordinator and Executive member has specific responsibilities to carry out during their term in the Students' Union. If a task within their job description is not fulfilled, their direct supervisor, the Students' Representative Council in the case of Executive members, has the power to deduct pay based on the level of the job that was to be carried out.
4. There is an expectation for all coordinators to hand in their monthly reports by the first day of each month. Similarly, Executive Members must submit reports before each regularly scheduled meeting of the SRC. Coordinators will receive a per day deduction equivalent to one hour's pay for each day a monthly report is late. Extenuating circumstances will be taken into consideration.
5. If a report is not submitted, it is up to the discretion of the direct supervisor to take the next step of punitive action.
6. Coordinators and Executive are to work during Reading Week. If either chooses not to work during Reading Week, they will not be paid for that time period.

Cape Breton University Students' Union Administrative Policies and Procedures



Travel and Conference Policy

Policy Description

To ensure that business dealings (conferences, meetings, etc.) are attended within budgetary constraints and practices of the Students' Union.

Procedure

1. When travel opportunities arise, staff should seek approval from their supervisor. All travel must be approved within budget. Executive travel shall be approved at Executive meetings within budget constraints.
2. All expenses incurred will only be reimbursed with proof of purchase. If Union credit cards are used, receipts must also be submitted.
3. The Students' Union will reimburse employees expenses incurred while travelling when away on business.
4. On each day of travel, the employee's meal allowance (including gratuities) will be:
 - i) \$15 for breakfast
 - ii) \$20 for lunch
 - iii) \$25 for supper
5. Meal allowances are only in effect when meals are not provided within conferences or meetings. No alcohol is to be expensed to the Union.
6. An employee may claim expenses incurred for commercial accommodations. No luxury accommodations are permitted. Employees are instructed to request the corporate rate when staying in hotels.
7. Travel by air, bus, rental car and rail are reimbursed at direct cost. Employees are encouraged to and may be instructed to take the combination of transportation that is both timely and financially sound.
8. If travelling in a vehicle leased or owned by the Students' Union or in a rental vehicle, all gas receipts must be provided.
9. Employees will be instructed to book transportation and accommodations directly through the Students' Union.
10. If an employee chooses or has to take their own personal vehicle they must complete and submit a Car Expense Claims Report to their supervisor.
11. If travelling in a personal vehicle all gas receipts must be provided. Reimbursement will be \$0.44/km.
12. It is at the discretion of the Vice President Finance and Operations to set a restriction to the reasonable amount of allowable kilometres.

13. In the event of a special circumstance, the Students' Union will provide a travel advance up to 75% of the anticipated cost. Receipts and all funds that were not used must be submitted to the Finance Officer no more than five (5) days post-travel.
14. All travel advances are subject to the approval of the Vice President Finance and Operations.

Cape Breton University Students' Union Administrative Policies and Procedures



Vehicle Usage Policy

Policy Description

To ensure the Students' Union vehicle is properly used by the employees of the Union.

Procedure

1. Any vehicle owned, leased or rented by the Students' Union shall be used specifically for Students' Union operations, such as operations errands , purchase orders, conference travels, Swim n' Gym volunteer transportation and any other activity or events deemed appropriate by the Executive Committee.
2. Only members of the Union with a valid license will be given the privilege to drive the van. All Executive members, with a valid license, will be insured on the vehicle. The Executive committee will decide which employees will be insured on the policy and therefore given the opportunity to use the vehicle.
3. The Students' Union reserves the right to request the abstract of any driver given access to the Union vehicle.
4. In the event a vehicle needs to be rented, full-time staff and any student paying Students' Union fees and are eligible to drive the vehicle **only** if they have a valid driver's license and are within the age restrictions of the rental car company.
5. Before using a personal vehicle for any sort of travel or errands, the Students' Union needs to ensure that all other available outlets to obtain a car are exhausted.
6. Any vehicle that is owned or leased by the Students' Union is for work purposes only.
7. The Students' Union vehicle is to be parked in the reserved parking spot. Only during conferences and meetings out-of-town will the vehicle be permitted not to be kept in its parking spot overnight.
7. Failure to abide by the policies may result in loss of driving privileges.
8. Any parking, speeding or failure to obey traffic sign tickets will be at the expense of the driver and not the Students' Union.
9. The vehicle must be signed out through the vehicle log book kept at the front desk. Date, time and reason for usage must be recorded.
10. All drivers must be covered under the Students' Union insurance policy while operating a vehicle owned by the Students' Union. If any damages occur to the vehicle, they must be reported to the Vice President Finance and Operations immediately.
11. The Operations Manager will routinely check the vehicle for damages and ensure that all routine maintenance is done. The Operations Manager will have access

