



University Students' Council of The University of Western Ontario

Policy Manual Packet

Current as of 10-03-2019

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University Students' Council of Western University

Advocacy Papers Policy

Authority: Council	Date Ratified: January 30, 2019
	Previous Amendments: March 30, 2016

1.00 OBJECTIVE

As an advocacy-based organization that serves as the representative body for Western's undergraduate students, it is incumbent upon the University Students' Council to convey principles, concerns, and recommendations (PCR's) to the University's administration, staff, and faculty.

In order to do so, the USC must be able to effectively organize, develop, and represent students' beliefs. The Advocacy Papers Policy empowers Council to select, prioritize, research, and articulate those PCR's. This policy outlines the process, participants, and parameters of creating these advocacy papers.

2.00 SCOPE

2.01 This policy applies to the process whereby the Executive Council, Advocacy Standing Committee, and USC Council select, prioritize, research, articulate, debate, and approve official stances of the University Students' Council relating to the on-campus experience and quality of life for students at Western University.

2.02 References in this document to "standing policy" or "standing policies" shall refer to policy papers authored via the process contained in this document that have been approved by Council; and

- (1) A paper that is in the process of being approved shall be referred to as an "advocacy paper".

2.03 Individuals eligible to submit proposals and otherwise instigate the writing of a standing policy shall be all Voting, Ordinary Members as defined in Bylaw 1.

2.04 Members of the community may submit proposals for advocacy papers to the Advocacy Standing Committee via a member of that committee.

3.00 PROPOSING PAPERS

3.01 In order for an advocacy paper to be commissioned, a proposal must be submitted to Council via the Advocacy Standing Committee.



3.02 All efforts shall be made to ensure that paper proposals for the legislative year are submitted to Council via the Advocacy Standing Committee in time for Council's consideration to be given at its September meeting.

3.03 Paper proposals may come in the form of either an oral presentation or a written submission to the Advocacy Standing Committee by the proposer(s), which shall contain:

- (1) A brief description of the topic;
- (2) Reasons why the topic is of significance to undergraduate students; and
- (3) How the topic relates to the USC mission statement.

3.04 Standing policies requiring reconsideration based on the review cycle outlined in its Legislative History may be submitted as topics.

3.05 The Advocacy Standing Committee shall send to Council a list of no fewer than three (3) and no more than four (4) approved advocacy paper topics for consideration.

4.00 COMMISSIONING PAPERS

4.01 Upon receiving advocacy paper topics, Council shall approve, reject, amend, or refer back to committee; and

- (1) Should an advocacy paper topic be rejected by Council, or consideration of topics be referred back to committee, revised topics shall be presented to Council no later than its next Duly Called Meeting.

4.02 Should a simple majority of Council approve topics as written or as amended, papers on those topics shall be considered Duly Commissioned.

4.03 Council shall never commission more than three (3) papers in a given year.

- (1) Standing policies requiring reconsideration based on the expiration date outlined in its Legislative History may count towards the limit of three (3).
- (2) The limit of three (3) Duly Commissioned papers shall not apply in instances where more than three (3) standing policies require reconsideration as per Section 7.00 of this policy.

4.04 All papers commissioned by Council shall be due from the Author or Authors in its final form no later than the Annual General Meeting in March of the following calendar year.

4.05 Council shall never commission papers at a time later than its November meeting.



5.00 WRITING PAPERS

5.01 Papers shall be written by an Author or group of Authors, at least one (1) of whom shall be an original proposer of the topic; and

- (1) Either the President or Vice-President (or a delegate of either position) shall be responsible for writing or supervising the writing of each paper.

5.02 The Author, or Authors, shall have the following responsibilities:

- (1) Research the assigned paper topics;
- (2) Consult stakeholders and conduct interviews, when necessary;
- (3) Develop principles, concerns, and recommendations for the paper topic;
- (4) Produce a draft advocacy paper;
- (5) Amend the draft advocacy paper based on commentary and input from Council and community members; and
- (6) Provide updates on the paper-writing process as requested.

6.00 APPROVING PAPERS

6.01 Council shall, no later than the USC's Annual General Meeting, discuss and decide whether to grant approval to a draft advocacy paper or to withhold approval.

6.02 Council shall receive draft advocacy papers via the Advocacy Standing Committee, which must approve of the papers prior to Council consideration.

6.03 Upon receiving draft advocacy papers, Council shall approve (either as written or amended) or reject the draft advocacy papers on Council floor through a simple majority; and

- (1) Papers that fail to receive approval of Council forfeit status as Duly Commissioned; and
- (2) Papers that have forfeited status as Duly Commissioned must be re-approved by Council in a manner consistent with sections 3.00 and 4.00 of this policy.

6.04 Should a simple majority of Council approve topics as written or as amended, papers on those topics shall be considered Duly Approved.

6.05 Duly Approved papers take immediate effect as standing policies of the organization.



7.00 RENEWING, REPLACING, OR RETIRING PAPERS

7.01 Each standing policy of the USC shall expire three (3) years from the date upon which it was Duly Approved.

7.01. Policies facing expiration shall be Duly Commissioned automatically, at which time Council shall:

- (1) Renew the paper as-is, should its primary objective be incomplete;
- (2) Task the Executive Council to rewrite the paper, should its primary objective be deemed still relevant though in need of alteration;
- (3) Amend then renew the paper; or
- (4) Retire the paper should its primary objective be successfully completed or deemed of little significance to undergraduate students.

8.00 EXECUTIVE ACTION

8.01 In years where a standing policy is active, including years in which it requires reconsideration, the President or Vice-President shall report to Council in September and March on the status of organizational advocacy efforts directly relating to the topic addressed in each standing policy.



University Students' Council of Western University

Associate and Coordinator Selection Directive

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 26 October 2011, 29 February 2012	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PREAMBLE

The volunteer involvement of Associates and Coordinators is fundamental to the proper and effective functioning of the University Students' Council. Applicants to these positions must be accountable to the Executives they report to, and it is therefore appropriate that the Executives be responsible for their selection.

2. SCOPE:

- a. This directive affects the selection of USC Associates and Coordinators.
- b. For the purposes of this Directive, "Associates and Coordinators" includes all USC positions that are defined as an "Associate" or "Coordinator" in the Policies and Procedures, with the exception of the Orientation Coordinator.

3. DIRECTIVE

- a. The President, in consultation with other Executive Officers, is directed and authorized to develop and maintain a process for associate and coordinator selection that meets the following criteria:
 - i. Each position must be open to all undergraduate students at the University;
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- ii. Each interested applicant for a given position must have an equal opportunity to submit an application and receive an interview;
 - iii. Decisions must be made fairly, based on the merits of each applicant and the demands of each position; and
 - iv. Interviewing panels must contain no fewer than one (1) Executive Officer.
- b. The Government Services Department, in consultation with the Human Resources department, is directed and authorized to establish and oversee a complaints process, which accomplishes the following objectives:
- i. Participants in the selection process must have the opportunity to submit complaints if they suspect impropriety in the selection process.
 - ii. An independent committee, containing Government Services Department staff, must be established to review complaints.
 - 1. Executive Officers shall not be permitted to participate in the committee.
 - iii. Executive Officers must be held accountable to selection procedures.
 - iv. Impropriety in the selection process must be addressed.

4. RATIFICATION

- a. All Policies, Procedures, Terms of Reference, Guidelines, and other documents drafted under this Directive, and any amendments thereto, must be ratified by the Executive Council at an Executive Council meeting before taking effect.
 - b. If the Manager of the Government Services Department believes that recommended changes to the complaints process have been unreasonably rejected, she may shall report this to the Agenda and Council Operations Standing Committee.
 - c. Any documents drafted under this Directive that contradict this Directive or fall outside the scope of this Directive are invalid.
 - d. Council may require the Executive Council to modify documents made under this Directive through a resolution of Council, or through amendments to this Directive.
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University Students' Council of Western University

Bus Pass Policy

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments:	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. INTERPRETATION

- a. "Administrator" shall mean the USC Bus Pass Administrator. This Administrator must be a full-time employee of the USC and shall be designated as such by the Chief Operating Officer. The Individual may have other duties in addition to administering the Bus Pass.
- b. "LTC" means London Transit Commission.
- c. "Bus Pass" means a LTC bus pass issued by the USC in accordance with the USC-LTC Agreement.

2. APPLICATION

- a. Any full-time undergraduate student at Western shall be entitled to the use of a Bus Pass as issued by the USC under agreement with the LTC.
- b. Possession and use of this Bus Pass will be governed and regulated by this policy, the terms and conditions on the reverse of the Bus Pass issued, and the LTC.
- c. This policy shall apply to any undergraduate student at Western, regardless of whether or not she has acquired her Bus Pass, and whether or not she is entitled to a Bus Pass.



3. CONDITIONS OF USE

- a. The user will be deemed to have accepted the terms and conditions of the Bus Pass upon her first use of the Bus Pass.
 - i. Each full-time undergraduate student must use her Bus Pass in accordance with the following guidelines:
 1. A Bus Pass must be presented in conjunction with the student's own UWO Photo ID Card to the LTC bus driver upon each boarding. The student number on the Bus Pass must match the student number on the UWO Photo ID Card;
 2. The Bus Pass shall not be used in contravention of this policy, any USC-LTC agreement pertaining to the Bus Pass, or any regulation of the LTC;
 - ii. A student must not make fraudulent use of a Bus Pass which includes, but is not limited to:
 1. Allowing, either directly or indirectly, another individual to use her Bus Pass, regardless of whether or not the other individual is a student, and whether or not the other individual is entitled to a Bus Pass;
 2. Failing to present both her UWO Photo ID card and Bus Pass concurrently and in an unobstructed manner to the driver of any LTC bus;
 3. Altering her Bus Pass or UWO Photo ID Card for the purpose of obtaining fraudulent access to LTC services;
 4. Attempting to make use of, or using, another student's Bus Pass for the purposes of using a LTC bus transportation service; and
 5. Possessing or using an unauthorized Bus Pass; and
 - iii. A student shall report any lost or mutilated Bus Pass to the Administrator who will proceed in accordance with Article 5.00 and Article 6.00; and
 - iv. The student must report a stolen Bus Pass to the London Police Services and/or the Campus Community Police Services, whoever is more appropriate. The student must submit a copy of this report to the Administrator.



4. NON-COMPLIANCE WITH THIS POLICY

- a. A student will be subject to penalties for not complying with this policy.
- b. Penalties shall be as follows:
 - i. Warning;
 - ii. Loss of Bus Pass;
 - iii. Levying of administrative costs; and/or
 - iv. Suspension of their Bus Pass for three (3) academic months; this three (3) month period need not fall within the same academic year.

5. PROCEDURES

- a. Reprint
 - i. Only lost, stolen, or mutilated cards will be reprinted;
 - ii. The Administrator shall reprint any mutilated Bus Pass, which will be subject to costs and an administrative fee, the total of which is not to exceed \$15 plus applicable taxes. The mutilated Bus Pass must be returned to the Administrator prior to the student receiving the reprinted Bus Pass;
 - iii. The Administrator may reprint any Bus Pass if she reasonably believes the Bus Pass is lost. This decision shall be at the sole discretion of the Administrator. Reprinting any lost Bus Pass will be subject to costs and an administrative fee, the total of which is not to exceed \$35 plus applicable taxes; and
 - iv. The Administrator may reprint a stolen bus Pass without levying an administrative fee. This is at the sole discretion of the Administrator. The Administrator must first be presented with a copy of the report that the student filed with the London Police Services and/or the Campus Community Police Services.
 - b. Notification of Infraction
 - i. Where there is an alleged infraction, either the USC or the LTC will confiscate the Bus Pass in question from the student;
 - ii. Notification of all confiscations shall be sent to the Administrator. If the alleged infraction involved a student and/or the Bus Pass of a student, the Administrator shall notify any involved
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student. This notification will include an explanation of the confiscation and the petition procedure, and shall occur within five (5) business days of the Administrator receiving notice of the alleged infraction;

- iii. Any confiscated Bus Pass in possession of the USC will remain in possession of the USC unless it is returned to the student in accordance with this policy;
- iv. Any involved may write a petition to the Administrator to have the penalty waived in return for the Bus Pass;
- v. Any petition must be made within twenty (20) business days of notification by the Administrator, and should include:
 - 1. All relevant facts and matters of which the petitioner is aware that may have led to the confiscation; and
 - 2. Any consideration that may be beneficial to the Administrator in rendering a decision upon any student; and
- vi. If no petition is made; then
 - 1. Upon first infraction, the student may pay a fee to have the Bus Pass returned to her. This fee is subject to costs and an administrative fee, the total of which is not to exceed \$35 plus applicable taxes; and
 - 2. Any subsequent infraction may result in the student being denied access to the Bus Pass for a period not exceeding three (3) academic months. At the end of the three (3) month suspension period, the student will be assessed a fee. This fee is subject to costs and an administrative fee, the total of which is not to exceed \$35 plus applicable taxes.

6. DECISION OF THE ADMINISTRATOR

- a. Upon receiving a petition, the Administrator must respond to the alleged infraction within fifteen (15) business days after receiving the petition;
 - b. The Administrator will forward a copy of the petition to the Legal Affairs Officer who may be included in subsequent discussions and meetings regarding the particular petition; and
 - c. The Administrator will decide upon the appropriate action in accordance with the following provisions, including:
 - i. The Administrator may return the Bus Pass without levying a penalty;
 - ii. Any penalty levied is subject to Article 5.00 of this policy;
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- iii. The Administrator shall invite the petitioner to a meeting where the petition will be addressed, and the student may submit all material facts and arguments in support of her case;
- iv. The Administrator has the option of consulting with the LTC to determine a proportionate penalty;
- v. A written report of any meeting will be made available to the petitioner and available upon request within two (2) business days; and
- vi. The Administrator shall inform the petitioner of the decision within two (2) business days.

7. APPEAL PROCESS

- a. The decision of the Administrator shall be final.



BYLAW #1: CORPORATE BYLAW

Authority: Council	Date Ratified: March 10 2019
	Next Review Date: ---
	Previous Amendments: 24 February 2009; 11 March 2018
Related Document(s): Standing Orders of Council Standing Resolutions of Council	
Review Committee(s): Governance & Finance Standing Committee, USC Council Human Resources Sub-Committee, USC Board of Directors	
Delegates: Senior Manager, Human Resources Associate, Governance	

1. General

1.1. Common Definitions

The list of common definitions here shall apply to this Bylaw and all other USC bylaws, policies, and procedures:

- i) **Academic Year** means the period from September 1st of any calendar year until August 31st of the following calendar year.
- ii) **Board Term** means the annual term of the Board, which shall coincide with the corporation's fiscal year commencing June 1st and ending May 31st.
- iii) **Bylaws** means the bylaws relating to the transactions and affairs of the Corporation, including any bylaw adopted by the Corporation.
- iv) **Building on Campus** means any building owned/operated by the University of Western Ontario, except for student residence.
- v) **Chief Operating Officer** or **General Manager** means the most senior member of the permanent administrative staff, reporting directly to the Board of Directors and fulfilling duties as per the Chief Operating Officer Policy.
- vi) **Collective Agreement** means the agreement between the University Students' Council of The University of Western Ontario and Canadian Union of Public Employees and its Local 2820.



- vii) **Director of the Corporation** means a voting member of the Board of Director of the USC, as outlined in **Bylaw #1.**
- viii) **Ex-officio** means a member by virtue of their office.
- ix) **General Meetings** means a Duly Called Meeting of a committee, or a Council meeting that is not the Annual General Meeting.
- x) **Letters Patent** means the letters patent of the Corporation, as amended and supplemented by supplementary letters patent.
- xi) **Observer** means any individual who is not a Member and who is in attendance at a meeting of Council.
- xii) **Proxy** means an authorization of which a member has appointed a proxyholder to attend and act on the member's behalf at a meeting of the members.
- xiii) **Signing Officer** means an employee of the Corporation who has authority to execute contracts and other documents on behalf of the Corporation pursuant to **Bylaw #1.**

1.2. Bylaw #1 Definitions

The following definitions shall apply to this Bylaw and shall take precedence over definitions appearing in the list of Common Definitions found within Section 1.1 or in any other bylaws or policy.

- i) **Act** means the Corporations Act, R.S. 1990, as amended from time and every statute that may be substituted for it.
- ii) **Board** means the board of directors of the University Students' Council of the University of Western Ontario.
- iii) **Council** means the Members of the corporation and the legislative branch of the University Students' Council.
- iv) **Day** shall include any day or days of the week, except for Saturday, Sunday, statutory holidays, and the Corporation's winter holiday and summer Fridays closing periods as set by the Corporation.
- v) **Director** means a voting director of the Corporation.
- vi) **Duly Called Meeting** means a meeting of the Board, Council, or a committee called pursuant to the Bylaw or Terms of Reference, regardless of whether or not a quorum has been met.
- vii) **Duly Constituted Meeting** means a duly called meeting where quorum is met pursuant to the Bylaw or Terms of Reference.
- viii) **Executive Officers** means the President, Vice-President, Secretary Treasurer, Communications Officer, and Student Programs Officer.



- x) **Managing Director** means the most senior employees of the permanent administrative staff, reporting directly to the Chief Operating Officer.
- xi) **Member** refers to an individual holding any membership class of the Corporation:
 - **Ordinary Member**, which refers to a Member who may vote at meetings.
 - **Resource Member**, which refers to a Member who may attend public meetings but is not entitled to a vote.
- xii) **Simple Majority** means more than half the votes cast, excluding blanks and abstentions.
- xiii) **Student** means any individual undergraduate student of Western University, or an Affiliate University College, regardless of part-time status, special status, or if they are on exchange at another academic institution.
- xiv) **Two-Thirds Vote** means at least Two-Thirds ($\frac{2}{3}$) of the votes cast, excluding blanks and abstentions.
- xv) **University** means Western University, or University of Western Ontario.

1.2 Interpretation

Other than as specified, all terms contained in this Bylaw that are defined in the Act shall have the same meaning as they do in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.3 Severability and Precedence

The invalidity or unenforceability of any provision of any provision of this Bylaw shall not affect the validity or enforceability of the remaining provisions of this Bylaw. If any of the provisions contained in the bylaws are inconsistent with those contained in the Articles of the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.4 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

1.5 Elections, Referenda, and Plebiscites

Unless stated otherwise, all elections, referenda, and plebiscites conducted by the Corporation shall be conducted in accordance with **Bylaw #2**.

1.6 Books and Records

The Board of Directors shall ensure that all necessary books and records of the Corporation required by law are regularly and properly kept.

1.7 Purchasing, Contracts, and Signing of Cheques and Instruments



The Board shall enact a **Purchasing Policy** that shall delegate its authority to Officers, employees, or other agents to execute specific contracts or documents on behalf of the Corporation.

All contractual matters relating to employees, except the Chief Operating Officer, are under the purview of the Chief Operating Officer with the following exceptions:

The removal of an individual from any Managing Director position, and any termination packages exceeding \$100,000, shall be recommended by the Chief Operating Officer and approved by resolution of the Board of Directors.

The removal of an individual from an Executive Officer position, which shall be subject to the procedures contained within the **Executive Officer Accountability and Discipline Policy**.

The Board shall, at its first opportunity following the Annual General Meeting, approve a list of Officers, employees, or other agents who are authorized to execute documents during the coming fiscal year in relation to signing cheques, bills of exchange, or other orders for the payment of money on behalf of the Corporation and shall approve any changes thereafter.

1.8 Confidentiality

Employees, Agents, Officers, Members, and Directors owe a duty of confidentiality to the corporation as detailed in the **Confidentiality Policy**.

1.9 Long-Term Plan

The Corporation shall maintain a Long-Term Plan. It shall be the responsibility of the President to initiate and lead long-term planning, and the Council shall approve the Long-Term Plan.

2. Adoption and Amendment of Bylaws and Policies

2.1 General

The Board of Directors and Council shall enact or amend bylaws and policies in compliance with the procedure provided herein, and not contrary to the Act and the Letters Patent.

2.2 Policy Jurisdiction of the Board of Directors and Council

The Board of Directors and Council may enact, amend, or repeal policies that are in line with their jurisdiction.

The jurisdiction of the Board shall be:

Policies that relate to the authority granted to it by the Act to supervise the management of the Corporation with a focus on human resources, labour-management relations, internal controls, audit, legal and insurance, leases and contracts, purchasing and capital expenditures, banking and investment, physical plant, UCC space usage, any other general corporate policies, and The Gazette.

The jurisdiction of the Council shall be:

Policies that relate to the democratic legitimacy granted to it through election to represent the interests of Western's undergraduate students. This shall include policies that establish the Terms of Reference, salaries and discipline and accountability of Executive Officers, and advocacy and student interest positions and policies.



If jurisdiction over a policy is unclear, the Secretary-Treasurer shall make a recommendation to the Speaker of Council and the President for their joint decision. If agreement can't be found, both the Council and the Board shall be required to enact, amend, or repeal the policy.

2.3 Adoption and Amendment of Policies

The Board of Directors and Council shall establish their own procedures to govern the adoption and amendment of policies that are within their jurisdiction.

2.4 Adoption and Amendment of Bylaws

2.4.1 Amendments by the Council

If an Ordinary Member wishes to amend a bylaw, they must submit proposed amendments to the Agenda and Council Operations Committee (ACOC). If an Ordinary Member introduces a proposed amendment at a Council meeting, it shall be stood down by the Speaker and referred to the ACOC.

The ACOC shall review proposed amendments in consultation with the USC Chief Operating Officer or her designates, who may engage USC legal counsel for review and comment. The Chair of the Board may also refer the matter to the Board of Directors for comment if, in her opinion, the amendment could conflict with the best interests of the Corporation.

The ACOC shall review the proposed amendment and make every effort to forward a recommendation to the Council within ten (10) days of the proposed amendment being referred to it. If it cannot make a recommendation within this timeframe, it shall provide Council with an estimated timeline at its next meeting.

The ACOC shall not decisively confirm or reject any proposed amendment, and shall provide a report to Council that includes:

- i) precise wording for the proposed bylaw amendment;
- ii) precise wording for any other sections of the bylaw that are affected by the proposed amendment;
- iii) summary of any legal opinion sought to ensure the amendments are not in conflict with the Act, or any other laws or regulations;
- iv) analysis from the SOC of the merits or ramifications of the proposed amendment; and
- v) analysis from the Board of Directors if the proposed amendments are in the best interests of the Corporation, unless this requirement has been waived by the Chair of the Board.

A motion to sanction the bylaw amendments, accompanied by the report from the ACOC, shall be posted at least six (6) calendar days prior to the next Duly Called Meeting.

The Ordinary Members may sanction or reject the amendments, or may amend the proposed amendments or other sections of the bylaw that are directly affected by the proposed amendments.



Amendments to the bylaws shall be sanctioned by a Two-Thirds (2/3) vote of the Ordinary Members.

2.42 Amendments by the Board of Directors

As per the Act, the Board of Directors may amend the bylaws. If a Director wishes to amend a bylaw they must submit the proposed amendment to the Board's Agenda Committee, including a rationale for the change. The Agenda Committee shall ensure that the Board of Directors has the information and advice it needs at its meeting to make a well-informed decision related to the proposed amendment.

Bylaw amendments come into force immediately upon a majority vote by the Board, but must be sanctioned by a Two-Thirds ($\frac{2}{3}$) vote of the Ordinary Members at the first Duly Constituted Meeting of Council following the Board meeting in which the amendments were enacted. If the amendments are not sanctioned at said Council meeting, the bylaw shall revert to its previous reading.

3. Financial

3.1 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds, or other securities of the Corporation shall be placed for safekeeping.

3.2 Borrowing

The Board shall by resolution have the authority to borrow money on the credit of the Corporation; limit or increase the amount of money borrowed; issue, sell, or pledge securities of the Corporation; and borrow against the assets of the Corporation.

3.3 Investments

The Board of Directors shall by resolution have the authority to direct the investments of the Corporation. It may also enact an **Investment Policy** that delegates its authority to other individuals to manage the investments of the Corporation.

3.4 Financial Year

The financial year of the Corporation ends on May 30 in each year or on such other date as the Board may from time to time by resolution determine.

3.5 Annual Budget Process

The Corporation shall maintain a three (3) year budget that shall be updated annually no later than March 15th of each year as per the approval process detailed within the **Operating and Capital Budget Approval Policy and Procedure**.

3.6 Long-Term Plan



The Corporation shall maintain a Long-Term Plan that shall serve as a foundation for the three (3) year budget. The Plan shall be updated and approved by the Council from time to time.

4. Directors

Subject to the Act, the directors of the Corporation shall supervise the management of the Corporation and shall be composed of:

- i) Eight (8) Western undergraduate students-at-large, voting;
- ii) President/CEO, ex-officio, voting;
- iii) Secretary-Treasurer, ex-officio, non-voting.

4.1 Election and Term

The Board of Directors Nominating Committee shall nominate a slate of Directors for the Members to elect at the Annual General Meeting, as per the **Board Nominating Committee Terms of Reference**.

Directors shall be elected for two (2) year terms, with the term commencing at the end of the Annual General Meeting in which they are elected and expiring at end of the AGM that occurs in their second year of service.

Directors who are elected by the Members to fill a vacancy on the Board that occurs in-between AGMs shall serve a term that expires at the next AGM.

Should a Director cease to meet the qualification requirements as per the Act or the bylaws they, shall cease to be a Director.

4.2 Removal or Discipline of Directors

The Members may, by resolution passed by at least two-thirds ($\frac{2}{3}$) of the votes cast at a General Meeting of which six (6) days' notice specifying the intention to pass the resolution has been given, remove any Director before the expiration of their term of office as per the **Board of Directors Accountability, Discipline, and Removal Policy**.

4.3 Vacancies - Directors

Should a Director resign or cease to meet the qualification requirements, the Board of Directors Nominating Committee shall nominate a replacement to the Members for election as per the procedures established within its Terms of Reference.

If the vacancy results in a loss of quorum, the Nominating Committee shall nominate a replacement to the Members as soon as possible.

If the vacancy does not result in a loss of quorum, and it occurs between January and the next AGM, the Board Nominating Committee may recommend to the Members that the Director not be replaced until the AGM. If the vacancy results in a loss of quorum the Members shall not wait until the next AGM to fill the vacancy.

4.4 Responsibility of Directors



Every Director, when exercising her powers and discharging her duties, must:

- i) act honestly, in good faith, and in the best interests of the Corporation;
- ii) carry out her duties as a reasonable person would in the circumstances; and
- iii) comply with the Act, all other applicable laws; and the Articles, bylaws, and policies of the Corporation.

4.5 Qualification

A Director shall meet all the requirements as per the Act. In addition, a Director must be enrolled as a full-time or part-time undergraduate student at Western University at the time of election and throughout her term as a Director.

4.6 Committees

The Board may, from time to time, appoint any committee or other advisory body as it deems necessary for such purposes and, subject to the Act, with such powers and membership as the Board shall see fit.

A current list of Committees and their mandates shall be maintained in the **Board of Directors Committees Terms of Reference**. Any such committee will formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make.

The selection and removal of Committee members shall be done by resolution of the Board.

4.7 Remuneration of Directors

The Directors, other than the Chair, shall serve as such without remuneration, and no Director shall directly or indirectly receive any profit from his or her position as such. The President and Secretary-Treasurer shall be remunerated as Executive Officers of the Corporation, not for their service on the Board.

The Board may, by resolution and subject to the budget, remunerate individuals who serve on Board of Directors committees for the purpose of securing outside expertise and advice.

5. Board Meetings

5.1 Calling of Meetings

Meetings of the Board may be called by the Chair, Vice-Chair, or any two Directors at any time. The Chief Operating Officer and the Public Accountant shall be permitted to attend any public Meeting of the Board, and any other individual shall be permitted to attend a Meeting of the Board upon the invitation of the Chair or President, or pursuant to a resolution of the Board.

5.2 Notice

Notice of the time and place for holding of a Meeting of the Board shall be given in person or e-mailed to each Director at least two (2) business days prior to the meeting.

No formal notice of any meeting shall be necessary if all the Directors are present, or if those absent have given their consent to the meeting being held in their absence.



No error or omission in giving notice of any meeting of Directors or any adjourned meeting of Directors shall invalidate such meeting or make void any proceedings taken thereat, and the Directors may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

The address of any person who is entitled to receive notice pursuant to this Bylaw shall be the last address recorded on the books of the Corporation.

5.3 Regular Meetings

The Board may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of regular meeting shall be sent to all Directors, but no other notice shall be required.

5.4 Votes to Govern

Unless specified within the Bylaw, all questions shall be decided by a majority of votes cast on the question. In the case of a tie vote, the question shall fail.

5.5 Quorum

A majority of the voting Directors shall form quorum of the transaction of business and a quorum of Directors may exercise all the powers of the Board of Directors. Vacant Board of Directors positions shall not be included when calculating quorum.

5.6 Confidential Meetings

The Board may hold confidential meetings when the following issues are addressed: legal, contractual, personnel or any other issue which if disclosed would compromise or adversely affect the Corporation.

Confidential matters shall be included on the Board's In-Camera agenda in advance of the meeting by the Agenda Committee, or a Director may make a motion during a meeting to place an item on the In-Camera agenda.

Voting Directors are entitled to attend a confidential meeting, and any person whose presence is determined necessary may also be permitted to attend by resolution of the Board.

Only voting members of the Board and those who were invited by the Board to be present at the Confidential meeting shall be entitled to review the minutes of that meeting.

5.7 Participation by Telephone or Other Communications Facilities

A Director may, in accordance with the Act and the Regulations, and if all the Directors consent, participate in a meeting by telephone or an electronic or other communication facility that permits all participants to communicate with each other during the meeting. A Director so participating in a meeting is deemed for the purposes of this Bylaw to be present at that meeting.

6. Officers of the Board



6.1 Board Officers to be Appointed

The Board will appoint from among the Directors a Chair at its first meeting following the Annual General Meeting. In the interim period between the AGM and the election of the Chair, the President shall act as Chairperson.

The office of Secretary-Treasurer shall be held by an individual who is hired annually by the Corporation to fulfil this role, and whose appointment shall be ratified by the Board of Directors.

The Board may appoint other Officers and agents as it deems necessary, with authorities and duties as the Board may prescribe from time to time.

6.2 Election of Chairperson

The election will be governed by a preferential balloting process, as detailed in **Bylaw #2**.

6.3 Duties of the Chairperson

The duties of the Chairperson shall be detailed in the **Board Chair Terms of Reference**, which shall be subject to review and approval by the Council.

6.4 Duties of the Secretary-Treasurer

The duties of the Secretary-Treasurer shall be overviewed in the **Executive Officers Terms of Reference**, which shall be subject to review and approval by the Council. A detailed job description shall be developed by the Human Resources Department, subject to approval by the President.

7. Protection of Directors and Officers

7.1 Indemnification

Every Director or Officer, or other person who has undertaken, or is about to undertake, any liability on behalf of the Corporation, and their heirs, executives and administrators, shall be indemnified and saved harmless out of the funds of the Corporation, from and against:

all costs, charges and expenses whatsoever that the Director, Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the Director, Officer or other person for or in respect of any act, deed, matter or thing whatever, that is made, done or permitted by them, in or about the execution of the duties of such office, or in respect of any such liability; and

all other costs, charges and expenses that the Director, Officer or other person sustains or incurs in or about, or in relation to the affairs of the Corporation, except those caused by or resulting from willful or intentional dishonesty, deceit, or fraud.

The Corporation shall also indemnify any person in any other circumstances that the Act or laws permit or require. Nothing in this Bylaw shall limit the right of any person entitled to indemnity to claim indemnity apart from the provision of the Bylaw to the extent permitted by the Act or law.

7.2 Directors' and Officers' Liability Insurance



The Corporation shall purchase insurance for the Directors and Officers of the Corporation against any liability incurred by a Director or Officer in connection with their duties as a Director and/or Officer of the Corporation.

8. Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

The Corporation shall maintain a detailed **Conflict of Interest Policy**, which shall be applicable to Directors, Officers, Members, Volunteers, Employees, or other Agents of the Corporation.

9. Executive Officers

9.1 Purpose and Composition

The corporation shall employ Executive Officers, who shall be responsible for managing the political affairs of the students' council, and for managing portfolios that deliver services, events and advocacy for undergraduate students at Western.

The following positions shall be Executive Officers:

President
Vice-President
Student Programs Officer
Communications Officer
Secretary-Treasurer

9.2 Election or Selection - Executive Officers

The President and Vice-President shall be elected as per the procedures established within **Bylaw #2**, and the Communications Officer, Student Programs Officer, and Secretary-Treasurer shall be hired as per established human resources practices. Executive Officers shall manage the day-to-day affairs of their portfolios as per the authorities delegated to them by **Bylaw #3**.

9.3 Eligibility - Executive Officers

Each Executive Officer must have been a Student for two (2) consecutive semesters at the time of her appointment, election, acclamation, or employment. Two (2) consecutive semesters shall mean the current semester plus the previous semester.

Individuals who are currently serving as an Executive Officer are ineligible to seek re-election or re-appointment to either their own position or another executive position.

9.4 Term of Office - Executive Officers



Executive Officers shall hold office for a term of one (1) year commencing June 1st and terminating May 31st of the following year.

9.5 Discipline or Removal - Executive Officers

Discipline, suspension or removal of Executive Officers shall occur as per the **Executive Officer Accountability and Discipline Policy.**

9.6 Vacancies - Executive Officers

A vacancy in the position of President shall be filled in a manner determined by the Council. In the interim, the Vice-President will be appointed by the Council to serve as President. If the Vice-President is unwilling or unable to serve, the duties of the President shall be carried out in the interim by such person or persons as determined by the Council.

A vacancy in the position of a Vice-President shall be filled in a manner determined by the Council, with duties of the vacant position to be carried out in the interim by such person or persons as determined by the President.

A vacancy in the position of Secretary-Treasurer, Student Programs Officer, or Communications Officer shall be filled via a hiring process, with duties of the vacant position to be carried out in the interim by such person or persons as determined by the President.

10. Management and Staff

10.1 Chief Operating Officer

The corporation shall employ, under the direction of the Board of Directors, a Chief Operating Officer. She shall be responsible for managing the day-to-day corporate affairs of the students' council, and for supervising full-time staff.

The Chief Operating Officer shall manage the affairs of the corporation as per the authorities delegated to her by the Board within the **Chief Operating Officer Policy.**

10.2 Performance Management

The President shall act for the Board as the Chief Operating Officer's day-to-day supervisor.

The Board shall ensure that the Chief Operating Officer receives regular and constructive feedback regarding her performance.

11. Councillors (Members)

11.1 Members

There shall be two (2) classes of membership:

Ordinary Members; and



Resource Members

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act, or upon expiry of the Member's term as per the bylaws.

11.2 Qualification

Except for Executive Officers, a Member must be a Student in the constituency they represent at the time of her election or acclamation and must remain a Student in that constituency for the duration of their term of office. If they cease to be a Student in the constituency they were elected to represent, they cease to be a Member.

Constituent councils may elect representatives as Members by procedures established by that constituent council, provided that such procedures do not conflict with this Bylaw.

11.3 Voting Classes

Ordinary and Resource Members are entitled to receive notice and attend meetings, but only Ordinary Members are entitled to vote.

Resource Members are not entitled to attend in-camera meetings unless invited to do so by resolution of the Ordinary Members.

11.4 Composition of the Membership

11.4.1. Voting, Ordinary Members

Ordinary Members shall include:

- (1) The President and Vice President; ~~Following the first half of the 2020 AGM, this struck through text shall be erased~~
- (2) The Speaker of Council; and
- (3) All constituency councillors, including faculty and affiliate council presidents, *ex officio*, representing the constituencies of the student body. The composition of constituency representation, and the mechanics that direct such composition, is detailed in the Council Composition Procedure.

11.4.2 Non-Voting, Resource Members

- (1) All Resource Members shall be listed in the Council Composition Procedure.

11.5 Reviewing Council Composition

- (1) Council composition shall be reviewed every year in advance of the Spring Elections as per the Council Composition Procedure.

11.6 Termination of Membership

A Membership in the Corporation is terminated when:

- i) a Member fails to maintain qualifications for membership;



- ii) the Member resigns by delivering a written resignation to the President in which case such resignation shall be effective on the date specified in the resignation;
- iii) the Member is removed in accordance with the provisions of the **Executive Accountability and Discipline Policy**, the **Director Accountability and Discipline Policy**, or the **Councillor Accountability and Discipline Policy**, as the case may be; or
- iv) the Member's term of membership expires.

11.7 Discipline or Removal of Councillors (Members)

The Council shall have authority, in accordance with the Act, to suspend or expel any Member from the Corporation with a two-thirds ($\frac{2}{3}$) vote at a General Meeting for which six (6) days' notice has been given.

11.8 Term of Office - Councillors (Members)

An individual elected or acclaimed to Council shall hold her position as an Ordinary Member commencing at the second part of the Annual General Meeting until the adjournment of the Annual General Meeting of the following year.

An exception shall be Education, Dentistry, WELC, and Law Councillors, who shall remain Members until their successors are elected after the Annual General Meeting.

11.9 Vacancies - Councillors (Members)

If the vacancy occurs before the Fall by-election, it shall be filled via by-election. If it occurs after the Fall by-election, it shall be filled by a vote of the constituency council in which the vacancy occurred as per its procedures.

12. Council Meetings

12.1 Calling of Meetings

A General Meeting may be called by:

- i) a resolution of Council;
- ii) the Speaker of Council;
- iii) the President or Chairperson of the Board, upon written request to the Speaker of Council;
- iv) five (5) Ordinary Members, upon written request to the Speaker of Council.

Notice shall be given in accordance with Section 13 of this Bylaw.

All meetings shall be held at Western University or elsewhere in Ontario as the Speaker of Council may determine and on such day as the Speaker of Council may appoint.

12.2 Rules of Procedure

The Speaker of Council shall maintain **Standing Orders** that shall govern the proceedings of Meetings. Standing Orders shall be approved annually by the Council at its first meeting in September.

In general, the rules of procedure for meetings shall be determined in order of preference by: the bylaws, the Standing Orders, and Robert's Rules of Order.



12.3 Advance Voting and Proxies

Rules for advance voting and proxies shall be maintained in the **Standing Orders** and shall be in accordance with the Act.

12.4 Quorum

Quorum shall be a majority of the Ordinary Members.

As an exception to the above, quorum for meetings held during the months of May to August shall be thirty (30) per cent of the Ordinary Members.

12.5 Regular Meetings

The Speaker of Council may appoint a day or days in any month or months for regular meetings at an hour and place to be named, and for such meetings no subsequent notice need be sent.

12.6 Confidential Meetings

The Council may hold confidential meetings when the following issues are addressed: legal, contractual, personnel or any other issue which if disclosed would compromise or adversely affect the Corporation.

Confidential matters may be included on a separate In-Camera agenda, as determined by the Senior Operations Committee of Council. A Member may make a motion during a Meeting to place an item In-Camera.

Ordinary Members are entitled to attend confidential meetings. Additional participants can be invited to attend by the Senior Operations Committee or by a resolution of the Members.

12.7 Minutes and Records

The Secretary-Treasurer shall be responsible to ensure that minutes are taken at all meetings.

12.8 Annual General Meeting

The Speaker of Council shall set the date for the Annual General Meeting.

Members shall transact all business as required by the Act at the AGM. The agenda and rules of procedures for the AGM shall be maintained in the **Standing Orders**.

12.9 Council Standing Committees and Task Forces

The Council may from time to time appoint any committee, task force or other advisory body, as it deems necessary for such purposes and, subject to the Act, with such powers and membership as the Council shall see fit.

A current list of Standing Committees and their mandates shall be maintained in the **Standing Committee Terms of Reference**. Any such committee will formulate its own rules of procedure, subject to such regulations or directions as the Council may from time to time make.



The selection and removal of Committee members shall be done by motion of the Council.

13. Notices

13.1 Method of Giving Notices

Any notice, other than notice of a meeting of Members or a Meeting of the Board of Directors, pursuant to the Act, the Articles, the bylaws or otherwise to a Member, Director, Officer or member of a committee of the Board or to the Public Accountant shall be sufficiently given:

If delivered in person, by mail, or sent to such person by electronic mail or other electronic communication facility at such person's recorded address for that purpose. Notice sent by mail shall be deemed received three (3) days after it was mailed, Notice given in person or by e-mail shall be deemed to have been received on the day it was sent.