- to the spare vehicle key for this purpose, provided that the front desk is kept informed as to the whereabouts of the Students' Union van.
12. If there is an instance of a major collision or the vehicle breaks down, Roadside Assistance must be called.
 13. All drivers operating the vehicle that is owned by the Students' Union must return the key to the Front Desk after each use and complete the log book. Employees returning from conferences must return keys within 12 hours after their arrival
 14. If a key is lost or not returned by the end of the year, the appropriate amount to replace the key will be removed from their final paycheque. If their last paycheque does not cover the full amount they will be required to pay the remainder to the Students' Union. Arrangements in this situation will be made through the Vice President Finance and Operations and the Finance Officer.

**Cape Breton University Students' Union
Administrative Policies and Procedures**



Executive Parking Pass Policy

Policy Description

Each member of the Executive will receive a parking pass according to the restrictions set out in the policy.

Procedure

1. Each Executive member will be granted a parking pass from May 1 to August 31.
2. Parking passes are to be purchased at the CBU Bookstore.
3. If a member of the Executive does not have their own vehicle, they will receive a subsidized bus pass upon request.
4. Parking passes will be purchased by the Executive Assistant.
5. If the Executive member is given a parking ticket for a pass not placed in the vehicle, the Executive member is responsible for paying the ticket out of pocket.

Cape Breton University Students' Union Administrative Policies and Procedures



Office Operations Policy

Policy Description

This policy ensures that there is consistency in the office and all staff adheres to the guiding principles of the Union.

Procedure

1. The Students' Union is open Monday to Friday from 8:30 a.m. to 4:30 p.m.
2. If a Students' Union employee requires use of the office during unscheduled work hours, the assistance of Security may be necessary in order to gain entrance.
3. All Executive and Coordinators are required to post work hours. Failure to post work hours will result in deduction of pay.
4. There is zero tolerance for the use of drugs and/or alcohol in offices.
5. All employees must sign a Students' Union Key Agreement when issued keys and upon returning keys.
6. Failure to return keys at the end of term will result in deduction of final pay.
7. If an employee loses their keys they will be asked to pay the fee for replacement.
8. Students' Union equipment must be signed out through the front desk.
9. The employee who signs out equipment will be held accountable for loss or damages.
10. Students' Union may host clients, colleagues, stakeholders, or other individuals at meetings involving meals or other expenses. All such events must be approved by the Vice President Finance and Operations prior to purchase.
11. Boardrooms located in the Students' Union are primarily for the use of the Students' Union meetings and activities. These meetings and activities take priority over external bookings.
12. Internal and External organizations that wish to use one of the Students' Union Boardrooms will be granted the request based on availability. All Students' Union Boardrooms must be booked in advance with Administrative Support of the Students' Union. Boardroom bookings are made in the order they are received.
13. Students wishing to book a table in the Lobby and Commons must do so with Administrative Support of the Students' Union.
14. Organizations that are external to Cape Breton University and the CBU Students' Union must book tables through Conference Services. Organizations external to the university will be charged for space rental.
15. The Lobby and Commons areas may not be used to promote any materials which threaten, harass, or otherwise promote discrimination against any individual or groups within the CBU community and the community at large.