The Secretary-Treasurer may change or cause to be changed the recorded address of any Member, Director, Officer, Public Accountant, or member of a committee of the Board in accordance with any information believed by the Secretary-Treasurer to be reliable. The declaration by the Secretary-Treasurer that notice has been given pursuant to this Bylaw shall be conclusive evidence of the giving of such notice.

13.2 Omissions and Errors

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board, or Public Accountant, or the non-receipt of any notice by any such person when the Corporation has provided notice in accordance with the bylaws or any error in notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained otherwise founded on such notice.



Elections Procedures of the University Students' Council

Elections Procedure Code

The University Students' Council of the University Western Ontario, hereinafter called the "Corporation" is a governing body incorporated in 1965 under Letters Patent with Directors and members duly elected by the students of the University of Western Ontario, and, in this capacity, the Corporation finds itself concerned with the democratic operation of electoral rules and procedures by which it abides. As such, the Corporation has approved the procedures and standards set out in this Bylaw in an attempt to accomplish the following:

Vision Statement

To maximize the opportunity for students to be involved in USC-governed elections at the University of Western Ontario, as candidates, voters, and informed individuals.

Principles:

- To ensure fairness and democracy.
- To provide a manner of balloting that is efficient, effective, impartial and confidential.
- To increase student awareness as to the occurrence of student elections.
- To allow any student to be a candidate in an election regardless of financial status.
- To raise the level of debate surrounding student issues.
- To protect the reputation of the University and the USC in the City of London and elsewhere.

Statement of Independence

The USC shall not endorse or support the views of any Candidate in any election. Further, the views of any Candidate during the course of campaigning shall not necessarily represent the views of the USC or current Elected or Appointed Officials.



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BYLAW #2: ELECTIONS BYLAW

Authority: Council	Date Ratified: March 10 th 2019
	Previous Amendments: November 28 th 2018

PART A: ELECTIONS

1. Definitions

For the purpose of this Bylaw, in addition to definitions from **Bylaw #1**, these terms shall be defined as follows regardless of capitalization:

1.1 Arm's-length Party means any individual or group who is not a campaign volunteer.

1.2 Campaign Material means any item, giveaway, design, sound, symbol, or mark that is created or copied in any form in order to and/or likely to influence at least one voter to cast a ballot in favour or in opposition of a candidate.

1.3 Campaign Period means the designated days during which a candidate may campaign, as set by the CRO.

1.4 Campaigning means any attempt by an individual or organization to encourage a student to cast a ballot in favour or in opposition of a candidate. This may occur with or without campaign material.

1.5 Campaign Volunteer means an individual, group, or organization who a Candidate knew, or reasonably ought to have known, would assist that candidate with campaigning and/or the logistics of campaigning.

1.6 Candidate means any individual that appears as a single political entity on the voting ballot.

1.7 Candidate Forums means organized events by the Committee where candidates may present their platforms.

1.8 Committee means the Elections Governance Committee.

1.9 Consultations means a meeting held to gather information for the purposes of assembling a campaign team and/or platform.

1.10 CRO means Chief Returning Officer of the USC.

1.11 Days means school days unless specified otherwise.

1.12 Designated Polling Station means an electronic polling station installed and under the control of the CRO during balloting.

1.13 Distribute means the dissemination of campaign materials by a candidate, or a campaign volunteer, to any individual or group.

1.14 Divisional Election means an election for representatives of undergraduate constituencies.

1.15 Election shall include any by-election.



- 1.16 Endorsement** means supporting a candidate either verbally or through the provision of materials, advertisements, or financial or non-financial donations.
- 1.17 Fair Market Value** of a product or service means the typical price, without special concessions or discounts, that is available to all persons who approach a person or company that sells, or deals in, that product or service.
- 1.18 Fall Semester** means the session of the academic year starting in September and ending at the conclusion of the December exam period.
- 1.19 Plebiscite** means a question posed to Western University's student body, the results of which are non-binding.
- 1.20 Presidential Election** means an election for President.
- 1.21 Prospective Candidate** means an individual or group of individuals who have expressed an interest in running in a USC Election regardless of having submitted a Declaration of Candidacy. One shall be considered a prospective candidate up until the moment one submits a valid nomination form.
- 1.22 Proxy** means an authorization by means of which a candidate has appointed another student to attend and act on the candidate's behalf.
- 1.23 Public Domain** means any place to which the public has an automatic right of access.
- 1.24 Referendum** means a question posed to Western University's student body, the results of which shall be binding only if a minimum of 20% of the student body votes in the referendum.
- 1.25 Regulations** means guidelines released by the Elections Governance Committee indicating how the Bylaw will be interpreted and applied.
- 1.26 Secretary of the University** as defined by the University of Western Ontario.
- 1.27 Spoiled vote** means any ballot cast that is not a valid vote.
- 1.28 Sponsorship** means a financial contribution made for the purpose of supporting a candidate's campaign.
- 1.29 Student** includes any individual with undergraduate status registered at the University of Western Ontario, King's University College, Huron University College, or Brescia University College unless otherwise specified.
- 1.30 Third-Party Fee** is a fee that funds a program or service run by an organization other than the USC that benefits Western students.
- 1.31 University** means the University of Western Ontario together with King's University College, Huron University College, and Brescia University College.
- 1.32 USC** means University Students' Council of the University of Western Ontario.
- 1.33 USC recognized organization** shall include but is not limited to: Members of Council, clubs, Faculty Councils, USC Services, Affiliate Councils, and accredited groups.



- 1.34 University recognized organizations** shall include but is not limited to: Western Athletics, sports teams, Residence Councils, and Faculty Associations.
- 1.35 Valid Vote** means any ballot that is cast with x number of candidates selected when the voter can legally select y number of candidates, and where $y + 1 > x > 0$.
- 1.36 Vice-Presidential Election** means an election for the Vice-President.
- 1.37 Votes Cast** means the total of valid votes and spoiled votes.
- 1.38 Winter semester** means the session of the academic year starting in January and ending at the conclusion of the April exam period.

2. Jurisdiction

- 2.1** Jurisdiction of this Bylaw shall extend to include all students registered at the University.
- 2.2** The provisions of this Bylaw shall extend to the on-campus and off-campus actions of any and all candidates and campaign volunteers, given that those actions are within the scope of a USC election, by-election, plebiscite, and/or referendum conducted by the USC.
- 2.3** The provisions of this Bylaw shall apply to those USC elections, by-elections, plebiscites, and referenda conducted by the USC.
- 2.4** Notwithstanding section 2.2, the Secretary of the University is the Chief Returning Officer of the Board of Governors' and Senate elections. The CRO shall assist the Secretary of the University in the facilitation and regulation of Board of Governors and Senate campaigning.
- 2.5** For the purposes of expediency and fairness, in the event of a by-election for faculty, residence, or college representatives, the Committee may, at its discretion, surrender jurisdiction of the election to the respective faculty, residence, or college student council.

3. Administration of Bylaw #2

- 3.1** It will be the duty of the CRO and the Committee to administer this Bylaw, and to uphold its Visions and Principles.
- 3.2** The CRO and the Committee shall have the sole authority to enforce the provisions of this Bylaw.
- 3.3** The Elections Governance Committee shall:
- 3.3.1** Be composed of:
 - 3.3.1.1** The Chief Returning Officer (CRO), *ex-officio*, as chairperson, voting;
 - 3.3.1.2** The Deputy Returning Officer (DRO), *ex-officio*, as vice-chairperson voting;
 - 3.3.1.3** The Secretary-Treasurer, *ex-officio*, as a resource, non-voting;



3.3.1.4 Up to nine (9) students of the University, voting;

3.3.1.5 Coordinator of Council Services, *ex-officio*, as a resource, non-voting; and

3.3.1.6 Further details of the Elections Governance Committee composition are noted in the **Elections Governance Committee Terms of Reference**.

3.3.2 Oversee the Spring, Fall, and Vice-Presidential Elections in accordance with the provisions of Bylaw #2.

3.3.3 Develop and maintain a clear set of criteria and considerations to be used by the Committee when making decisions relating to elections.

3.3.3.1 The Committee may release Regulations detailing how Bylaw #2 will be interpreted and applied during an election period. The Regulations shall be binding as though they were a part of the Bylaws, provided that:

(a) The Regulations are consistent with the Bylaws;

(b) The Regulations are openly available to candidates at the start of nominations; and

(c) The Committee recommend to Council any Bylaw amendments related to Regulations issued as soon as possible following the conclusion of the Election period if they so choose.

3.3.4 Make recommendations to Council on all matters, including Bylaw amendments that relate to the elections.

3.3.5 Not seek office in an election, support any candidate, or endorse a position in a referendum or plebiscite administered by the Elections Committee during her term; and

3.3.5.1 Failure to comply with this requirement will result in immediate removal from the Elections Committee.

4. Amendments to Bylaw #2

4.1 Written notice of any amendments to provisions of this Bylaw regarding Board of Governors or Senate elections as approved by the USC shall be provided to the Secretary of the University by the Secretary-Treasurer as soon thereafter as practical.

5. Annual Elections Timetable

5.1 There shall be three sets of USC elections each year: Fall Elections, Spring Elections, and Vice-Presidential Elections. The Fall elections will consist of Divisional candidates, the Spring Elections will consist of both Divisional and Presidential candidates, and the Vice-Presidential Elections will consist of Vice-Presidential candidates.

5.1.1 For the purposes of this Bylaw, a campaign period is that determined by the Committee in accordance with this Bylaw.



5.1.2 Referenda and plebiscites are subject to PART B of this Bylaw, and they shall be held concurrently with either the Fall or Spring election period.

5.2 The Board of Directors Nominating Committee shall be struck each year and shall report to Council at the Annual General Meeting. The composition of this Committee shall be determined by **Bylaw #1** of the Corporation.

5.3 Subject to necessary changes by the Corporation, the Fall Election timetable shall be as follows:

5.3.1 Nominations: Nominations for candidates shall open no later than September 28th and close the Friday preceding the commencement of the campaign period. In any event, nominations shall be open for at least five (5) days and shall close not more than two (2) days prior to the commencement of the campaign period.

5.3.2 Campaigning: The campaign period for candidates shall begin no later than October 19th each year and shall continue up to and including the day of the close of balloting. In any event, the campaign period shall be no shorter than nine (9) days.

5.3.3 Balloting: Balloting shall take place on-line over a minimum of two (2) consecutive days (from 8:00am on the first day to 8:00pm on the last day) and shall conclude no later than October 31st.

5.4 Subject to necessary changes by the Corporation, the Spring Election timetable shall be as follows:

5.4.1 Nominations: Nominations shall open no later than January 12th and close the Friday preceding the commencement of the campaign period. In any event, nominations shall be open for at least five (5) days and shall close not more than two (2) days prior to the commencement of the campaign period.

5.4.2 Campaigning: The campaign period for candidates shall begin no later than January 24th each year and shall continue up to and including the day of the close of balloting. In any event, the campaign period shall be no shorter than nine (9) days.

5.4.3 Balloting: Balloting shall take place on-line over a minimum of two (2) consecutive days (from 8:00am on the first day to 8:00pm on the last day) and shall conclude no later than February 3rd.

5.5 Vice-Presidential Elections

5.5.1 Nominations: Nominations for Vice-Presidential candidates shall be open no later than January 31st and shall not close before the announcement of the Presidential election results and close no later than fifteen (15) days prior to the second-half of the Annual General Meeting of the Corporation.

5.5.2 Campaign Period: The campaign period for the Vice-Presidential candidates shall continue up to and including the day preceding balloting at the second half of the Annual General Meeting of the Corporation.

6. The Constituency

6.1 The constituencies and number of Councillors representing each shall be as indicated by **Bylaw #1** of the Corporation.

7. Candidate Eligibility



- 7.1** An individual shall be eligible to be a candidate if at the time of their candidacy they have been registered as a full or part-time undergraduate or professional student at the University for two (2) consecutive semesters (i.e., Fall semester, Winter semester) including the one in which the election is to take place as determined by the records of the University.
- 7.1.1** For the purpose of the Fall Elections, two (2) consecutive semesters shall be taken to mean the current Fall semester and the previous Winter semester.
- 7.1.2** Individuals enrolled as a first-year undergraduate student or Western English Language Center student at the University shall not be required to meet the “two semesters” criterion for the Fall Elections.
- 7.1.3** Undergraduate or professional students of the University that are on exchange at another academic institution at the time of voting for a given election shall be entitled to be a candidate and vote in said election.
- 7.2** Candidates in Divisional Elections shall be planning to remain registered as a full or part-time undergraduate or professional student at the University for the duration of the term of office relating to the position for which they are running; however
- 7.2.1** Western English Language Center students are not subject to this restriction.
- 7.3** An individual shall only be eligible to be a candidate in the constituency in which they are enrolled as determined by the records of the University.
- 7.4** Any student who has any outstanding fines as issued by the Elections Governance Committee or the Secretary of the University shall be deemed ineligible to be a candidate for election until such time as those fines are paid.
- 7.5** Any student who has outstanding loans from the USC Presidential, Vice-Presidential, or Divisional elections, and who has not made arrangements for the repayment of said loans with the Managing Director of Financial and Corporate Resources of the Corporation, shall be deemed ineligible for election until such time as repayment arrangements are made.
- 7.6** Any student who is an Executive, Associate Vice-President, Intern, or Coordinator with the USC is eligible to be a candidate in any election, however they shall be deemed ineligible unless they take an unpaid leave of absence from their duties starting on the day the campaign period begins until the end of the voting period.

Nomination Forms

- 7.7** Candidates for all election positions must complete a nomination form using the form released by the CRO on the date specified by the legislative calendar.
- 7.7.1** A nomination form shall only be valid if the required nomination form has been submitted prior to the closing of nominations and has been filled out completely and accurately, including a valid Western email address.
- 7.7.2** Appeals regarding the validity of the nomination shall be made in writing to the Committee no later than twenty-four (24) hours following the closing of nominations. The Committee will render a decision prior to the beginning of the campaign period.



7.7.3 A person may not submit a nomination form for more than one position in any one election.

7.7.4 Further details of nomination form requirements are outlined in the **Nominations Procedure**.

All Candidates Meeting

7.8 Candidates shall be declared ineligible if they fail to attend the All-Candidates Meeting and the candidate fails to send a proxy to the All-Candidates Meeting. The candidate, whether present in person or not, is entirely responsible for understanding and abiding by all information provided at the All-Candidates Meeting.

8. Voter Eligibility

8.1 In order to vote each student must possess, and login online using a unique University email username and password. Further requirements are detailed below.

8.2 USC Elections:

8.2.1 For the purposes of this section, "USC Elections" refers to any USC-administered election for Faculty Councillor, Affiliate Councillor, Faculty President, Affiliate President, USC President, or USC Vice-President.

8.2.2 In order to be eligible to vote in a USC Election, an individual must be registered as a full or part-time undergraduate or professional student at the University and pay tuition to the University for the current academic year.

8.2.3 For elections specific to a particular faculty or affiliate, voters must be registered as a student in the corresponding faculty or affiliate college.

8.2.4 The USC will rely on records provided by the University to determine which students are registered as full or part-time undergraduate or professional student and pay tuition to the University, and in which constituency each student is registered.

8.3 University Elections:

8.3.1 For the purposes of this section, "University Elections" refers to the USC-administered elections for Senate and Board of Governors.

8.3.2 The criteria for voter eligibility in University Elections shall be determined by the Secretary of the University.

9. Administration of Elections

9.1 The Committee:

9.1.1 Elections sponsored by the Corporation shall be conducted and supervised by the Committee.

9.1.1.1 All committee members must abide by the USC's **Conflict of Interest Policy** and sign confidentiality agreements.

9.2 The Chief Returning Officer:



9.2.1 The following items will be publicized by the CRO on behalf of the Corporation for the purposes of each election period:

9.2.1.1 Call for nominations for USC elections, released alongside a nomination package that includes information about positions up for election, election related policies and procedures, the election calendar, and any election related forms and paperwork;

9.2.1.2 Update daily the elections website with the number of candidates for each position in the USC election as their nominations are processed, omitting the names of the candidates;

9.2.1.3 Announcement of the time and date for online balloting; and

9.2.1.4 Announcement of the official results for USC elections.

10. The Ballot

10.1 The Fall and Spring ballots shall include the following segments, with electors able to abstain from any or all segments on the ballot without risk of spoiling the ballot:

10.1.1 Fall Elections: the list of constituencies being contested by Divisional candidates and the names of candidates in each constituency, and referendum/plebiscite question(s), if applicable.

10.1.2 Spring Elections: the names of Presidential candidates, as well as a list of constituencies being contested by Divisional candidates and the names of candidates in each constituency; and referendum/plebiscite question(s), if applicable.

10.2 A hyperlink to the voter sign-in page shall be placed in a prominent location on the USC Homepage and the USC Elections page during the Fall and Spring Elections balloting periods.

10.3 The following criteria must be met when developing the layout of the ballot:

10.3.1 The names of the candidates for the constituency shall be listed in alphabetical order by the last name. The names of the candidates for the USC Presidency shall be listed in alphabetical order by the last name.

10.3.2 Only the legal names of candidates, or reasonable variations thereof, shall appear on the ballot as approved by the CRO.

10.4 The layout of the ballot shall be inspected by the Chief Returning Officer prior to balloting to ensure that it conforms with the criteria set out in this document.

10.5 All candidates will have an opportunity to review the ballot not less than seventy-two (72) hours before balloting.

10.6 Any candidate who, after inspecting the ballot, has concerns about the layout of the ballot, may address those concerns in writing to the CRO for consideration by the Committee.

10.6.1 Any concerns regarding the ballot must be submitted to the CRO no less than twenty-four (24) hours before balloting opens.



10.6.2 The Committee shall respond to any concerns within twenty-four (24) hours of the submission.

10.6.3 Any appeals of a decision made by the Committee with respect to a submission made under Section 10.6 must be submitted in writing to the Government and Advocacy Services Manager not less than twenty-four (24) hours before balloting begins.

11. Rules for Elections, Plebiscites, and Referenda

11.1 Fair Play

Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include but are not limited to: libel, slander, general sabotage of the campaigns of other candidates, intentional misrepresentation of fact, and malicious or intentional breach of this Bylaw or other applicable regulations.

11.2 Responsibility of Candidates

Candidates shall be responsible for the actions, and the violations stemming from such actions, of any campaign volunteer(s) unless the Candidate satisfies the Committee that they did not direct the action and could not have reasonably foreseen that the action would occur.

11.2.1 Candidates may dissociate themselves from any person or organization who would otherwise be considered a campaign volunteer provided that they give immediate notice to the CRO in writing, and provided that the Committee is satisfied that the dissociation is genuine.

11.2.2 A candidate shall not be held responsible for the actions of any person or organization if the candidate has previously and adequately dissociated herself from that person or organization.

11.2.3 Candidates shall compile and maintain an up-to-date list of the names and email addresses of all campaign volunteers. The list shall be forwarded to the CRO within six (6) hours of the CRO's request.

11.3 Existing Policies

It is the responsibility of the Candidate to ensure that all campaign plans, materials, and/or advertisements conform to all policies and regulations of the USC and University, and with all municipal, provincial, and federal laws. Campaign displays and the distribution of literature on campus are also subject to the requirements of the Facilities Management and/or Reservations Office.

11.3.1 Restrictions regulating campaigning that are unique to King's University College, Brescia University College, Huron University College, student residences, and buildings on campus must be strictly adhered to. It is the responsibility of the candidates to familiarize themselves with the different rules which may govern each of the aforementioned entities.

11.4 Benefits Acquired by Virtue of Office

11.4.1 Candidates and campaign volunteers are not entitled to use in their campaign any service or tangible benefits conferred on them by virtue of holding any position in any organization. This includes but is not limited to: mailing lists, office space, office supplies, equipment, advertising space, and secretarial services.

11.4.2 Any student who is a USC Executive, Associate Vice-President, Intern, or Coordinator cannot endorse a candidate or be a campaign volunteer during the campaigning or balloting periods of the election, pursuant to the following conditions:



11.4.2.1 If an Associate Vice-President, Intern, or Coordinator wishes to endorse a candidate or become a campaign volunteer, they must take an unpaid leave of absence for the duration of the campaign period; however

11.4.2.2 Under no circumstances may a USC Executive, Associate Vice-President, Intern, or Coordinator utilize USC resources, including their title and any established modes of communicating to students on behalf of the USC, to endorse Candidates.

11.5 No Solicitation of the Executive and USC

Candidates shall not solicit the aid or endorsement of any USC Staff or Executive member for the purposes of campaigning.

11.5.1 Any unsolicited aid or endorsement received by a candidate from a Staff or Executive member is prohibited, and the candidate shall not be subject to penalty.

11.6 Approval of Campaign Materials and Activities

11.6.1 All printed campaign materials and advertisements require approval by the CRO in advance of posting, printing, and/or distributing.

11.6.2 All candidates are required to submit an event proposal to the CRO for approval for any USC elections-related events including, but not limited to, volunteer rallies, campaign rallies, campaign launch parties, and campaign social events. This shall be a requirement for events both on and off of the University's campus.

11.6.2.1 The CRO shall provide an event proposal template to be used by candidates at the beginning of the campaign period.

11.6.2.2 Proposals shall be submitted to the CRO for approval at least forty-eight (48) hours prior to the intended event.

11.7 Pre-Campaigning

Candidates and prospective candidates are not permitted to influence or attempt to influence voters prior to the campaign period, including, for example: through the posting of material designed and/or likely to influence voters. Candidates and prospective candidates may engage in activities related to planning a campaign or assembling a campaign team and may answer questions from the media with regard to election plans.

11.7.1 The Committee reserves the right to find a candidate or prospective candidate in violation of this Bylaw if the actions taken by the candidate or prospective candidate in preparing for the campaign are adjudged to be designed/likely to influence voters.

11.7.2 Prior to the campaign period, the maximum number of campaign volunteers a candidate is permitted to have on their campaign team is limited to fifty (50).

11.8 Cross-Campaigning

Cross-campaigning in any election is prohibited. Each candidate must maintain separate finances, produce unique campaign materials, and present campaign platforms distinct from other candidates.



11.9 On-Campus Campaigning

11.9.1 Candidates shall not campaign in the USC Main Offices (including the workspace or office of any Staff, Executive, or volunteer) or Council Chambers, or during any meeting of Council or the Standing Committees of Council regardless of location. This prohibition shall include but not be limited to the display of campaign materials, verbal campaigning, and discussion of campaign logistics.

11.9.1.1 In the case of Vice-Presidential Elections, the USC Main Office shall not be taken to include the USC Conference Rooms. Usage of the USC Conference Rooms for the purpose of campaigning shall not be taken to be a benefit acquired by virtue of office as long as the candidate obtains access to the USC Conference Rooms through the CRO. All access to the USC Conference Rooms for the purpose of campaigning must be obtained through the CRO. The CRO shall be responsible to ensure that candidates' access to USC Conference Rooms is supplied equitably and equally. The EGC may establish, repeal, and amend procedures to manage the allocation and usage of the USC Conference Rooms by candidates.

11.9.2 Any and all campaign activities including but not limited to physical distribution of campaign materials in student residences will be done in compliance with any and all regulations released by the Committee in conjunction with Western's University's Housing and Ancillary Services.

11.9.3 Approved campaign posters may only be posted on poster boards that are reserved by the Committee and designated as an elections poster board.

11.9.4 Physical campaign materials shall not be distributed to vacant surfaces throughout the University (i.e. candidates may not leave campaign materials on desks in libraries, or tables in eateries, etc.).

11.10 Off-Campus Campaigning

11.10.1 Candidates and their volunteers may campaign in locations off of the University's campus. These occurrences may include but are not limited to: the physical distribution of campaign materials, volunteer rallies, campaign rallies, campaign launch parties, and campaign social events.

11.10.2 Any and all off-campus campaign events must receive approval from the CRO as per Section 11.6 of this Bylaw.

11.10.3 Physical campaign materials may not be distributed to any residence, apartment complex, or place of business without consent.

11.10.3.1 Candidates and their volunteers are required to seek and receive express written permission from the building manager of any apartment complex prior to attending said building to campaign. This written permission must establish all relevant conditions including but not limited to:

- (a) The time frame candidates and their volunteer(s) may visit;
- (b) The number of candidates and volunteers that may visit; and
- (c) The manner in which candidates and their volunteer(s) may distribute physical campaign materials to residents (i.e., whether or not consent is required from each individual resident before posting campaign materials on doors).



11.10.3.2 The permission must be submitted to the CRO prior to attending the residence.

11.11 Campaigning During the Voting Period

11.11.1 While the polls are open, candidates and their volunteer(s) are permitted to continue campaigning as normal, pursuant to the following restrictions:

11.11.1.1 All campaigning shall be prohibited within the sightline of all Designated polling stations; and

11.11.1.2 No candidate, campaign volunteer, or any other party shall: cause a willful disturbance, or interfere, or attempt to interfere, with an individual's right to vote; or coerce, or attempt to coerce, a vote through the use of intimidation.

11.11.2 Candidates and their campaign volunteer(s) shall not establish their own polling station to solicit votes.

Example 1

Candidates would be prohibited from approaching students with an electronic device and encouraging them to log on to said device and vote.

12. Campaign Materials and Branding

12.1 Candidates in all elections shall refrain from the use of the USC or University logo and any other USC or University copyrighted material or image when producing materials printed, written, or otherwise produced for the purposes of campaigning.

12.2 Candidates shall not be able to declare their campaign colour as the colour purple.

12.3 All campaign materials, including but not limited to posters to be printed commercially and promotional materials, shall be printed at Creative Services unless the service required is unavailable and a reasonably comparable replacement is unavailable at Creative Services.

12.3.1 Any work orders placed with Creative Services must be made via email.

12.4 Candidates may campaign and distribute campaign materials at their own discretion, subject to the limitations of this Bylaw. The Committee reserves the right to find a candidate in violation of this Bylaw if their campaign materials do not conform to the following non-exhaustive limitations:

12.4.1 Campaign material cannot contain copyrighted material or images without the consent of the copyright holder;

12.4.2 Campaign materials may not depict images of alcohol or drug use;

12.4.3 All campaign material must not be in violation of the **UWO Code of Student Conduct** or the **USC Community Standards Policy**; and

12.4.4 Any campaign material posted in an area designated by the Committee for posters shall not exceed a size greater than 11"x17".



12.5 Physical campaign materials may not be distributed to individuals without their consent.

12.6 All candidates shall be responsible for the removal of all posters and other materials within the control of the candidate within forty-eight (48) hours following the close of balloting.

12.6.1 Posters and other campaign materials shall not be within a direct line of sight of a Designated Polling Station during the balloting period and may be removed at the discretion of the CRO.

12.6.2 A candidate will forfeit an amount no greater than her bond from her eligible reimbursement if all campaign materials and posters that are within the control of the candidate are not removed within forty-eight (48) hours following the close of balloting.

13. Campaign Finances

Campaign finances shall be governed in accordance with the **Elections Governance Committee Finance Procedure.** The CRO shall be responsible to ensure all procedures are properly followed in accordance with that document.

14. Violations of Campaign Rules

14.1 If a winning candidate in any election is disqualified, the candidate who received the greatest number of votes and who has not been disqualified shall be deemed the winner.

14.1.1 If preferential balloting was used, the disqualified candidate shall be removed and their votes will be reallocated and the candidate who receives the greatest number of votes and who has not been disqualified shall be deemed the winner.

14.2 Violations shall be governed in accordance with the **Elections Governance Committee Violations Procedure.** The CRO shall be responsible to ensure all procedures are properly followed in accordance with that procedure.

15. Interference by Outside Parties

15.1 No USC recognized organization or organization executive member shall act as an arm's-length party or campaign volunteer in order to engage in conduct that violates this Bylaw or brings the elections into disrepute.

15.2 Where a USC recognized organization or organization executive member has been alleged to violate Bylaw #2:

15.2.1 The Committee shall send a summary of the alleged violations to the organization email address on file with the USC, including information about any subsequent action that may be taken under this Bylaw and any relevant times or dates.

15.2.2 The organization shall have a reasonable period of time to send a written response to the CRO, having regard to the timing and nature of the alleged violation.

15.2.3 The Committee shall hold a hearing to determine if the organization has violated Bylaw #2 and may impose sanctions or prohibitions on the club or individual at the Committee's discretion that shall last for the remainder of the campaign and balloting period.



15.2.4 Upon the announcement of the electoral results, the sanctions shall be suspended, and the matter shall be referred to the relevant governing body for further measures at their discretion.

15.3 Notwithstanding provisions dealing with candidates, campaign volunteers, and clubs, no student of the University may engage in actions that are likely to bring the electoral process into disrepute. Where such an action takes place, the following procedure shall be followed:

15.3.1 Any student alleged to be violating this Bylaw by the Committee shall be notified via their UWO email address, including information about any subsequent action that may be taken under this Bylaw and any relevant times or dates.

15.3.2 The student shall be given the opportunity to respond with a written statement to the Committee within a reasonable period of time.

15.3.3 Where the Committee finds a violation has occurred, the Committee may refer the matter to an outside person or body with recommendations, including but not limited to: the Associate Vice-Provost, Student Experience and Information and Technology Services.

16. Election Results

16.1 For all elections, referenda, and plebiscites with more than two (2) options on the ballot, excluding divisional elections, the ballots shall be counted and the winner determined in accordance with the Preferential Voting Rules as outlined in section 18.

16.1.1 Where there is an election for multiple positions, the positions shall be filled by the candidates who received the highest number of votes.

16.2 For all elections, referenda, and plebiscites with only two (2) options on the ballot, and for all divisional elections with any number of options on the ballot, a plurality voting system shall be employed for the counting of ballots:

16.2.1 For divisional elections, in each constituency the candidate with the highest number of votes shall be declared the winner;

16.2.1.1 Where there are multiple available positions, they shall be filled by the candidates who received the next highest number of votes; and

16.2.1.2 In the event of a tie, the winner shall be decided by a coin toss initiated by the CRO.

16.2.2 In a referendum or plebiscite, the option with the highest number of votes shall be declared the winner;

16.2.2.1 In the event of a tie, the results of the referendum or plebiscite shall be rendered inconsequential.

16.3 Election results for a referendum, a plebiscite, or a constituency will be valid only if at least half of the votes cast are valid votes.

16.4 At her discretion, the CRO may utilize a grace period of up to a maximum of forty-eight (48) hours following the close of balloting before releasing election results.

16.5 In the event of an invalid election, the Committee shall convene and recommend a course of action to Council.



16.6 If a disqualification is overturned on appeal, the ballots shall be recounted as if the candidate, referendum side, or plebiscite side had never been disqualified.

17. Special Rules for Vice-Presidential Elections

17.1 The position of Vice-President shall be filled through a Vice-Presidential Election.

17.2 Candidates may make campaign materials available to current Council members through the USC Front Desk.

17.3 No campaigning shall be allowed during the first-half of the Annual General Meeting of the Corporation, except for the following:

17.3.1 Each Candidate shall be allotted five (5) minutes to address Council.

17.4 No campaigning shall be allowed during the second-half of the Annual General Meeting of the Corporation, except for the following:

17.4.1 Candidates may place campaign materials in an area designated by the CRO; and

17.4.2 A group-formatted question period shall be available for all candidates competing for a Vice-Presidential position. The Speaker of Council shall set the length of time for the question period.

17.5 Special Balloting Rules:

17.5.1 Balloting for the Vice-Presidential election shall occur during the second-half of the Annual General Meeting of the Corporation.

17.5.2 Voting shall take place by special ballot, with results becoming available upon request ten (10) days after the winner has been named. Results that are released shall not include the names of electors but will instead include a blind identifier corresponding to each elector only available to that same elector for release at their discretion.

17.5.3 Each Voting Member, including the incoming and outgoing Council Voting Members, shall be entitled to one (1) vote per ballot for the Vice-Presidential position.

17.5.3.1 Individuals who are both incoming and outgoing Council Voting Members shall be entitled to one (1) vote per Voting Member position held.

17.5.4 Advanced Polling: The CRO shall designate a time and place for advanced polling subject to the following:

17.5.4.1 Voting in the advanced poll shall take place the week prior to the second-half of the Annual General Meeting of the Corporation.

17.5.4.2 The option to vote in the advanced poll shall not be available for more than three (3) days.

17.5.4.3 The votes cast in the advanced poll shall be received by the CRO.



17.5.4.4 All votes must be cast in person.

17.5.4.5 A vote cast in the advanced poll shall be placed in a sealed envelope and shall be counted at the same time as the votes that are cast at the second-half of the Annual General Meeting of the Corporation.

17.5.4.6 Notwithstanding **Bylaw #1**, a vote cast in an advanced poll is final. Once a Voting Member has cast her vote the vote shall not be altered or cancelled.

17.6 Vote of Confidence

If only one candidate stands to be elected for a Vice-Presidential position, the Speaker of Council shall initiate a vote of confidence in place of balloting during the second-half of the Annual General Meeting. The candidate shall be acclaimed if a simple majority of the eligible Council members vote in favour of the resolution to acclaim the candidate.

18. Preferential Voting Rules

18.1 All elections, referenda, and plebiscites with more than two (2) options on the ballot, excluding divisional races, will be administered using a preferential ranked ballot.

18.1.1 Each candidate may designate an agent to act as her scrutineer during the counting of the ballots.

18.1.2 Electors shall mark their choices in order of preference.

18.1.3 The system for counting ballots shall be as follows:

18.1.3.1 All first-choice votes shall be counted and separated by candidate.

18.1.3.2 If no candidate receives a majority of the total vote, the candidate with the least votes shall be declared "out of race" and the first-choice ballots of that candidate shall be recounted in accordance with the second choice indicated on the ballot.

18.1.3.3 This system of dropping off the lowest candidate and redistributing ballots according to the next choice of remaining candidates shall continue until one (1) candidate achieves a majority (50% + 1).

18.1.3.4 If a candidate, plebiscite, or referendum side is disqualified or chooses to withdraw after polling has taken place, the disqualified or withdrawn candidate shall be declared "out of race" and his or her first-choice ballot recounted in accordance with the second choice indicated on the ballot.

18.1.3.5 Failure to select a preference in any round of voting shall result in that ballot being spoiled for that and all subsequent rounds of balloting. A ballot shall not be deemed spoiled so long as the voter's intentions can be reasonably ascertained from the ballot.

18.1.3.6 Abstentions, declined, and spoiled ballots shall not count in the calculation of majority.

18.1.4 Managing ties when counting ballots:

18.1.4.1 Presidential Election Tie result – In the event of a tie, whenever possible, ties shall be resolved in favour of the candidate with the most first place votes. If this is not possible, the winner shall be



decided by a coin toss initiated by the CRO and the loser shall be declared "out of race" and her first-choice ballots recounted in accordance with the second choice indicated on each ballot.

18.1.4.2 Referendum/Plebiscite Tie result – In the event of a tie, whenever possible, ties shall be resolved in favour of the side with the most first place votes. If this is not possible, the results of the referendum/plebiscite will be rendered inconsequential; however, if it is not the final round of redistributing ballots, the winner shall be decided by a coin toss initiated by the CRO and the loser shall be declared "out of race" and the side's first-choice ballots recounted in accordance with the second choice indicated on each ballot.

18.1.4.3 All Other Elections Tie result – In the event of a tie, whenever possible, ties shall be resolved in favour of the candidate with the most first place votes. If this is not possible, the election shall be resolved by a re-vote between the tied candidates to take place at the next Duly Constituted Meeting. The re-vote shall be subject to the following procedures:

- (a) The tied candidates shall be permitted to campaign following the end of the meeting in which the Election was held until the start of the next Duly Constituted Meeting.
- (b) All Voting Members who were eligible to vote at the meeting in which the initial vote was held shall be permitted to vote.
- (c) The CRO shall designate a time and place for advanced polling in accordance with the procedures set out in section 17.4.4.
- (d) The votes shall be counted in accordance with rules as set out above in section 18.2.
- (e) Should the re-vote result in a tie between two candidates, the election shall be resolved by way of a coin toss.

19. Appeals of Committee Decisions or Elections Results

19.1 Any appeals of Committee decisions or elections results shall be heard by the Appeals Board and governed by the procedures contained in the **Appeals Board Policy**.

19.1.1 Notice and grounds for appeal shall be submitted in writing to the Appeals Board no later than 4:30PM, two (2) days after the Committee's decision is released.

PART B: REFERENDA AND PLEBISCITES

20. General

20.1 Without limiting any section of Bylaw #2 or Part A, Part B covers any referendum or plebiscite conducted by the USC.

20.2 The administration of Part B, unless otherwise stated, is vested with the CRO.

20.3 The results of any referendum shall be binding on the USC unless the results affect the **Letters Patent** or the **Articles of Incorporation** of the USC or unless, by implementing the directive of the referendum, the Board of Directors would be breaching its fiduciary obligations to the corporation.



20.4 The results of a plebiscite shall not be binding.

20.5 Any referendum or plebiscite requiring a motion of Council must be posted as required by **Bylaw #1**. The CRO shall advertise the meetings of Council, in which motions and writs to hold referenda or plebiscites will be put forward in *The Gazette* at least forty-eight (48) hours prior to such a Council meeting.

20.6 For the purposes of Part B, the number of students in the student body shall be the number of full-time equivalent students registered at the University during the previous academic year.

20.7 The results of any referendum shall be binding only if a minimum of 20% of the student body votes in the referendum.

20.7.1 Declined and spoiled ballots shall count toward the establishment of quorum for a referendum.

20.8 A referendum may be initiated either by Council or by students at large.

20.9 A plebiscite may be initiated by Council or by students at large.

21. Student-Initiated Referendum

21.1 For the purposes of this Section:

21.1.1 A “policy issue” means any issue or proposal which is not likely to have any direct financial or legal implications on the USC.

21.1.2 The Board of Directors, in consultation with any relevant individuals and/or committees, shall determine whether an issue is one which is likely to have direct financial or legal implications on the USC.

21.1.3 An issue shall be deemed to have direct implication on the USC if it will result in the imposition or removal of any fee on students.

21.2 Any student wishing to initiate a referendum shall contact the Secretary-Treasurer and the Government Services Manager to review the process to have a referendum question put on the ballot prior to collecting signatures, including the collection of signatures, the campaigning process, and any other pertinent information.

21.3 Any student may present a petition to the CRO requesting that a referendum be held on any matter, subject to the following:

21.3.1 Student-initiated referenda may not establish any fee to fund the activities of a USC Ratified Club, or Clubs.

21.3.1.1 This does not prohibit funding for activities that are simply supported by a USC Ratified Club.

21.3.2 Any petition requesting a student-initiated referendum must be submitted to the CRO no later than nine (9) days before the last Council meeting prior to the commencement of the campaign period for the election.

21.3.3 A petition is only valid if it contains the following:



21.3.3.1 The names, student numbers, and signatures of at least 10% of the student body when a request is being made for a referendum on any issue.

21.3.3.2 A clear indication of the issue on which the requested referendum is to be held.

21.3.4 The CRO shall check the validity of each name on the petition. If greater than 10% of the names are invalid, the petition is invalid.

21.3.5 Any petition that contains any material misstatements of fact or material misrepresentations is invalid.

21.3.6 For a petition to contain a clear indication of the issue, it must include at least the following:

21.3.6.1 The amount of any fee which will be levied upon students directly for the purpose of implementing the proposal.

21.3.6.2 A statement summarizing the question which will be decided by the referendum.

21.3.7 Any student-initiated referendum involving levying a student fee shall require:

21.3.7.1 A University administrative advisor to the Board of Governors to be contacted by the USC to determine whether or not the Board would allow such a fee to be collected by the USC.

21.3.7.2 The Secretary-Treasurer to work with the student to determine the exact fee that is to be levied by means of a budget prepared by the student.

(a) If no such budget exists, the Secretary-Treasurer shall assist the student in putting together a budget from which student fee options can be derived.

21.3.8 The Committee shall assess the validity of all petitions and shall notify the student submitting the petition if it is found to be invalid.

21.3.8.1 Prior to submitting a completed petition, any student may submit a draft petition question to the Secretary-Treasurer for review. Any petition which is reviewed and endorsed by the Secretary-Treasurer shall be deemed to contain a clear indication of the issue and not to contain any material misrepresentations.

21.4 If a petition is found to be valid, a “**writ of referendum**” shall be drafted by the CRO in consultation with the Committee, which shall include the following:

21.4.1 The particulars of the petition, including the name of the petitioners and the number of student signatures on the petition.

21.4.2 The Board of Directors' decision about the financial and legal implications of the proposal, with a brief summary of the reasons for that decision.

21.4.3 The proposed referendum question.

21.4.3.1 The Committee shall be responsible for developing an objective referendum question.



21.4.4 A budget outlining the projected cost of holding the referendum.

21.5 A valid petition requesting that a referendum be held on a policy issue shall automatically result in the initiation of a referendum and shall not require the approval of Council.

21.5.1 The CRO shall present the writ of referendum to Council.

21.6 A valid petition requesting that a referendum be held on an issue or proposal which is likely to have direct legal or financial implications on the USC must be approved by Council before a referendum may be initiated. A Simple Majority vote of Council will be required to prevent the referendum as requested from being placed on the ballot.

21.6.1 The CRO shall present the writ of referendum as well as a motion to place the referendum question on the ballot.

21.7 In addition to the above, the following considerations apply to student-initiated referenda for Third Party Fees.

21.7.1 USC Clubs are not considered third parties for the purpose of this section.

21.7.2 Any referendum question imposing a Third-Party Fee must:

21.7.2.1 Include reasonable and meaningful constraints on the way they will be used and must be conditional on adherence to those restraints.

21.7.2.2 Require Council renewal every four (4) years in order to continue.

21.7.3 A petition to hold a student-initiated referendum for a Third-Party Fee will only be valid if the petition states the referendum question.

21.7.3.1 If the petition signed by students contains a referendum question that the Elections Governance Committee finds to be misleading or inadequate, the Elections Governance Committee may determine that the petition is invalid.

21.7.3.2 The Elections Governance Committee will draft a satisfactory referendum question if approached to do so.

21.7.3.3 The referendum question appearing on the petition does not need to be identical to the referendum question ultimately approved by the Elections Governance Committee provided that the differences are not material.

21.7.4 The referendum shall be classified as a Registered Interested Party referendum and the individual initiating the referendum, or a proxy thereof, shall run the Campaign for the side they wish to advocate for.

21.7.5 The USC will enforce the result of a student-initiated referendum to establish a Third-Party Fee, subject to the following:

21.7.5.1 A referendum result may be invalidated by the Committee if there is sufficient impropriety to cast doubt upon the result.



21.7.5.2 The Board of Governors may refuse to allow the USC to collect the fee.

21.7.5.3 If a fee is imposed, the Secretary-Treasurer must be supplied with financial information describing the use of the fee at least once per year. The Secretary-Treasurer shall be responsible for reviewing the way in which the student fee is being used and evaluating compliance with the terms of the referendum.

(a) If the Secretary-Treasurer reports that any conditions of the referendum are not being satisfied, Council may resolve to terminate the fee from future budgets.

22. Council-Initiated Referendum

22.1 Council may initiate a referendum on any issue through a motion of Council, duly passed by a simple majority of those present and voting.

23. Student-Initiated Plebiscite

23.1 The names, student numbers, and signatures of at least 5% of the student body are required when a request is being made for a plebiscite on any issue.

24. Council-Initiated Plebiscite

24.1 Council may initiate a plebiscite on any issue through a motion of Council, duly passed by a simple majority of those present and voting.

25. Registered Interest Party

25.1 Registered interested parties are entitled to campaign on behalf of any side in any referendum or plebiscite. More than one registered party may represent each official side.

25.2 Any group may request recognition as a registered interest party provided that the following conditions are met:

25.2.1 They are a student group, or party approved by the Committee, autonomous from the USC that has been in existence for at least six (6) month prior to the writ, including but not limited to the following: clubs, Faculty Councils, Affiliated Colleges, and Residences Council; or

25.2.2 If a student group or party approved by the Committee as described above does not register, then a group of students may register.

25.3 When applying to be a registered interest party, a group must prepare a written submission indicating how they will be directly affected by the result of the referendum or plebiscite.

25.4 All applications for status as a registered interest party must be submitted to the CRO within seven (7) days of the passing of Council of the motion or writ of referendum or plebiscite.

25.5 The Committee will decide on the merit of an application for status as a Registered Interested Party with such decision being subject to appeal to the Board of Directors and finally to Council.



25.6 All registered interested parties must name an official spokesperson and this name must be handed into the CRO with the request.

25.7 Where there is only one registered party, it will constitute the only official side.

25.8 Subject to the following, all registered interest parties, including the USC when applicable, are deemed to be candidates and are bound by the campaign rules in PART A as well as by the rules and procedures governing referendums and plebiscites when representing their side of the issue.

25.8.1 All Campaign Materials produced by a registered party, including electronic materials, must clearly indicate that they are authored by a registered interest party.

25.8.2 Consequences of Disqualification

25.8.2.1 If the disqualified group is a USC-ratified club, they shall be prohibited from further campaigning. Failure to adhere to this prohibition will be reported to the Clubs Governance Committee and may result in further sanctions.

25.8.2.2 Individual students cannot be prohibited from further campaigning. However, students that continue to campaign after their group has been disqualified will not be reimbursed for any new campaign expenses.

25.8.2.3 A disqualified group will not be reimbursed for the cost of any campaign materials that continue to be used after the group's disqualification.

25.8.2.4 A disqualified group may not refer to themselves as an "official registered interest party."

25.8.2.5 The disqualification of a registered interest party does not automatically mean that a referendum fails. The Committee must make a separate determination as to whether the referendum result is valid. In doing so, the Committee must consider the potential impact of the infractions on the result.

25.8.2.6 The disqualification of the registered interest party campaigning on behalf of the *status quo* option (the option which would not result in change) never means that a referendum carries.

26. USC-Sponsored Side

26.1 Where the USC has an interest in the outcome of a referendum or plebiscite, or where it is felt that a side of an issue is not being adequately represented by a registered interest party, the Council has the option of campaigning or appointing someone to campaign on behalf of a particular side.

27. Information-Based Campaign

27.1 Where the Council supports the provision of information to the electorate, the USC, by a simple majority vote of Council, may provide financing for information-based campaign in accordance with the financing rules prescribed in Section 28.

27.1.1 Information-based campaign funding can be allotted in addition to registered interest party campaign funding, or in place of registered interest party campaign funding.



27.2 The Elections Governance Committee shall be responsible for administering information-based campaigns by selecting an Ad-Hoc Committee for this express purpose.

27.2.1 As a consequence, the Ad-Hoc Committee members shall be prohibited from sponsoring a side whenever an information-based campaign has been approved and shall refrain from participating in Committee discussions of referenda and plebiscites with regards to enforcement of campaign rules and violations proceedings.

27.3 All information-based campaign materials must be reviewed and approved by the Committee before being posted or distributed.

28. Finances

28.1 Registered interest parties may apply to the Committee for the funding available for their official side.

28.2 Each official side shall be entitled to funding up to 100% of the Presidential campaign limit as established, unless there is only one official side in which case the spending shall be at 50% of the Presidential campaign limit.

28.2.1 The level of funding available to each official side may be altered at the Secretary Treasurer's discretion provided that funding information is made available at the all-candidates meeting.

28.3 All Information-Based Campaigns shall be entitled to funding as follows:

28.3.1 100% of the Presidential campaign limit, if there are no registered interest parties;

28.3.2 75% of the Presidential campaign limit, if interest parties are only registered for one official side; or

28.3.3 50% of the Presidential campaign limit, if interest parties are registered for two or more official sides.

28.4 Registered interest parties shall be entitled to spend the equivalent of 20% of the official side's allowable limit on non-campaign expenditures, which could include:

28.4.1 Research material; and

28.4.2 Administrative costs.

28.5 If any registered interest party overspends their allowable limit, the surplus shall be applied to the official side's spending in addition to an automatic fine of 100% of the surplus.

28.6 All official sides and registered interest parties shall present a full financial statement to the CRO by 12:00pm on the last of balloting.

28.7 Each official side will give the USC a \$300.00 bond to be used for election fines.

28.8 Interest parties are not eligible for any USC loans for either bonds or expenses.

29. Appeals of Plebiscite or Referendum Results



29.1 Any appeals of the validity of any referendum or plebiscite results shall be heard by the Appeals Board and governed by the procedures contained in the **Appeals Board Policy**.

29.1.1 Notice and grounds for appeal shall be submitted in writing to the Appeals Board no later than 4:30PM, two (2) days after the Committee's decision is released.

30. Context and Enactment

30.1 Documents Repealed – N/A

30.2 Supporting/Related Documents – Elections Governance Committee Terms of Reference, Elections Governance Committee Campaign Finances Procedure, Elections Governance Committee Violations Procedure, Bylaw #1: Corporate Bylaw, Appeals Board Policy

30.3 Date Passed – 17 January 2001

30.4 All Previous Amendments – 29 November 2017, 25 November 2015, 11 November 2015, 25 February 2015, 29 October 2014, 29 November 2017...



University Students' Council of Western University

Bylaw #3 - Executive Bylaw

Authority: Council	Date Ratified: March 10 th 2019
Previous Amendments: 15 November 2015; 25 February 2015; 31 October 2018	Date Review: February 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PURPOSE

A bylaw to govern the duties and responsibilities of the President, Vice-President, Student Programs Officer, Communications Officer, and Secretary-Treasurer.

2. DEFINITIONS AND INTERPRETATION

a. Definitions

- i. In this Bylaw and all other Bylaws and resolutions of the Corporation, unless otherwise stated or the context requires otherwise:
 1. **"Act"** means the Corporations Act, R.S.O. 1990, c. C.38, as amended from time to time, and every statute that may be substituted for it and, in the case of such substitution, any references in the Bylaw to provisions of the Act shall be read as references to the substituted provision in the new statute;
 2. **"Executive"** means the President, Vice-President, Student Programs Officer, Communications Officer, and Secretary-Treasurer;



3. **"Board"** or **"Board of Directors"** means the Board of Directors of the University Student's Council;
4. **"Executive Branch"** means the operations, initiatives, and activities of the portfolios that are managed by the Executive;
5. **"Chief Operating Officer"** means the most senior member of the permanent administrative staff, reporting directly to the Executive Council and fulfilling duties as described in the Chief Operating Officer Policy;
6. **"Head of Executive Branch"** means the President and CEO who shall manage the Chief Operating Officer day-to-day on behalf of the Board, who shall coordinate the affairs of the Executive Branch, and who shall represent the Executive Branch on the Council and the Board of Directors;
7. **"Legislative Branch"** means the Council and its standing committees;
8. **"Policies and Procedures"** and **"Policy"** and **"Procedure"** include any document approved by the Council that regulates the transactions and affairs of the Corporation, excluding any Bylaws and Letters Patent; and
9. **"Strategic Vision"** means the Corporation's long-term strategic vision, which may also be referred to as a long-term strategic plan.

b. **Other Definitions**

- i. The terms are defined in the context in which they appear and shall have their meanings therein indicated.

3. **AMENDMENT OF THE BYLAW**

- a. The Bylaw shall be amended in compliance with the procedure for bylaw amendments provided for within **Bylaw #1**, and not contrary to the Act and the Letters Patent.

4. **ELECTIONS AND AUTHORITY**

- a. Elected by undergraduate students at large:
 - i. There shall be a President who shall be elected by undergraduate students at large in accordance with procedures established in **Bylaw #2** and who shall carry out all of the duties and responsibilities as established within their Terms of Reference and the Bylaws; and
 - ii. The President shall be responsible for regularly reporting on the activities of the Executive Branch to the Legislative Branch and to students at large.
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b. Elected by Council:

- i. There shall be a Vice-President who shall be elected by Council in accordance with procedures established within **Bylaw #2** and who shall carry out all of the duties and responsibilities as established within their Terms of Reference and the Bylaws.

c. Responsible to the Council:

- i. The President and Vice-President shall be directly responsible to the Council; and
- ii. The President and Vice-President shall hold office consistent with the Corporation's Bylaws, contracts, policies and procedures, and legislated requirements.

d. Acting President Contingency:

- i. Temporary Absence:
 1. The President may appoint the Vice-President as Acting President who shall act during absences of the President and shall have the authority to perform the duties of such office.
 2. If the Vice-President is unable or unwilling to serve, the Student Programs Officer may be appointed as President.
 3. If the President becomes incapacitated or is unable to appoint an Acting President, the Vice-President shall assume the duties of the President. If the Vice-President is unwilling or unable to serve, the Student Programs Officer shall assume the duties of the President. If neither the Vice-President or the Student Programs Officer are willing or able to serve, the Acting President shall be appointed in a manner determined by the Council.
 4. The term of an Acting President may not exceed four (4) consecutive weeks without a resolution of the Council approved by a two-third ($\frac{2}{3}$) vote. Without a resolution to extend the term, the office shall be deemed vacant at the end of four (4) consecutive weeks.

e. Vacancy

- i. In the event that the position of President, Vice-President, or Student Programs Officer becomes vacant, the position shall be filled in a manner determined by the Council and consistent with the Bylaws.

f. Head of the Executive Branch:



- i. This Bylaw delegates authority to the President to act as Chief Executive Officer of the corporation, provide day-to-day supervision of the Chief Operating Officer, facilitate team meetings of the Executive, provide leadership and guidance to the Vice-President, and, with the assistance of the Secretary-Treasurer, exercise general control of the financial and capital resources allocated to the Executive Branch.

5. RESPONSIBILITIES AND GENERAL

a. Executive Branch Affairs:

- i. The President shall coordinate with the Executive the annual plans and priorities of the Executive Branch in accordance with the Bylaws, the Long-Term Plan, the policies and procedures, and the annual budget and capital plan.
- ii. The President shall monitor and regularly report on the results of Executive Branch activities to the Council and shall coordinate with the Secretary-Treasurer to report on the financial performance of the Executive Branch.

b. Efficient Administration:

- i. The President shall be responsible for coordinating with the Executive to ensure the overall efficient operation of the Executive Branch.

c. Executive Branch Skill Development and Morale:

- i. The President shall be responsible for motivating the development and skills of the Executive, their Associates, Coordinators, Interns, and volunteers to foster productivity, professionalism, and high morale.

d. Coordinate and Communicate Executive Branch Plans, Programs, and Results:

- i. The President shall coordinate and facilitate the development of plans and programs with the Executive and shall communicate an annual plan for the Executive Branch to students and the Legislative Branch no later than the end of October. The President shall also provide a formal update on Executive Branch results during a State of the USC speech to occur no later than the end of March to the Legislative Branch and students.

e. Coordinate Policy Implementation:

- i. The President shall coordinate the Executive to ensure the implementation of policy directives approved by the Legislative Branch.

f. Recommendations to Council:



- i. The President shall organize, coordinate, and present to the Legislative Branch policy recommendations arising from Executive Branch operations which require approval of the Legislative Branch.
- g. Progress Reports and Information to Council:
 - i. The President shall present to the Legislative Branch, in cooperation with the Executive, reports and information regarding progress, challenges, and accomplishments of programs and projects.
- h. Evaluate Systems and Structures:
 - i. The President shall direct periodic reviews of the governance, structural, management, and internal communications systems of the Executive Branch, its structural, management, and internal communication; and is to report the outcome of those reviews and recommend action to the Legislative Branch for approval.
- i. Regular Meetings with Vice-President and Officers:
 - i. The President shall convene and conduct regular meetings of the Executive and other appropriate employees as required to facilitate the coordination of Executive Branch activities. The President shall also meet one on one with the Vice-President on a regular basis to facilitate collaboration and coordination of activities, and to identify resources and others supports that could assist the Vice-President in their work.
- j. Resource Information and Executive Professional Development:
 - i. The President shall work in collaboration with the Chief Operating Officer to plan and deliver upon Executive Branch professional development and skill development needs within defined budget and resource restrictions, including the planning of the annual Executive Branch transition program for the Executive and other volunteer staff.
- k. Terms of Reference and Job Description:
 - i. The President and the Executive shall, without limiting the generality of the forgoing, perform the responsibilities and exercise the powers which are included in the President's Terms of Reference and job description.
- l. Delegation of Executive Branch Duties:
 - i. The President and the Executive may delegate appropriate duties and responsibilities that fall within their mandate to other Executive, staff, and volunteers; and, upon mutual agreement, the Executive may delegate duties to the President that fall within their Terms of Reference.

6. PERSONNEL ADMINISTRATION



a. Performance Management:

- i. The President shall adhere to their responsibilities within the Executive Accountability and Discipline Procedure and shall follow the guidelines within the procedure to address misconduct or work-related performance issues of the Vice-President; and
- ii. The Vice-President shall adhere to their responsibilities within the Executive Accountability and Discipline Procedure and shall follow the guidelines within the procedure to address misconduct or work-related performance issues of the President.

7. FINANCIAL ADMINISTRATION

a. Financial Results Administration:

- i. The President shall ensure that the Executive Branch financial results, in cooperation with the Secretary-Treasurer and any appropriate members of the Administrative staff, are administered in a sound and efficient manner within the guidelines set by the Legislative Branch and Executive Council and shall be deemed to include:
 1. Establishment of annual estimates of current revenues and expenditures of the Executive Branch; and
 2. Financial control over the approved Executive Branch budget appropriations.

b. Authorized Purchases, According to Policy:

- i. The President, in cooperation with the Secretary-Treasurer, shall ensure that no Executive or agent of an Executive shall make any purchase, except for a purpose and within the sum authorized in the budget, conforming at all times to any prevailing purchasing policies as approved by the Board of Directors.

8. ORGANIZATIONAL AND MANAGEMENT POLICY DEVELOPMENT

a. Reorganization of Executive Branch portfolios:

- i. The President shall submit, on behalf of the Executive Branch, periodic recommendations to the Legislative Branch for approval to create and re-organize such portfolios as may be considered necessary to accomplish the plans of the Executive Branch.

b. Mandates of Executive Branch portfolios:

- i. The President shall submit, on behalf of the Executive Branch, periodic recommendations to the Legislative Branch for approval concerning the mandate of Executive Branch portfolios.



University Students' Council of Western University

Clubs Governance Committee Terms of Reference

Authority: Council	Date Ratified: March 10 th 2019
Previous Amendments: 31 October 2018; 4 April 2018; 26 October 2016; 8 October 2015	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. OBJECTIVE

To govern the clubs' community on campus by enforcing and overseeing policies and procedures that ensure fairness in the clubs' culture.

2. MANDATE

- a. To create a community that supports leadership development amongst students and welcomes the wide range of interests within the Clubs Community.
- b. To adhere to all the documents of the Clubs Policy to determine reasonable limits to be placed on student organizations in order to comply with USC policy as well as University policy.
- c. To set strategic long-term goals for the Clubs Community in order to facilitate future growth and development of both clubs and their student leaders.

3. COMPOSITION

- a. The Clubs Governance Committee (CGC) shall be composed of:
 - i. Clubs Policy Coordinator, *ex-officio*, chair, non-voting;
 - ii. Associate Clubs, *ex-officio*, vice-chair, non-voting;



- iii. Clubs Finance Coordinator, *ex-officio*, non-voting;
 - iv. Seven (7) undergraduate students-at-large who are not Members of Council, voting;
 - v. Student Organizations Advisor, *ex-officio*, non-voting;
 - vi. Secretary-Treasurer, *ex-officio*, non-voting; and
 - vii. Associate Governance, *ex-officio*, non-voting.
- b. The USC Executive and other USC staff shall be available as a resource to the CGC should the committee request their presence.
- c. A CGC member shall not be a current member of any club executive.
- d. There shall be two sub-committees of the CGC:
- i. Club Policy Review Committee; and
 - ii. Clubs Support Committee.

4. DUTIES OF THE OFFICERS

- a. The Chair of the Clubs Governance Committee shall:
- i. Set the agenda for each scheduled meeting;
 - ii. Ensure all CGC documents are filed with the Student Organizations Advisor and the appropriate USC staff members;
 - iii. Ensure CGC meetings are carried out in a fair and equitable manner;
 - iv. Ensure that the CGC has relevant information and documentation provided to it prior to any meeting and in accordance with any deadlines provided in this policy;
 - v. Ensure quorum is maintained and otherwise adjourn the meeting;
 - vi. Be given the right to extend invitations to any persons who could offer supplementary information relevant to the decisions made by the CGC; and
 - vii. Ensure the appropriate procedure has been followed prior to making any decisions.
- b. The Vice-Chair of the Clubs Governance Committee shall:
- i. Assist the Chair in the member selection of the CGC;
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- ii. Absorb the role of the Chair in their absence;
 - iii. Ensure all pertinent issues are brought before the CGC;
 - iv. Advise the CGC of any immediate actions taken in accordance with the Clubs Policy, and the reasons for taking such actions;
 - v. Provide the CGC with any relevant information pertaining to the functioning of the clubs' community;
 - vi. Provide any relevant information or documentation necessary to assist the CGC with arriving at an informed decision;
 - vii. Represent the CGC in front of the Appeals Board if necessary;
 - viii. Submit an annual report by January 31st to the Student Experience Standing Committee; and
 - ix. Vote in the instance of a tie.
- c. The Student Organizations Advisor shall:
- i. Take, or appoint an individual to take, minutes for each CGC meeting;
 - ii. Report to the CGC on any club issues having to do with USC or Western University policy;
 - iii. Provide any relevant information or documentation necessary to assist the CGC with arriving at an informed decision;
 - iv. Provide context and institutional memory with respect to specific events/activities of clubs, past CGC decisions, and USC and University policies; and
 - v. Provide explanations to committee members regarding policies enforced by the USC and University in relation to student organizations, risk management, event management, insurance, sponsorship policies, budget procedures, alcohol policy, university policy, community standards policy, public safety issues, venue issues, etc.

5. RESPONSIBILITIES OF THE COMMITTEE

- a. The responsibilities of the CGC shall be to:
- i. Ratify qualified organizations as USC club;
 - ii. Uphold and enforce all USC By-laws and club policies and procedures;
 - iii. Seek and consider recommendations made by subcommittees of the CGC;
 - iv. Approve club constitutional changes or provide clubs with recommendations to assist the club with receiving the approval of the CGC;
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- v. Task the Associate Clubs with conducting an investigation, or to designate an individual or individuals with conducting further investigations, where the CGC believes it has insufficient information before it in order to come to an informed decision;
 - vi. Determine whether or not a club has violated the Clubs Policy or any other governing document of the USC, or the University of Western Ontario by extension, and impose sanctions where appropriate;
 - vii. Undertake any further actions or decisions necessary to ensure that all clubs abide by the Clubs Policy;
 - viii. Task sub-committees of the CGC with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC; and
 - ix. Receive reports and recommendations from the sub-committees of the CGC in order to deliberate and enact them.
 - b. Committee members shall abide by the USC's Conflict of Interest Policy. Conflicts of interest must be reported to the Associate Clubs and filed with the Student Organizations Advisor.
 - c. All CGC members shall abide by the following attendance requirements:
 - i. Attend all meetings set by the Chair; and
 - ii. Be absent for no more than two (2) meetings in either semester.
 - d. A CGC member shall not be considered absent from a meeting where an absence is the result of:
 - i. A death or family emergency;
 - ii. An unavoidable medical appointment; or
 - iii. An unavoidable academic requirement (i.e. exam).
 - e. A CGC member may be removed from the Clubs Governance Committee through a motion of Council passed with a simple majority.
 - f. The CGC shall have the capacity to amend its subcommittee's terms of reference.
-



University Students' Council of Western University

Community Standards Policy

Authority: Council	Date Ratified: February 27th 2019
	Previous Amendments: November 30th 2018

PREAMBLE

The University Students' Council seeks to create a community that welcomes creative expression and constructive discussion, while recognizing that reasonable limits must be put in place. In attempting to reach these goals, this policy is twofold. First, the Policy is to ensure that community space within the University Community Centre (UCC) is safe for all members of the University community. Second, the Policy is to ensure that designates of the USC, or student organizations recognized by the USC respect the rights of all members of the University and surrounding community to live and work in an environment that is free from harassment and discrimination. This Policy; therefore, applies to students involved in the USC and affiliated organizations and persons booking space through the USC Reservations Office.

1.00 DEFINITIONS

1.01 "Act" or "Act of Expression" include but are not limited to:

- (1) Posting, or causing any person to post, textual or graphical displays or displays that combine both text and graphics; and,
- (2) Using speech or other forms of communication or causing any person to speak or use other forms of communication.

1.02 "Community space" means any area that is open for public use, including the atrium in the UCC;

1.03 "Group" means an association of persons including USC clubs;

1.04 "Infringer" means a person in violation of, or accused of violating, this Policy;

1.05 "Person" means any individual or corporate entity.

2.00 APPLICATION

2.01 This Policy shall apply to:



- (1) All persons and groups that use, or attempt to use, community space within the UCC for the purpose of acts of expression;
- (2) Conduct that occurs on the premises of Western or its affiliated colleges; and,
- (3) Off-campus acts when the individual is acting as a designated representative of the USC or a student organization recognized by the USC or when the individual holds out that she is a representative of the USC or a representative member of a student group or organization of the USC.

3.00 PROHIBITED CONDUCT

3.01 Acts of expression within community space, including within the UCC, are strictly prohibited if such acts:

(1) Are deemed objectionable. Without limiting the generality of the foregoing, the following list sets out specific examples of objectionable acts of expression. This list is illustrative only and is not intended to define objectionable acts in exhaustive or exclusive terms.

i. Willfully promote hatred against any identifiable groups including but not limited to those groups outlined within the Ontario Human Rights Code;

a. The Ontario Human Rights Code currently identifies race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender orientation, gender identity, gender expression, age, marital status, family status or disability;

b. This will be taken to include any hate that falls under the International Holocaust Remembrance Alliance definition of antisemitism;

ii. Breach the USC Discrimination Harassment and Violence Prevention Policy, or the equivalent Western policy or policies where the USC Policy is no longer effective;

iii. Causes a disruption: and act that disrupts or obstructs any person or group to carrying out of her or its legitimate activities, or to speak to or associate with others.

iv. Misconduct against persons and dangerous activity:

a. Any assault, harassment, intimidation, threats or coercion;

b. Conduct that threatens or endangers the health or safety of any



person or group;

c. Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person;

d. Coercing, enticing or inciting a person to commit an act that is humiliating or degrading to that person or to others.

v. Furnishing false information to any person or group;

vi. Violates published University policies, rules or regulations;

vii. Aiding or encouraging others in the commission of an act prohibited under this Policy or attempting to commit an act prohibited under this Policy;

viii. Failure to comply with any sanctions imposed by the Executive Council or Clubs Governance committee for infringing this Policy;

ix. Any other act that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of the USC, or the health, safety or rights of other persons or groups.

4.00 ACTS OF EXPRESSION BY CLUBS

4.01 During an Act:

(1) Immediate Authority: The USC General Manager, the Senior Manager Facilities and Operations, and the Vice-President Communications have the authority to decide whether an act of expression infringes this policy and to terminate the act immediately.

(2) Disciplinary Authority: All decisions to terminate an act will come before the Clubs Governance Committee within two weeks to allow the Committee to decide whether to take further disciplinary action.

i. The Clubs Governance Commissioner shall make a recommendation to the Clubs Governance Committee on what further disciplinary action should be taken based on the following:

a. Those who exercise immediate authority shall, collectively, provide a written report of the incident to the Clubs Governance Commissioner; and,

b. The infringer shall provide a written statement to the Clubs



Governance Commissioner.

ii. The Clubs Governance Committee shall make its decision in accordance with the Clubs Policy.

iii. Where appropriate, the Clubs Governance Committee may consult with other resources available at Western, including Equity Services, in order to make more informed decisions.

4.02 After an Act:

(1) Any person or group may file a complaint under this Policy with the Clubs Governance Commissioner.

i. A complaint must include:

a. An outline of the circumstances of the alleged contravention of this Policy;

b. The name of the infringer; and,

c. The name and signature of the complainant and the date.

(2) The Clubs Governance Commissioner shall inform the infringer that a complaint has been issued against and that a hearing will be conducted by the Clubs Governance Committee.

(3) The Clubs Governance Commissioner must bring the complaint before the Clubs Governance Committee for discussion and to decide the appropriate course of action.

i. The Clubs Governance Committee shall conduct a hearing in accordance with the Clubs Policy.

ii. Where appropriate, the Clubs Governance Committee may consult with other resources available at Western, including Equity Services, in order to make more informed decisions.

5.00 ACTS OF EXPRESSION NOT BY CLUBS

5.01 During an Act:

(1) Immediate Authority: The USC General Manager, the Senior Manager Facilities and Operations, and the USC Vice-President Communications have the authority to decide



whether an event infringes this policy and to terminate the act of expression immediately.

(2) Disciplinary Authority: All decisions to terminate an act will come before the Executive Council within two weeks to allow the Executive Council to decide whether to take further disciplinary action:

- i. The Executive Council shall inform the infringer that a hearing is being held to decide whether further action shall be taken.
- ii. All those involved in the incident, including the infringer, may submit a written statement to the Executive Council.
- iii. Where appropriate, the Executive Council may consult with other resources available at Western, including Equity Services, in order to make more informed decisions.
- iv. The Executive Council shall provide a written report outlining its decision and reasons used to arrive at its decision to the infringer and the immediate decision-maker.

5.02 After an Act:

(1) Any person or group may file a complaint under this Policy with the USC Governance Officer.

- i. A complaint must include:
 - a. An outline of the circumstances of the alleged contravention of this Policy;
 - b. The name of the infringer; and,
 - c. The name and signature of the complainant and the date.

(2) The Governance Officer shall inform the infringer that a complaint has been issued against her and that a hearing will be conducted by the Executive Council.

(3) The Governance Officer must bring the complaint before the Executive Council for discussion and to decide the appropriate course of action.

- i. All those involved in the incident, including the infringer, may submit a written statement to the Executive Council.
-



ii. Where appropriate, the Executive Council may consult with the other resources available at Western, including Equity Services, in order to make more informed decisions.

iii. The Executive Council shall provide a written report outlining its decision and reasons used to arrive at its decision to the infringer and the complainant.

6.00 SANCTIONS

6.01 Any student found responsible for misconduct may be subject to the disciplinary sanctions of this Policy, regardless of the action or inaction of civil authorities. Nothing in this Policy precludes the USC from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the Executive Council or Clubs Governance Committee under this Policy.

6.02 The Executive Council may impose one or more sanctions for infringing this Policy, including, but not limited to:

- (1) Restricting or banning access to use UCC community space for acts of expression for a period of time to be determined by the Executive Council;
- (2) Imposing conditions to access UCC community space, such as requiring consultation with the Executive Council prior to usage of such space for acts of expression, or public or private apologies; and,

6.03 Where a club has infringed this Policy, those with Immediate Authority will make recommendations to the Clubs Governance Committee who will decide the appropriate sanctions according to the Clubs Policy.

7.00 APPEALS

7.01 The decision of the Executive Council is binding and there is no right for appeal.



University Students' Council of Western University

Conference and Retreat Policy

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 11 November 2011, April 2004	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Senior Manager, People and Development	

1. PURPOSE

This Policy establishes the requirements for gaining approval to attend discretionary conferences, and also establishes reporting requirements for the Executive Council after they attend conferences and learning retreats.

2. APPLICATION

This policy applies to members of the Executive Council and their Associates and Coordinators who attend conferences or retreats in their capacity as representatives of the USC.

3. CONFERENCE ATTENDANCE BY VIRTUE OF MEMBERSHIP IN EXTERNAL ORGANIZATIONS

- a. Members of the Executive Council and other representatives of the USC are required to attend conferences by virtue of the USC's membership in external organizations. Conference attendance is considered mandatory to ensure the USC receives maximum value from its membership and is able to fulfil its obligations to the organizations.
- b. Membership in external organizations that require mandatory attendance at conferences:
 - i. Undergraduates of Canadian Research-Intensive Universities (UCRU)
 - ii. The Campus Trust
 - iii. Ontario Undergraduate Student Alliance (OUSA).
- c. At the first council meeting after attending a mandatory conference a verbal or written report shall be provided to both the Executive Council and the Council that communicates key developments that took



place at the conference.

4. ANNUAL RESEARCH AND LEARNING RETREAT

- a. In line with the 'culture of innovation' enduring principle within the strategic plan, the Executive Council organizes an annual research and learning retreat to investigate programs and services that exist at other students' councils that may be of benefit to Western students. To keep the Executive Council accountable to the Council, and also to share information learned widely within the organization, the Executive Council must perform the following:
 - i. The Secretary-Treasurer must present to Council the amount of money set aside for the next Annual Research and Learning Retreat in the forthcoming USC budget before said budget is passed by Council.
 - ii. This presentation may be part of the presentation of the overall USC budget if necessary or convenient.
- b. The Executive Council must publicly release a comprehensive written report no later than the first meeting of Council in September that details:
 - i. Lessons learned on the retreat and how they could be applied at Western; and
 - ii. Budgeted versus actual expenses incurred.
- c. The Executive Council must prepare an update on the progress of items discussed in the September report for presentation to council prior to the discussion of the budget for the next Annual Research and Learning Retreat.
 - i. This presentation should offer enough detail for Council to make an educated evaluation of the proposed budget for the next Annual Research and Learning Retreat.
 - ii. The Executive Council must prepare an update, if there is any update, on the progress of the retreat planning at the summer meeting of Council.
- d. Failure to adhere to 3.01(1), (2), and (3) shall be considered a serious matter by the Council and could be grounds for discipline as per the Executive Accountability and Discipline Policy.

5. DISCRETIONARY CONFERENCES

- a. From time to time a member of the Executive Council may believe that attending a conference would help them enhance her understanding of their respective portfolio, help them improve programs and services for students, or help them become a more proficient Executive Council member.
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- b. Members of the Executive Council wishing to attend a discretionary conference must identify a source of funding within their portfolio budget and must seek approval of the President.
 - c. If funds do not exist within their portfolio budget, they must work with the Secretary-Treasurer to identify a source of funds and then seek approval from the Board of Directors.
 - d. Members of the Executive Council shall submit a report to the President within two (2) weeks of returning from any discretionary conference attended.
 - i. The report shall be distributed to members of the Council and Executive Council and made publically available on the USC website.
 - ii. The Executive Council member may make a verbal presentation to the Council and Executive Council if they feel it would be of benefit to either body.
 - iii. Either body may request a verbal report if they feel it would be of benefit.
 - e. In cases in which more than one (1) person attended a conference, each person shall prepare a report unless the President appoints one (1) person to prepare a consolidated report considering the views and input of other attendees.
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University Students' Council of Western University

Conflict of Interest Policy

Authority: Council	Date Ratified: November 28, 2018
	Previous Amendments: February 24, 2009

1.00 PREAMBLE

1.01 The University Students' Council ("USC") strives to conduct its business and political affairs in conformity with the highest ethical and moral standards, thereby ensuring that the University community has complete confidence in the integrity of the USC. The USC expects that all of its members will act in a manner that will enhance the USC's reputation by showing integrity in all of its dealings.

2.00 APPLICATION

2.01 This policy applies to the following individuals:

- (1) Any Voting Member and Non-Voting Member sitting on Council, as more fully defined in Bylaw #1;
- (2) Directors of the Corporation, as more fully defined in Bylaw #1;
- (3) USC volunteers;
- (4) At-large members of USC committees; and
- (5) Agents and representatives of the USC.

3.00 CONFLICT OF INTEREST

3.01 Where it is unclear as to whether a conflict of interest exists, it is incumbent upon the individual to consult with her supervisor or the Secretary-Treasurer and disclose the particulars.

3.02 A conflict of interest may present itself in one of three forms:

- (1) An actual conflict of interest: where it can be clearly demonstrated that a conflict of interest exists;
- (2) A potential conflict of interest: where a result could lead to a conflict of interest arising; and



(3) A perceived conflict of interest: where an actual or potential conflict of interest may not exist, but an outside perspective into the surrounding circumstances leads or could lead to a perception that a conflict of interest exists.

3.03 A conflict of interest arises where the private or personal interests of an individual are sufficient to influence or appear to influence the objective exercise of her duties. This would include:

(1) Where the private or personal interests of an individual conflict with the interests of the USC; and/or

(2) Where the individual has a financial interest in a third party that is doing or is seeking to do business with the USC.

3.04 A conflict of interest arises where an individual has or appears to have an opportunity to use her authority, knowledge, or influence derived from her position to improperly benefit the individual or another person. This would include:

(1) Participating in the hiring, appointment, or promotion of a family member, including a spouse, parent, in-law, sibling, child, or stepchild;

(2) Having personal financial dealings with an individual or company whose business with the USC involves the individual's sphere of responsibilities; and/or

(3) Participating in the management of a company which is a supplier of materials or services to the USC.

3.05 A conflict of interest arises if gifts, gratuities, or favours of any kind are exchanged between an individual and any individual or company whose relationship with the USC involves the individual's sphere of responsibilities.

(1) Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.

(2) This policy does not apply to incidental gifts and other benefits that are below a value of thirty dollars (\$30) and that are received as a result of general business practices.

3.06 A conflict of interest arises if an individual accepts outside employment or engages in outside activities which may interfere with the efficient performance of the individual's duties within the USC.

4.00 PROCEDURE



4.01 An investigation into whether a conflict of interests exists must involve the Secretary-Treasurer for guidance on process and practice.

4.02 Any individual who has or may have a conflict of interest, or has doubt as to whether a conflict of interest exists or may exist, must disclose in writing the circumstances to her immediate supervisor, employer, or chairperson.

(1) Where a Voting Member or Non-Voting Member while sitting in Council has, or may have, a conflict of interest she must disclose the circumstances to the Speaker of Council.

(2) Where the Secretary-Treasurer or Speaker of Council has, or may have, a conflict of interest she must disclose the circumstances to the President.

(3) Where the President has or may have a conflict of interest, she must disclose the circumstances to the Secretary-Treasurer.

(4) Where a Committee Chair has, or may have, a conflict of interest she must disclose the circumstances to the Secretary-Treasurer.

(5) Where the Chair of the Board has, or may have, a conflict of interest she must disclose the circumstances to the Secretary-Treasurer.

4.03 Any allegations made about the actual or potential conflict of interest of another individual must be made, in writing, to that individual's immediate supervisor, employer, or chairperson.

(1) Any allegations that a Voting Member or Non-Voting Member while sitting in Council has or may have a conflict of interest must be made to the Speaker of Council.

(2) Any allegations that the Secretary-Treasurer or the Speaker of Council has, or may have, a conflict of interest must be made to the President.

(3) Any allegations that the President has or may have a conflict of interest must be made to the Secretary-Treasurer.

(4) Any allegations that a Committee Chair has, or may have, a conflict of interest must be made to the Secretary-Treasurer.

(5) Any allegations that the Chair of the Board has, or may have, a conflict of interest must be made to the Secretary-Treasurer.



4.04 The supervisor, employer, chairperson or other designated individual shall determine whether an actual or potential conflict of interest exists and, where a conflict is found to exist, either:

- (1) Provide written direction on the means by which that conflict may be removed or avoided; or
- (2) Refer the matter to the Secretary-Treasurer for further investigation and/or recommendation.

4.05 Avoidance or removal of a conflict of interest may involve, but is not limited to:

- (1) Abstaining from discussing the issue with the individual with the conflict;
- (2) Requiring the individual to abstain from voting on the issue;
- (3) Requiring the individual to excuse herself from any discussions involving the issue; and/or
- (4) Requiring the individual to withdraw entirely from the situation in which the conflict arises.

4.06 Where it is discovered that an individual should have disclosed a conflict of interest, regardless of whether the matter is concluded or resolved, the USC may:

- (1) Require the individual to relinquish any benefit obtained by the USC;
 - (2) Impose disciplinary action, including termination or removal. Any decision for termination or removal must be commensurate with the circumstances surrounding the conflict of interest; and/or
 - (3) Take any other action that is befitting the situation.
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University Students' Council of Western University

Constituent Council Grants Directive

Authority: Council	Date Ratified: November 28, 2018
	Previous Amendments: March 6, 2012

PREAMBLE:

Constituent Councils have a direct financial interest in the administration of the Council Grants. Therefore, constituent councilors could be perceived to have a conflict of interest with respect to the Constituent Council Grants Policy. To mitigate this conflict, it is appropriate to delegate the authority to modify this policy to the USC Executive Council, as they are in the best position to be objective stewards of the policy and process.