16. To ensure equal and fair access to the use of these facilities, groups may be restricted in the number of days they are granted to book tables.
17. Groups may use signage and or other promotional materials. Materials affixed to university property must be in accordance with the guidelines set out by CBU Facilities Management.
18. Groups may not engage in any activity that exceeds the normal noise level or disrupts the normal flow of traffic through the Lobby or Commons areas. Aggressive solicitation of community members is not permitted.
19. Groups that represent a religious or political affiliation may not approach people walking through the Lobby and or Commons. The person must make the decision to approach their tables to receive information.
20. Any groups that fail to comply with these policies may be asked to leave the property.
21. It is important that the Students' Union maintain adequate levels of insurance on all assets and operations, as well as appropriate liability coverage.
22. The Finance Officer shall oversee the Students' Union insurance needs and work with the Vice President Finance and Operations to ensure all coverage aspects are met.
23. Procurement of photocopying and printing equipment shall be overseen by the Vice President Finance and Operations.
24. The Vice President Finance and Operations may opt to purchase and/or lease copy or print equipment.
25. The Executive Assistant will ensure all Students' Union employees are issued an access code for copy equipment. The access code will track all individual usage. Usage reports should be generated on a monthly basis and submitted to the Vice President Finance and Operations for review. These codes are to be kept confidential.
26. Photocopy and printing equipment is intended strictly for Students' Union related activities.
27. Students may use the fax machine in order to send or receive information that is relevant to their CBU education.

Cape Breton University Students' Union Administrative Policies and Procedures



Records Management Policy

Policy Description

This policy is to maintain accurate records for the Students' Union. These records may include, but are not limited to: contracts, events, policies, forms, lawsuits.

Procedure

1. Paper records and contracts generated or received by the Students' Union shall be stored in the central filing system.
2. All confidential files, such as personnel contracts and information will be stored in the confidential filing system located in the Executive Assistants' office.
3. Financial files shall be maintained by the Students' Union Finance Officer.
4. Documents stored and produced electronically will be backed up on a Students' Union certified hard drive, to be kept on the premises.
5. It is encouraged that all Students' Union employees retain separate filing systems during their terms. During transition, the employee will allow their successor to review the files. Any files that are not needed to be readily accessed will be filed in the central filing system.
6. All files must be managed in accordance with the Students' Union subject file classification system.
7. Information in records is readily available to Student's Union employees and shall be available to the students at large upon request. Requests for financial information shall be reviewed and distributed based on the decision of the Vice President Finance and Operations.

Cape Breton University Students' Union Administrative Policies and Procedures



Office Use Policy

Policy Description

This policy works to ensure that space in the Students' Union is distributed fairly and based on need.

Procedure

1. A Space Allocation Committee made up of the President, Vice President Finance and Operations and the Executive Assistant shall make decisions regarding office space for employees.
2. Only duties that are directly related to the employee's job shall be administered in the office during their posted work hours.
3. Office space is considered a privilege and access may be revoked should there be any indication of misuse, as per the discretion of the Space Allocation Committee.
4. Offices should be kept clean, tidy and free of debris.
5. The employee occupying the office space has full responsibility for all Students' Union property.
6. The offices must remain locked when not in use.
7. The Students' Union is not responsible for lost or stolen personal items kept in offices.

Cape Breton University Students' Union Administrative Policies and Procedures



Social Media Policy

Policy Description

This policy sets out guidelines for the use of Social Media in the Union.

Procedure

1. Social media outlets are not to be used for posting confidential information about students at Cape Breton University or staff members.
2. Any use of the CBU Students' Union logo on social media must be approved by any member of the Executive Committee.
3. All official CBUSU social media accounts are to be maintained by the VP Promotions and his/her delegates.
4. All posts on official CBUSU social media accounts are not permitted to be perceived as biased or discriminatory in any nature. Any post deemed reasonably offensive by a student must be taken down.
5. While at work, posts must not be updated unless they are work related. Frequent posts of personal information while on office time will result in disciplinary action.
6. Personal posts should not reflect poorly on the Union. All information uploaded or displayed on social media networks should be thought through with best judgment prior to posting.
7. Any posting, both personal and professional, deemed inappropriate by a member of the Students' Union will be reviewed and could be grounds for disciplinary action by the Executive Committee.
8. Failure to comply with this policy will result in disciplinary action, and may result ultimately in termination.

Cape Breton University Students' Union Administrative Policies and Procedures



Website Policy

Policy Description

To ensure the website www.cbusu.ca reflects current events, contact information, job descriptions, etc. This policy also describes acceptable persons to administer the back end of the site.