1.00 SCOPE

1.01 This directive affects the authority to modify the Constituent Council Grants Policy.

2.00 DIRECTIVE

2.01 The Executive Council is authorized to modify the Constituent Council Grants Policy.

3.00 RATIFICATION

3.01 All amendments to the Constituent Council Grants Policy authorized under this Directive must be ratified by the Executive Council at an Executive Council meeting before taking effect.

3.02 Before considering modifications to the Constituent Council Grants Policy the Executive Council must distribute proposed changes to the presidents of each Constituent Council for comment.

(1) Proposed changes must be distributed at least one (1) month in advance of the meeting of the Executive Council when modifications are considered.

(2) Constituent Council presidents shall be invited to attend the Executive Council meeting when modifications are considered for the purpose of providing a verbal delegation.

3.03 Any documents drafted under this Directive that contradict this Directive or fall outside of the scope of this Directive are invalid.

(1) Council may require the Executive Council to modify amendments to the



Constituent Council Grants Policy made under this Directive through a resolution of Council, or through amendments to this Directive.





University Students' Council of Western University

Constituency Council President Terms of Reference

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 30 November 2016	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Advocacy Standing Committee, USC Council Governance & Finance Standing Committee, USC Council Student Experience Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services Senior Manager, People and Development	

1. MANDATE

Constituency Council Presidents are leaders within their respective constituencies and within the University Students' Council. Within the University Students' Council, constituency Presidents are treated as Councillors except with minor differences in responsibility. As Councillors, they are part of the Legislative Branch of the USC and are responsible for making, amending, and repealing USC policies related to Executive Officers, USC advocacy, student interests, and student positions.

2. DUTIES AND RESPONSIBILITIES:

- a. Be a representative of the undergraduate students of Western University and the students of your constituency.
- b. Be prepared for and attend monthly Council meetings.
- c. Debate and vote on items coming to Council.
- d. Facilitate communication between your constituency and the USC; use student feedback to inform your debate and voting.
- e. Inform your constituents of USC activities, events, and opportunities.
- f. Ensure Executive members are acting in the best interests of students.



- g. Act as a member of the Corporation of the Western University Students' Council.
- h. Act at all times to maintain and embody the mission and vision of the USC.
- i. Sit on one of Council's standing committees (Advocacy, Student Experience, Governance and Finance) if you choose to.
- j. Act as a leader and a mentor for USC Councillors, especially those within your constituency.

3. ACCOUNTABILITY

- a. Accountable to constituents:
 - i. Constituency Council Presidents must accurately represent their constituents (students, faculty, etc.) when speaking or voting.
- b. University Students' Council:
 - i. Constituency Council Presidents must follow any applicable rules or laws, including the Standing Orders, Policies, Bylaws, Letters Patent, and any applicable Law of Ontario and/or Canada.
- c. Accountable to Council:
 - i. Constituency Council Presidents have a duty to their fellow Councillors to be prepared for all meetings. This means attending meetings having reviewed all documents beforehand and asking for clarification where it is needed.
 - ii. Constituency Council Presidents are responsible for informing the Speaker of meetings they will not be able to attend and sending a proxy member in their place.

4. POWERS

Powers of Constituency Council Presidents are outlined in the USC's **Bylaws** and the **Standing Orders of Council**. Listed are a few of the powers outlined within those documents:

- i. Move and second a motion on Council floor (introduce an idea for debate and consideration).
 - ii. Elect Standing Committee Chairs.
 - iii. Elect the Student Programs Officer.
 - iv. Ratify the USC Board of Directors.
-



5. LIMITATIONS

- a. Limitations of Constituency Council Presidents are outlined in the USC's **Bylaws** and the **Standing Orders of Council**. Listed are a few of the limitations outlined within those documents.
 - i. Constituency Council Presidents may not instruct their fellow Councillors on how to vote on any given item.
 - ii. Constituency Council Presidents may not disclose any information deemed confidential at any time (doing so may result in loss of position, or legal action).
 - iii. Constituency Council Presidents shall not, where possible, debate or vote on items that should be under the purview of the Board of Directors.
 - iv. Constituency Council Presidents may not issue directives to Executive members without a successful motion of Council.
 1. Constituency Council Presidents are subject to all requirements of the **Councillor Accountability and Discipline Procedure**.
 2. Constituency Council Presidents must follow directions from the Speaker (but may issue a challenge of the Speaker's ruling if they believe it to be unfair).

6. COMPOSITION AND TERM

- a. Council is comprised of undergraduate representatives from each faculty and affiliate college. These members are elected in accordance with **Bylaw #2**.
 - b. The current composition of Council is detailed in the **Council Composition Procedure**.
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Council Composition Procedure

Authority: Council	Ratified: March 10 th 2019
	Previous Versions: 28 November 2018

1. Objective

The composition of Council shall adhere to the following guiding principles:

- a. The Council shall have fair and equal representation of constituents.
- b. The constituency representatives shall be proportionally representative of Western University.

2. Determining Composition of Council

- a. There shall be at least one (1) representative per constituency who will hold a seat on the University Students' Council as an Ordinary Voting Member of Council, with additional representation being allotted according to the following schedule:
 - i. An additional seat will be added for every one-thousand (1000) students that are enrolled in a constituency, to be elected by and represent that same constituency.
 - ii. There shall be no limit to the number of constituency representative seats on the University Student's Council as set out in the following schedule:
 - A. The full-time equivalent of a constituency shall be calculated in order to determine the total population of the constituency; then
 - B. The total population of the constituency shall be divided by one-thousand, and the integer from the result of that same division shall be taken to be the number of additional seats allotted to a constituency.

Reference: Additional Seat Formula

$$\text{INT}((\text{total population of the constituency})/1000)=\text{number of additional seats}$$

- iii. The composition of Council shall be reviewed before the end of the Fall Term by the Governance and Finance Standing Committee and presented to Council every year to ensure fair representation of student constituencies.
- iv. The full time equivalent population for each constituency as of November 1st of the previous academic year shall be deemed to be the relevant population.
- v. For calculation purposes, By-elections shall use the total constituency populations that were used for the previous Spring Elections.

3. Composition of Council – as of March 2019

- a. The voting Ordinary Members of Council shall be:
 - i. The Speaker of Council.
 - ii. The USC President and Vice-President. **Following the first half of the 2020 AGM this struck through text shall be erased**
 - iii. Constituency Councillors including faculty and affiliate council presidents, ex-officio, representing the following constituencies of the student body as follows:



University Students' Council of the University of Western Ontario

CONSTITUENCY	COUNCILLORS
Arts & Humanities	2
Business	2
Dentistry	1
Education	1
Engineering	3
Faculty of Information and Media Studies	1
Health Sciences	4
Law	1
Medicine	1
Music	1
Science	7
Social Science	8
Brescia University College	2
Huron University College	1
King's University College	4
Western English Language Center	1

- iv. Constituent council presidents shall have the option to decline taking their voting seat on Council. In so doing, their constituent council shall appoint an interim replacement until a permanent Ordinary Member can be elected during a by-election. The Speaker of Council and Coordinator of Council Services must be advised of this intention before the annual Summer Meeting of Council so that an interim replacement can be appointed, and arrangements can be made for a Fall by-election.

b. The non-voting Resource Members of Council shall be:

- i. The Student Programs Officer, Communications Officer, ~~and Secretary-Treasurer.~~ **Following the first half of the 2020 AGM this struck through text shall be erased and be replaced with "Vice-President, and Secretary Treasurer."**
- ii. The Deputy Speaker of Council.
- iii. All Coordinators and Associates.
- iv. All student-at-large representatives appointed by the Corporation.
- v. The President of Inter-fraternity Council and the President of the Panhellenic Council.
- vi. The Presidents of the Residence Councils.
- vii. The Senators and Governors.
- viii. The eight (8) directors from the USC's Board of Directors.



- ix. Constituent Council Presidents who have declined their voting seat on Council.

4. Context and Enactment

- a. Documents Repealed – N/A
- b. Supporting/Related Documents – Bylaw #1.
- c. Date Passed - ???
- d. All Previous Amendments – February 1st, 2016



University Students' Council of Western University

Councillor Accountability and Discipline Procedure

Authority: Council	Date Ratified: November 28, 2018
	Previous Amendments: October 4, 2011; March 29, 2017

1. Objective

- 1.1 To set a transparent process for the discipline and removal of Councillors.

2. Councillor Responsibilities

- 2.1 Each Councillor is expected to be aware of and take responsibility for the following duties:
- 2.1.1 Attend Council meetings; or otherwise
 - 2.1.1.1 Send regrets to the Speaker of Council; and
 - 2.1.1.2 Submit a proxy form to the Speaker of Council.
 - 2.1.2 Attend Standing Committee meetings; or otherwise
 - 2.1.2.1 Send regrets to the Committee Chair; and
 - 2.1.2.2 Submit a proxy form to the Committee Chair.
 - 2.1.3 Comply with all bylaws, policies, and procedures of the Corporation, as well as all applicable laws.

3. Discipline Process and Procedure

- 3.1 Initiation of Disciplinary Process - Due to Poor Attendance
- 3.1.1 The Speaker shall send a written warning to any Councillor who fails to attend two required meetings without sending a proxy or submitting regrets. This shall include Councillors who leave meetings early without submitting regrets. The warning shall outline the next steps of this process.
 - 3.1.2 Should a Councillor fail to attend three (3) required meetings without sending a proxy, submitting regrets, or if they leave a meeting early without submitting regrets, the following procedure shall be followed:
 - 3.1.2.1 The Speaker shall request a written rationale for the Councillors absences.
 - 3.1.2.2 The Speaker shall have the discretion to accept or reject the Councillors rationale.



3.1.2.2.1 Should the Speaker accept the Councillor's rationale, they will work with the Councillor to arrange proxies or regrets as needed. The rationale should only be accepted in extraordinary and unavoidable circumstances.

(i) The Speaker shall introduce a motion to remove any Councillor who misses one (1) more required meeting without regrets or a proxy.

3.1.2.2.2 Should the Speaker reject the Councillor's rationale, they shall introduce a motion to remove the Councillor in accordance with Bylaw #1.

3.1.3 The Speaker shall send a written warning to any Councillor who misses two (2) meetings with regrets. This warning shall note the meetings the Councillor has been absent for, notify the Councillor of the ability to send a proxy in their absence, and include a copy of this procedure.

3.1.4 The Speaker shall send a final written warning to any Councillor who misses four (4) meetings with regrets. This warning shall note the meetings the Councillor has been absent for, notify the Councillor of the ability to send a proxy in their absence, include a copy of this procedure, and outline what should happen if they miss another meeting with regrets.

3.1.5 Should a Councillor submit regrets again, for a total of five (5) times, the Speaker shall bring forward a motion to remove the Councillor in accordance with Bylaw #1.

3.2 Initiation of Disciplinary Process - Failure to Meet Other Obligations

3.2.1 Where a Councillor fails to meet their duties and responsibilities as set out within this document, the Councillor or Constituency Council President Terms of Reference, the Standing Orders of Council; or any other USC bylaw, policy, or procedure; or law, a disciplinary process may be initiated.

3.2.2 The disciplinary process may be initiated upon receipt of a written complaint in relation to a Councillor's conduct. This complaint must be directed to the Speaker of Council. A complaint about the Speaker of Council must be directed to the Senior Manager of Government and Advocacy Services, as per the Speaker of Council Terms of Reference. The Senior Manager of Human Resources shall be a resource to all parties involved. If the position of Speaker of Council is vacant, any complaint must be made to the Senior Manager of Government and Advocacy Services.

3.2.3 Upon receipt of a complaint, the recipient shall prepare a written outline of the complaint, setting out particulars of the Councillor's conduct.

3.2.4 The written particulars shall be provided to the Councillor for response.



- 3.2.5 The Speaker shall consider the allegation(s), the Councillor's response, and the severity of the issue when determining if discipline shall be needed.
- 3.2.6 If the Speaker determines that discipline is required they may assign any of the following sanctions:
- 3.2.6.1 A written warning, outlining where the Councillor's actions have violated the rules, and how they can act within them in the future.
 - 3.2.6.1.1 Should a Councillor receive two (2) written warnings the Speaker shall introduce a motion to remove them from Council. This motion requires a two-thirds (2/3) supermajority to pass.
 - 3.2.6.2 Suspension from Council for anywhere from one (1) to three (3) meetings. This sanction will include a written warning. This sanction must be affirmed by Council through a two-thirds (2/3) supermajority.
 - 3.2.6.3 Introduce a motion to remove the Councillor. This motion requires a two-thirds (2/3) supermajority to pass.
 - 3.2.6.4 In the case of any motion to remove or sanction a Councillor, they will be allotted a minimum of ten (10) minutes to explain their actions in front of Council and ten (10) minutes to field questions concerning their conduct if they so choose, but will not be allowed to be present for debate or the final vote.
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University Students' Council of Western University

Councillor Terms of Reference

Authority: Council	Date Ratified: November 28, 2018
	Previous Amendments: October 26, 2016

1.00 MANDATE

1.1 Council represents and advocates on behalf of all undergraduate students at Western University. Councillors make up the Legislative Branch of the USC and are collectively responsible for making, amending, and repealing USC policies related to Executive Officers, advocacy, and student interests and positions.

2.00 DUTIES AND RESPONSIBILITIES

2.1 Be a representative of the undergraduate students of Western University and the students of your constituency.

2.2 Be prepared for and attend monthly Council meetings.

2.3 Debate and vote on items coming to Council.

2.4 Be a member of a standing committee of Council (Advocacy, Student Experience, and Governance and Finance).

2.5 Be prepared for and attend standing committee meetings.

2.6 Facilitate communication between your constituency and the USC; use student feedback to inform your debate and voting.

2.7 Inform your constituents of USC activities, events, and opportunities.

2.8 Ensure Executive members are acting in the best interests of students.

2.9 Act as a member of the Corporation of the Western University Students' Council.

2.10 Act at all times to maintain and embody the mission and vision of the USC.

3.00 ACCOUNTABILITY

3.1 University Students' Council:



- (1) Councillors must follow any applicable rules or laws, including the Standing Orders, Policies, Bylaws, Letters Patent, and any applicable Law of Ontario or Canada.

3.2 Accountable to constituents:

- (1) Councillors must accurately represent their constituents (students, faculty, etc.) when speaking or voting.

3.3 Accountable to Council:

- (1) Councillors have a duty to their fellow Councillors to be prepared for all meetings. This means attending meetings having reviewed all documents beforehand and asking for clarification where it is needed.
- (2) Councillors are responsible for informing the Speaker of meetings they will not be able to attend and sending a proxy member in their place.

4.00 POWERS

4.1 Powers of Councillors are outlined in the USC's Bylaws and the Standing Orders of Council. Listed are a few of the powers outlined within those documents:

- i. Move and second a motion on Council floor (introduce an idea for debate and consideration);
- iii. Elect Standing Committee Chairs;
- iv. Elect the Student Programs Officer; and
- v. Ratify the USC Board of Directors.

5.00 LIMITATIONS

5.1 Limitations of Councillors are outlined in the USC's Bylaws and the Standing Orders of Council. Listed are a few of the limitations outlined within those documents:

- i. Councillors may not disclose any information deemed confidential at any time (doing so may result in loss of position or legal action).
 - ii. Councillors shall not, where possible, debate or vote on items that should be under the purview of the Board of Directors.
 - iii. Councillors may not issue directives to Executive members without a successful motion of Council.
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iv. Councillors are subject to all requirements of the Councillor Accountability and Discipline Procedure.

v. Councillors must follow directions from the Speaker (but may issue a challenge of the Speaker's ruling if they believe it to be unfair).

6.00 COMPOSITION AND TERM

6.1 Council is comprised of undergraduate representatives from each faculty and affiliate college. These members are elected in accordance with **Bylaw #2**.

6.2 The current composition of Council can be found in the **Council Composition Procedure**.



University Students' Council of Western University

Deputy Speaker Terms of Reference

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: February 28, 2018	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services Senior Manager, People and Development	

1. MANDATE

The Deputy Speaker of Council is responsible for assisting the Speaker in ensuring the rules of Council are upheld and that each Councillor is treated equally and fairly.

2. DUTIES AND RESPONSIBILITIES

- a. Assist the Speaker in completing their duties as needed.
- b. Act as the Speaker of Council when they are unavailable.

3. ACCOUNTABILITY

The Senior Manager of Advocacy and Government Services will be the supervisor of the Deputy Speaker.

- a. The Senior Manager of Advocacy and Government Services shall have the authority to withhold the Deputy Speaker's honorarium should they fail to attend multiple meetings without reasonable notice and rationale, or if they fail to assist the Speaker as reasonably needed.
- b. The Senior Manager of Advocacy and Government Services may request that Council consider a motion to remove the Deputy Speaker should they fail to attend multiple meetings without reasonable notice and rationale, or if they fail to assist the Speaker as reasonably needed. This motion requires a simple majority to pass.



4. SELECTION OF DEPUTY SPEAKER

The Deputy Speaker of Council shall be ratified by Council at their first meeting of each year, or as required to fill a vacancy, using a simple majority vote.

- a. Applicants must be an undergraduate student at the University of Western Ontario.
- b. A candidate will be recommended to Council for ratification through a hiring process conducted by the USC.
- c. The hiring panel shall consist of:
 - i. Two Councillors who are not running for re-election; and
 - ii. The Senior Manager Advocacy and Government Services.



University Students' Council of Western University

Dry Off-Campus Programming Policy

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: October 9, 2007	Date Reviewed: September 2018
	Next Review Date: September 2021
	Previous Amendments: None
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Senior Manager, Finance Associate, Governance Student Organizations Advisor	

PREAMBLE

This Policy recognizes that the University Students' Council, including the individuals and organizations protected by its insurance policy, desires to venture to off-campus locations to provide cultural, educational, religious, social, and other experiences. This Policy is designed to assist in reducing the level of risk posed to the USC, other organizations, and any individual participating or otherwise involved in such events. This Policy applies specifically to events that are organized without the intent to purchase, consume, or possess alcohol for the duration of the event.

1.00 DEFINITIONS AND INTERPRETATION

1.01 "Committee" means the DOC Policy Committee (Dry Off-Campus Programming Policy Committee).

1.02 "Event" means any activity organized by the USC or by those individuals and organizations involved with or associated with the USC.

1.03 "Event Organizer" means the individual responsible for organizing the proposed event.

1.04 "Monitor" means individuals designated to oversee certain aspects of the Event and may include members of the Organization and Event Organizers.



1.05 “SERT” means the Student Emergency Response Team.

1.06 “Organizations” includes clubs and councils.

2.00 DOC POLICY COMMITTEE

2.01 The Committee shall be composed of:

(1) The Student Organizations Advisor; and

(2) Either of the Secretary Treasurer or the Student Programs Officer, to be selected by availability or as appropriate under the circumstances by the Student Organizations Advisor.

2.02 Any decisions made by the Committee are final and not subject to appeal.

3.00 REQUIREMENTS

3.01 The individual or organization must appoint at least one Event Organizer for the duration of the Event and Event planning. The individual or organization will be held accountable for the actions of the Event Organizer for the duration of the planning, execution, and wrap-up phases of the Event.

3.02 The Event Organizer must provide a contact email address on the DOC Proposal form by which all communication with the Event Organizer will be transmitted and received.

(1) The Event Organizer must ensure that the address is capable of receiving emails and must check the email account on a regular basis.

(2) Any failure to receive communication from the Student Organizations Advisor due to not meeting the requirements in subsection (1) above will be the responsibility of the Event Organizer.

3.03 A DOC Proposal form must be approved before any contracts with third parties, verbal or written, are agreed to or signed.

(1) Event Organizers may negotiate contracts; however, prior to negotiating the contract the Event Organizer must inform any third parties that a written contract outlining the terms of the agreement must be signed by the USC in order for the agreement to be binding.

i. Any written or verbal contract resulting from the Event Organizer’s failure to inform the third party of such requirement will not bind the USC.



3.04 The Event Organizer must complete and submit a DOC Proposal form at least twenty-one (21) days prior to the proposed Event taking place to the Student Organizations Advisor.

(1) Where the DOC Proposal form cannot be completed twenty-one (21) days prior to the proposed Event, the Event Organizer must provide an explanation. Such proposals may be denied solely on the basis of insufficient time allotted for proper event planning.

(2) Clubs may access the DOC Proposal form on Western Link, and any other individuals and organizations may access it on the USC's website.

3.05 A definitive monitoring system must be demonstrated to ensure that alcohol is not consumed by any participants at the Event, and to ensure that the information provided in the DOC Proposal form and any requirements stipulated by the Student Organizations Advisor are being adhered to.

(1) The monitoring system must include Monitors. The Student Organizations Advisor may make exceptions at her own discretion.

(2) One (1) Monitor will be required for every fifty (50) participants. The Student Organizations Advisor may require otherwise, at her sole discretion.

3.06 No activities are permitted that involve a reasonably foreseeable risk of harm without sufficient steps taken to mitigate the risk.

3.07 The Event Organizer must make participants aware that:

(1) Admission or transportation to the Event will be refused to any person believed to be intoxicated, rowdy, or otherwise troublesome;

(2) Admission or transportation to the Event will be refused to any person found with alcohol in her possession; and

(3) Safe removal from the premises will be requested for any person believed to be intoxicated, rowdy, or otherwise troublesome.

3.08 Events requiring bus transportation shall be subject to the following additional guidelines:

(1) Two (2) designated Monitors must be present on each bus;

(2) There must be an approved method of identifying participants who are entitled to ride the bus:



i. A list of all club members must be submitted with the DOC Proposal form for Club Events;

(3) Participants that are not covered under the USC's insurance policy shall not be permitted to board the bus;

(4) The carrier must be specifically approved by the Student Organizations Advisor, by the timeline established in this Policy; and

(5) The Student Organizations Advisor reserves the right to cancel transportation if any of these guidelines have not been met or for any other safety-related concerns.

3.09 Proposed Events involving sponsorship, promotion, or advertising by or in conjunction with a third party are subject to specific regulation by the USC; therefore, a proposal must include information about such activities.

3.10 Events planned to take effect outside the city of London must conform to the following guidelines:

(1) Chartered bus companies must be licensed to provide service originating within the City of London;

(2) The transportation unit must depart from and return to the City of London;

(3) All participants who attend the Event must utilize the transportation services provided by the Event Organizer, unless permission for another arrangement is sought from and approved by the Student Organizations Advisor; and

(4) All participants who attend the Event must return with the transportation unit provided by the Event Organizer, subject to subsection (3) above.

4.00 APPROVAL PROCESS

4.01 Approval of a DOC Proposal form means that the proposed holding of an Event is approved and that the Event Organizer may continue with the further planning of the Event. The Event is not specifically approved until the Student Organizations Advisor is in possession of all executed contracts, completed waiver forms if required, and has received all other requested documentation and information.

(1) Final approval of the Event must be received from the Student Organizations Advisor at least five (5) days prior to the date the Event is to take place.



4.02 All DOC Proposal forms shall be submitted to and reviewed by the Student Organizations Advisor in the manner provided for above.

4.03 At all times it is the Event Organizer's responsibility to satisfy any requirements stipulated by the Student Organizations Advisor to have a DOC Proposal form approved.

(1) Where the Student Organizations Advisor and Event Organizer do not agree upon which further requirements are necessary for the holding of an Event to be approved, the Student Organizations Advisor may consult the Student Programs Officer, who may then engage legal counsel.

4.04 The Student Organizations Advisor may recommend that additional requirements must be satisfied in order for the DOC Proposal form to be approved.

4.05 The Student Organizations Advisor shall determine whether the Event Organizer has satisfied the requirements necessary to continue planning the Event.

(1) Where the Student Organizations Advisor is of the opinion that all requirements have been met by the Event Organizer, holding the Event shall be approved.

(2) Where the Student Organizations Advisor is of the opinion that all the requirements have not been met by the Event Organizer, the Student Organizations Advisor will provide guidance and a reasonable amount of assistance to meet those requirements.

i. Where the Student Organizations Advisor is of the opinion that all the requirements have been thereafter satisfied, holding the Event shall be approved.

4.06 Where the Student Organizations Advisor is of the opinion that the Event shall not be approved, the Student Organizations Advisor's decision is final.

5.00 INFRACTIONS

5.01 The Committee shall be responsible for determining whether to impose sanctions upon individuals and Organizations for infringing this Policy.

(1) The following non-exhaustive list constitutes violations of this Policy:

i. Failure to file a DOC Proposal form;

ii. Failure to properly complete the DOC Proposal form, including omitting details of the proposed Event;



iii. Failure to comply with requirements stipulated by the Student Organizations Advisor; and/or

iv. Failure to carry out an Event in accordance with the approved DOC Proposal form.

(2) Club matters shall be referred to the Clubs Governance Committee; however, the Committee may provide a recommended course of action.

5.02 The Committee shall investigate the matter and gather all relevant information to make an informed decision.

(1) The Committee may request that all those involved in the incident, including the Event Organizer, submit a written report outlining the incident, including the date and who was involved.

(2) The investigation and decision-making is to be conducted at the full discretion of the Committee.

5.03 Once a decision has been arrived at, the Committee shall inform the Event Organizer, the appropriate constituency, and the USC President of its decision and its reasons for arriving at its decision.

6.00 SANCTIONS

6.01 The Dry Off-Campus Programming Policy is an honorary policy. The Event Organizer is deemed to represent the USC for the duration of the Event and is expected to act with due diligence and care. The Event Organizer is also expected to act reasonably and take the necessary steps to ensure that the Event proceeds in accordance with the approved DOC Proposal form.

6.02 Individual students are also governed by The University of Western Ontario Code of Student Conduct.

6.03 The sanctions under this Policy do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students and staff are reminded that infractions may also violate federal, provincial, and local laws.

6.04 Failure to comply with this Policy or any applicable laws may, at the sole determination of the Committee, lead to suspension of rights and privileges for the non-compliant individuals or Organizations, including the privilege of holding events, for a length of time to be determined by the Committee.



University Students' Council of Western University

Elections Governance Committee Campaign Finance Procedures

Authority: Council	Date Ratified: March 10 th 2019
Previous Amendments: 31 October 2018; December 1, 2015	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Advocacy Standing Committee, USC Council Governance & Finance Standing Committee, USC Council Student Experience Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services Senior Manager, People and Development	

1. SCOPE

- a. This procedure shall specify:
 - i. The proper procedures for setting candidate spending limits, tracking candidate spending, and the administration of reimbursements.
 - ii. The standards that the Elections Governance Committee shall use to govern its interactions with candidates relating to matters of campaign finances.

2. DEFINITIONS

- a. Terms used in this document shall be defined in the same manner as in **Bylaw #2**.
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3. MANAGER OF ELECTION FINANCE

- a. The Manager of Election Finance shall be a member of the Elections Committee designated by the Chief Returning Officer (or the Chief Returning Officer herself) to be responsible for tracking candidate spending and calculating reimbursements on behalf of the committee.
- b. The Manager of Election Finance shall be responsible for ensuring that the Elections Committee is notified of any candidates that violate financial regulations as per this procedure.
- c. The CRO, or the Elections Committee if the CRO is the Manager of Election Finance, shall be responsible for ensuring the Manager of Election Finance adheres to their responsibilities under this procedure.

4. BOND COLLECTION

- a. All candidate bonds, accepting Board of Governors and Senate candidates, shall be collected at the USC Front Desk along with nomination forms.
 - b. The Manager of Election Finance shall provide the USC Front Desk with a list of required bonds for each position prior to the opening of the nomination period.
 - c. Candidates shall only be considered eligible if, prior to the opening of the campaign, they leave a deposit of:
 - i. Presidential candidates: \$300.00
 - ii. Vice-Presidential candidates: \$50.00
 - iii. Senate candidates: \$50.00
 - iv. Board of Governors candidates: \$75.00
 - v. Faculty president candidates: \$25.00
 - vi. Divisional candidates: \$25.00
 - d. Any prospective candidate, except for Board of Governors and Senate candidates, who cannot pay the bond at the time they hand in their nomination form shall make prior arrangements with the CRO. The Front Desk shall not accept any nomination forms without payment of bond or a note from the CRO verifying that an arrangement has been made with the candidate.
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- e. The Manager of Election Finance shall be responsible for confirming that a candidate has paid her bond with the Front Desk.
- f. The CRO shall confirm the list of eligible candidates (those who meet all criteria outlined in **Bylaw #2**) with the Front Desk at the start of the campaign period. Upon confirmation, all collected bonds excepting those submitted by candidates deemed to be ineligible shall be deposited into the Elections Subsidies budget account line:
 - i. Bonds for candidates who have been deemed ineligible will be held at the Front Desk for thirty (30) days following the close of balloting. After this time, they will be claimed by the USC.

5. SETTING SPENDING LIMITS

- a. The Manager of Election Finance shall calculate the spending limits and present the finalized figure to the CRO for approval no later than fourteen (14) days—not including holidays—prior to the start of campaigning.
 - b. The CRO shall confirm the spending limits for each candidate at least seven (7) days prior to the start of the campaign period for the election.
 - c. The CRO shall announce approved spending limits in the following way:
 - i. A press release handled through the USC's Communications portfolio;
 - ii. An email to current constituency council presidents; and
 - iii. At the All-Candidates meeting immediately prior to the start of the campaign period.
 - d. Spending limits for candidates' expenses and contributions, combined, shall be as follows:
 - i. Each Presidential candidate has a spending limit of \$1500.
 - ii. Each Divisional candidate, excluding Faculty President candidates, has a spending limit of \$100.
 - iii. Each Faculty President candidate has a spending limit of \$200.
 - iv. Each Vice-Presidential candidate has a spending limit of \$200.
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- v. The spending limit for Senate and Board of Governor candidates shall be determined by the Secretary of the University.

6. CONTRIBUTIONS AND EXPENSES

- a. Candidates shall have a spending limit for the campaign consisting of the sum of expenses and contributions.
- b. Expenses shall be defined as costs incurred by, or on behalf of, a candidate for goods, privileges, or services for use in their election campaign.
 - i. If a candidate receives a good, privilege, or service at a discounted price that is not available to the public, both an expense and contribution shall be recorded: The expense shall be recorded as the amount paid, and the contribution shall be recorded as the difference between the fair market value of the good, privilege, or service as defined in **Bylaw #2** and the amount paid for that same good, privilege, or service. See Example 2 below for a practical example of this method of recording.
- c. Contributions shall be defined as goods, privileges, or services donated or given in whole or in part to a candidate or their campaign for the purposes of campaigning. A candidate shall not accept cash, cheque, or any other monetary equivalent in any amount as a contribution.
 - i. If the contributor supplies goods and services, the value shall be determined at fair market value, as per its definition in **Bylaw #2**.

1. Example 1:

Your order for campaign signs would normally cost \$300, but instead you receive them for \$0 from a relative. You must then record and report this as a contribution of \$300 worth of goods and services towards your Spending Limit.

2. Example 2:

Your order for campaign scarves would normally cost \$100 but the vendor agrees to sell them to you for \$50. You must record and report a contribution of \$50 in goods and services and record and report an expense of \$50 in goods and services. Both contributions and expenses are weighted equally when calculating your Spending Limit.

- d. Special Rules for Expenses and Contributors:
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- i. Where an item is used during the campaign period, but not entirely consumed, the cost shall be declared for the entire item, regardless of the amount of the item that remains unconsumed.
- ii. Candidates will be required to declare expenses or contributions for the production of campaign material and media, including but not limited to videos, mobile apps, or graphics, but only the costs of making said product available to the public.

1. Example 1:

A campaign volunteer has tools needed to make campaign sign frames for a particular candidate. The resources for the frames would be an expense, however the time of the volunteer needed to produce the campaign sign frames would not be an expense.

- iii. If a professional, even if the professional is a campaign volunteer, who would normally charge for a service provides a service to a candidate for free, the value of the service is considered to be a contribution.

7. ELIGIBLE REIMBURSEMENT

- a. The Manager of Election Finance shall be responsible for maintaining a record of each candidate's eligible reimbursement throughout the campaign period.
 - b. A candidate's eligible reimbursement shall be calculated as the sum of a candidate's paid bond and expenses accrued, less any fines accumulated. Candidates will not be reimbursed for goods, privileges, or services received through contribution.
 - i. A Presidential candidate disqualified prior to the election shall be reimbursed ten (10) percent of the candidate's campaign expenditures, or ten (10) percent of the maximum spending limit as set by the Committee, whichever is less. This shall be subject to any fines issued and/or outstanding loans.
 - c. Only campaign expenses with valid, verifiable, and corresponding original receipts will be eligible for reimbursement. Any item deemed not to be an appropriate campaign expense may be excluded from reimbursement by the Committee or the USC's Managing Director, Financial and Corporate Resources.
 - d. The Committee may adjust a candidate's eligible reimbursement number artificially and at their own discretion if they deem a candidate to have not competed in the spirit and purpose of the election using the following criteria:
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- i. The candidate is not competing with the intention of being elected to office; and/or
- ii. The candidate is running a campaign for the sole purpose of discrediting another candidate.
- e. The Senate and Board of Governors candidates will not be reimbursed by the USC for their campaign expenses.
- f. The Manager of Election Finance shall keep a record of all eligible reimbursement calculations on file for thirty (30) days following the closing of balloting.

8. TRACKING EXPENSES AND CONTRIBUTIONS

- a. At the start of the campaign period, the Chief Returning Officer shall make expenses and contributions tracking sheets available to all candidates. Candidates are required to use the tracking sheets to submit a list of their expenses and contributions.
 - i. Candidates shall be issued fines for failure to use designated tracking sheets as set out by the Committee.
 - b. All candidates shall submit to the CRO original receipts of all expenses and contributions.
 - i. Failure to submit receipts by the deadline will result in an automatic reduction in the candidate's eligible reimbursement by five (5) per cent per business day that the submission is late.
 - c. The CRO shall immediately forward any received receipts or tracking sheets to the Manager of Election Finance and shall forward any and all received receipts and tracking sheets after 4 p.m. on the last day of balloting.
 - i. The CRO may authorize the Manager of Election Finance to pick up any receipts and/or sheets from the USC Front Desk.
 - d. The CRO may request that candidates submit original receipts and tracking sheets prior to 4 p.m. on the last day of balloting.
 - e. Copies of all receipts for printing done at Creative Services for elections purposes shall be made available to the CRO or Manager of Election Finance by Creative Services on or before the last day of campaigning.
 - f. The Manager of Election Finance and any Committee member chosen to assist them shall receive each candidate's tracking sheet to ensure that candidates have not exceeded their spending limits, have original receipts for all expenses, have only listed expenses that can be
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considered appropriate, and have adhered to any other relevant provisions in **Bylaw 2**.

- g. The Manager of Election Finance and any Committee member chosen to assist them shall review each candidate's tracking sheet to ensure that candidates have not exceeded their spending limit, have listed appropriate values for their contributions, and have only listed contributions that can be considered appropriate, and have adhered to any other relevant provisions of **Bylaw 2**.
- h. Where the Manager of Election Finance notices expenses listed as contributions or vice versa, they shall move the item to the appropriate list. Where proper listing of expenses and contributions would result in overspending by a candidate, the Manager of Election Finance shall inform the CRO.
- i. The Manager of Election Finance shall inform the CRO of any irregularities in expenses or contributions lists, as per Section 6 of this document.
- j. In addition to Section 6, the Manager of Election Finance shall produce a list of expenses and/or contributions flagged as inappropriate for the Committee to approve. Any expenses deemed inappropriate by the Committee shall not be reimbursed.
- k. The Manager of Election Finance has the authority to approve any and all expenses and contributions lists in which no irregularities have been noted (i.e., the Committee does not need to approve the reimbursement of every candidate, only the list of inappropriate expenses that are not to be reimbursed).
- l. The Manager of Election Finance shall keep all expenses and contributions records on file for thirty (30) days after the close of balloting in case a candidate wishes to contest their reimbursement.

9. ISSUING REIMBURSEMENT

- a. The Manager of Election Finance shall provide a list of candidates and the amount they are to be reimbursed along with a completed cheque requisition form to be signed by the Secretary-Treasurer no later than fourteen (14) days, including Reading Week and other holidays, after the close of balloting.
 - i. **Example 1**

The Manager of Election Finance shall fill out a cheque requisition form with the list attached in place of the amount payable, have the Secretary-Treasurer sign it, and



submit it to the USC's finance office for processing.

- b. At the same time as section 9.1, the CRO shall inform candidates of the amount they are scheduled to be reimbursed, including a list of expenses the Committee did not deem to be appropriate as per section 8.10 of this document.
- c. Candidates shall be reimbursed for the amount equal to their eligible reimbursement plus their bond, less any fines applied by the Committee.

i. **Example 1**

A Divisional candidate who accumulates \$30 in fines and spends \$90 in eligible expenses would be reimbursed: $(\$90 + \$25) - \$30 = \85 .

- d. Reimbursement cheques shall be made available for pickup at the USC Front Desk no later than twenty-one (21) days after the close of balloting, including Reading Week and other holidays.
- e. The CRO shall notify all candidates that are eligible for reimbursement that their cheques are available by email on the day they become available at the Front Desk.
- f. Any cheques that have not been picked up from the Front Desk and have stale-dated shall be not be reissued.

10. CAMPAIGN LOANS

- a. A Presidential candidate may obtain an interest-free loan for the amount of the bond plus the spending limit established in section 5(d) of this procedure, by applying to the USC Managing Director, Financial and Corporate Resources.
 - i. Any loans granted pursuant to this section must be repaid, subject to any amount reimbursed and fines owed, within thirty (30) business days from the close of balloting; and
 - ii. Any loan which is not repaid within this time period will be pursued legally and will be subject to an interest rate as provided for in the Courts of Justice Act, RSO 1990.



University Students' Council of Western University

Elections Governance Committee Terms of Reference

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: November 26, 2015	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. MANDATE

- a. The mandate of the Elections Governance Committee (EGC) shall be:
 - i. Administer **Bylaw #2** and uphold its Vision and Principles.
 - ii. Oversee elections in accordance with the provisions of **Bylaw #2**.
 - iii. Develop and maintain a clear set of criteria and considerations to be used by the Committee when making decisions relating to elections.
 - b. The Committee may release Regulations detailing how **Bylaw #2** will be interpreted and applied during an election period. The Regulations shall be binding as though they were a part of the bylaws, provided that:
 - i. The Regulations are consistent with the bylaws;
 - ii. The Regulations are openly available to candidates at the start of nominations; and
 - iii. The Committee recommends to the Agenda and Council Operations Standing Committee any bylaw amendments related to Regulations issued as soon as possible following the end of the polling period.
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- c. Make recommendations to Council on all matters, including bylaw amendments that relate to USC Elections.
- d. Not seek office in an election, support any candidate, or endorse a position in a referendum. Failure to comply with this requirement will result in the immediate removal from the Elections Governance Committee.

2. COMPOSITION

- a. The Elections Governance Committee shall be composed of:
 - i. The Chief Returning Officer (CRO), ex-officio, as chairperson, voting;
 - ii. The Deputy Returning Officer (DRO), ex-officio, as vice-chairperson, voting;
 - iii. Up to nine (9), minimum five (5), undergraduate students of the University, voting;
 - iv. The Secretary-Treasurer, ex-officio, non-voting, resource; and
 - v. The Coordinator of Council Services, non-voting, resource.

3. STRUCTURE AND SUBCOMMITTEE

- a. The Elections Governance Committee shall have the following subcommittees and each subcommittee shall have the following membership:
 - i. Finance Subcommittee (at least 1 member); and
 - ii. Investigations and Violations Subcommittee (at least 5 members)
 - b. The Finance Subcommittee and the Investigations and Violations Subcommittee shall each be chaired by a Manager as appointed by the Chief Returning Officer.
 - c. Each subcommittee shall report to the Elections Governance Committee on a regular basis.
 - d. The Elections Governance Committee shall have the final authority to approve any and all decisions unless specified in **Bylaw #2** or the Elections Governance Committee's written procedures.
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4. MEETINGS

- a. Meetings shall be called by the CRO and be held at a location specified by the CRO:
 - i. For meetings held during the campaign period and voting period the CRO shall book space specifically for the Elections Governance Committee to hold meetings and all meetings shall be held in this space.
 - ii. For meetings held outside of the campaign period and voting period the CRO shall book space on a per meeting basis.
 - b. The CRO shall give the following notice to the Elections Governance Committee members prior to a meeting of the Elections Governance Committee:
 - i. During the campaign period and voting period the CRO shall give the members six (6) hours' notice.
 - ii. Outside of the campaign period and voting period the CRO shall give the members forty-eight (48) hours' notice.
 - c. All meetings of the EGC shall be closed to members of the public unless specifically invited by the CRO.
 - d. The EGC shall produce reports and a record of decisions no later than forty-eight (48) hours following the end of the meeting and these reports shall be made available to the public.
 - e. Quorum shall be a majority of the voting members of EGC:
 - i. Where the EGC fails to reach quorum, any items of discussion that require a decision shall be postponed to the following meeting.
 - ii. Any meeting of the EGC that fails to preserve quorum shall be subject to Section 4.4.1 above.
 - iii. In the event that a meeting fails to reach quorum the CRO shall inform all invited guests of this occurrence as soon as reasonably possible.
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5. VOTING

- a. Unless otherwise specified, each voting member shall cast one (1) vote on a given question.
- b. All questions shall be decided by a simple majority except in the following circumstances. The following decisions shall require a Two-Thirds (2/3) vote in favour:
 - i. A decision to disqualify a candidate.
 - ii. A decision to invalidate an election, referendum, or plebiscite.
 - iii. A decision to approve a series of regulations meant to supplement the rules contained in **Bylaw #2**; and
 - iv. A decision to modify the duration or nature of the elections calendar (i.e., campaign period, voting period, nomination period, etc.) insofar as such is permitted by **Bylaw #2**.
- c. Unless a poll is called for a vote by a voting member, every question shall be decided by a show of hands. Where a poll is called, the voting member shall specify the method of polling to be used, being either a roll call or secret ballot. The call for a poll may be withdrawn.
- d. Unless a poll has been called for, a declaration by the CRO that a recorded resolution has been carried or not carried is sufficient without proof of the number of votes in favour or against.
- e. All votes cast shall be tabulated by the CRO or designate(s).
- f. In the event of a tie, the CRO shall cast a vote to break the tie.

6. MINUTES AND RECORDS

- a. The Vice-Chair of the EGC, or appointed designate, shall be tasked with recording the minutes of EGC meetings.
 - b. A final draft of the minutes, and any or all reports of a given meeting shall be produced no later than forty-eight (48) hours following the conclusion of the meeting.
 - c. The CRO, or DRO, and another member of the EGC present at the meeting will sign off on any minutes before they are made available to the public.
 - d. A copy of all finalized minutes and reports shall be sent to the Senior Manager of Government Services immediately after they have been signed off on and the Senior Manager of Government
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Services shall maintain a file with the minutes of all meetings of the Elections Governance Committee.

- e. The Senior Manager of Government Services shall also maintain an index of decisions made by the EGC for the purposes of establishing precedent and record-keeping.



Elections Governance Committee Violations Procedure

28 November 2018

USC Council

1. Scope

1. This document outlines the proper procedures for receiving, processing, reviewing, and publicizing the results of violations of Bylaw 2 and all applicable regulations.
2. This document outlines the sanctions and remedies available to the Committee when dealing with Candidate misconduct.
3. This document specifies the standards that the Committee shall use to govern its interactions with Candidates, Campaign Volunteers, and General Members during the investigation process.
4. Terms used in this document shall be defined in the same manner as in **Bylaw 2**.

2. Manager of Investigations

1. The Manager of Investigations shall be a member of the Elections Governance Committee designated by the CRO (or the CRO herself) to be responsible for the receipt and processing of alleged violations through the Committee.
2. The Manager of Investigations shall be responsible for ensuring that alleged violations are processed in the manner set out in this procedure.

3. Receipt of Allegations

1. All allegations of a violation being or having been committed shall be submitted to the Committee in writing via the Committee's online submission form.
2. Any Committee member who receives an allegation outside of the online submission form format shall instruct that individual to submit said allegation via the online submission form, as outlined in Section 3.1.
3. Any and all allegations must be submitted to the Committee no later than four (4) hours following the close of balloting.
4. Where a member of the Committee raises an allegation, the Committee member shall put the allegation into writing via the Committee's online submission form.
5. The Manager of Investigations shall notify the individual who submitted the allegation of the allegation's receipt and shall follow up with the individual to ascertain any information that has been left out of the allegation including, but not limited to, the following:
 - i. The names of all those involved in the alleged violation;
 - ii. The approximate date and time that the alleged violation occurred;
 - iii. The approximate location in which the alleged violation occurred; and
 - iv. The names of any other individuals who may have knowledge of the alleged violation that the Committee may contact during the course of its investigation.



6. The CRO reserves the right to discard any alleged violations where the individual making the allegation refuses to be identified by the Committee or where there is reasonable suspicion that the allegation has been made for the purposes of delaying or distracting the Committee from processing legitimate allegations.
7. The names of individuals making allegations to the Committee shall not be released to Candidates, the media, or the public unless required to by law. Names shall only be required to allow the Committee to process the allegation.
8. The Committee shall not be obligated to inform Candidates of alleged violations until such time that the Committee has verified the legitimacy of the allegation and reasonably believes there is enough evidence to conduct a hearing with the Candidate in question.

4. Investigation

1. The Committee shall not divulge the status of an ongoing investigation to any individual who is not a member of the Committee including the individual who raised the allegation, or the Candidate being investigated.
2. The Committee shall take as much time as is reasonably necessary to ascertain the facts of a case.
3. The Committee may not violate any municipal, provincial, or federal laws during the course of its investigation.
4. All findings of an investigation are to be noted in writing and shall be kept in the corresponding investigation file and filed with the Manager of Investigations.
5. Notes of findings shall be as detailed as possible and meet the following criteria:
 - i. i. Include only facts about the case and statements of witnesses. The notes should not contain speculation or rumours that cannot be corroborated by evidence or witness testimony.
 - ii. ii. Include any items of evidence as presented in the case (i.e. time-stamped screenshots of computer activity, email activity/correspondence, and written witness statements).
6. Before proceeding to a hearing with the Candidate in question, the CRO shall review the findings of the investigator(s) and determine whether there is enough evidence to substantiate the allegation that was made.
 - i. i. Where it is determined that there is not sufficient evidence to substantiate the allegation the CRO shall provide a brief written report outlining the reasoning that the allegation will not be pursued further.
 - ii. ii. This report shall be made available to the individual(s) who submitted the allegation but shall not be made public.

5. Hearing

1. Where it is determined that there is sufficient evidence to substantiate the allegation the Committee shall call a hearing to review the facts of the case with the Candidate in question.
2. The Committee shall inform the Candidate in writing of the hearing no fewer than six (6) hours in advance and at this time shall provide the Candidate with a written summary of the allegation prepared by the Manager of Investigations, and a copy of the findings of the investigation.
 - i. i. The Committee shall redact the names or other identifying information of individuals involved in the investigation.
 - ii. ii. In the event the Candidate is unable to attend the scheduled hearing, the Candidate may send a proxy.



- iii. The Candidate must provide written notice to the Committee notifying them of their intention to send a proxy, including the identity of the proxy, at least one (1) hour prior to the scheduled hearing.
3. An audio recording of the hearing shall be kept with the Manager of Investigations as part of the investigation file and shall not be released to any member of the public, with the exception of the USC's Appeals Board in the event of an appeal.
4. The order of proceedings at a hearing shall be as follows:
 - i. The investigator leading the hearing shall read the alleged violation to the Candidate and outline the findings of the investigation.
 - ii. The Committee shall have the opportunity to ask any questions regarding the findings of the investigation in an effort ascertain all pertinent information.
 - iii. The Candidate shall have the opportunity to refute any information introduced by the Committee and add any information that the Committee may have missed or overlooked, including any mitigating factors that the Committee should consider in their deliberations.
 - iv. The Committee shall have the opportunity to ask follow-up questions based on the information provided by the Candidate.
 - v. The Candidate shall have the opportunity to make a final statement to the Committee regarding the case.
5. Where a Candidate is given notice of the hearing pursuant to Section 5.2 and fails to appear or send a proxy, the Committee shall assume that the Candidate has no further evidence to add to the case and the Committee shall proceed directly to deliberations.
6. Upon completion of a hearing, the Committee may undertake to confirm any details or corroborate the legitimacy of evidence presented by the Candidate. Following this verification process, the Committee shall:
 - i. Provide the Candidate with a written summary of any additional information ascertained during the Committee's evidence verification process.
 - ii. Provide the Candidate with an opportunity to submit a written statement to address the additional information presented by the Committee or request a supplementary hearing to address the additional information.
 - iii. The Candidate shall have eight (8) hours from the time a written summary as outlined in Section 5.6 (i) is sent to submit a written statement or elect to have a hearing with the Committee; and
 - a. In the event the Candidate fails to respond to the Committee within the specified time allotted, the Committee shall assume that the Candidate has no further evidence to add to the case and the Committee shall proceed directly to deliberations.

6. Deliberations

1. During deliberations the Committee should first decide whether the Candidate is guilty of the alleged violation with regards to Section 6.2 and 6.3.
2. Candidates found guilty of a violation may be subject to sanctions on the following grounds:
 - i. Minor violations shall include but are not limited to:
 - a. Failure to adhere to Bylaw 2 and/or other applicable regulations;
 - b. Making frivolous or vexatious complaints; and/or
 - c. Failure to comply with regulations released by the Committee.
 - ii. Major violations shall include but are not limited to:
 - a. Failing or ceasing to meet Candidate eligibility requirements;
 - b. Failing to comply with a Committee decision;



- c. Interfering with voters, ballots, voting procedures, or ballot counting;
 - d. Solicitation of the login information necessary for voting;
 - e. Action or conduct which represents a flagrant undermining of the purpose and effect of the electoral process set up under Bylaw 2; and/or
 - f. Repeated and willful violation of Bylaw 2 and/or other applicable regulations.
3. The Committee shall consider, but not be limited to, the following criteria to determine the appropriate penalty to be assigned to the candidate:
 - i. **i. Degree of scope:** The Committee should determine the reach of influence as measured by the possible range of students affected by the candidate's violation. The Committee should determine whether the nature of the candidate's actions were on a small or large scale.
 - ii. **ii. Degree of influence:** The Committee should determine the strength of influence the violation had in creating an unfair advantage for the candidate's campaign and its potential of impacting elections results. This may include but is not limited to: increasing voter support for the candidate in question, creating a negative impression of another candidate, and/or negatively impacting another candidate's ability to campaign.
 - iii. **iii. Degree of intent:** The Committee should determine whether it believes the candidate intended to commit the violation and whether that intent was malicious. In the event the Committee believes there was no malicious intent, the Committee should assess whether the candidate lacked the intent to take reasonable precautions to prevent the violation from occurring.
 - iv. **iv. Degree of repetition:** The Committee should determine whether the candidate in question committed a violation similar in nature to the one in question during the current campaign period.
 - v. **v. Degree of legality of action:** The Committee should determine whether the violation breaks any municipal, provincial, or federal laws or any regulations set by the University. Actions that break municipal, provincial, or federal law shall be automatically classified as major violations.
 - vi. **vi. Degree of obstruction:** The Committee should determine whether, at any point in time during the investigation, the candidate in question attempted to impede the Committee's ability to investigate the violation. This may include but is not limited to: providing material misstatements to investigators, failing to be forthcoming during the Committee's investigation, attempting to coerce witnesses from assisting the Committee, and lacking overall cooperation with the investigation.
4. Where the Candidate has been found guilty of a violation the Committee shall determine the appropriate sanction(s) as available in Section 7 below.

7. Sanctions

1. The Committee, where it finds there has been a violation, and with regard to Section 6.2 and 6.3, may impose any combination of the following sanctions:
 - i. **i. For minor violations, the Committee may:**
 - a. Issue a warning;
 - b. Impose a monetary fine against a Candidate's eligible reimbursement;
 - c. Confiscate or destroy campaign materials that contravene any provision of Bylaw 2; and/or
 - d. Impose limits, restrictions, or prohibitions on any campaign activities for any period of time.
 - ii. **ii. For major violations, the Committee may:**
 - a. Disqualify a Candidate; or
 - b. Invalidate an election, referendum, or plebiscite.
2. Sanctions for minor violations shall not necessarily be considered cumulative.



3. The Committee may establish a yearly schedule outlining how fines may be levied for specific violations. The yearly schedule must be officially released by the All Candidates Meeting.
4. If a winning candidate in any election is disqualified, the process for determining a winner as outlined in Bylaw 2 shall be applied.

8. Notice of Verdict

1. Where the Committee finds there has been a violation of Bylaw 2, or any applicable regulation(s), the Committee shall make the details of the violation public and produce a written report within a forty-eight (48) hour period. Written reports may be subject to redactions to protect the privacy of various stakeholders involved in the investigation.
 - i. The Committee shall inform the following parties:
 - a. **The Candidate:** The Committee shall provide the Candidate with the verdict in the form of a written decision.
 - b. **Voteusc.ca Website:** The Committee shall upload a summary of the allegation made against the Candidate and the verdict.
 - c. **The Media:** The Committee shall provide the media with a summary of the allegation made against the Candidate and the verdict. The CRO may comment on behalf of the Committee regarding the violation.
 - d. **The USC Communications Officer:** The Committee shall provide the USC's Communications Officer with a summary of the allegation made against the Candidate and the verdict.
2. Where the Committee finds that the Candidate is not guilty of a violation it shall inform the Candidate of the verdict.
3. Where the Committee finds that the Candidate is not guilty of a violation it shall inform the individual who made the allegation that the Committee will not be pursuing the allegation further.

9. Close of Investigation

1. All records pertaining to closed investigations (i.e. where a verdict has been delivered or the allegation has been dismissed) shall be turned over to the USC along with the final report of the CRO.
2. Once an investigation has been closed it shall not be reopened unless new evidence has been presented that substantially alters the facts of the case.
 - i. The CRO shall have the discretion to decide whether or not the new evidence presented substantially alters the facts of the case.
 - ii. No Investigation shall be re-opened more than thirty (30) days following the close of balloting.

10. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – **Bylaw 2, Elections Governance Committee Terms of Reference, Elections Governance Committee Violations Procedure**
3. Date Passed – 25 November 2015;
4. All Previous Amendments - 29 December 2017



University Students' Council of Western University

Environmental Sustainability Policy

Authority: Council	Date Ratified: November 28 2018
	Previous Amendments: February 28, 2018; January 19, 2005

1. Objective

- a. To encourage environmentally responsible practices within the USC.
 - i. Practices that are initiated as a result of this policy should not impose additional financial burdens on those to whom it applies.

2. Application

- a. This policy shall apply to all members, volunteers, and employees of the:
 - i. USC;
 - ii. Constituency Councils;
 - iii. Clubs; and
 - iv. USC Services and Operations.
- b. This policy shall be considered during the planning and implementation of all activities, events, and day-to-day operations.

3. Administration

- a. This policy shall be administered by Council.

4. Procurement

- a. In purchasing equipment or materials the USC shall consider selecting the most environmentally friendly product or service that is economically viable.
 - i. In identifying environmentally friendly equipment or materials, the costs and impacts over the life-cycle of the equipment or material should be considered.
 - ii. This section will also apply to construction and renovation projects to any extent possible.
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b. In order of importance, the USC shall favour products and services that:

- i.** Are made of reused materials or can be reused;
- ii.** Are certified by recognized environmental organizations;
- iii.** Were not manufactured with toxic chemicals;
- iv.** Have minimal packaging;
- v.** Contain materials that biodegrade naturally and rapidly, or are compostable; and/or
- vi.** Contain recycled and post-consumer content.

5. Waste

- a.** The USC shall remain cognizant of its resource consumption and attempt to reduce it whenever possible.
- b.** The USC shall seek to reduce consumption by reusing products whenever possible.
- c.** The USC shall ensure that recycling bins are present in all areas of, or adjacent to, its activities and operations.
- d.** In collaboration with Facilities Management at Western University, the USC shall seek to both redesign existing processes and implement new processes that generate minimal waste and reduce energy consumption in an effort to ensure alignment of priorities with regard to waste management.

6. Training and Awareness

- a.** This policy will be a component of training for all members, employees, and volunteers.
- b.** All persons occupying management positions within the USC are responsible for ensuring that their members, volunteers, and employees adhere to this policy. They must also empower members, volunteers, and employees to take personal responsibility for promoting the application of this policy.

7. Reporting and Accountability

- a.** The Executive Committee shall be responsible for reporting to Council annually regarding actions taken under this policy.
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University Students' Council of Western University

Executive Officer Accountability and Discipline Policy

Authority: Council	Date Ratified: March 10 th 2019
Previous Amendments: 14 September 2016; 1 April 2016; 31 October 2018	Date Review: February 2019
	Next Review Date: February 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services Senior Manager, People and Development	

1. OBJECTIVE

To strengthen and ensure the transparency and accountability of all members of the USC Executive.

2. POLICY STATEMENT

The Terms of Reference for each Executive Officer is set out in the **Executive Officers Terms of Reference** and within each Executive Officer job description. The operation of the organization is greatly affected by the performance of its Executive Officers. The purpose of this policy is to set out the performance expectations for the Executive Officers and to outline measures to be taken in the event an Executive Officer fails to meet the expectations outlined herein.

Discipline is not intended to be punitive in nature, but rather is intended to correct and improve performance. The USC wishes to ensure all members of the Executive perform their duties in compliance with all bylaws, rules, regulations, instructions, procedures, and best practices; and where such executive performance falls short, reasonable opportunity for performance improvement is available.

3. APPLICATION

This policy applies to all Executive Officers of the Corporation.

4. ADMINISTRATION



This policy is administered by the Board of Directors.

5. EXECUTIVE OFFICER RESPONSIBILITIES

- a. Each Executive Officer is expected to be aware of and adhere to the following:
 - i. Corporate bylaws, codes, policies, and procedures;
 - ii. Applicable University bylaws, codes, policies, and procedures;
 - iii. Applicable federal, provincial, and municipal legislation and regulations;
 - iv. Strict abstention from any type of act that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of the Corporation; or on the health, safety, or rights of any persons or groups;
 - v. Competent portfolio management including expectations set out in the **Executive Officers Terms of Reference** and job descriptions; and
 - vi. Any other guidelines, rules, regulations or policies as set out by the Board or Council. Any such guidelines should be communicated in writing to each Executive Officer by the President, in consultation with the Senior Manager, Human Resources. Where any material changes are made to any such document applicable to one or more of the Executive Officers, such changes will be communicated to all of the Executive Officers in writing.
 - b. In relation to Executive Officer accountability, the President shall be responsible for the following:
 - i. Addressing and resolving any barriers that may get in the way of Executive Officers completing their work duties as assigned;
 - ii. Providing each Executive Officer with adequate training, staff, support, and equipment in order to complete their assigned duties, in conjunction with the Chief Operating Officer and the management team of the Corporation; and
 - iii. Notifying an Executive Officer immediately when an issue relating to the Executive Officer's performance has been identified.
 - c. The other Executive Officers are responsible for the following:
 - i. Alerting the Chair of the Discipline Committee immediately in the event that misconduct or other serious performance issues have been identified with the President.
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6. DISCIPLINE PROCESS AND PROCEDURES

a. Initiation of Disciplinary Process:

- i. Where an Executive Officer fails to meet their duties and responsibilities as set out in this document or the **Executive Officers Terms of Reference** or job description documents, a disciplinary process may be initiated.
- ii. The disciplinary process may be initiated upon receipt of a written complaint in relation to an Executive Officer's conduct. A complaint should be directed to the Chair of the Board of Directors.
- iii. Upon receipt of complaint, the Chair shall prepare a written outline of the complaint setting out particulars of the Executive Officer's conduct.
- iv. The written particulars shall be provided to the Executive Officer for response.
- v. The Board shall thereafter determine whether the disciplinary process will be initiated, having regard to the nature and seriousness of the allegation(s) of misconduct, the Executive Officer's response and the need for further investigation. The Board may direct that a Discipline Committee be established to consider the complaint setting out particulars of the Executive Officer's conduct.

b. Constitution of Discipline Committee:

- i. The Discipline Committee shall be comprised of:
 1. Two (2) members of Council;
 2. Two (2) Directors; and
 3. The President.
 - ii. In the event a member of the Discipline Committee has a conflict of interest, the remaining four (4) members shall name a replacement from Council, the Board, or the Executive Council.
 - iii. Quorum of the Discipline Committee shall be four (4) members.
 - iv. A decision or order of the Committee shall be made by way of majority vote.
 - v. The Discipline Committee shall elect from amongst itself a Chair, who shall not be either the Chair of the Board or the President.
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7. DISCIPLINE COMMITTEE'S MANDATE

- a. Upon receipt of the particulars of a complaint, the Disciplinary Committee shall:
 - i. Initiate an investigation to determine whether the matter warrants any form of discipline if it is determined such an investigation is required;
 - ii. Recommend an informal form of response as may be appropriate;
 - iii. Discuss the matter if no further investigation or discipline is warranted; and then
 - iv. Receive and consider the result of any investigation and determine if discipline is warranted.
- b. The Discipline Committee shall be permitted to engage an external investigator where required to conduct a fact-finding investigation in relation to any alleged misconduct outlined in the particulars of a complaint at any time.

8. CONDUCT OF INVESTIGATION

- a. Once a decision has been made to initiate an investigation, the Disciplinary Committee shall promptly notify the Executive Officer whose conduct is in question.
- b. The Executive Officer shall be entitled to respond to the allegation in writing or orally.
- c. The Senior Manager, People and Development may act as a resource to the Executive Officer or any parties involved in the investigation.

9. NOTICE TO MEMBER AND MEMBER'S RIGHT TO HEARING

- a. If, after an investigation, the Discipline Committee concludes that a form of discipline may be warranted, it shall promptly notify the Executive Officer.
 - b. The notice shall be in writing and shall be sent to the Executive Officer's email address on file with the USC. If the Executive Officer is on leave at the time, the notice shall be sent by courier to the last mailing address on file with the Corporation.
 - c. The notice shall inform the Executive Officer that he or she may respond to the allegations by making written submissions, or by asking for a hearing before the Discipline Committee.
 - d. The Executive Officer's response to the notice may be received by the Discipline Committee within thirty (30) days of delivery of notice.
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10. HEARING

- a. If the Executive Officer elects to respond to the notice by way of written submissions, the Discipline Committee shall render a decision on the basis of the investigation report and other such submissions.
- b. If the Executive Officer elects to have a hearing, the Discipline Committee shall hold a hearing as soon as is practical.
- c. The Discipline Committee shall have the power to determine procedures of the hearings as appropriate. Notwithstanding this power, the Executive Officer shall be entitled to call witnesses and make oral submissions before the Committee.
- d. Upon receiving all the investigation reports and hearing the submissions of the Executive Officer, the Discipline Committee shall determine where the member committed any misconduct. The Executive Officer will have the opportunity to make submissions as to the nature and extent of the disciplinary action to be taken against them.
- e. The Discipline Committee may then order the member undergo such discipline as it considers just. Such discipline may include:
 - i. A reprimand; and/or
 - ii. A suspension (with or without pay); and/or
 - iii. For the Secretary-Treasurer, Communications Officer, or Student Programs Officer, dismissal for cause.
- f. Where the Discipline Committee finds removal from office is the proper discipline for misconduct by the President or Vice-President, the Discipline Committee shall communicate such recommendation to Council:
 - i. Council shall have the authority to dismiss the President or Vice-President by a two thirds ($\frac{2}{3}$) supermajority vote upon receiving a recommendation for removal from the Discipline Committee.

11. INFORMAL RESPONSE

- a. If the Discipline Committee considers that disciplinary action is not warranted it may nevertheless recommend a form of workplace counselling, or a discussion between the Executive Officer and an appropriate superior.
 - b. In any workplace counselling session or discussion, the Executive Officer should be clearly informed as to the expectations they are to meet.
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- c. The Executive Officer may be given a period of time within which their conduct is expected to improve and should be advised of the consequences of any failure to adhere to such expectations, which may include referral back to the Discipline Committee.

12. Discipline Committee Considerations

- a. Upon receiving a complaint, an investigation should investigate the conduct of the member involved and such investigation should include:
 - i. Determining relevant witnesses;
 - ii. Meeting with relevant witnesses; and
 - iii. Meeting with the Executive Officer whose conduct has been the subject of complaint.
 - b. Considerations when determining appropriate level of discipline:
 - i. Previous record of Executive Officer;
 - ii. Whether or not the incident is isolated;
 - iii. Whether or not the member provoked;
 - iv. Seriousness of the offense; and
 - v. Other mitigating factors (age, disability, illness, etc.).
 - c. Other considerations:
 - i. To the extent possible all investigations shall be kept confidential.
 - ii. The Discipline Committee may consult with a lawyer in the process. It is particularly recommended if allegations are serious.
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University Students' Council of Western University

Executive Officers' Salaries Procedure

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: January 27, 2007, 27 April 2005	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PREAMBLE

This procedure outlines the earning power of an Executive Officer, as well as the procedure by which salary adjustments may be made.

2. PRESIDENT'S SALARY

- a. The President's salary shall:
 - i. Be adjusted upward by the percentage increase in the Consumer Price Index for the twelve (12) month period beginning April 1st and ending March 31st; and
 - ii. Be reviewed at most every five (5) years from the fiscal year ending May 31st, 2004; but may be reviewed in the interim by Council whenever they so choose.
- b. The President shall be paid one (1) extra week's salary upon the Executive Council's approval of a Final Report submitted to the Executive Assistant no later than one (1) calendar month following the completion of the President's term of office.



3. VICE-PRESIDENTS' SALARIES

- a. A Vice-President's salary shall represent ninety-eight (98) percent of the President's salary.
- b. A Vice-President shall be paid one (1) extra week's salary upon the Executive Council's approval of a Final Report submitted to the Executive Assistant no later than one (1) calendar month following the completion of the Vice-President's term of office.



University Students' Council of Western University

Executive Officers Terms of Reference

Authority: Council	Date Ratified: March 10 th 2019
	Previous Amendments: November 28, 2018; March 25, 2015; March 6, 2011; January 1, 2016

1.00 OBJECTIVE

1.1 These Executive Terms of Reference outline the mandate and primary responsibilities of each Executive member.

2.00 PRESIDENT

2.1 Mandate:

1. Represent the interests of the University Students' Council and the undergraduate student body of Western University; and
2. Provide strategic direction for the organization.

2.2 Primary Responsibilities:

1. Act as Chairperson of the Executive Council and oversee all Executive resources.
 2. Act as the chief advocate and representative for undergraduate students of Western University to all relevant stakeholders. These include, but are not limited to: Western University, the City of London, the provincial and federal governments, USC alumni, community partners, and other external groups.
 3. Respond to daily issues that affect the student population.
 4. Collaborate with the Vice-President on advocacy and relations pertinent to their portfolio.
 5. Facilitate and oversee priorities that are set out by Executive Officers.
 6. Act as the primary spokesperson for the Corporation.
 7. Facilitate and coordinate the strategic vision for the Corporation.
-



8. Provide support and collaborate with all other student groups and constituent councils on campus.
9. Sit as a Voting Director on the USC Board of Directors.
10. Oversee the day-to-day operations of the USC Chief Operating Officer.

3.00 VICE-PRESIDENT

3.1 Mandate:

1. Represent the interests of all undergraduate students at Western University by serving alongside the President as the USC's chief officer when lobbying any relevant stakeholders; and
2. Oversee the provision of the USC's advocacy resources to ensure effective lobbying for improving the educational experience and quality of life for undergraduate students.

3.2 Primary Responsibilities:

1. Serve alongside the President as the chief advocate of undergraduate students to university administration and external bodies by serving as an ambassador of the USC.
 2. Serve on joint committees that require undergraduate student representation including committees, subcommittees, and working groups.
 3. Sit as a member of the Ontario Undergraduate Student Alliance (OUSA) Steering Committee, attending monthly meetings and writing or advising on policy papers used to advocate to the province.
 4. Maintain positive relationships with all relevant stakeholders by liaising frequently with not only university staff and faculty, but also with municipal, provincial, and federal bodies that play a role in directing the student experience.
 5. Act alongside the President as a project manager and provide strategic direction to all undergraduate student advocacy initiatives. This includes but is not limited to issues or priorities related to: academic policy, provision of student services; student health, wellbeing, and safety; inclusivity, diversity, and equity; post-secondary accessibility, affordability, and quality; student behavior, and Western's Code of Conduct.
 6. Serve as the President's chief resource and advisor on advocacy initiatives by maintaining a comprehensive understanding of existing policies and student-centric issues.
-



7. Work with university administration to oversee the responsible stewardship of student tuition and ancillary fees. This includes serving on Western's Student Services Committee alongside the President.
8. Recruit, supervise, and direct the portfolio's associate vice-presidents and coordinators.
9. Maintain direct links with the undergraduate student experience by liaising with student leaders including faculty council members, senators, and students-at-large.
10. Respond to inquiries from community members pertaining to USC policy positions, advocacy initiatives, and internal services.
11. If wishing to take a leadership role in an external organization the Vice-President is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council before running for or accepting the position.

4.00 STUDENT PROGRAMS OFFICER

4.1 Mandate:

1. Coordinate, facilitate, and engage students in all services and programming that improves or enhances the undergraduate student experience. The Student Programs Officer acts as both a resource and strategic leader in the development of these services and programs.

4.2 Primary Responsibilities:

1. Oversee and support student programming and events, offering guidance and resources to club members, faculty council members, and students-at-large.
 2. Recruit, supervise, and direct the student events portfolio's associate vice-presidents and coordinators.
 3. Provide direction and vision to staff members relevant to the events portfolio.
 4. Advise the university on the direction and allocation of resources for student-facing services and programming.
 5. Be a resource to club members, faculty council members and students-at-large who intend on planning or coordinating events.
-



6. Give strategic vision and programming direction to Western's orientation program. This includes co-chairing the Advisory Committee and sitting on the Operations Committee (OPS).
7. Provide support and direction to the USC's Peer Support Program—overseeing the selection, training, and performance of both the Peer Support Centre volunteers and Peer Support Program coordinators.
8. If wishing to take a leadership role in an external organization, the Student Programs Officer is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council before running for or accepting the position.

5.00 COMMUNICATIONS OFFICER

5.1 Mandate:

1. Facilitate communication and issue management on behalf of the organization and develop communications strategies that further the USC mandate and support the political priorities of the Executive Body.

5.2 Primary Responsibilities:

1. Oversee USC public relations efforts. This includes corresponding with media both on and off campus, arranging interviews, creating press releases, and briefing Executive or other USC members.
 2. Collect and analyze media coverage of the USC and its operations.
 3. Act as the primary steward of the USC's brand. Collaborate with the USC's Promotions department to oversee graphic, video, photo, and social media campaigns. Consult on the promotion of USC services, events, and other operations.
 4. Manage communications in order to support the political implementation of the Executive's platforms and policies.
 5. Enable the Executive to manifest a shared political will and become the advocate for such ambitions.
 6. Serve as the President and Executive's public liaison with internal and external stakeholders, at the discretion of the President.
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7. Ensure open lines of communication with students and support Council in their efforts to garner opinion and feedback, specifically in the form of surveys, focus groups, or other outreach initiatives.
8. Act as a direct support to the President in periods of crisis management.
9. Manage ongoing or developing issues relevant to the President and Executive.
10. Write, review, edit, or consult on all publications, reports, or public addresses relevant to the Executive Body.
11. Respond to all general inquiries and questions concerning the organization. Also manage the organization's mass-emailing capacities.
12. Directly assist the President in developing the organization's strategic priorities.
13. Consult on—and assist in planning, implementation, and evaluation of—the President's initiatives and projects as needed.
14. If wishing to take a leadership role in an external organization the Communications Officer is required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council before running for or accepting the position.

6.00 SECRETARY-TREASURER

6.1 Mandate:

1. Ensure effective management of corporate resources and endeavors, including giving oversight on allocations and strategic planning; and
2. Ensure good governance of the University Students' Council through the organization, transparency, and consistency of our guiding documents.

6.2 Primary Responsibilities:

1. Have stewardship of the Annual Budget as a key strategic document for the organization and provide regular updates and advice to Council regarding the financial position of the corporation.
 2. Explore and develop responsible sponsorship and fund development opportunities that are in line with the USC's Strategic Vision.
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3. In conjunction with the Chief Operating Officer and relevant Senior Manager, communicate directives of the Executive Council to operational managers.
 4. Maintain comprehensive oversight over the management of corporate resources.
 5. Oversee and administer grants and clubs' finances.
 6. Be responsible for the good governance of the organization by ensuring bylaws, policies, and procedures of the organization are followed correctly.
 7. If the Secretary-Treasurer wishes to take a leadership role in an external organization, they will be required to request a non-binding majority endorsement of this intention from Council in an in-camera session of Council before running for or accepting the position.
 8. Be a resource to students attempting to understand and work within the organization's bylaws, policies, procedures, or budget.
 9. Provide support to USC clubs on their governance, finance, and programming. Direct Clubs Governance Committee (CGC) rulings and policy changes.
 10. Support the functions of Council and oversee the orientation, training, and development of its members.
 - 11.** Sit as a non-voting member of the USC Board of Directors and report to them regularly on governance and finance matters. Support the functions of the Board and assist in the execution of the orientation, training, and development of Directors.
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University Students' Council of Western University

External Relationships and Strategies Policy

Authority: Council	Date Ratified: January 30, 2019
	Previous Amendments: July 19, 2015

1.00 OBJECTIVE

1.1 The USC has the opportunity to work with multiple groups and organizations. This policy establishes the values necessary to the USC when seeking an external relationship as well as how a relationship with another group or organization can be codified.

2.00 PRINCIPLES AND VALUES

2.1 The USC believes that external organizations should share some of the following principles, all focused on ensuring a better quality of life for students:

- Fairness, objectivity, and equality.
- Social responsibility.
- Good governance.
- Transparency and accountability.
- Expanding experiential learning experiences.
- Increasing student accessibility and transportation needs.
- Improving student wellness.
- Providing safe and secure spaces and services to students.

3.00 RELATIONSHIPS AND PARTNERSHIPS

3.1 Relationships with external organizations will be formalized. These codified relationships can take a variety of forms, including the following:

1. Memorandum of Understanding (MoU): An agreement involving two or more parties that expresses a shared will and understanding and outlines a degree of procedure, protocol, or line of action to address the key audience.



2. **Membership Agreement:** A mutually beneficial agreement that assists the USC and an external organization in the delivery of a service.



University Students' Council of Western University

Grants Committee Terms of Reference

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 2 October 2010, 24 November 2010	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PURPOSE

The Grants Committee exists to support the function of the Grants Fund as established by the Grants Fund Policy.

2. MANDATE

The Grants Committee shall act as the deciding body on all applications for funding and is responsible for monitoring and administering each of the Grants Fund.

a. The Grants Committee shall:

- i. Make decisions based on a consensus model. If no consensus is reached, then a majority vote will be taken.
- ii. Review and decide upon all grant applications to the Grants Fund.
- iii. Review and administer the Faculty Council Grants Schedule.

- b. The Committee shall receive recommendations from the Secretary-Treasurer and the Senior Manager, Finance with respect to any amounts to be deducted from any Faculty Council Grants
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at each phase of the Schedule.

- c. Meet at least once a month beginning in the month of August, or as deemed necessary by the Chair.
- d. The Committee may request that the Senior Manager, Finance act as a resource by attending any meetings or providing any information that will assist the Committee in reaching consensus.

3. COMPOSITION

- a. The Grants Committee shall be composed of:
 - i. the Grants Coordinator, ex-officio, as Chair; and
 - ii. six (6) Students, who are not Members, voting; and
- b. Meetings of the Grants Committee taking place in August or September shall require only four (4) students who are not members; and
- c. Students sitting on the Committee in August and September may continue to sit on the Committee for the duration of the academic year.

4. RESPONSIBILITIES

- a. The Chair shall:
 - i. Set the agenda for each scheduled meeting;
 - ii. Provide a list of meeting dates for each semester to applicants;
 - iii. Ensure that Committee meetings are carried out in a fair and equitable manner;
 - iv. Ensure that all relevant information and documentation is provided to the Committee prior to any meeting;
 - v. Ensure that quorum is maintained, and to otherwise adjourn the meeting;
 - vi. Report results of committee meetings to the Governance and Finance Standing Committee as an information item at their next duly constituted meeting; and
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- vii. Ensure that any member of the committee who is in a conflict of interest with any application be asked to forego any participation in that particular grant application.
 - b. The Grants Coordinator shall:
 - i. Ensure that all appropriate matters are brought to the Committee as outlined in these terms; and
 - ii. Ensure that each grant application is properly completed with sufficient information before bringing it before the Committee.
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University Students' Council of Western University

Grants Funds Policy

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 2 October 2012, 6 March 2012	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PURPOSE

The purpose of this policy is to provide direction to the USC Grants Committee and USC Secretary-Treasurer regarding both the allocation and administration of the Grant Funds Account.

2. ELIGIBILITY FOR GRANT FUNDS

- a. Grant funds shall be made available for:
 - i. Initiatives brought forward by undergraduate students, including ratified clubs, at Western that do not have any direct affiliation with a Constituent Council's activities; or
 - ii. New initiatives brought forward internally by the USC throughout the fiscal year that were not provided for in the approved USC Operating Budget.
- b. Initiatives must be in-line with the USC's mission to enhance the educational experience and quality of life for undergraduate students at Western.



3. ALLOCATION OF GRANT FUNDS

- a. Decisions related to allocations from the Grants Fund Account shall be the responsibility of the USC Grants Committee.
 - b. The annual allocation to the Grants Fund Account shall be \$3.47 multiplied by the number of undergraduate students.
 - i. The Secretary-Treasurer, upon the recommendation of the Grants Committee, shall recommend to the Council each year during the USC budget process if the annual allocation to the account should be increased by the CPI.
 - c. The application process shall be as follows:
 - i. The requesting party shall submit a Grants Application Cover Letter to the USC Secretary-Treasurer;
 - ii. Requests for funding are due five (5) business days prior to each scheduled meeting of the Committee. Requests received less than five (5) business days prior to a scheduled meeting shall be considered at the next scheduled meeting. A list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester;
 - iii. The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested);
 - iv. The applicant shall include any further details that the Grants Committee may need to reach a decision; and
 - v. The applicant may request to make a presentation to the Grants Committee at its next duly constituted meeting, but a presentation is not a requirement.
 - d. All grants of five thousand (\$5,000 CDN) or more, or any grants that the Secretary-Treasurer feels could impact the Board of Director's fiduciary duty to the corporation, must be approved by the Board of Directors.
 - e. The USC Secretary-Treasurer or designate, on behalf of the Grants Committee, shall report all allocations from the Grant Fund Account monthly to the USC Governance and Finance Standing Committee.
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- f. Any unallocated money in the Grant Funds account at the end of the USC fiscal year shall not be carried forward to the following year's budget.

4. ADMINISTRATION OF GRANTED FUNDS

- a. Before having access to funds, grantees must sign a Letter of Agreement that details how the funds are to be used and outlines reporting requirements.
- b. All monies granted for initiatives must be held in USC accounts and administered by the Secretary-Treasurer and the Finance Office.
- c. Granted funds may only be used to finance the initiative approved by the Grants Sub-Committee as outlined in the Letter of Agreement. The USC Finance Department, on the authorization of the Secretary-Treasurer, may refuse to authorize purchase orders, cheque requisitions, or cash withdrawals if there is not proper backup for expenses, or if there is concern that the funds are not being used for their intended purpose.
- d. Grantees with funds deposited with the USC who cause the USC to incur bank interest charges or other expenses above and beyond normal accounting costs shall be liable for those charges.
- e. A deficit at the end of the initiative is the sole responsibility of the grantee. Surpluses in the account shall remain with the USC and will not be carried forward to the following fiscal year.