Procedure

1. The Vice President Promotions and his/her delegates are the only Students' Union employees that have access to update or perform maintenance work to the CBU Students' Union website.
2. The Vice President Promotions will ensure regular updates and maintenance work is done on at least a weekly basis to maintain accurate information.
3. No photos or information that could be perceived to harm, discriminate against, or alienate any individual or group of students is permitted on the website.
4. Failure to comply with these policies may result in loss of privileges and/or termination.
5. The VP Promotions shall vet all submissions for the CBU Buy/Sell website.

Cape Breton University Students' Union Administrative Policies and Procedures



Poster Policy

Policy Description

The Students' Union regulates the posting of print materials on campus. This policy ensures proper posting is followed.

Procedure

1. The Students' Union regulates the posting of print materials on SU bulletin boards located throughout campus and all walls in the Lobby and Commons area.
2. All Students' Union bulletin boards are marked throughout the campus.
3. Unstamped posters are not prohibited on bulletin boards. Facilities Management will take down any posters in restricted areas.
4. All poster materials must be brought to the Students' Union Administrative Desk for approval stamp.
5. The Administrative Support desk must decide whether or not to approve posters. Any posters in question should be seen by the Executive Assistant.
6. Posters seeking approval must not have any inappropriate imagery or text.
7. Direct competitors of The Pit Lounge will not be granted poster approval if the event in question is staged during The Pit's operational hours.
8. The Students' Union will only distribute posters for its own staff. Societies, CBU Departments and external groups are responsible for posting their own materials, using their own supplies.
9. The VP Promotions will ensure that posters are taken down 48 hours after an event is complete.

Cape Breton University Students' Union Administrative Policies and Procedures



Telecommunications Policy

Policy Description

The usage of cell phones for the Executive members of the Students' Union has become a need for business operations. This policy sets out remuneration for cell phone bills. Additionally, appropriate use of office phones are laid out in this policy.

Procedure

1. The Students' Union will pay a maximum of \$30 towards the Executive Committee's monthly cell phone bills.
2. Each Executive Committee member must supply the Finance Officer their monthly cell phone bill in order to redeem the \$30.
3. Cell phone bills must be submitted monthly and not accumulated over the course of the year.
4. Any cell phone bills submitted past the 15th day of each month will not be reimbursed.
5. Use of the office phones are strictly for Students' Union related activities.
6. No personal long distance calls are to be made on office phones.
7. All Students' Union employees must record an answering machine message immediately when taking office. Each employee must check answering messages regularly.
8. All passwords on answering machines will be reset on April 30.

Cape Breton University Students' Union Administrative Policies and Procedures



Computer Usage Policy

Policy Description

To ensure the computer usage of the Students' Union is strictly for the use of work related activities.

Procedure

1. Access to all computer resources is considered a privilege and may be revoked if abused.
2. Users must not access, copy, or remove programs or data not belonging to the user without explicit consent from the Executive Committee.
3. Students' Union computers must not be used to transmit any material in violation of any level of government or law. This includes, but not limited to: creating, storing, replicating or distributing harassing, obscene, racist, malicious, fraudulent, or, slanderous material.
4. It is prohibited to download or pirate any music or video content.
5. Students' Union email accounts will not be used for commercial solicitation or personal advertising.
6. All computers on the premises are the property of Cape Breton University or the Student' Union, and as such both the Union and the owner of the system in question have the right to review contents and use of said system if abuse is suspected.
7. Students' Union employees are responsible for the use of their assigned computer system, and as such are responsible for all data and communications sent from said system.
8. Network settings are not to be altered without the prior approval of Cape Breton University Computer Services.
9. Inappropriate use of computers may lead to prosecution under copyright laws or the Criminal Code of Canada.

Cape Breton University Students' Union Administrative Policies and Procedures



Donations Policy

Policy Description

To ensure all prize donations are distributed in an equal and fair manner and within budgetary constraints.

Procedure

1. In order to donate a prize or a monetary sum to a particular group or event, the Students' Union must receive a letter for donation request at least fourteen days prior to the event.
2. It is at the discretion of the Executive Committee to what the prize donation will be or the monetary amount to be donated based on availability of supplies or amount left in the budget.
3. The Executive Committee must make a decision no more than fourteen (14) days after the request has been submitted.
4. The VP Finance and Operations will notify the group requesting the donation no more than 48 hours after the decision has been made by the Executive Committee.
5. If a donation request is accepted, it is the responsibility of the Executive Committee to acquire the funds or items requested, or which the Executive Committee has decided upon.
6. The VP Finance and Operations will submit a request for a cheque from the Finance Officer or prepare the prize donation, which will be kept at the front desk for pick-up.