5. REPORTING REQUIREMENTS

- a. All grantees must submit a final report to the Grants Committee no later than sixty (60) days after the initiative is completed that details how the grant money was spent, how the USC was recognized for providing funding, and the results of the initiative.
 - i. Report templates shall be distributed with the Letter of Agreement.
 - b. If the grantee does not present a final report, or if it is discovered they did not abide by the terms of the Letter of Agreement, then the grantee will not be eligible for further grants until the Grants Committee is satisfied that the grantee is a responsible steward of grant funds.
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Nominating and Selection Committees Terms of Reference

Authority: Council	Date Ratified: March 10 th 2019
Previous Amendments: September 14 th , 2016; October 31 st , 2018.	Date Review: February 2019
	Next Review Date: February 2021
Review Committees: Governance and Finance Standing Committee.	
Delegates: Associate Governance; President.	

1) Objective

To better allocate nominating and selections between Council and the Board by spreading the workload between highly specialized committees. To create checks and balances so that the appropriate bodies still have final say on the membership of each nominated position.

2) Board Nominating Committee

a) Mandate

- i) Coordinate promotion of Director postings.
- ii) Develop interview questions, conduct interviews, and select a list of recommended candidates.
- iii) Provide a detailed recommendation of new Directors to Council for ratification, outlining specific skill-sets, experience, and education that qualify recommended candidates for the position.

b) Composition

- i) Voting

- (1) Board Chair;
- (2) One (1) USC Director; and
- (3) One (1) USC Councillor.

ii) Resource

- (1) Senior Manager, Human Resources.

3) Secretary-Treasurer Selection Committee

a) Mandate

- i) The Secretary-Treasurer Selection Committee is responsible for coordinating promotion of the position, developing interview questions, conducting interviews, and selecting the Secretary-Treasurer.

b) Composition

- i) Voting
 - (1) Incoming President;
 - (2) One (1) USC Director; and
 - (3) One (1) USC Councillor.
- ii) Resource
 - (1) Outgoing President;
 - (2) Outgoing Secretary-Treasurer; and
 - (3) Senior Manager, Human Resources.

4) Communications Officer Selection Committee

a) Mandate

- i) The Communications Officer Selection Committee is responsible for coordinating promotion of the position, developing interview questions, conducting interviews, and selecting the Communications Officer.

b) Composition

- i) Voting
 - (1) Incoming President;
 - (2) One (1) USC Director; and
 - (3) One (1) USC Councillor.
- ii) Resource
 - (1) Outgoing President;
 - (2) Outgoing Communications Officer; and
 - (3) Senior Manager, Human Resources.

5) Student Programs Officer Selection Committee

a) Mandate

- i) The Student Programs Officer Selection Committee is responsible for coordinating promotion of the position, developing interview questions, conducting interviews, administering the Community Feedback Process outlined in Section 5) c), and selecting the Student Programs Officer.

b) Composition

- i) Voting
 - (1) Incoming President;
 - (2) One (1) USC Director;
 - (3) Two (2) outgoing, non-returning USC Councillors;
 - (4) One (1) Student-at-large, who cannot be an incoming or outgoing USC Councillor, USC Coordinator, USC Associate, USC Executive, or Board Member.
- ii) Resource
 - (1) Outgoing President;
 - (2) Outgoing Student Programs Officer; and

(3) Senior Manager, Human Resources.

c) Community Feedback Process

- i) Student Programs Officer candidates will submit a written application, resume, and proposal package for review to the Selection Committee.
- ii) An initial meeting between each candidate and the Selection Committee will take place wherein the candidate will present the written application and proposal package.
- iii) After the initial meeting, candidates will be shortlisted by the Selection Committee.
- iv) The following community hiring process will then take place after the candidate pool is shortlisted:
 - (1) A minimum of three (3) town halls will be held with a focus on the following stakeholders:
 - (a) Ordinary Council Members;
 - (b) Coordinators;
 - (c) Associates; and
 - (d) Students-at-large.
 - (2) Town halls will consist of presentations by each candidate on their application and vision for the role. Each town hall will close with a question/answer period for candidates. The Selection Committee and the candidates will be mandated to attend all town halls; a candidate will forfeit their candidacy if they fail to attend a town hall.
 - (3) Following each town hall, attendees will be encouraged to submit recommendations to the Selection Committee. Written recommendations by attendees of town halls will be accepted by the Selection Committee for

consideration with the recognition that students will have valuable insight given their broad perspectives.

- (4) At the end of this process, there will be a final interview between the Selection Committee and each candidate, after which they will decide who to select as the Student Programs Officer.



University Students' Council of Western University

Ontario Undergraduate Student Alliance Policy and Procedure

Authority: Council	Date Ratified: January 30, 2019
	Previous Amendments: July 19, 2015

1. OBJECTIVE

1. The University Students' Council's mission statement calls for provincial political representation in order to advocate for the needs of Western University's undergraduate students. The USC, being a member of the Ontario Undergraduate Student Alliance (OUSA), engages in provincial lobbying to advocate for the improvement of undergraduate students' experience.

2.00 MEMBERSHIP AND REPRESENTATION

1. The USC is a member of OUSA.
2. The USC's main representation to OUSA is the Vice-President, who holds a position on OUSA's Steering Committee.
3. The Vice-President can also run for a leadership position in OUSA; bound by the protocol detailed in the **Executive Officer Terms of Reference**.
4. OUSA has two (2) General Assemblies a year, at which point the USC can elect (10) representatives to attend including the President and Vice-President.
 - i. The number of attendees is dictated by: (Western's total student population)/3000.
 - ii. For the Fall OUSA GA, the USC President and Vice-President will be guaranteed a spot on the OUSA delegation; and the USC President, Vice-President, incoming President and Vice-President are guaranteed spots on the OUSA delegation for the Winter OUSA GA.
 - iii. The student representatives are elected by Council via preferential secret ballot. They must be eligible undergraduate students at Western University.
 - iv. In the event that a student rep is not able to attend, the first runner up would be given preference; and
 1. In the event that the first runner up is not able to attend, the Vice-President will appoint a replacement at his/her discretion.



3.00 FEES

1. The USC will collect and pay membership fees to OUSA in the amount defined by OUSA.
2. The USC must be notified of any necessary increases to the fee before January 31st of the year preceding the increase.
3. The fees must conform to the standards set by the Student Services Committee.

4.00 RELATIONSHIP AND REMOVAL

1. Every two years the relationship with OUSA will be reviewed by Council, via the Advocacy Standing Committee. The review will reflect on the values of both the USC and OUSA to ensure the continued alignment of principles and strategies.
 2. The USC can remove itself from OUSA if they believe there is just cause; however:
 - i. The removal process must take two years.
 - ii. The first year, at Council's Annual General Meeting, there will be a motion to begin the removal process and conduct further investigation into the relationship and goals of the USC and OUSA.
 - iii. The second year, at Council's Annual General Meeting, there will be a motion to completely remove the USC from OUSA's membership.
 3. In the instance where there is illegal activity conducted by OUSA, the USC can immediately sever its ties from OUSA.
 4. The USC retains its right to maintain its autonomy in the relationship, and the USC's representatives should always act in the best interest of the USC.
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University Students' Council of Western University

Peer Support Centre Usage Policy

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 27 November 2013	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Student Experience Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PURPOSE

The Peer Support Centre (PSC) is a space located within the University Community Centre (UCC) that is owned and operated by the USC. As with all activities undertaken by the USC, the space must serve the organization's mission of enhancing the educational experience and quality of life for all undergraduate students at Western University. It is the purpose of this policy to establish a clear mandate for the space, and to require that space usage procedures be established and maintained for the space.

2. SCOPE

- a. This policy applies to the usage and activities of the Peer Support Centre in the UCC.
 - b. The Student Programs Officer shall regularly report to the Student Experience Standing Committee at the September and March Standing Committee meetings with matters regarding the Peer Support Centre, providing the Committee with the information it needs to continuously evaluate whether the space's usage aligns with the Council approved mandate and use of space principles.
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3. MANDATE

- a. The Peer Support Centre exists to foster an environment that is welcoming and safe for all identities by providing professional support groups, a resource hub, and a workspace for Peer Support Network coordinators.
- b. In order for the PSC to be a safe space on campus for all of the undergraduate students that the USC represents, all identities must be celebrated without hatred, harassment, or judgement within the space.

4. USE OF SPACE - PRINCIPLES

- a. The Student Programs Officer shall be responsible for maintaining a detailed set of procedures that detail rules, expectations, and operations within the space. She shall revisit procedures on at least an annual basis to ensure they continue to meet the needs and uses of the PSC.
 - b. Procedures detailing usage must follow the following principles:
 - i. The PSC must be open and welcoming to all undergraduate students at Western. As such, all conversations, programs, and activities must support the maintenance of an inclusive environment that adheres to the USC's Discrimination, Harassment, and Violence Prevention Policy.
 - ii. There must be space allocated for Peer Support Network Coordinators, as their duties and responsibilities justify private office space.
 - iii. The space must be a welcoming and relaxing environment while also retaining its professional function (as described by the Workplace Conduct Policy).
 - iv. As it is a resource hub, the PSC must remain open during regular business hours. The hours are subject to change based on evolving needs and shall be contained with the Peer Support Centre administrative procedures.
 - v. The PSC shall maintain a Relax and Restore space, which shall be available to all students for meditation, self-reflection, quiet conversation, and other similar activities.
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5. PROCEDURAL AUTHORITY

- a. The Student Programs Officer shall have the authority to approve, with advice and recommendation from the Associate Peer Support, administrative procedures related to the use of the Peer Support Centre space including service hours and other operational details related to the day to day management of the space.



University Students' Council of Western University

Role of the USC During a Labour Dispute

Authority: Council	Date Ratified: January 30, 2019
	Previous Amendments: January 31, 2018

1.00 PURPOSE

1.1. To clearly define the role of the USC during labour disruptions involving Western University and the employees of Western University, as well as labour disruptions occurring in establishments that significantly affect USC members in the London Community. As such, the USC shall assume a position with the best interests of students in mind with respect to all matters in dispute throughout a labour disruption.

2.00 IMPLEMENTATION

2.1. Responsibility for the implementation of this policy shall be with the Executive as coordinated by the President.

3.00 OPERATING PARAMETERS

3.1. With respect to labour relations at Western University, the President and Executive shall:

3.1.1. Maintain clear and open communication with both the administrative personnel of Western University and the representatives from the involved union;

3.1.2. Ensure the USC obtains and retains copies of all collective agreements between representatives from the involved union;

3.1.3. Ensure that the USC is aware of the expiry date of all union contracts;

3.1.4. Notify students as soon as possible of potential ramifications of labour disruptions following an affirmative strike vote or application for lockout;

3.1.5. Disseminate information using various USC media channels;

3.1.6. Respect the collective bargaining process and reserve the right to equally inform all parties involved of how students are affected by the labour disruption; and

3.1.7. Ensure that representation of all undergraduate students is the primary priority of the USC during any labour dispute.



University Students' Council of Western University

Speaker of Council Terms of Reference

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 31 January 2018	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. MANDATE

- a. The Speaker of Council ensures the effective administration of Council. The Speaker ensures the rules of Council are upheld and that each Member is treated fairly and equally.

2. DUTIES AND RESPONSIBILITIES

- a. The duties and responsibilities of Speaker are as follows:
 - i. Coordinate and organize regular and special meetings of Council (agendas, voting software, location booking, minutes, etc.), including the Summer Meeting and Annual General Meeting.
 - ii. Chair the meetings of Council and the Agenda and Council Operations Committee.
 - iii. Enforce the **Standing Orders of Council** (including Robert's' Rules of Order), the **Councillor Accountability and Discipline Procedure**, and all other Council policies.

3. AUTHORITY AND PRINCIPLES

- a. The Speaker of Council shall be a voting member of Council, with the following stipulations:
 - i. They shall not be included in the count for quorum.
-



- ii. The Speaker may exercise their ability to move or second motions only within the realm of disciplining Councillors and enforcing the **Standing Orders of Council** and/or Robert's Rules of Order.
 - b. The Speaker shall have the authority to conduct any of the following without a motion from Council. These actions can be objected by Council with a motion to overrule the Chair, as outlined in Robert's Rules of Order:
 - i. The Speaker may refer any motion or item of business to a Committee of Council should the Speaker or Council determine more discussion or research is necessary.
 - ii. Call for a vote on any given question, amendment, or motion at any time and within reason.
 - iii. Recess the meeting at any time, including a recess for a short break or a recess for another meeting time and date.
 - iv. Adjourn the meeting at any time within reason.
 - v. Sanction Members and Non-Members who are in violation of Council decorum. Sanctions may include but are not limited to:
 - 1. A verbal warning.
 - 2. Removal of the individual for the duration of the question on the floor.
 - 3. Removal of the individual for the duration of the meeting.
 - 4. Recommend the removal of a Member or Observer from Council subject to the provisions of **Bylaw #1**.
 - c. The Speaker of Council operates under the following principles:
 - i. To act in an apolitical and objective manner, focused on driving the needs and focus of Council further.
 - ii. To ensure Councillors have enough information to make informed decisions.
 - iii. To be a support to committees, chairs, and members of Councillors.
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4. ACCOUNTABILITY

- a. The Senior Manager of Advocacy and Government Services shall be the direct supervisor of the Speaker.
- b. They shall have the authority to withhold the Speaker's honorarium under the following circumstances:
 - i. The Speaker fails to attend multiple meetings of the Agenda and Council Operations Committee, or Council, without providing reasonable notice and rationale; and/or
 - ii. The Speaker continuously fails to produce regular attendance or voting records without valid rationale.
- c. The Senior Manager of Advocacy and Government Services shall have the authority to remove the Speaker under the following circumstances:
 - i. The Speaker fails to attend multiple meetings of the Agenda and Council Operations Committee, or Council, without providing reasonable notice and rationale; and/or
 - ii. The Speaker frequently fails to follow the rules of Council including the law of Canada, Ontario, and/or London; and/or USC bylaws, policies, and procedures.
- d. Should the Speaker be removed from office, the Deputy-Speaker will immediately take over as Speaker.
- e. Should the Deputy-Speaker position be vacant, Council will adjourn until such time as a Speaker is hired.

5. SELECTION OF SPEAKER

- a. The Speaker of Council shall be ratified by Council at their first meeting of each year, or as required to fill a vacancy, using a simple majority vote.
 - b. Applicants must be an undergraduate student at the University of Western Ontario.
 - c. A candidate will be recommended to council for ratification through a hiring process conducted by the USC.
 - d. The hiring panel shall consist of:
 - i. Two Councillors who are not running for re-election; and
 - ii. The Senior Manager Advocacy and Government Services.
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University Students' Council of Western University

Standing Committee Terms of Reference

Authority: Council	Date Ratified: March 10 th 2019
Previous Amendments: 31 October 2018; 28 February 2018	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance	

1. DEFINITIONS

- a. All definitions and terms in this document are defined in **Bylaw #1**.

2. OVERVIEW OF STANDING COMMITTEES OF THE UNIVERSITY STUDENTS' COUNCIL

- a. The following shall be the Standing Committees of the USC:
 - i. Advocacy Standing Committee;
 - ii. Student Experience Standing Committee;
 - iii. Governance and Finance Standing Committee; and
 - iv. Agenda and Council Operations Standing Committee.
 - b. All references to Standing Committees in this document shall apply to all of the aforementioned Standing Committees unless explicitly noted.
 - c. The general purpose and duties of each Standing Committee are to:
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- i. Review, edit, and/or create policies which fall under each Standing Committee's mandate;
 - ii. Provide a platform for the discussion of student (and Councillor) ideas; and
 - iii. Receive reports from the Executive associated with the committee to ensure that their activities are aligned with student interests as well as the policies and resolutions of Council.
 - d. Any Standing Committee may ask that any of the Executives attend their meeting as a non-voting member.
 - e. Subcommittees may be created to consider matters falling under each Standing Committee's respective mandate (i.e., a Budget Sub-Committee under Governance and Finance):
 - i. Subcommittees are established by, responsible to, and report to their parent Standing Committee.
 - ii. The membership of subcommittees shall be drawn from parent Standing Committees, unless the parent Standing Committee decides otherwise.
 - iii. Each subcommittee shall have a Terms of Reference that includes, at minimum, mandate and composition.
 - 1. Subcommittees shall follow the procedures of the parent Standing Committee, unless noted otherwise.
 - f. All Standing Committees shall receive support from the Government Services department, the Speaker, and the office of the Secretary-Treasurer, and shall receive assistance with:
 - i. Coordinating meetings;
 - 1. Developing and distributing agendas and committee reports;
 - 2. Providing training for members and chairs;
 - 3. Researching and formulating motions;
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4. Arranging testimony before the committee from individuals that can provide expertise that the committee believes will advance its goals; and
5. Meeting procedures and rules of order.

3. RULES AND PROCEDURES FOR COMMITTEES

- a. The rules of procedure for all Standing Committee meetings shall be determined in order of preference by:
 - i. The Bylaws, and
 - ii. Robert's Rules of Order, Newly Revised, 10th Edition.
 - b. A General Meeting may be called by:
 - i. The Standing Committee Chair;
 - ii. The Standing Committee Chair, on the written direction of three (3) voting members, provided the Standing Committee Chair is notified at least three (3) days before the scheduled meeting;
 - iii. The Speaker of Council; or
 - iv. A resolution of Council.
 - c. A Standing Committee may appoint a day or days in any month or months for regular meetings at an hour to be named, and for such meetings no subsequent notice need be sent.
 - d. Standing Committees shall adhere to the same procedure for giving notice for meetings and motions as per **Bylaw #1**.
 - e. Meetings of Standing Committees shall be open to the public, and Committee reports shall be made available to the public via the USC website.
 - i. Any Standing Committee may hold Confidential Meetings as detailed in **Bylaw #1**.
 - f. Quorum is defined in **Bylaw #1**.
 - g. All Ordinary Members for all Standing Committees shall only cast one (1) vote on committee business, and decisions shall be decided by a simple majority vote.
 - h. A Standing Committee Chair may request an Executive, Coordinator, or Associate at any given Standing Committee, even if they are not noted on the committee membership.
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4. SELECTION OF CHAIR AND VICE-CHAIR

- a. During the first General Meeting of Council, the Ordinary Members shall elect among themselves a Chair as per the preferential ballot rules outlined in **Bylaw #2**.
- b. During the first or second General Meeting of a Standing Committee, the Ordinary Members shall elect from among themselves a Vice-Chair as per the preferential ballot rules outlined in **Bylaw #2**.

5. GENERAL DUTIES AND RESPONSIBILITIES OF A STANDING COMMITTEE CHAIR

- a. A Standing Committee Chair shall arbitrate all disputes involving procedures to be followed and business to be transacted by their respective Committee during a meeting. Any decision by a Chair may be overturned by the voting members by a two-thirds (2/3) supermajority vote.
- b. Where a Standing Committee Chair and Vice-Chair are absent, the voting members shall elect from among themselves a replacement for the duration of the absence.
- c. The Chair shall administer the **Councillor Accountability and Discipline Procedure** with respect to member attendance at Standing Committees and shall report to the Speaker of Council if sanctions are necessary.
- d. After each Duly Constituted Meeting, the Chair shall issue a written report to be delivered at the next General Council Meeting that details committee work, motions, and other business.

6. DUTIES AND RESPONSIBILITIES OF ORDINARY MEMBERS

- a. All Ordinary Members will adhere to the **Councillor Accountability and Discipline Procedure** and send regrets to the Chair (or Vice-Chair) if they are unable to attend or stay for the duration of the meeting.
 - b. Ordinary Members shall be responsible for creating, drafting, and discussing policy work that pertains to the mandate of their committee.
 - c. Ordinary Members shall be responsible for collecting feedback from Council, constituencies, and students-at-large on issues, policies, and procedures.
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7. SELECTION OF COMMITTEE MEMBERSHIP

- a. At the first General Meeting of Council, Ordinary Members will be given a form where they will indicate their preference for a committee.
- b. Committee membership is voluntary for Constituency Council Presidents.

8. ADVOCACY STANDING COMMITTEE

- a. The mandate of the Advocacy Standing Committee of Council is:
 - i. To review, edit, and/or create policies relating to issues of campus relations and affairs, municipal relations and affairs, provincial relations and affairs, federal relations and affairs, external representative groups (i.e., Ontario Undergraduate Student Alliance), and academic experience and quality of academic life.
 - ii. The Advocacy Standing Committee must review and update a list of advocacy priorities annually that can be both independent and/or integrated into Advocacy Papers.
 - iii. Ensure the Advocacy Papers of the organization are being followed and acted upon, as well as assisting with the creation of new Advocacy Papers.
 - iv. Review the relationship between the University Students' Council and external representative groups (i.e., Ontario Undergraduate Student Alliance).
 - v. Ensure the Executive is aligned with the advocacy initiatives of their platforms, standing policies of the organization, and any resolution of Council.
 - vi. Collect student feedback on student concerns and advocacy strategies.
 - b. The composition of the Advocacy Standing Committee of Council is:
 - i. Up to sixteen (16) Ordinary Members, but no less than four (4), voting; and
 - ii. The Vice-President, ex-officio, ~~voting~~. **Following the first half of the 2020 AGM, this struck through text shall be erased and replaced with "non-voting"**
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9. STUDENT EXPERIENCE STANDING COMMITTEE

- a. The mandate of the Student Experience Standing Committee is:
 - i. To review and audit the programming and service-delivery methods of the Executive.
 - ii. The Student Experience Standing Committee must review at least three (3), but no more than five (5), Executive services and programs in a given academic year.
 - iii. To provide direction and policy concerning events, concerts, and general programming. Receive reports from the Student Programs Officer on the outcome of general programming.
 - iv. To draft, edit, and/or create policies related to student programming and student services.
 - v. Receive an annual report from the Associate, Peer Support Centre (PSC) on the activities of the Peer Support Centre and relevant information relating to Peer Support Centre programming.
- b. The composition of the Student Experience Standing Committee is:
 - i. Up to sixteen (16), Ordinary Members, but no less than four (4), voting.
 - ii. The Student Programs Officer, ex-officio, non-voting.

10. GOVERNANCE AND FINANCE STANDING COMMITTEE

- a. The mandate of the Governance and Finance Standing Committee is:
 - i. To review and propose recommendations to the University Students' Council governance structure.
 - ii. To receive financial updates from the Secretary-Treasurer including but not limited to: quarterly reports, Executive allocations, operational budgets, and ongoing financial projects.
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- iii. To review and recommend the annual budget, and ensure Executive spending remains on track.
- iv. To edit, draft, and recommend financial policy and procedures relating but not limited to operations and fees.
- v. To participate in the stewardship of any strategic plan process, and to act as the Council resource and approval committee for the strategic plan.
- vi. To draft, edit, and/or create policies related to clubs.
- vii. To receive an annual report from the Clubs Governance Committee on issues relating to clubs.

b. The composition of the Governance and Finance Standing Committee is:

- i. Up to sixteenth (16) Ordinary Members, but no less than four (4), voting.
- ii. Secretary-Treasurer, ex-officio, non-voting.

11. AGENDA AND COUNCIL OPERATIONS STANDING COMMITTEE

- a. Please see the **Agenda and Council Operations Standing Committee Terms of Reference**.
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University Students' Council of Western University

Standing Orders of Council

Authority: Council	Date Ratified: 30 January 2019
Previous Amendments: 28 November 2018; 31 October 2018, April 2016, 30 March 2016; 23 October 2013	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance	

1. PREAMBLE

The USC prides itself on effective and transparent governance procedures. These standing orders have been implemented to engender focused and efficient operations of Council that are reflective of the composition of the USC as a Council. These standing orders supplement the provisions contained in the USC's **Bylaw #1: Corporate Bylaw** that relate to the operations of Council and serve to augment certain sections of Robert's Rules to reflect the unique dynamics of Council.

2. SCOPE

- a. These standing orders govern the operations of Council and are supplemental to **Bylaw #1** and Robert's Rules of Order (RONR).
 - i. Where there is a question of these orders conflicting with **Bylaw #1**, the Bylaw shall be held authoritative.
 - ii. Where there is a question of these orders conflicting with RONR, these orders shall augment RONR as specified.



- b. Council shall, on the advice of the Agenda and Council Operations Standing Committee, have the authority to amend these orders insofar as any changes to these orders do not contradict the USC's Bylaws, the Act, or the Letters Patent.

3. MEETING TIMES

- a. General Meetings of the USC Council shall take place on Wednesday evenings with a time and location set by the Speaker and agreed upon by Council. A list of specific dates shall be made available via the Legislative Calendar.
 - i. Any change to a time or location of a General Meeting of Council shall be communicated to Members as far in advance as possible.
- b. Times and locations for Special and Annual Meetings shall be set at the discretion of the Speaker based on availability of space.

4. AGENDA

- a. The Agenda for duly-called meetings of Council may include, but are not limited to, the following sections of business:
 - i. Call to Order;
 - ii. Singing of "O Canada";
 - iii. Singing of the Western School Song;
 - iv. Land Recognition;
 - v. Approval of the Agenda;
 - vi. Approval of Minutes;
 - vii. Comments from the Chair;
 - viii. Presentations;
 - ix. For Action;
 - x. For Information;
 - xi. For Discussion; and
 - xii. Termination.
 - b. Items of new business may be added to the sections of For Action, For Information, or For Discussion by Members at the discretion of the Speaker.
 - c. Agendas for Special Meetings of Council and Annual General Meetings shall not be required to follow the above format. The format shall be approved by the Agenda and Council Operations Standing Committee.
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5. TIME LIMITS

- a. To ensure efficiency, the Agenda and Council Operations Standing Committee has the right to put a time limit on any Agenda item after which Council must motion for an extension in order to continue.
- b. The following Agenda items shall always be accompanied by a time limit, set by the Agenda and Council Operations Standing Committee:
 - i. Presentations to Council;
 - ii. Executive Reports;
 - iii. Western Student Senators Report; and
 - iv. Report from the Chair of the Board of Directors.
- c. Meetings of Council—General, Special, Annual, or otherwise—shall be recessed or adjourned by the Speaker no later than 12am (midnight).
 - i. Any meeting that is recessed prior to 12am with outstanding business remaining on the Agenda shall be reconvened the following week in line with the Meeting Time provisions for General Meetings contained in Section 2 of this policy.
- d. If business remaining on the Agenda at 12am is of a time-sensitive nature the Speaker of Council can choose to do one of the following:
 - i. Continue the meeting and consider only those pieces of business deemed to be time sensitive in nature. All other items of business shall be tabled and discussed upon reconvention of the meeting at a later date; or
 - ii. Recess the meeting and reconvene the meeting at a time other than that specified in Section 2 above.
- e. The Speaker shall have the authority to recess the meeting significantly prior to 12am should she determine the next piece of business is of a sufficiently significant nature so as to go past 12am.

6. PROXIES

- a. All Ordinary Members of Council are entitled to vote at a meeting by means of a proxy, subject to the following restrictions:
 - i. The proxy must be a student;
 - ii. If the proxy is a Voting Member of Council, they may not hold proxy for more than one other Voting Member of Council at a time; and
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- iii. For the purposes of quorum, each Voting Member of Council present shall only constitute a single person, regardless of the number of votes they hold at the meeting.
- b. A proxy form must be signed by the Member and provided to the Speaker of Council and the Coordinator of Council Services at least twenty-four (24) hours in advance of the start date of the meeting in order for the proxy to be valid.
- c. The proxy is valid only at the meeting for which it is given.
- d. A Member may revoke a proxy by informing the Speaker of Council in writing twenty-four (24) hours in advance of the start date of the meeting.
- e. A proxy-holder has the same rights as the Member who appointed them.

7. SPEAKER AUTHORITY

- a. In addition to the regular authority given to the Speaker of Council by virtue of holding the position itself, the Speaker shall also have the authority to do the following without having to ask for a motion from Council.
 - i. The Speaker shall have authority to call for a vote on any given question or amendment should she determine debate or discussion of the question has gone off topic or has become circular in nature. The Speaker may call for a vote at any time, regardless of the number or nature of names remaining on the Speaker's List.
 - ii. The Speaker shall have the authority to recess a meeting at her sole discretion. This includes a short recess for Members to take a break, and a recess until a later date for the purposes of conducting research for the benefit of Council.
 - iii. The Speaker shall have the authority to refer any motion or question back to a Standing Committee or Ad-Hoc Committee of Council should she determine more discussion or research is necessary. The Speaker may refer a question or motion before any discussion or debate has taken place at the Council meeting.
 - iv. The Speaker has the authority to enforce the **Councillor Accountability and Discipline Procedure**.
 - v. The Speaker shall have authority to sanction Members who are in violation of Council decorum (i.e. personal attacks on another Member, causing disruptions, etc.). Sanctions may include, but are not limited to the following:
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1. A verbal warning;
 2. Removal of a Member for the duration of the question on the floor;
 3. Removal of a Member for the duration of the meeting;
 4. Recommend the removal of a Member from Council subject to the **Councillor Accountability and Discipline Procedure**.
- vi. Council has the right to challenge the Speaker regarding any section of this policy, subject to a two-thirds ($\frac{2}{3}$) vote in favour, provided said challenge does not contravene either the Bylaws, or the Act.



University Students' Council of Western University

Standing Resolutions of Council

Authority: Council	Date Ratified: March 10th 2019
Previous Amendments: 31 October 2018; 29 November 2017; 2 March 2016; 27 January 2016; 16 March 2013; 29 February 2012; 25 January 2012; 30 March 2011; 12 January 2011.	Date Review: September 2018
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council	

This document contains the standing resolutions of Council currently in effect. Standing resolutions are motions passed through Council not for the purposes of amending policy (i.e., a motion to amend elections procedures) or issuing a directive (i.e. tasking an Executive to return with certain information) but have a legislative effect on the USC's operations. These standing resolutions may be referred to as Council's "common law."

Each resolution is listed by its unique number and contains the date the resolution was passed. Each resolution will also list the expiry date of the resolution should such a date exist. For all other standing resolutions, the expiry date shall be marked as "in perpetuity."

Resolutions will remain in this list until they expire, at which time they shall be removed unless Council moves the resolution again. Resolutions marked as "in perpetuity" will remain in effect until such time as they are repealed by Council or become redundant (i.e. a resolution concerned with external leadership positions is redundant if there are no external leadership positions available).

Note on standing resolution numbers: Each standing resolution that comes through Council has a unique number. The key for these motions is as follows:

Example	C11/12.3.2.2
C11	Council: 2011/ 2012 Year
12	Meeting Number: The 12 th meeting for the 2011/ 2012 year
3	Motion Number: The 3 rd motion of the meeting
2	Primary Amendment: This is the second primary amendment to the motion



2	Second Amendment: This is the second secondary amendment to the motion
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OUSA Elections

C17/S.5
Effective Date: 29 November 2017
Expiry Date: in perpetuity

Whereas, in the past there has been a high number of candidates running in the Council-administered OUSA election;

Whereas, during the initial voting period it can be challenging for members of Council to remember the name of every OUSA candidate;

Whereas, in the event of a second round of voting, significant time has passed after the first round of votes have been counted and it is exceedingly challenging for members of Council to remember names of the candidates if they have already left the Council meeting;

Whereas, the integrity of the OUSA election process is jeopardized when Councillors are not certain of who they are voting for in the election;

Be it resolved that during Council meetings where OUSA representatives are elected, the following will be distributed to Councilors before the candidates speak:

- A list of names of all candidates in the election; and
 - A picture of the candidate beside their name.
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Council Meeting Social Media Announcements

C17/S.2
Effective Date: 16 July 2017
Expiry Date: in perpetuity

Be it resolved that in advance of every Council meeting, an announcement be posted to the USC social media accounts and following the meeting a debrief be posted to social media. Both posts may take whatever form the USC executive deems fit.



Executive Appointments

C17/S.4
Effective Date: 30 November 2016
Expiry Date: in perpetuity

Whereas, the nature of executive appointments are problematic for a variety of reasons, including but not limited to a lack of transparency, accountability, and a fair process;

Whereas, executive appointments are usually to committees of large significance, are presently not public, and often outlast the terms of the executive who appointed them; more structure and oversight is needed;

Be it resolved that Council adopt the following as a Standing Resolution:

“Any committee position within Western University that handles academic or campus affairs, where the USC Executive would have previously appointed a student who is not an executive member, to be subject to an open call for nominations and/or applications;

The USC Executive will select the top five (5) applicants, or top three (3) if fewer than five apply, in accordance with standing Human Resource policies and will forward their names as candidates to Council.

Each candidate will have three minutes to highlight their credentials after which the USC Council shall make the appointment(s) by a preferential ballot election. Council elections will have a 2-minute question and answer period allotted to each candidate to field questions from Council, wherein all candidates answer the same question.

Prior to each election outlined above, the USC Executive (or their designate) shall present information to Council on the role and responsibilities of the position being elected.

Let it be further resolved that the USC Representative to the Student Services Committee be selected by a hiring panel consisting of the USC President, Vice President and one (1) Councillor to ensure proper skill alignment with the role, and this selection be ratified by Council.



Partnership Agreements

C11/ 12.8.6
Effective Date: 29 February 2012
Expiry Date: in perpetuity

Be it resolved that the Vice-President be directed to write partnership agreements for all existing relationships with community partners.

Be it further resolved that all future relationships established in the Vice-President portfolio begin by the drafting of a partnership agreement between the Vice-President on behalf of the USC with the external organization(s) involved.



Awareness Training

C11/ 12.7.1
Effective Date: 25 January 2012
Expiry Date: in perpetuity

Be it resolved that the USC will offer Ally and I Know Someone (or a similar awareness education program) training workshops to the members of the Council.

Be it further resolved that the USC will offer one or more of the training workshops at least once per Council term.



Fee Increase by Inflation

C11/ 12.1.5
Effective Date: 30 March 2011
Expiry Date: in perpetuity

Be it resolved that in the creation of the USC's Annual Budget the USC Secretary-Treasurer uphold the policy of the organization to automatically increase all USC non-tuition student organization fees by the rate of inflation noted on the fee schedule.

Be it further resolved that the Secretary-Treasurer make recommendations, in the form of a revised fee schedule, to the Governance and Finance Standing Committee of Council as to which fees should not be increased by inflation and which fees should be increased greater than inflation with appropriate rationale.



Non-Profit Collection of Personal Information

C10/ 11.7.8
Effective Date: 24 November 2010
Expiry Date: in perpetuity

Be it resolved that an approved USC-affiliated fundraiser may collect student information beyond name and email address if they meet the following requirements:

1. They are a registered non-profit under the Canada Revenue Agency Charity Listings;
2. They provide written assurances that the collected information remains private and is not sold or distributed to another party; and
3. They provide the ability to prevent any further contact from the organization outside the stated purpose for which they provide the initial information.



Gazette Budget

C16/ 10.3
Effective Date: 1 April 2016
Expiry Date: in perpetuity

Be it resolved that a standing resolution of Council be created stipulating that:

- The detailed Gazette Annual Budget be included in every USC Annual Budget with line-by-line breakdowns of all money spent that year, and all projected to be spent in the following year.
- The Gazette provide a special budget presentation to Council each year (similar to the special budget presentation from CHRW), where Councilors have the opportunity to discuss it and ask questions to the Managing Editors.



Executive In-Camera Privileges

C18/ 4.4
Effective date: 31 October 2018
Expiry date: In perpetuity

Be it resolved that the Secretary Treasurer, Vice-President, Communications Officer, and Student Programs Officer be preemptively considered invited by Ordinary Members of Council to all In-Camera meetings of Council ex-officio and in perpetuity.



Resource Members

C18/ 5.1
Effective date: 28 November 2018
Expiry date: In perpetuity

Whereas, Resource Members hold their seat on Council through virtue of their expertise and relevant experience on select topics;

Be it resolved that all Resource Members hold full speaking rights except during debate period, with the exception of Student Senators and Student Governors who hold full speaking rights at all times;

Be it further resolved that Resource Members may only respond to points of order and points of information during debate period; and

Be it further resolved that Resource Members may have full speaking rights deferred to them by an Ordinary Member during debate period.



University Students' Council of Western University

Summer Council Authority Policy

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 19 July 2015	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Associate Governance Speaker of Council Senior Manager, Government Services	

1. PREAMBLE

Traditionally, the Legislative Calendar has provisions for a Summer Meeting of Council with a reduced quorum to serve as an orientation and training session for new Councillors and to transact any business necessary to the corporation. This policy has been implemented to provide an additional degree of flexibility for the organization during its Summer months while respecting the division of power and authority between the Council, Board, and Executive. This policy supplements the provisions contained in the USC's **Bylaw #1** that relate to the operations of Council.

2. PURPOSE

The purpose of this policy is to ensure the continuity of the work of the Board, Executive, and Council during the Summer months.

3. DEFINITIONS

- a. "Summer Business" means any decisions made under the authority of this policy.
 - b. "Summer Months" means from the day after the Annual General Meeting to the day of the regular September Council Meeting.
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4. RESPONSIBILITIES

- a. It is the policy of the University Students' Council that:
 - i. With the consent of the President, Chair of the Board of Directors, Secretary-Treasurer, and Speaker of Council, the Agenda and Council Operations Committee is authorized to exercise the authority of the Council and take whatever action is necessary to carry out the work of the institution for the Summer months.
 - ii. The Council and the Board of Directors shall be informed of any action(s) taken in writing within one week of the Committee's approval.
 - iii. Any action taken shall only be valid until the next meeting of Council where it shall be submitted to be confirmed, rejected, or amended.
 - iv. Any action taken by the Agenda and Council Operations Committee that is not submitted to the Council at their next meeting ceases to have effect on the day of the meeting.
 - v. The Agenda and Council Operations Committee shall not amend or suspend the Bylaws of the Corporation.
 - vi. The Agenda and Council Operations Committee shall not amend the budget or take any actions that would have substantial financial implications as defined in **Bylaw #1**.
 - vii. The Agenda and Council Operations Committee shall not be empowered to reconsider or take any action expressly contrary to any measures taken or directives made by Council during or after the Annual General Meeting of the previous year.
 - viii. This authority does not supersede the Summer Meeting of Council or, if necessary, the calling of a special meeting of Council and/or the Board which may be called by the appropriate procedures.
 - ix. The Agenda and Council Operations Committee shall exercise reasonable discretion in the application of their delegated authority over the Summer months.
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University Students' Council of Western University

Teaching Awards Rules of Procedure

Authority: Council	Date Ratified: January 30, 2019
	Previous Amendments: October 2, 2012

PREAMBLE:

The USC is committed to advocating for quality teaching in Western's classrooms and seeks to recognize such excellence where possible. The Awards of Excellence in Undergraduate Teaching were established as a means for celebrating and solidifying a place for outstanding teaching at Western. This document outlines the process for giving out these Awards, including procedures for nominations, evaluations, and deliberations.

1.00 ASSEMBLING THE COMMITTEE

1.01 The Recognition and Awards Team Coordinator will assemble a committee to assist in the process of determining the recipients of the Awards of Excellence in Undergraduate Teaching.

1.02 The committee shall consist of no less than 25 volunteers and shall not exceed 30 volunteers unless it is deemed to be necessary by the Recognition and Awards Team Coordinator for the timely completion of the process.

1.03 All committee members must be undergraduate students of The University of Western Ontario at the time of their service on the committee.

1.04 The committee shall be responsible for administering all nominations, conducting all evaluations, and participating in all deliberations as directed by the Recognition and Awards Team Coordinator.

1.05 The Recognition and Awards Team Coordinator will provide committee members with suitable training prior to the opening of the first nomination period.

2.00 NOMINATIONS

2.01 There shall be two nomination periods, one in each semester of the regular academic year.

(1) The nomination period for the Fall semester shall open no later than October 31.

(2) The nomination period for the Winter semester shall open no later than January 31.

2.02 Each nomination period shall be open for a minimum of two weeks.



2.03 Nominations shall be available online via the USC website.

2.04 The Recognition and Awards Team Coordinator shall be responsible for coordinating advertising for nominations.

(1) Nominations shall be advertised in print and online.

(2) Any other promotions methods shall be at the discretion of the Recognition and Awards Team Coordinator and the committee.

2.05 The Recognition and Awards Team Coordinator, upon the advice of the Vice-President, may close nominations prematurely (relative to the date specified in advertisements) if the number of nominations risks becoming greater than the capacity of the committee to evaluate the nominees.

2.06 The Recognition and Awards Team Coordinator shall inform all nominees of their nomination and inquire if the nominee is willing to accept the nomination.

(1) Only nominees who accept their nomination will be eligible for the Awards.

(2) Any nominee who declines their nomination will be removed from the list of nominees and shall not be eligible for the Awards.

2.07 Any faculty member who has won an Award in the previous three academic years shall not be eligible for the Awards and shall be removed from the list of nominees should they be nominated.

3.00 EVALUATIONS

3.01 Evaluations shall be conducted during both semesters.

3.02 Evaluations shall begin during the nominations period.

(1) Evaluations in the Fall semester shall conclude no later than November 30.

(2) Evaluations in the Winter semester shall conclude no later than the first Monday in March.

3.03 All evaluations shall be conducted in-class by a committee member with no previous association with the nominee.

3.04 The Recognition and Awards Team Coordinator shall be responsible for creating and maintaining an evaluation schedule for the committee.



(1) The committee shall ask each nominee for a selection of classes to attend for the purposes of evaluation.

3.05 Evaluations shall be conducted according to the standardized evaluation form.

(1) The Recognition and Awards Team Coordinator shall be responsible for the maintenance and distribution of the standardized evaluation form.

4.00 INITIAL DELIBERATION

4.01 Initial deliberation shall be held following the conclusion of evaluations in both the Fall and Winter Semesters.

4.02 Each semester's initial deliberation shall produce four (4) finalists who shall move on to final deliberation.

(1) Finalists shall be chosen without bias for faculty or department.

4.03 The voting criteria shall be explained to the committee in an explicit and thorough manner by the Recognition and Awards Team Coordinator prior to the start of deliberations.

(1) These criteria shall mimic the criteria expressed on the standardized evaluation form.

4.04 The deliberation shall follow the following procedure:

(1) Committee members shall present the evaluations they have conducted to the committee.

(2) A round of discussion shall follow the presentation of each evaluation with the express purpose of discussing the merits of that specific nominee.

(3) The committee member presenting the evaluation shall record any and all relevant comments or discussion on the reverse of the evaluation form.

a. The combined body of the evaluation and the comments of the committee shall be referred to as the evaluation summary and shall be used in final deliberations.

(4) Once all evaluations have been presented and discussed, there shall be another round of discussion to weigh the relative merits of the nominees.

(5) Voting shall be conducted by secret ballot in a single round.



- a. Each committee member shall write down their top four (4) nominees on their ballot.
- b. Preferential balloting shall not be used.
- c. The four (4) nominees with the most votes shall be considered the finalists.
- d. There shall not be more than one round of voting.
- e. The ballots shall be destroyed after the votes have been tabulated.

(6) In the event of a tie for fourth (4th) place, a vote-off shall be held between the tied nominees.

- a. A committee member may ask for the evaluations of the tied nominees to be re-read for the benefit of the committee.
- b. Voting will be conducted by secret ballot.
- c. Each committee member shall write down their preferred nominee.
- d. The nominee with the most votes shall be considered the fourth (4th) finalist.
- e. The ballots shall be destroyed after the votes have been tabulated.

4.05 The evaluation summaries of the four (4) finalists shall be kept on file by the Recognition and Awards Team Coordinator for use in final deliberations.

5.00 FINAL DELIBERATIONS

5.01 Final deliberations shall be held following the conclusion of initial deliberations in March.

- (1) Final deliberations shall conclude no later than April 1.

5.02 The final deliberation shall produce four (4) Award winners and one (1) OUSA Award winner.

- (1) Winners shall be chosen without bias for faculty or department.

5.03 The voting criteria shall be explained to the committee in an explicit and thorough manner by the Recognition and Awards Team Coordinator prior to the start of deliberations.

- (1) These criteria shall mimic the criteria expressed on the standardized evaluation form.
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5.04 The deliberation shall follow the following procedure:

- (1) The Recognition and Awards Team Coordinator shall present the evaluation summaries of the eight (8) finalists to the committee.
- (2) A round of discussion shall follow the presentation of each evaluation summary with the express purpose of discussing the merits of that specific finalist.
- (3) Once all evaluation summaries have been presented and discussed, there shall be another round of discussion to weigh the relative merits of the finalists.
- (4) Voting shall be conducted by secret ballot in a single round.
 - a. Each committee member shall write down their top four (4) finalists on their ballot.
 - b. Preferential balloting shall not be used.
 - c. The four (4) finalists with the most votes shall be considered the winners.
 - d. The finalist with more votes than any other finalist shall be considered the OUSA Award winner.
 - e. There shall not be more than one round of voting.
 - f. The ballots shall be destroyed after the votes have been tabulated.
- (5) In the event of a tie for first (1st) or fourth (4th) place, a vote-off shall be held between the tied finalists.
 - a. A committee member may ask for the evaluation summaries of the tied finalists to be re-read for the benefit of the committee.
 - b. Voting will be conducted by secret ballot.
 - c. Each committee member shall write down their preferred finalist.
 - d. The finalist with the most votes shall be considered the OUSA Award winner or fourth (4th) Award winner, depending on the circumstances of the vote-off.
 - e. The ballots shall be destroyed after the votes have been tabulated.

6.00 DISTRIBUTION OF AWARDS



6.01 Awards shall be given out at the annual USC Awards Ceremony in late March or early April.

6.02 The Recognition and Awards Team Coordinator and the committee are responsible for coordinating presenters for the ceremony, sending invitations to the Award winners and other dignitaries, booking space, and arranging all other considerations for the event.

6.03 The Recognition and Awards Team Coordinator, in conjunction with the Vice-President, shall coordinate the distribution of the monetary awards through the USC Finance department.



University Students' Council of Western University

Advertising Materials Policy

Authority: Board of Directors	Date Ratified: November 10, 2009
	Previous Amendments: None

PREAMBLE:

The USC considers freedom of expression to be an essential component of the University environment, but also recognizes that it is necessary to place certain limits on such freedoms in order to maintain a University environment that is safe, inclusive, and free from discrimination and harassment, as well as to ensure compliance with University policies and government regulations. This Policy will define what constitutes Advertising Materials and what is and is not acceptable content. This Policy should be read in context with the Advertising Oversight Procedures and the Advertising Oversight Committee: Terms of Reference.

1.00 SCOPE

1.01 "Advertising Materials" includes all materials that contain text, images, audio, and/or video, and are intended for public viewing, listening, or distribution.

(1) Advertising Materials does not include digital content posted to a group's or individual's website, unless such content is being actively displayed as part of an event.

(2) Advertising Materials does not include journalistic content within a publication for which an author has been credited, or programming content on CHRW Radio.

1.02 The USC Advertising Materials Policy guidelines are to be used in determining the acceptability of all Advertising Materials that:

(1) Are distributed or displayed anywhere within common areas or USC space in the University Community Centre (UCC), including Concrete Beach;

(2) Are included in a USC sanctioned publication as an advertisement or classified insert;

(3) Are aired on CHRW radio as a commercial;

(4) Are created or endorsed by a student organization directly affiliated with the USC and/or covered under the USC's insurance policy;

(5) Are created by a USC commissioner or coordinator;

(6) Bear the USC logo; and/or,

(7) Are printed or stamped for distribution at InPrint.

1.03 The USC Advertising Materials Policy does not regulate the acceptability of behaviors or activities. Behaviors and activities are regulated by the USC Community Standards Policy, and the USC Discrimination Harassment and Violence Prevention Policy.

2.00 UNACCEPTABLE CONTENT

2.01 An Advertising Material may be deemed unacceptable if it:



- (1) Misrepresents or fails to adequately represent the individual(s) or organization(s) responsible for its distribution;
 - (2) Entices or willfully promotes hatred towards identifiable groups;
 - (3) Demeans others on the basis of their race, ancestry, place of origin, colour, ethnic origin, religion, disability, citizenship, creed, sex, sexual orientation, handicap, age, marital status, family status, the receipt of public assistance or record of offence, or a conviction for which a pardon has been granted;
 - (4) May be reasonably expected to have an adverse effect on the health, safety, or rights of other persons or groups;
 - (5) Promotes an illegal activity;
 - (6) Promotes the consumption of alcohol, communicates the pricing of alcohol, targets underage drinkers, or in any other way violates the University's Campus Alcohol Policy or the Alcohol and Gaming Commission of Ontario's (AGCO's) Liquor Advertising Guidelines:
 - i. The promotion of alcohol consumption includes the use of phrases such as "happy hour", "two for one", or "cheap drinks", but does not include references to the presence of alcohol, such as "wet/dry" or "wine and cheese".
 - ii. In accordance with AGCO's Liquor Advertising Guidelines, certain exceptions are recognized for advertising that is within, directly outside, or made-by a licensed establishment.
 - (7) Contains an image that is flagrantly shocking, inappropriate, or upsetting, or contains an image that is sexually explicit;
 - i. Excepting circumstances where such an image bears artistic merit, and is delivered in a context where viewers of the image could reasonably deem its display as being appropriate.
 - (8) Is sexually suggestive to an extreme degree, in such a way as to objectify an individual's body as tools for the promotion of an organization, product, event, or service;
 - i. Excepting circumstances where such images are appropriate or necessary within their context, (such as women wearing lingerie in a lingerie advertisement, or sexual suggestiveness in a condom advertisement).
 - (9) Is being produced and/or distributed by a USC-affiliated individual or organization, and prominently contains a statement that could reasonably be considered a falsified statement made to damage a person's or group's reputation;
 - i. Approval of an Advertising Material does not signal and endorsement of its accuracy; however, an Advertising Material may be rejected if it can be easily identified as exposing the USC to legal liability.
 - (10) Contains text written in a language other than English;
 - i. Except circumstances where an accurate translation of the material's content has been submitted.
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- (11) Is a club Advertising Material containing the USC logo which has not received approval to contain the USC logo in accordance with Clubs Policy; General Clubs Procedures; or,
- (12) May be reasonably expected to have an adverse effect on the reputation or the proper functioning of the USC.

3.00 –ACCEPTABLE CONTENT

3.01 The perceived truthfulness of statement made in commercial Advertising Materials by organizations unaffiliated with the USC shall not affect their approval. The USC does not undertake to fact-check information within commercial Advertising Materials, and the acceptance of such materials does not indicate an endorsement of the content's accuracy.

3.02 Acceptable content for Advertising Materials includes:

- (1) Information announcing the time, date and location of any public event that is open to members of the University;
- (2) Information describing the platform of an official candidate running in a federal, provincial or municipal election, UWO Board of Governors and Senate elections, USC Presidential and Vice-Presidential elections and USC Councillor elections;
- (3) Information about USC and/or University referenda, including arguments for or against such referenda;
- (4) Any statement or opinions of a religious, political, or social nature, which are respectfully expressed, and are not otherwise unacceptable;
- (5) Such statements are protected by freedom of expression in an academic environment in which the USC supports the exchange of views and ideas. That such statement might be viewed as disagreeable, misleading, or upsetting is not sufficient grounds for their rejection in and of itself.

4.00 APPLICATION

4.01 The Advertising Materials Policy shall be applied in accordance with the Advertising Oversight Procedures.



University Students' Council of Western University

Appeals Board Policy

Authority: Board of Directors	Date Ratified: November 29, 2017
	Previous Amendments:

1.00 DEFINITIONS

1.01 **"Affiliate"** includes King's University College, Huron University College, and Brescia University College;

1.02 **"Appeal"** includes any proceeding to set aside or vary any Judgment of the Initial Decision-Making Body appealed from;

1.03 **"Appeals Board"** means the Appeals Board of the University Students' Council as established by this Policy;

1.04 **"Appeals Board Term"** means the annual term of the Appeals Board starting and ending on May 1st and April 30th respectively;

1.05 **"Appeals Board Chair"** is hired to serve in this role by the Appeals Board Chair Hiring Committee. The responsibilities of the Appeals Board Chair, in addition to her duties as a regular Appeals Board Member, include administrative duties, coordinating the other Appeals Board Members, assisting in the hiring of other Appeals Board Members, and making rulings on procedural issues. The Appeals Board Chair's vote on a Judgment is of equal weight to the votes of all other Appeals Board Members;

1.06 **"Appeals Board Member"** or **"ABM"** means a voting member of the Appeals Board and includes the Appeals Board Chair;

1.07 **"Case"** means any Appeal or any other proceeding before the Appeals Board. A Case shall be referred to by its style of cause, which includes the names of the Petitioner, Respondent, year, case number, and subject matter:

(1) For example, where the USC is the Petitioner, John Smith is the Respondent, the year is 2014, it is the third decision in that calendar year, and it is regarding elections:

i. *University Students' Council v John Smith*, 2014:3 Election;

1.08 **"Confidential Information"** includes that which is referred to in Bylaw #1;

1.09 **"Deputy Appeals Board Chair"** is selected to serve in this role by the Appeals Board Hiring Committee. The Deputy Appeals Board Chair shall temporarily take on the responsibilities of the Appeals Board Chair if there is a vacancy in the office of Appeals Board Chair or if the Appeals Board Chair is unavailable and shall otherwise be considered a regular Appeals Board Member.



1.10 **“Intervening Third-Party”** means a third party who is not a Petitioner or a Respondent. For an Intervening Third-Party to be considered to have standing to make submissions by a Panel, they must demonstrate that they or their office would be materially affected by the outcome of the Case and therefore ought to be heard as part of the hearing;

1.11 **“Judgment”**, when used in reference to the Initial Decision-Making Body appealed from, includes any judgment, rule, order, decision, decree, or sentence thereof; and when used with reference to the Appeals Board, includes any judgment or order from the Appeals Board;

1.12 **“Panel”** means the group of Appeals Board Members brought together for the purposes of adjudicating a Case. Panels shall consist of an odd number of ABMs;

1.13 **“Panel Chair”** means the Appeals Board Member in charge of a Panel. It is the Appeals Board Chair if she sits on the panel, otherwise each Panel shall elect from amongst themselves a Panel Chair. The Panel Chair ensures that rules and procedures are followed and deals with administrative issues that may arise during the Case;

1.14 **“Party”** means the Petitioner or Respondent;

1.15 **“Petitioner”** means the person or group who initiated the matter before the Appeals Board;

1.16 **“Respondent”** means the person or group whom the complaint was filed against in the matter before the Appeals Board;

1.17 **“Student”** means any individual undergraduate student of the University, or an Affiliate, regardless of full, part time, or special status;

1.18 **“University”** means Western University; and

1.19 **“Witness”** means an individual brought forth by a Party in order to testify in front of the Appeals Board.

2.00 GENERAL

2.01 The Appeals Board is the dispute resolution body of the USC empowered to hear Cases and try facts in accordance with its jurisdiction.

2.02 The Appeals Board follows the principles of natural justice, including fairness and good conscience.

2.03 Only Students, not paid for their services by the Party, shall act as advocates for Parties involved in actions before the Appeals Board. Parties are free to represent themselves.

2.04 All electronic submissions to the Appeals Board Chair referred to in this Policy should be addressed to appeals@westernusc.ca.

2.05 Any and all questions pertaining to the Appeals Board and its procedures are to be addressed directly to the Appeals Board Chair at the above-mentioned email address or delivered to the USC Offices located at:



340 UCC Building
University of Western Ontario
London, Ontario
N6A 3K7

2.06 All forms mentioned in this Policy are available on the USC's website.

3.00 COMPOSITION

3.01 The Appeals Board shall be composed of seven (7) Students;

3.02 Appeals Board Members shall not be voting members of Council, Executives, Directors, or members of any Committee from which, according to their Bylaws, policies, or procedures, Appeals are adjudicated by the Appeals Board. Appeals Board Members shall not hold an executive position in a USC Ratified Club.

3.03 Hearings before the Appeals Board should typically occur before a Panel of three (3) Appeals Board Members. However, the Appeals Board Chair, at her discretion, may decide to increase the amount of Appeals Board Members sitting on a Panel to a maximum of seven (7), so long as the number of Appeals Board Members sitting on each Panel is not even.

4.00 HIRING OF APPEALS BOARD MEMBERS

4.01 The Appeals Board Chair Hiring Committee, a committee of the Board of Directors, shall oversee the process of hiring a candidate to fill vacancies for the position of Appeals Board Chair on an annual basis. It shall also hire candidates to fill any vacancies that occur during the Appeals Board Term.

(1) The Appeals Board Chair Hiring Committee shall be composed of:

- i. the Senior Manager of Advocacy and Government Services; and
- ii. a member of the People and Development Department.

4.02 The Appeals Board Hiring Committee, a committee of the Board of Directors, shall oversee the process of hiring candidates to fill vacancies on the Appeals Board on an annual basis. It shall also hire candidates to fill any vacancies that occur during the Appeals Board Term. It shall also hire the Deputy Appeals Board Chair.

(1) The Appeals Board Hiring Committee shall be composed of:

- i. the Appeals Board Chair; and
 - ii. a member of the People and Development Department.
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5.00 APPEALS BOARD CHAIR

5.01 The Appeals Board Chair shall be hired by the Appeals Board Chair Hiring Committee.

5.02 Should the Appeals Board Chair resign her position, the Appeals Board Chair Hiring Committee shall meet as soon as possible to hire a new Appeals Board Chair.

5.03 The Appeals Board Chair shall report to the Senior Manager of Advocacy and Government Services.

5.04 The Deputy Appeals Board Chair shall temporarily take on the responsibilities of the Appeals Board Chair if there is a vacancy in the office of Appeals Board Chair or if the Appeals Board Chair is unavailable.

6.00 TERMS OF OFFICE

6.01 Appeals Board Members shall serve a term of either one (1) or two (2) years.

6.02 If a member seeks to reclaim their seat on the Appeals Board following their initial term, they may do so by the regular hiring process outlined in this Policy.

7.00 REMOVAL

7.01 The Appeals Board Chair has the purview to remove an Appeals Board Member following proper human resource practices.

7.02 The Senior Manager of Advocacy and Government Services has the purview to remove the Appeals Board Chair following proper human resource practices.

8.00 QUORUM

8.01 Quorum of the Appeals Board is met with three (3), five (5), or seven (7) Appeals Board Members:

(1) The Appeals Board shall decide which Appeals Board Members shall sit on the Panel once a Case application has been accepted for hearing by the Appeals Board;

i. Those Appeals Board Members who have conflicts of interest in regard to the Case shall not be selected for the Panel nor shall they decide on whether the application is to be accepted by the Appeals Board; and

ii. The Appeals Board Chair may assign Appeals Board Members to sit on a Panel if the Appeals Board is unable to meet in time to decide, or is unable to reach a consensus;

(2) Appeals Board Members sitting on the Panel shall be present throughout the entire oral hearing;



(3) The absence of any of the Appeals Board Members during a significant part of oral proceedings shall render the absent Appeals Board Member unable to vote on the Judgment;

(4) In the event that an Appeals Board Member must depart the hearing after the commencement but before the end of an oral hearing, the remaining Appeals Board Members, in consultation with the Parties, may decide that:

i. The hearing be recessed until all Parties and Appeals Board Members are able to re-convene; or

ii. If time is of the essence, the hearing continues, and if the remaining Appeals Board Members are split on their decision, the decision of the Initial Decision-Making Body from which the Case was appealed shall be upheld.

8.02 If Quorum is not reached on the date of an oral hearing, additional Appeals Board Members may be added by the Panel before the commencement of oral arguments by means of video or telephone conference in order to meet Quorum.

8.03 In extraordinary circumstances requiring expediency as decided by the Appeals Board Members who are present (or if no Appeals Board Members are present, by the Appeals Board Chair) and where a Quorum would otherwise be unattainable, additional Appeals Board Members may be added to the Panel prior to the commencement of oral arguments by way of video or telephone conference.

9.00 RECORDS

9.01 The Panel shall make available written, reasoned Judgments within five (5) days after the hearing.

9.02 A record of all written Judgments by the Appeals Board shall be kept by the USC and be made available to the public.

10.00 CONFIDENTIALITY

10.01 If a Party or Witness to a case wishes to remain anonymous, they may apply to the Panel Chair adjudicating their Case with reasons for such status before the commencement of the oral hearing.

10.02 The Panel Chair may grant anonymous status if she decides the Party or Witness applying for said status requires protection from slander, libel, or personal attack, or to prevent the public disclosure of medical information or extenuating personal circumstances.

10.03 In Cases where anonymity to a Party or Witness has been granted, the oral hearing shall be closed to the public and press and the Party or Witness shall only be referred to by their initials in the written Judgment.



(1) The written judgment shall still be published publicly but with the private information redacted.

10.04 In cases where Confidential Information of the USC is required, the hearing shall be held *in camera* and the Judgment shall not be made publically available if the information cannot be redacted.

(1) The Judgment shall remain available to current and future Appeals Board members for consultation.

11.00 JURISDICTION

11.01 The Appeals Board has the authority to adjudicate all matters referred to it by Council, the Bylaws, or the Policies of the USC.

(1) In deciding on sanctions or awards for either Party in a Case on Appeal, the Appeals Board shall be limited to any such sanctions or awards that were available to the Initial Decision-Making Body regardless of whether the Initial Decision-Making Body decided to enact such sanctions or awards.

11.02 Parties to an appeal are the student or group against whom the decision has been made (Petitioner) and the Initial Decision-Making Body (Respondent).

11.03 By filing a petition, the Petitioner agrees to submit the dispute to the sole jurisdiction of the Appeals Board and agrees to be bound by its Judgment.

11.04 The Appeals Board shall decide, within forty-eight (48) hours after receiving the Petitioner's application, whether it has jurisdiction to hear an action brought before it.

(1) The Appeals Board shall not entertain petitions which are frivolous, vexatious, of inconsequential merit, or otherwise outside its jurisdiction.

11.05 All Judgments of the Appeals Board are final, binding, and conclusive and are not open to question or appeal in a court on any grounds;

(1) Excepting in the case of Senate or Board of Governors elections, which may be appealed to the University Secretariat as per their policies.

12.00 PROCEDURE

12.01 Commencing Proceedings:

(1) Proceedings shall be initiated when the appropriate appeal form is filed to the Appeals Board Chair by the Petitioner;

i. Petitions on behalf of the USC as a whole may be brought by the member of the USC Executive initiating a matter in conjunction with the President of the USC, or by a majority vote of council;



(2) The Appeals Board shall decide within forty-eight (48) hours after receiving the Petitioner's application whether it has jurisdiction to hear an action brought before it;

(3) The Appeals Board shall then either:

- i. Inform the Petitioner of the failure of the application; or
- ii. Inform the Petitioner of the success of the application, inform the Respondent of the existence of a pending Case against them and the basis of the Case and consult both Parties on available dates for an oral hearing, keeping in mind the time it takes for written submissions to be drafted and submitted prior to the oral hearing.

12.02 Submissions of Parties:

(1) Both the Petitioner and Respondent shall be granted the opportunity to submit their written submissions prior to the oral hearing; and

(2) Written submissions shall be drafted according to a template which shall be made available to the Parties.

12.03 Interveners:

(1) The Appeals Board Chair shall inform the President of the USC and the Chairman of the Board of Directors of the impending Case upon deciding to grant a Petitioner's application, both of whom may apply to intervene by completing an application for Intervention within three (3) days of receiving such notice;

(2) Following the acceptance of the Case by the Appeals Board, an invitation may be extended by the Appeals Board through the USC website to anyone wishing to intervene in the dispute by duly completing an application for intervention and submitting an electronic copy to the Appeals Board Chair no more than three (3) days following the final publication of the notice. The Appeals Board may, at their discretion, recognize intervening parties where those parties may be necessary for a fair and complete resolution of the Case. Interveners shall be notified by the Appeals Board Chair if they have been accepted as Interveners within a reasonable amount time; and

(3) Interveners may elect to make oral submissions at the hearing, written submissions in advance, or both. In the case of written submissions, they must be submitted to the Appeals Board Chair no later than three (3) days before the hearing.

12.04 Preliminary Conference:

(1) The Parties to the dispute and members of the Panel may, time permitting, then meet in a preliminary conference and discuss a number of issues informally, including but not limited to:

- i. agreement on non-contentious facts of the dispute;
- ii. explanation of hearing procedures; and



iii. setting a date for the hearing.

12.05 *Independent Arbitrator:*

(1) Where, at any point, the Appeals Board comes to the conclusion that the case at hand would be better served by the appointment of an independent arbitrator, it may do so by a vote of the Appeals Board.

i. The Appeals Board Chair shall be responsible for finding persons capable of acting as an arbitrator and should be prepared to do so on short notice.

ii. The Board of Directors, on the recommendation of the Appeals Board Chair, shall hire an independent arbitrator agreed upon by the parties to the appeal or, if the parties are unable to agree, as selected by the Appeals Board Chair.

iii. The arbitrator shall provide directions for the conduct and determination of the appeal according to his/her discretion, including the submission of written materials and the convening of an oral hearing, if deemed necessary, and shall establish the applicable time limits for such steps. The arbitrator's decision shall be released to the interested parties, the Committee, and the Executive, where possible, within 10 (ten) days of the arbitrator's appointment.

13.00 HEARING RIGHTS AND PROCEDURES

13.01 Hearings shall be open to the public, limited only by space restrictions in the designated hearing room or the discretion of the Appeals Board;

13.02 At the discretion of the Panel, oral submissions may be dispensed with where they are not possible or are clearly unnecessary.

13.03 The Panel may remove anyone from a hearing through a majority vote if the Panel decides that they are being disruptive, threatening, or offensive.

13.04 No audio-visual recordings shall be taken during the hearing, although Parties may take notes as necessary.

13.05 Each Panel that does not include the Appeals Board Chair shall elect amongst themselves a Panel Chair to preside over the Case;

(1) If the Appeals Board Chair is a member of the Panel she shall be considered the Panel Chair unless she chooses to have the Panel elect a Panel Chair.

13.06 The Panel may, at their discretion, modify the general oral hearing procedure as they see fit.

(1) A copy of the procedures shall be provided to the participants no less than three (3) days prior to the hearing.

(2) A sample procedure for the oral hearing shall be found in Appendix 1.



14.00 DISPOSITION

14.01 At the end of an oral hearing the Panel may recess the proceedings to determine if they shall render an oral decision immediately.

14.02 Judgments by the Appeals Board may be rendered orally at the end of a hearing or may be reserved.

(1) A brief statement outlining any judgement or decision to reserve judgement made by the Appeals Board shall be released to the Parties and the public within one (1) day following the oral hearing.

14.03 All Judgments, even if rendered orally, shall be accompanied by written reasons which are to be made available to the Parties and public within a reasonable amount of time after the oral hearing, but not more than five (5) days following the oral hearing.

14.04 If Judgment is reserved, the Panel shall make its decision available within a reasonable amount of time.

(1) Written reasoned Judgments shall be provided to the Parties and the public within five (5) days following the oral hearing.

15.00 EMERGENCY PROCEEDINGS

15.01 At the discretion of the Appeals Board Members assigned to the Case, the timing and notice requirements in this Policy may be waived in order to expedite the adjudicative process so long as doing so does not materially disadvantage a Party.

15.02 If time is of the essence, Appeals Board Members shall communicate a Judgment to the Parties as soon as they reach a decision after the hearing and should deliberate in private until they have come to such decision.

16.00 ABSENCE

16.01 If at any time the Appeals Board lacks enough Appeals Board Members to meet the Quorum requirements, but the Bylaws or Council call upon the Appeals Board to adjudicate a Case, the Board of Directors (or at least three (3) Directors) shall sit as a Panel and adjudicate the dispute in a manner otherwise consistent with this Policy.

17.00 ELECTIONS DISPUTES

17.01 During the Election Period, Appeals Board Members shall be on notice that Appeals of Elections Governance Committee Judgments may require rapid adjudication.

(1) Applications for a hearing of Elections disputes shall be approved or rejected as soon as possible by the Appeals Board so as to not prejudice any candidate; and



i. Due to the short time period of Elections disputes, as soon as an application is received by the Appeals Board, notice shall be given to the Respondent named in the application that there is a pending application against her. Details of the application shall only be released to the Respondent if the application for a hearing is granted; and

(2) Notice of an approval or rejection of an Application shall be given forthwith to the Petitioner.

17.02 The Appeals Board should be prepared to hear expedited hearings during the Election Period within fifteen (15) hours of the Application.



APPENDIX 1

Sample Procedures for Oral Hearings

- (1) The Panel Chair shall introduce the Appeals Board Members sitting on that Panel and shall outline the rules and procedure of the hearing;
 - (2) The Petitioner, followed by the Respondent, may make an opening statement to introduce the nature of the application and the facts of the Case for no more than five (5) minutes;
 - (3) The Petitioner shall present and question her witnesses and shall tender evidence;
 - (4) The Petitioner shall have an additional twenty (20) minutes of time for oral arguments following the examination of their witnesses;
 - (5) The Respondent shall then present and question her witnesses and shall tender evidence;
 - (6) The Respondent shall have an additional twenty (20) minutes of time for oral arguments following the examination of their witnesses;
 - (7) If applicable, the Intervenor(s) shall also present and question their witnesses and shall tender evidence;
 - (8) The Respondent/Petitioner may cross-examine the other parties' witnesses immediately following the examination in chief of the witness;
 - (9) The Intervenor(s) shall not be allowed to cross-examine witnesses;
 - (10) The members of the Panel may, at any time, ask questions of a Party; and
 - (11) The Petitioner, followed by the Respondent, may make a closing statement for no more than ten (10) minutes. No new evidence may be introduced during the closing statement.
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University Students' Council of Western University

Board Attendance Policy

Authority: Board of Directors	Date Ratified: November 2, 2018
	Previous Amendments: July 8, 2018

Board Attendance Policy: Effective as of April 1st, 2019

1.00 Objective

To outline the expectations and responsibilities of Directors in regard to their attendance, as well as to outline the consequences resulting from their absence.

2.00 Definitions

For the purposes of this policy unless the context demands a separate interpretation:

- 2.01 **Academic year** is from April of the current year to March of the following year.
- 2.02 **Board Chair** shall always be taken to mean the Chair of the Board.
- 2.03 **Meeting** or **Meetings** shall include all duly called meetings of the Board as defined in Bylaw #1 be they regular, committees, ad-hoc task force or special meetings of the Board; as well as any meetings called properly and in accordance with any Board policy.
- 2.04 **Subcommittee Chair** or **Chairs** shall be taken to mean the respective Chair of any Meeting and may or may not be the Board Chair or ad hoc task force.

3.00 Policy Administration

- 3.01 The Board Chair has the responsibility of maintaining attendance records of Meetings as well as records of any regrets and written rationale submitted to them.
 - a. All Chairs must maintain and submit updated attendance records including written rationale and regrets on a weekly basis to the Board Chair.
 - b. Any or all of this information must be made available to the Board Chair upon the Board Chair's request.



4.00 Meetings Held by a Chair

- 4.01 Directors are required to submit written regrets to the Chair forty-eight (48) hours in advance of a Meeting if they are unable to attend the Meeting.
- 4.02 Subcommittee Chairs are required to provide updated attendance records to the Board Chair within seven (7) days following a Meeting.

5.00 Meetings held by the Board Chair

- 5.01 Directors are required to submit written regrets to the Board Chair forty-eight (48) hours in advance of a Meeting if they are unable to attend the Meeting.

6.00 Teleconferencing

- 6.01 Meetings held via teleconference will also be considered as a duly called meeting.

7.00 Punctuality

- 7.01 Directors who arrive 15 minutes after the scheduled start of a meeting will receive half an absence.
- 7.02 Directors who arrive halfway through a scheduled meeting, as listed on their official Western USC Calendar will receive a full absence.

8.00 Consequences

- 8.01 After a director misses their first meeting the Chair of the Board shall explain to the director in question that they are not permitted to miss two more meetings.
- 8.02 If a director misses three meetings in the same academic year that director is removed from the Board of Directors.

9.00 Exceptions

- 9.01 If the Chair of the Board who has missed 3 meetings then the Vice-chair will execute section 8.0.
 - 9.02 Emergency Meetings as outlined in By-Law 1 will be exempt from this policy.
 - 9.03 Resource members will be exempt from this policy.
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University Students' Council of Western University

Board of Directors Rules of Procedure

Authority: Board of Directors	Date Ratified: March 1, 2019
	Previous Amendments: August 28, 2013

PURPOSE:

The following Procedures supplement By-Law #1 in detailing the format and protocols for Board of Directors meetings. These Rules of Procedure are meant to establish consistency and transparency. These Rules do not carry the full force of policy, but nonetheless should only be suspended in rare and extraordinary circumstances.

1.00 BOARD OF DIRECTORS

- 1.01 The Board of Directors shall be composed as per By-Law #1.
- 1.02 The chairperson of the Board of Directors shall be elected from the current members of the Board of Directors as per By-Law #1.
- 1.03 Only Directors are permitted to vote on matters for approval.
- 1.04 Meeting minutes are recorded and maintained in accordance with the requirements of the Act.

2.00 OFFICERS OF THE BOARD

- 2.01 Chairperson of the Board as elected as outlined in By-Law #1.
- 2.02 Vice-Chair as elected at the first meeting of the fall term.
 - 2.02.1 The Vice-Chair will chair meetings in absence of the chair at any Board Meeting.
- 2.03 Any vacancies in a officer position will be filled at the first duly called meeting after a vacancy occurs.

3.00 PUBLIC MEETINGS

- 3.01 Unless otherwise noted, meetings of the Board of Directors are open to all members of the University community, in their entirety.
 - (1) The number of attendees from the public may be limited by the room's capacity.
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- (2) The chairperson of the Board of Directors retains the right to require attendees from the public to leave the meeting, should their conduct become disorderly, or otherwise negatively affect the ability of the Board of Directors to function.
 - (3) The Board of Directors may extend standing invitations to specific employees, encouraging their presence and participation in Board of Directors meetings as resource members.
- 3.02 Regularly scheduled meetings shall be publicly posted at the beginning of the fiscal year of the Corporation.
- (1) Additional meetings may be held at the call of the chair, provided that all members are given twenty-four (24) hours notice.
 - (2) Any meeting that is rescheduled to a different date or time should be amended where ever it is publicly posted as soon as possible.
- 3.03 Agenda items must be submitted to the Recording-Secretary four weeks prior to a regularly scheduled Board of Directors meeting.
- (1) Every item on the Board of Directors Agenda should first be reviewed by one of the Board of Directors Sub-Committees unless the item is a for information item for the board or an item that requires the entire board's attention.
 - (1) Any item not going to a Sub-Committee of the board for review must be submitted to the agenda committee for inclusion on the agenda.
 - (2) Only voting members may move motions for approval. Management may submit items for direction from the Board of Directors following the process outlined in this document. The Chief Operating Officer is the principal policy advisor to the Board of Directors and must therefore sign off on all management recommendations before they are placed on the Board of Directors agenda.
 - (3) Any individual may submit a presentation or matter for discussion or information, however, any such items must be approved by the Agenda Committee before placement on the agenda.
- 3.04 An Agenda Committee meeting will be held no less than one week prior to a regularly scheduled Board of Directors meeting subject to the availability of Committee members.
- 3.05 The agenda of a regularly scheduled meeting must be approved by the Agenda Committee, and distributed to all voting members, in addition to being posted online, along with supporting documentation no less than one week prior to a regularly scheduled Board of Directors meeting.
- (1) The agenda must include a brief description for each presentation
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- (2) Should a meeting be cancelled or rescheduled, a simple notice of cancellation shall be posted in place of the agenda.
 - (3) Supporting documentation, known as an 'agenda report', must be provided along with items brought before the Board of Directors that requires discussion or a decision, particularly for matters of a legal, financial, or human resources nature. The deadline for reports shall be the same as the agenda deadline so that the Agenda Committee may fully understand items coming forward and so that members have sufficient time to consider the matter.
 - i. If two-thirds of Board of Directors members approve, a matter can be considered without an agenda report, or can be considered if a report comes in past the deadline. This practice should be strongly discouraged and only reserved for unique circumstances.
 - (4) Supplemental documentation (such as presentations and agenda reports) will normally be posted online with the agenda if available. However, such documentation may be withheld if it is incomplete or misleading on its own. This documentation will be posted with the meeting minutes, where it can be understood in context.
- 3.06 In the event that a Board of Directors meeting is scheduled for an irregular time the required periods of notice and submission remain the same.
- (1) In the event of an emergency meeting of the Board of Directors that does not allow for the period of notice to be observed, the meeting shall proceed if the Agenda is approved by the Board of Directors. In such an event all relevant materials will be posted and distributed at the earliest possible time.
- 3.07 New business items for approval are only permitted if they directly relate to an item already on the agenda. Any other items brought up in new business circumvent the transparency of the Board of Directors' activities and limit the ability of the voting members to research and prepare. Though sometimes necessary, new business items are strongly discouraged.

4.00 RECORD OF PROCEEDINGS

- 4.01 All public meetings shall be recorded on video and made available to the public upon request to the USC.
 - 4.02 Public minutes shall be recorded in writing in a succinct format. Only a brief summary of the discussion and any motions shall be recorded in writing unless a member asks for a detailed comment to be recorded. Advice given by resource people such as the General Manager, Senior Managers, Managers, and Legal Counsel shall be well documented.
 - 4.03 In-camera minutes shall be recorded in a detailed format. Most items considered in-camera are of a legal, financial, contractual or human resources nature and
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should demonstrate that members and management have upheld their fiduciary duty to the corporation.

- 4.04 In an effort to enhance transparency of Board of Directors decision-making, every effort shall be made to ensure minutes are ready for ratification within ten (10) business days of the meeting using the following procedure:
- (1) All voting members of the Board of Directors shall have the opportunity to review the written minutes of the meeting.
 - (2) Each reader shall have two (2) business days to forward comments to the Recording-Secretary. If comments are not received, the Recording-Secretary will assume there are no changes required.

5.00 MEETINGS *IN CAMERA*

- 5.01 Matters of a confidential nature may only be disclosed and discussed in an *in camera* Board of Directors meeting.
- 5.02 *In camera* meetings are regularly scheduled to begin all public Board of Directors meetings.
- 5.03 Agenda items shall be collected and prepared on the same schedule as the public Board of Directors meeting, and the agenda and related-items shall be distributed to voting-members at the same time as the public meeting agenda.
- (1) An *in camera* meeting agenda shall not be posted online in advance of a meeting.
 - (2) In the event of an emergency in camera meeting of the Board of Directors that does not allow for the period of notice to be observed, the meeting shall proceed if the Agenda is approved by the Recording-Secretary of the Board of Directors. In such an event all relevant materials will be posted and distributed at the earliest possible time.
- 5.04 Following an *in camera* meeting, an agenda shall be posted online that shows the number of confidential items, and the nature of their confidentiality (using the criteria set out below in section 4.05). This agenda shall include items brought up in new business.
- 5.05 A discussion or decision may only be held in confidence if it fits at least one of the following criteria:
- (1) information regarding an ongoing negotiation, where disclosure could negatively affect the USC's position in the negotiation, or prejudice future negotiations of a similar nature;
 - (2) information about litigation or potential litigation involving the USC;
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- (3) advice protected by solicitor-client privilege;
 - (4) personal information about an identifiable individual, unless such information has been voluntarily disclosed to the public by the person(s) affected;
 - (5) information from the proceedings of a Confidential Committee;
 - (6) information regarding a sensitive human resource matter involving an identifiable individual; or,
 - (7) any other information which, if disclosed, could compromise or adversely affect the Corporation.
 - i. Although this condition of confidentiality is open to broad interpretation, it should be used only sparingly, under unusual circumstances where the previously listed criteria for confidentiality do not apply.
- 5.06 If a discussion or decision hinges on a confidential consideration, then the entirety of the discussion/decision should be held *in camera*, even if other aspects of the discussion/decision are not confidential.
- 5.07 If there is any doubt as to the confidentiality of information being considered for discussion in a public Board of Directors meeting, it should be discussed in the following *in camera* meeting.
- (1) New Business items are permitted in confidential Board of Directors meetings if they arise as a result of matters discussed in the preceding public Board of Directors meeting. Other New Business items are discouraged, as they limit the ability of the voting members to prepare.
 - (2) Even if there are no *in Camera* meeting agenda items submitted in advance of a Board of Directors meeting, an *in camera* meeting may still follow the public meeting to discuss matters arising from the meeting.
 - (3) If an item whose confidentiality was uncertain is revealed not to be confidential, it is the responsibility of the chairperson to cease discussion, and table the matter for a future public Board of Directors meeting.
- 5.08 Minutes from an *in camera* Board of Directors meetings shall continue to remain entirely confidential, even if the reasons for their confidentiality cease to be relevant (e.g. a discussion about an ongoing negotiation that has since concluded).
- 5.09 The Board of Directors may permit specific individuals to attend a confidential meeting, or part of a confidential meeting, provided that those individuals have signed a confidentiality agreement with the USC.
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6.00 AGENDA COMMITTEE

6.01 The Agenda Committee shall consist of:

- (1) the Senior Manager Advocacy and Government Services, as chairperson;
- (2) the Chairperson of the Board of Directors;
- (3) The Vice-Chairperson of the Board;
- (4) the Chief Operating Officer (Principal Policy Advisor to the Board of Directors);
and,
- (5) the Executive Assistant (Recording-Secretary of the Board of Directors).
- (6) Resources members as needed by the committee

6.02 The Purpose of the Agenda Committee shall be to determine the agenda of an Board of Directors meeting. Decisions shall be guided by the above provisions, and may include:

- (1) determining whether or not an item should be placed on the agenda or referred to a committee of the board or another group within the USC;
 - (2) identifying the status of meeting minutes under review and determining whether or not they are ready to be moved for approval;
 - (3) determining whether an item should be placed in the Public Meeting agenda, or the *in camera* agenda;
 - (4) ensuring that an Agenda Report accompanies matters for approval, identifying if additional supporting documentation is necessary for agenda items, and determining what supporting documentation is appropriate to post online with the agenda;
 - (5) determining where the public meeting should be held;
 - (6) determining who, among staff and management resources, it would be appropriate to invite to the public meeting and/or permit at the *in camera* meeting; and,
 - (7) determining if it is appropriate to cancel or reschedule a future Board of Directors meeting.
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- 6.03 The specific timing of Agenda Committee meetings shall be determined by the Recording-Secretary.
- 6.04 The Recording-Secretary retains the authority to make all decisions with respect to the agenda. The Agenda Committee exists to support the Recording-Secretary in the execution of her duties, and shall only be utilized to the extent that the Recording-Secretary sees fit.