**Cape Breton University Students' Union
Administrative Policies and Procedures**



Emergency Bursary Policy

Policy Description

The Students' Union Emergency Bursary Policy is to ensure proper management of the Emergency Bursary Funds budgeted in the current fiscal year. Bursaries shall only be granted if a student demonstrates immediate financial need resulting from an unforeseen circumstance.

Procedure

1. The Emergency Bursary Program is offered to all current members of the Students' Union.
2. The disbursement of bursaries shall be decided upon by a three person committee. Each member shall receive one vote. The membership shall be:
 - i) Vice President Finance & Operations (Chair)
 - ii) President
 - iii) Finance Officer
3. In the event the applicant has a relationship to one of the committee members, the member shall appoint a replacement to avoid bias. If possible, the ratio of two executive to one full time staff member should be kept.
4. All applications must be approved by a two-thirds majority.
5. The value of the award should not exceed \$500 and be considered non-repayable.
6. Each student shall only be eligible for one bursary per semester.
7. Incomplete applications shall not be considered. A complete application shall include a fully completed application form, submitted with copies of one piece of government issued photo identification and a current student identification card.
8. The committee shall reserve the right to contact an applicant for more information.
9. The criteria for awarding a bursary shall include, but not be limited to, the following:
 - i) Demonstrated financial need through Situational Analysis
 - ii) Single parent status
 - iii) Familial contributions
 - iv) Course load
 - v) Other means of support sought by the applicant
 - vi) History of applications with the Emergency Bursary Program
 - vii) Immediate medical expenses from an unexpected health issue

- viii) Valid legal issues outside of the student legal aid program
10. This program is not intended for the payment of tuition and ancillary fees, the purchase of textbooks, or payment of any other academic expense.
 11. To avoid abuse of the program, cash or cheques should only be awarded in exceptional circumstances. Gift cards to various retailers and grocers shall be the preferred disbursement.
 12. When a cheque is awarded, it shall be written to both the applicant and creditor of the applicant. For example, for assistance in paying rent, the cheque shall be written to the applicant and their landlord.
 13. Students shall be contacted within two days of application by phone or email.
 14. Appeals may be made by submitting a new application, indicating it is an appeal, to the Emergency Bursary Committee.
 15. Abuse of the program shall be considered fraud and may lead to a report to appropriate authorities.
 16. The Students' Union reserves the right to inform other financial assistance programs of fraudulent application behaviour.

Cape Breton University Students' Union Administrative Policies and Procedures



Society Policy

Policy Description

The Society Policy has been created to ensure that societies of the Students' Union run effectively and efficiently in a democratic, lawful manner.

Procedures

Creation and Management

1. Any student or group within the Students' Union membership shall be allowed to create, participate in, or otherwise form a society.
2. All societies shall be expected to create and adhere to their Society Constitution.
3. Executive members of societies must be members of the Students' Union.
4. Societies shall have a Faculty Advisor within Cape Breton University. The advisor shall act only in an advisory role and be a non-voting member of the society. All decisions must be agreed upon by the student members.
5. Societies shall adhere to the Society Agreement provided by Cape Breton University.
6. Society Applications shall be received by the first Friday of October in order to qualify for funding from the Students' Union. In special cases, applications will also be accepted by the third Friday of January, with funding not guaranteed but decided on an individual basis.
7. Societies are encouraged to elect new leadership for the following September prior to March 31 of the current year. In the event this does not occur, the society liaison must at least be left with a reliable contact person for the coming year.
8. Societies shall liaise with the designated society coordinator.
9. The VP Finance & Operations and the designated society coordinator shall reserve the right to implement new policy and procedures relating to the operation of societies. All changes must be approved by the VPFO prior to implementation.
10. All societies are required to submit minutes of all meetings to the Campus Affairs Coordinator at the end of each month.

Society Finances

1. Society Applications received after the deadline (in either the first or second semester) shall not be eligible for funding.
2. Funding is reviewed at the end of the first semester and not guaranteed for the second, and is based on society participation, meetings, events, etc.
3. Any requests for funding from the Students' Union above the initial grant shall be considered a donation from the Students' Union and must be decided upon by the Executive Committee.
4. Society grants shall be awarded based on seniority, membership, activities, benefit to CBU students, proposed fundraising endeavours, and need based on the budget submitted in the Application.
5. Any portion of the grant issued at the beginning of the academic year by the Students' Union shall be reclaimed by the Students' Union if unused by March 31. Should a society need access to funds after March 31st, they must apply to the designated society coordinator for funds by March 17th.
6. All proceeds of fundraising by a society shall be carried over to the following year for the society if unused.
7. Societies shall entrust all funds to the Students' Union. Societies may not bank with any other financial institution. Failure to comply shall result in termination of society status.
8. Societies shall require the signature of two society signing authorities to release society funds from the Students' Union. Societies are encouraged to have more than 2 signing authorities total. Forms additionally require a faculty advisor signature in order to release funds from the Students' Union.
9. Funds request forms must be submitted a minimum of three business days before the funds are needed.
10. Society deposits should be verified by the designated society coordinator as well as the Finance Officer or VP Finance & Operations, with a society signing officer present.

Event Planning and Space Booking

1. Societies shall be granted space available from the Students' Union on a first-come, first-serve basis.
2. Space shall not be granted to a society without completion of an Event Planning Form.
3. Space shall be revoked if needed by the Students' Union. In the event booked space is deemed required by the Students' Union, notice shall be given immediately to the society from which it has been revoked.
4. Society events shall not interfere with Students' Union events, or any previously planned events by another society.
5. Societies shall only be granted boardroom space within the Students' Union if Caper Zone is unavailable, excepting situations in which a larger meeting area is required.

6. Societies shall be granted access to the Pit Lounge without rental fee. However, in the event that sales from the night of booking do not exceed the cost of staff, security and goods sold, the society shall be billed for any unrecovered expenses incurred by the Students' Union.
7. Societies must contact the designated society coordinator for approval on booking any event to be held in the Pit Lounge. Once the coordinator verifies the availability of the Pit Lounge and informs the society, the society is responsible for contacting the Operations Manager.
8. Societies are prohibited from participating in or holding pub crawls or pub crawl-like events. Societies are also required to sign a "No Pub Crawl" Contract during the first meeting of the year. A pub crawl or pub crawl-like event is defined as a predetermined schedule of times to attend multiple liquor serving establishments as a group. This includes item sales for pub crawl-like events. Failure to comply with this clause will lead to immediate termination of society status. All funds that have been fundraised for/by the society, will be frozen until the society has provided proof of registration with The Nova Scotia Registry of Joint Stocks.
9. Should there be issue taken with the definition of an event as a pub crawl or pub crawl-like, the final decision will be up to the discretion of the VP Finance and Operations.
10. Societies are encouraged to collaborate with other societies to hold any large-scale events. The purpose of this is to encourage participation of students and to help generate revenue for societies.

Cape Breton University Students' Union Administrative Policies and Procedures



Confidentiality Policy

Policy Description

Matters discussed within the Union are bound by the contents of this policy. All Students' Union issues and discussions that are private in nature are to be kept confidential.

Procedures

1. The matters within the Students' Union that are confidential in nature must be kept private and only shared during in-camera meetings or in meetings that are formed by the incumbent sharing the information. If the nature of the content is in question of confidentiality, the matter will be discussed with the direct supervisor.
2. Employees of the Students' Union that share confidential information to those that are not privy to the content will be subject to disciplinary action decided by the Executive.
3. For matters confidential in nature, the Executive may choose to have all participants involved sign a contract binding them to the stipulations within the agreement.
4. Students' Union personnel who have access to confidential student information will exercise their access and use the information only to the extent necessary to carry out their responsibilities.
5. When voluntary information of a personal nature is collected for special studies, students involved in the study shall be advised of the intended use of the information and its distribution.
6. The Students' Union recognizes that any breach of confidentiality may damage the reputation of the Students' Union and therefore has to be treated seriously.
7. All employees of the Students' Union are bound by the CBU Confidentiality Policy.