University Students' Council of Western University

Chief Operating Officer Policy

Authority: Board of Directors	Date Ratified: July 2016
	Previous Amendments:

1.00 Objective

To outline and enshrine the duties and responsibilities of the Chief Operating Officer.

2.00 Definitions

For any other definitions see the University Students' Council Definition Policy.

3.00 Appointment – Authority

3.01 Appointed by the Board of Directors

- (1) There shall be a Chief Operating Officer (COO) who shall be appointed by and report directly to the Board of Directors.
- (2) The COO shall carry out any and all of the administrative duties and responsibilities as established by the Board of Directors.
- (3) All aspects of the COO's employment contract shall be under the authority of the Board of Directors, and any changes to the COO's employment relationship shall require approval of The Board of Directors.

3.02 Day-to-Day Supervision

- (1) The President shall have day-to-day supervisory responsibility for the COO and shall participate in the Board's annual performance assessments of the COO.

3.03 Responsible to the Board

- (1) The COO shall be responsible to, and shall hold office at the pleasure of, the Board of Directors.

3.04 Vacancy

- (1) Should there be a vacancy of the COO position, the Board of Directors may appoint an Acting COO.
- (2) The Board shall determine a course of action to fill the position permanently within an appropriate timeline.

4.00 Priorities, Duties, and Responsibilities

- (1) The Board shall maintain and clearly communicate a Job Description and a list of priorities for the COO to accomplish throughout her term.
 - (2) The COO shall provide regular updates on the status of the Board's priorities, as well as regular reports outlining progress, challenges, and accomplishments within the corporation.
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- i. Given the unique, student driven nature of the organization, the COO shall provide an abundance of clear and concise information to the Board, and shall take every opportunity to receive feedback regarding the administration.
 - (3) This list of priorities will be reviewed annually by the Human Resources Committee of the Board, and the COO, and shall be approved by the Board.
 - (4) The COO shall obtain the advice of Legal Counsel, Auditors, consultants, and other external sources as deemed necessary and in accordance with Board defined guidelines and budget allowances.
 - (5) The COO shall attend Board meetings, and may attend Council and Standing Committee meetings, with the right to speak, but not vote.
 - (6) The COO shall participate in the annual budget process with the Secretary-Treasurer, President, and Managing Director of Finance, and shall ensure the budget is followed, or amended as needed per the Operating and Capital Budget Approval Policy and Procedure.
 - (7) The COO will work with the Secretary-Treasurer to ensure that Corporate Policy is communicated to, and followed by, all applicable staff.
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University Students' Council of Western University

Commissioner Selection Guidelines

Authority: Board of Directors	Date Ratified: March 6, 2012
	Previous Amendments: N/A

RELATED DOCUMENTS:

- Commissioner and Coordinator Selection Directive
- Commissioner Selection Complaints Procedures

PURPOSE:

This Guideline is created under the Commissioner and Coordinator Selection Directive of Council. The objective of the guidelines is to define a process for commissioner and coordinator selections which is efficient, effective, consistent, and fair. These guidelines have been created in consultation with the HR Generalist, and the Governance Officer.

1.00 SCOPE

1.01 These guidelines apply to the selection of all Commissioners and Coordinators, with the exception of the Orientation Coordinator and the Clubs Coordinator.

1.02 Additional procedures may apply to the selection of Service Coordinators, in accordance with the Service Coordinator and Executive Selection Procedures.

1.03 Unless otherwise noted below, the term "commissioner" is meant to include both commissioners and coordinators.

2.00 SELECTION PANELS

2.01 The selection process for each commissionership shall be facilitated by a selection panel.

(1) The composition of the panel shall vary for each commissionership, in accordance with the criteria in sections 2.02 and 2.03 below.

i. Where the criteria below require "one" Executive Officer, that person shall be a volunteer, stepping forward primarily on the basis of their availability.

ii. If no Executive Officer volunteers, the President may direct one of the executives to participate in the interviews, provided it is not unreasonable to do so.

iii. In extraordinary circumstances:



a. The Governance Officer may fill a vacancy on the interview panel.

b. If the Governance Officer is unavailable, or possesses a conflict of interest, the panel may make a decision with only two voting members.

(2) The panel chairperson shall be responsible for ensuring that selections are carried out in accordance with the rules and principles set out below.

i. The fact that chairperson is not the panel member who will oversee a commissionership is deliberate. The chairperson benefits from objectivity in ensuring that the selection process is carried out properly.

ii. The panel chairperson may delegate administrative responsibilities (such as contacting applicants to set up interview times) but shall retain responsibility for the proper administration of the process.

iii. The chairperson shall only vote in the event of a tie.

2.02 Composition of Executive Officer Portfolio Selection Panels

(1) During the period between the conclusion of the USC's Annual General Meeting, and May 31st, the interview panel for each position shall be composed as follows:

i. The current Executive Officer with purview over the applicable portfolio, as chairperson, voting.

ii. The incoming Executive Officer with purview over the applicable portfolio, voting.

iii. One current Executive Officer without purview over the applicable portfolio, voting.

iv. Any other individual(s) invited by the chairperson, non-voting.

a. The current commissioner holding the relevant position should ordinarily be invited.

(2) During the period between June 1st and the second part of the USC's Annual General Meeting, the interview panel for each position shall be composed as follows:



- i. One Executive Officer without purview over the applicable portfolio, as chairperson, voting.
- ii. One other Executive Officer without purview over the applicable portfolio, voting.
- iii. The Executive Officer with purview over the applicable portfolio, voting;
- iv. Any other individual(s) invited by the Executive Officer with purview over the applicable portfolio, non-voting.

2.03 Composition of Governance Officer Portfolio Selection Panels

(1) During the period between the conclusion of the USC's Annual General Meeting, and May 31st, the selection panel for each position shall be composed as follows:

- i. The outgoing Governance Officer, as chairperson, voting
 - a. If the Outgoing Governance Officer's term has ended, this spot shall instead be filled by a current Executive Officer, as chairperson, voting
- ii. The incoming Governance Officer, voting
 - a. If the Incoming Governance Officer has not been hired, this spot shall instead be filled by an incoming Executive Officer, voting
- iii. One current Executive Officer, voting
- iv. Any other individual(s) invited by the incoming or outgoing Governance Officer, non-voting
 - a. The current commissioner holding the relevant position should ordinarily be invited

(2) During the period between June 1st and the second part of the USC's Annual General Meeting, the selection panel for each position shall be composed as follows:

- i. One Executive Officer, as chairperson, voting
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- ii. One other Executive Officer, voting
- iii. The Governance Officer, voting
- iv. Any other individual(s) invited by the Governance Officer, non-voting

3.00 RULES AND PRINCIPLES GOVERNING SELECTION PROCESS

3.01 Consensus Model

(1) The panel shall strive to operate on a consensus model, and shall diligently consider any dissenting views before a decision is reached by majority vote.

3.02 Confidentiality

(1) The following information is to be treated as confidential, and may not be used or discussed beyond the context of the selection process without the consent of the individuals affected:

- i. Personal Information (as defined in the Personal Informational Protection Policy) contained in cover letters and applications.
- ii. Answers to interview questions.
- iii. The nature and contents of an applicant's proposal.
- iv. All comments made about the candidates during the deliberations process following interviews.

(2) If a candidate asks "why they weren't selected", a panel member should not attempt to summarize the discussion of the committee.

- i. A panel member can express personal views as to the strengths and weaknesses of the candidate, in order to help guide their future involvement.
- ii. The views of other panel members should never be discussed.
- iii. A panel member should never suggest that they think the wrong decision was made.

3.03 Conflict of Interest

(1) Except as provided for in subsection 3.03(2), a panel member must withdraw from interviews for a commissionership if she possesses a substantial conflict of



interest, which compromises her ability to render objective input, or which would create the appearance of impropriety in the selection process.

- i. It is acceptable to have a pre-existing relationship with an interview candidate, provided that the relationship is not so close as to compromise the objectivity of the panel member, or appear to compromise the objectivity of the panel member.
- ii. Even a conflict of interest which is not believed to be substantial should still be declared to other members of the panel.
- iii. A panel member who withdraws shall ordinarily be replaced in accordance with the composition requirements in section 2.00 above.

(2) The panel member who will be responsible for overseeing the commissionership at issue may continue to participate in interviews, even if she possesses a substantial conflict of interest, subject to the following:

- i. She must declare her conflict of interest to the other panel members
- ii. She may only ask questions provided by other panel members
 - a. The concern is that a favoured applicant could receive easier questions, or that they could receive advance notice of a question being asked
- iii. She may offer a statement to the panel on her views of the candidates, but must leave the room during deliberations
- iv. In her absence, the rest of the panel has an obligation to act in the best interests of her portfolio.

(3) Examples of a “substantial conflict of interest” include, but are not limited to, being in a romantic relationship with one of the applicants, or having a familial relationship with one of the applicants.

3.04 Guaranteed Opportunity to Interview:

- (1) All applicants for a position shall be invited to an in-person interview.
 - (2) If applications for a position have closed, they shall not re-open until all the candidates who submitted an application have had an opportunity to be interviewed.
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3.05 Adequate Notice and Accommodation:

(1) For interviews held during the academic year:

- i. All candidates for a position must receive at least 96 hours advance notice prior to the proposed date and time of an interview, and must be asked to confirm that they are able to attend
 - a. In extraordinary circumstances, and where all the applicants consent, this period of time may be reduced
- ii. If a candidate does not reply within 48 hours, a second attempt shall be made to contact the individual through alternative means (such as telephone), provided that alternative contact information has been provided
- iii. If the candidate still does not reply to the proposed date, the panel may remove the candidate from consideration.

(2) For interviews not held during the Academic Year:

- i. All candidates for a position must receive at least ten (10) days advance notice prior to the proposed date and time of an interview, and must be asked to confirm that they are able to attend
- ii. If a candidate does not reply within five (5) days, a second attempt shall be made to contact the individual, through alternative means (such as telephone), provided that alternative contact information has been provided
- iii. If the candidate still does not reply to the proposed date, then the panel may eliminate the candidate from consideration.

(3) If a candidate responds that they are unavailable at the proposed date and time, the panel must make reasonable attempts to accommodate an alternate date and time.

(4) If a candidate is not available to attend an in-person interview, after reasonable attempts to accommodate such an interview, then the panel shall explore alternative means of interviewing, such as teleconference, or videoconference.

(5) If a candidate is still unable to attend an interview, then he/she may be removed from consideration.



(6) Notwithstanding that the above provisions may entitle the panel to remove a candidate from consideration, the panel should refrain from doing so where, in consideration of all the circumstances, it would be unfair.

3.06 Fairness

(1) At all times throughout the application and interview process, the members of the panel shall treat applicants fairly and respectfully.

- i. In scheduling interviews, comparable efforts must be made to accommodate each of the candidate's availability.
 - ii. During interviews, different applicants may be asked different questions on the basis of their experience and proposals. However, the questions asked to each candidate should be of comparable complexity and specificity.
 - iii. Questions should never be designed to make a candidate look bad, or be deliberately easy so as to make a candidate appear more favourable.
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University Students' Council of Western University

Commissioner Selection Complaints Procedure

Authority: Board of Directors	Date Ratified: February 29, 2012
	Previous Amendments: N/A

PURPOSE:

These Procedures are created under the Commissioner and Coordinator Selection Directive of Council. Their objective is to ensure the fairness of the commissioner selection process, and enforce the terms of the Commissioner Selection Guidelines. These procedures have been created in consultation with the HR Generalist.

1.00 SCOPE

1.01 These procedures apply to all commissionerships selected under the Commissioner and Coordinator Selection Directive.

1.02 Unless otherwise noted, the term "commissioner" is meant to include both commissioners and coordinators.

2.00 COMPLAINTS ABOUT SELECTIONS PROCESS

2.01 Any participant in the selection process, including applicants and members of the selection panel, may submit a complaint about the way in which interviews were Conducted.

(1) Complaints related to commissionerships in the Executive Officer portfolios shall be submitted, in writing, to the Governance Officer.

(2) Complaints related to commissionerships in the Governance Officer portfolio shall be submitted, in writing, to the Human Resources Generalist.

(3) In order to affect the individual selected for a particular commissionership, complaints must be submitted within twenty-four (24) hours of the conclusion of interviews.

i. Selection panels should refrain from communicating their decision to applicants until this period has elapsed.

ii. Complaints submitted at a later date may still be considered for disciplinary purposes, and may influence changes in the commissioner selection process.



2.02 The Governance Officer or Human Resources Generalist will carefully review the complaint. If there is any potential merit to the complaint, it will be referred to an ad-hoc committee consisting of at least three (3) Government Services Department staff (the "Governance Committee").

(1) A complaint will have merit if it alleges conduct that significantly compromises the fairness and integrity of the interview process.

(2) If a matter goes to Committee, no decision should be announced regarding the selection of the commissionership until the Committee has finished investigating the matter.

(3) The Governance Committee will ordinarily be chaired by the Governance Officer.

i. If the complaint relates to the conduct of the Governance Officer, or the Governance Officer otherwise possesses a conflict of interest, she will be removed from the committee.

ii. In the absence of the Governance Officer, the Human Resources Generalist shall chair the Governance Committee.

(4) The Governance Committee will review the written complaint, and at its own discretion may call participants in the interview process forward to provide information.

i. If requested, emails sent in the course of the interview process must be forwarded to the Governance Committee chairperson.

2.03 If, upon an assessment of the circumstances, the Governance Committee concludes that there is a substantial doubt about the fairness and integrity of the interview process, the following remedies are available, to be imposed at the discretion of the Committee:

(1) The candidates may be re-interviewed, with a member of the Governance Committee added to the selection panel as chairperson.

(2) Applications for the position may be re-opened, in which case all applicants shall be eligible to reapply.

(3) If the party responsible for the impropriety is a USC staff member, any misconduct shall be dealt with in accordance with Human Resource policies.



(4) If the party responsible for the impropriety is a current or incoming Executive Officer, any conduct shall be dealt with in accordance with the Executive Officer Accountabilities and Discipline Process.

(5) If the party responsible for the impropriety is an outgoing Executive Officer, they may be prohibited from further participation in interviews.



University Students' Council of Western University

Community Standards Policy

Authority: Board of Directors	Date Ratified: March 29, 2005
	Previous Amendments: None

PREAMBLE

The University Students' Council seeks to create a community that welcomes creative expression and constructive discussion, while recognizing that reasonable limits must be put in place. In attempting to reach these goals, this policy is twofold. First, the Policy is to ensure that community space within the University Community Centre (UCC) is safe for all members of the University community. Second, the Policy is to ensure that designates of the USC, or student organizations recognized by the USC respect the rights of all members of the University and surrounding community to live and work in an environment that is free from harassment and discrimination. This Policy; therefore, applies to students involved in the USC and affiliated organizations and persons booking space through the USC Reservations Office.

1.00 DEFINITIONS

1.01 "Act" or "Act of Expression" include but are not limited to:

- (1) Posting, or causing any person to post, textual or graphical displays or displays that combine both text and graphics; and,
- (2) Using speech or other forms of communication or causing any person to speak or use other forms of communication.

1.02 "Community space" means any area that is open for public use, including the atrium in the UCC;

1.03 "Group" means an association of persons including USC clubs;

1.04 "Infringer" means a person in violation of, or accused of violating, this Policy;

1.05 "Person" means any individual or corporate entity.

2.00 APPLICATION

2.01 This Policy shall apply to:

- (1) All persons and groups that use, or attempt to use, community space within the UCC for the purpose of acts of expression;
- (2) Conduct that occurs on the premises of Western or its affiliated colleges; and,
- (3) Off-campus acts when the individual is acting as a designated representative of the USC or a student organization recognized by the USC or when the individual holds out that she is a representative of the USC or a representative member of a student group or organization of the USC.

3.00 PROHIBITED CONDUCT

3.01 Acts of expression within community space, including within the UCC, are strictly prohibited if such acts;



(1) Are deemed objectionable. Without limiting the generality of the foregoing, the following list sets out specific examples of objectionable acts of expression. This list is illustrative only and is not intended to define objectionable acts in exhaustive or exclusive terms.

- i. Willfully promote hatred against any identifiable group;
- ii. Breach the USC Discrimination Harassment and Violence Prevention Policy, or the equivalent Western policy or policies where the USC Policy is no longer effective;
- iii. Causes a disruption: and act that disrupts or obstructs any person or group to carrying out of her or its legitimate activities, or to speak to or associate with others.
- iv. Misconduct against persons and dangerous activity:
 - a. Any assault, harassment, intimidation, threats or coercion;
 - b. Conduct that threatens or endangers the health or safety of any person or group;
 - c. Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety, or well-being of any person;
 - d. Coercing, inciting or inciting a person to commit an act that is humiliating or degrading to that person or to others.
- v. Furnishing false information to any person or group;
- vi. Violates published University policies, rules or regulations;
- vii. Aiding or encouraging others in the commission of an act prohibited under this Policy or attempting to commit an act prohibited under this Policy;
- viii. Failure to comply with any sanctions imposed by the Executive Council or Clubs Governance committee for infringing this Policy;
- ix. Any other act that has, or might reasonably be seen to have, an adverse effect on the reputation or the proper functioning of the USC, or the health, safety or rights of other persons or groups.

4.00 ACTS OF EXPRESSION BY CLUBS

4.01 During an Act:

- (1) Immediate Authority: The USC General Manager, the Senior Manager Facilities and Operations, and the Vice-President Communications have the authority to decide whether an act of expression infringes this policy and to terminate the act immediately.
 - (2) Disciplinary Authority: All decisions to terminate an act will come before the Clubs Governance Committee within two weeks to allow the Committee to decide whether to take further disciplinary action.
 - i. The Clubs Governance Commissioner shall make a recommendation to the Clubs Governance Committee on what further disciplinary action should be taken based on the following:
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- a. Those who exercise immediate authority shall, collectively, provide a written report of the incident to the Clubs Governance Commissioner; and,
 - b. The infringer shall provide a written statement to the Clubs Governance Commissioner.
 - ii. The Clubs Governance Committee shall make its decision in accordance with the Clubs Policy.
 - iii. Where appropriate, the Clubs Governance Committee may consult with other resources available at Western, including Equity Services, in order to make more informed decisions.
- 4.02 After an Act:
- (1) Any person or group may file a complaint under this Policy with the Clubs Governance Commissioner.
 - i. A complaint must include:
 - a. An outline of the circumstances of the alleged contravention of this Policy;
 - b. The name of the infringer; and,
 - c. The name and signature of the complainant and the date.
 - (2) The Clubs Governance Commissioner shall inform the infringer that a complaint has been issued against and that a hearing will be conducted by the Clubs Governance Committee.
 - (3) The Clubs Governance Commissioner must bring the complaint before the Clubs Governance Committee for discussion and to decide the appropriate course of action.
 - i. The Clubs Governance Committee shall conduct a hearing in accordance with the Clubs Policy.
 - ii. Where appropriate, the Clubs Governance Committee may consult with other resources available at Western, including Equity Services, in order to make more informed decisions.

5.00 ACTS OF EXPRESSION NOT BY CLUBS

5.01 During an Act:

- (1) Immediate Authority: The USC General Manager, the Senior Manager Facilities and Operations, and the USC Vice-President Communications have the authority to decide whether an event infringes this policy and to terminate the act of expression immediately.
 - (2) Disciplinary Authority: All decisions to terminate an act will come before the Executive Council within two weeks to allow the Executive Council to decide whether to take further disciplinary action:
 - i. The Executive Council shall inform the infringer that a hearing is being held to decide whether further action shall be taken.
 - ii. All those involved in the incident, including the infringer, may submit a written statement to the Executive Council.
-



iii. Where appropriate, the Executive Council may consult with other resources available at Western, including Equity Services, in order to make more informed decisions.

iv. The Executive Council shall provide a written report outlining its decision and reasons used to arrive at its decision to the infringer and immediate decision-maker.

5.02 After the Act:

(1) Any person or group may file a complaint under this Policy with the USC Governance Officer.

i. A complaint must include:

a. An outline of the circumstances of the alleged contravention of this Policy;

b. The name of the infringer; and,

c. The name and signature of the complainant and the date.

(2) The Governance Officer shall inform the infringer that a complaint has been issued against her and that a hearing will be conducted by the Executive Council.

(3) The Governance Officer must bring the complaint before the Executive Council for discussion and to decide the appropriate course of action.

i. All those involved in the incident, including the infringer, may submit a written statement to the Executive Council.

ii. Where appropriate, the Executive Council may consult with the other resources available at Western, including Equity Services, in order to make more informed decisions.

iii. The Executive Council shall provide a written report outlining its decision and reasons used to arrive at its decision to the infringer and the complainant.

6.00 SANCTIONS

6.01 Any student found responsible for misconduct may be subject to the disciplinary sanctions of this Policy, regardless of the action or inaction of civil authorities. Nothing in this Policy precludes the USC from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the Executive Council or Clubs Governance Committee under this Policy.

6.02 The Executive Council may impose one or more sanctions for infringing this Policy, including, but not limited to:

(1) Restricting or banning access to use UCC community space for acts of expression for a period of time to be determined by the Executive Council;

(2) Imposing conditions to access UCC community space, such as requiring consultation with the Executive Council prior to usage of such space for acts of expression, or public or private apologies; and,

6.03 Where a club has infringed this Policy, those with Immediate Authority will make recommendations to the Clubs Governance Committee who will decide the appropriate sanctions according to the Clubs Policy.



7.00 APPEALS

7.01 The decision of the Executive Council is binding and there is no right for appeal.



University Students' Council of Western University

Continuous Improvement Policy

Authority: Board of Directors	Date Ratified: January 16, 2015
	Previous Amendments: November 15, 2011

RELATED DOCUMENTS:

- Appendix 1: Textual Plan Template
- Appendix 2: Charted Plan Template

PURPOSE:

The purpose of this policy is to outline a timetable for the USC to implement its health and safety goals and objectives.

1.01 SCOPE

1.02 This policy applies to USC managers.

1.03 DEFINITIONS

1.04 “**Continuous Improvement Plan**” means a document which addresses the following:

- (1) Goals to be achieved.
- (2) Target dates for completion of each goal.
- (3) Assign responsibility for each goal.
- (4) Resources required. (people, time, money)
- (5) Senior management approval of the plan
- (6) The plan is relevant to the USC's current needs.
- (7) Schedule of progress reviews.
- (8) Distribution of progress reports to management and employee Notice Boards.
- (9) Celebration of successes with employees as goals are achieved.

1.05 RESPONSIBILITIES

1.06 Senior managers must create and then maintain a Continuous Improvement Plan.

1.07 Senior managers will ensure the Executive Council reviews and endorses all health & safety policies, including recommended amendments, each November.



1.08 Senior managers will ensure that

- (1) A workplace hazard assessment conducted by an outside health & safety consulting firm will be considered on an annual basis by the JHSC as required.
- (2) training needs are reviewed annually using the following criteria:
 - i. legislative updates
 - ii. occupational requirements
 - iii. new or modified equipment and/or processes
 - iv. worker training records
 - v. current training methods (e.g. frequency of refreshers and completion of orientation for new staff)

1.09 **PROCEDURE**

1.10 While any structure may be used for the Continuous Improvement Plan, the following two structures are provided:

- (1) Textual Plan Template (Appendix 1)
- (2) Charted Plan Template (Appendix 2)

1.11 **COMMUNICATION**

1.12 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.13 **EVALUATION**

1.14 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of the University of Western Ontario

DISCRIMINATION HARASSMENT AND VIOLENCE PREVENTION POLICY

EFFECTIVE: February 16, 2018

SUPERSEDES: 10th March 2017

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors
February 16, 2018

**RELATED
DOCUMENTS:**

- Executive Officer Accountability and Discipline Policy
- Volunteer Progressive Discipline Policy
- Discrimination Harassment and Violence Reporting Procedure

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PURPOSE:

This Policy reflects the USC's commitment to providing a harassment, discrimination, and violence free environment for its hired, elected, and volunteer positions, and those who come into contact with the individuals within those positions.

1.00 SCOPE

- 1.01 This policy applies to all USC employees and its Members, including hired, elected and volunteer positions. It applies to workplace harassment from all sources including the public.
- 1.02 The USC requires its employees and Members to act in accordance with this Policy while engaged in meeting duties owed to the USC and/or acting on behalf of or representing the USC.
- 1.03 This Policy is not intended to be applied to general student-to-student or student-to-University contact within the University of Western Ontario nor within the USC.
- 1.04 During USC Events or within USC Operations where student to student contact takes place, defer to emergency procedures (contact Campus Police) if needed.

2.00 DEFINITIONS

- 2.01 **"Discrimination"** means any action which limits or denies, or has the effect of limiting or denying any goods, services, benefits, advantages, opportunities, and/or facilities provided by the USC on the basis of a prohibited ground of discrimination.
- (1) **"Prohibited ground of discrimination"** includes but is not limited to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including gender identity), age, marital status, same-sex partnership status, record of offences, sexual orientation, family status, and handicap.
- 2.02 **"Harassment"** means engaging in a course of vexatious comment or conduct that is known or ought reasonably be known to be unwelcome. Harassment does not include



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legitimate performance management issues or a reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace. Conduct and/or behaviours that create an intimidating, bullying, demeaning or hostile working environment also constitutes harassment. Harassment includes sexual harassment.

- 2.03 **“Sexual harassment”** means engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- 2.04 **“Poisoned environment”** means an environment in which harassing or discriminatory behaviours are sufficiently severe and/or pervasive and cause such significant and unreasonable interference in a person’s campus community environment that they may be deemed to be creating an intimidating, hostile, and offensive campus community environment. A poisoned environment can interfere with and/or undermine work or academic performance and can cause emotional and psychological stress that is not experienced by other employees, volunteers, or students. As such, a poisoned environment results in unequal terms and conditions of employment, involvement, or study and prevents or impairs full and equal enjoyment, involvement, goods, services, benefits, or opportunities.
- 2.05 **“Member”** includes a commissioner, coordinator, councillor, volunteer, committee member, employee, officer, member of the Board of Directors, and USC agent or representative. Individual members of USC ratified clubs are governed by the University of Western Ontario’s regulations.
- 2.06 **“Workplace Violence”** means any behaviour, including violent behaviour that creates a climate of violence, hostility, or intimidation and includes, but is not limited to: violent or threatening physical contact, direct or indirect threats, threatening, abusive or harassing phone call, possession of a weapon on company property, destructive or sabotaging actions against the Corporation’s or an employee’s or Member’s personal property, stalking, violation of a restraining order, threatening acts or abusive language that leads to tension within the work environment.
- 2.07 **“Domestic Violence”** is deliberate and purposeful violence, abuse and intimidation perpetrated by one person against another in an intimate relationship. It occurs between two persons where one has power over the other, causing fear, physical and/or psychological harm. It may be a single act or a series of acts forming a pattern of abuse.



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Children and young people may experience harm by being exposed to violence in adult relationships, being the direct victims of violence, or a combination of the two.

3.00 ADMINISTRATION

- 3.01 The Senior Manager, People and Development is responsible for administering the provisions of this Policy. In the event the Senior Manager, People and Development is conflicted, the Chief Operating Officer shall be responsible for administering the Policy.
- 3.02 In the event the Chief Operating Officer is the Respondent in a complaint, the Senior Manager, People and Development shall immediately notify the President who shall in consultation with the Board of Directors administer the Policy.

4.00 GENERAL STATEMENT

- 4.01 All acts of discrimination, harassment and violence are strictly prohibited. Every USC employee and Member must work in compliance with this Policy and the supporting programs.
- 4.02 The Corporation will hold all USC employees, Members and hired, elected and volunteer persons accountable by imposing discipline and other sanctions in accordance with this Policy and any other corporate policy.

5.00 EXPECTATIONS AND RESPONSIBILITIES

- 5.01 The USC shall:
- (1) Promote and support employment practices and volunteer opportunities free from harassment, discrimination, and violence;
 - (2) Ensure the protection of workers from Domestic Violence in the workplace that would likely cause physical injury to workers in the workplace;
 - (3) Undertake a Workplace Violence risk assessment, and take reasonable precautions, in order to protect employees and volunteers from Workplace Violence and establish controls for all risks identified in the risk assessment;
 - (4) Enforce this policy's objectives by establishing a complaints reporting procedure, investigating complaints, and responding where appropriate with remedial measures, up to and including termination;
 - (5) Provide educational opportunities that raise awareness of the University of Western Ontario community on issues associated with diversity and to provide skills-training



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programs that assist in the handling and prevention of discrimination, harassment, or violence;

- (6) Support equal access to services and quality education for students with physical, sensory, and/or learning disabilities; and,
- (7) Notify appropriately affected employees of other potentially violent employees or persons associated with the USC.

5.02 Employees and Members of the USC shall:

- (1) Adhere to the provisions of this policy;
- (2) Refrain from engaging in discrimination, harassment or workplace violence;
- (3) Encourage, recognize, and support the use of:
 - i. gender-inclusive language; and,
 - ii. non-discriminatory language where a person(s) identified by a prohibited grounds of discrimination is concerned.
- (4) Ensure that all projects and events that they supervise and have control over remain non-discriminatory and free from any type of harassment;
- (5) Not contribute to or willfully ignore the presence of a poisoned environment;
- (6) Not participate in or ignore discrimination or harassment;
- (7) Respect the dignity and human rights of others. All Members are responsible for conducting themselves in a way that ensures others are able to function free from harassment and discrimination;
- (8) Report any incident of workplace discrimination, harassment or violence to their Manager/Supervisor immediately, and complete an Injury/Illness Reporting Form as directed by the procedures of the USC Injury/Illness Reporting Policy;
- (9) In the event of an emergency, to report a threat of violence or to seek assistance individuals may contact either Campus Police at ext. 911 or ext. 83300. For non-emergencies, employees should report to their immediate Manager/Supervisor; and,
- (10) Not ignore threatening or violent behavior. If you witness or experience violence or threats of violence, or feel that a colleague, student or visitor is likely to become



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violent, report the situation to a Manager/Supervisor, person in authority or Campus Police.

5.03 USC Managers and Supervisors shall:

- (1) Report any act of discrimination, harassment or workplace violence to the Senior Manager, People and Development as soon as possible; and,
- (2) Work with the Senior Manager, People and Development to come up with a plan to address the safety of all employees affected.

6.00 COMMUNICATION

- 6.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training, and posted in the workplace as required.
- 6.02 All Members will be trained on this policy annually.

7.00 EVALUATION

- 7.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Jeff Armour, Chief Operating Officer

Date



University Students' Council of the University of Western Ontario
**DISCRIMINATION HARASSMENT AND VIOLENCE
REPORTING PROCEDURE**

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors

RELATED DOCUMENTS: • Discrimination Harassment and Violence Prevention Policy **PAGE | 1 of 7**

PURPOSE:

The following is a detailed procedure to administer the Discrimination Harassment and Violence Prevention Policy.

1.00 DEFINITIONS

- 1.01 **“Complainant”** means any individual who deems he or she has been the target of discrimination or harassment.
- 1.02 **“Respondent”** means the person who is alleged to have engaged in the discrimination or harassment.

2.00 ADMINISTRATION

- 2.01 The Senior Manager, People and Development is responsible for administering the provisions of this Procedure. In the event the Senior Manager, People and Development is conflicted, the Chief Operating Officer shall be responsible for administering the Procedure.
- 2.02 In the event the Chief Operating Officer is the Respondent in a complaint, the Senior Manager, People and Development shall immediately notify the President who shall in consultation with the Board of Directors administer the Policy.

3.00 REPORTING PROCEDURE

- 3.01 Any individual who is the victim of violence in the workplace or who witnesses violence shall report such behaviour to the Senior Manager, People and Development if the situation is not one of immediate danger.
- (1) If an emergency exists and the situation is one of immediate danger, individuals shall contact either Campus Police or local police officials by dialing 9.1.1. Individuals are also encouraged to take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
- 3.02 Any individual who deems he or she is being harassed is urged to speak up to the alleged harasser in an effort to advise that the behaviour and/or comments are unwelcome.



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DISCRIMINATION HARASSMENT AND VIOLENCE REPORTING PROCEDURE

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- (1) If the behaviour persists, or if the nature of the relationship makes it unreasonable or unsafe for the individual to address the behaviour with the person responsible, the individual is responsible for bringing this matter to the attention of the Senior Manager, People and Development .

3.03 In the event the Senior Manager, People and Development is the alleged harasser, the Chief Operating Officer shall be responsible for receiving the complaint and administering the provisions of this Procedure.

- (1) If the Senior Manager, People and Development is the victim of harassment, the Chief Operating Officer shall be responsible for administering the provisions of this Procedure.

4.00 PROCEDURE UPON RECEIPT OF COMPLAINT

4.01 Upon receipt of a report or complaint, whether written or verbal, the Senior Manager, People and Development will meet with the complainant to discuss the complaint, the provisions of and options available under this Complaints Procedure.

4.02 Every effort will be made to resolve workplace issues through an informal resolution process. However, if this process is unsuccessful, declined by the parties, or deemed inappropriate, the Senior Manager, People and Development may initiate an administrative or formal investigation to determine whether the allegations are founded or not.

- (1) It is at the discretion of the Senior Manager, People and Development, or other individual responsible for administering the policy whether or not to initiate an investigation.

5.00 INVESTIGATIONS

5.01 Initiation of a formal investigation

- (1) Before an investigation will be initiated, a Complainant must submit a written complaint to the Senior Manager, People and Development (or Chief Operating Officer if appropriate). The Corporation reserves the right not to pursue a complaint that is filed more than 12 months after the last incident or event of alleged harassment. The complaint should contain specifics including:

- i. Name of Complainant and Position with the Corporation;
- ii. Name and Position of the Respondent (alleged harasser) and contact information, if known;



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- iii. Details of what happened with as much particularity as possible, as well as any supporting or relevant documents;
- iv. Dates, times, and locations of the incidents;
- v. Where possible, the names of any appropriate witnesses and contact information, if known; and,

5.02 Rights of the Complainant

(1) A Complainant has a right to:

- i. file a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;
- ii. make sure that no record of the complaint is placed on his or her personnel file, so long as it was made in good faith;
- iii. be informed about the progress of his or her complaint;
- iv. be informed in writing of the summary of findings of the investigation, and the type of corrective measures that will result from the complaint; and,
- v. receive fair treatment.

5.03 Rights of the Respondent:

(1) The Respondent has a right:

- i. to be informed of the complaint;
- ii. to be given a written statement of the official allegations, and to respond to them;
- iii. to be informed about the progress of the complaint;
- iv. be informed in writing of the type of corrective measures that will result from the complaint; and, and,
- v. to receive fair treatment.

5.04 Cooperation:



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(1) During the investigation, all parties are expected to cooperate in the process if and when called upon to do so. All Members are expected to cooperate with any investigations, including making themselves available to be interviewed. Members are expected to be mindful of the sensitivities of investigations and shall keep any information received confidential.

- i. failure to adhere to this policy may result in disciplinary action being taken against the offending individual.

5.05 Investigations Procedure

(1) Ultimately, the purpose of an investigation is to determine what happened. In order to accomplish this, the investigation must allow all affected parties to express their view and provide evidence to the investigation. As such, the Corporation has developed this standard investigation process:

Step One – Review the Discrimination, Harassment and Violence Prevention Policy

As an initial step, the Senior Manager, People and Development (or other individual in accordance with section 2.00 of this Procedure) shall review the complaint and the Policy to determine whether the alleged complaint and associated behaviour meets the definition of workplace discrimination or harassment.

Step Two – Meet with the parties to explain the investigation process

At this stage, the Senior Manager, People and Development (or other individual in accordance with section 2.00 of this Procedure) will inform the complainant and respondent about the following:

- expected timeline;
- overall process (interview, review of documentary and other evidence);
- roles and responsibilities of anyone involved in the investigation;
- confidentiality of the investigation (who will receive the investigation report);
- possible interim measures that may be taken to limit the potential for discrimination and harassment, if deemed necessary.

Step Three - Determine the Appropriate Investigator

It shall be the role of the Senior Manager, People and Development (or other individual in accordance with section 2.00 of this Procedure) to determine the appropriate investigator. An investigation must be fair and impartial. The investigator could be someone from within the



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organization, including the administrator of this Policy. However, in more complex or sensitive cases, an external investigator may be appropriate.

Step Four – Conduct of Investigation:

The investigator will meet and speak with the Complainant and obtain any relevant information regarding the complaint. The Complainant may be asked and required to provide documentary evidence including emails, handwritten notes, or other records that would be helpful to the investigation.

After meeting with the Complainant and providing the Respondent with a copy of the complaint, the investigator will interview and meet with the Respondent. The Respondent may be asked and required to provide documentary evidence including emails, handwritten notes, or other records that would be helpful to the investigation.

Following that meeting, the investigator will, if he or she deems appropriate, meet with other witnesses.

Information about the complaint or incident will be kept confidential and will not be disclosed except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law. The Complainant, Respondent and witnesses will be instructed not to discuss the complaint, incident, or investigation with others unless necessary to obtain advice from professional advisors about their rights.

Investigations will be completed as soon as possible, and within 90 calendar days unless there are extenuating circumstances which warrant a longer investigation.

At the conclusion of the investigation, the investigator will outline his/her findings in a written report. The report will normally contain the following elements:

- A description of the allegations;
- A description of the investigation process followed;
- A description of the background information and evidence that supports or refutes each allegation;
- An analysis of the evidence in respect of each allegation; and
- A statement as to whether or not the behaviour described in each allegation constitutes a breach of the Policy.

The Senior Manager, People and Development or another member of the Corporation will meet separately with both the Complainant and the Respondent, confidentially to explain the investigation's findings. The summary of findings and corrective action will be provided to the Complainant within 10 calendar days of the investigation being concluded.



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Step Five – Corrective Action:

If it is found that the Respondent has contravened this Policy, he or she may be subject to one or more of the following forms of discipline, depending on the severity of the violation:

- A written reprimand;
- A suspension with or without pay
- A transfer
- A demotion; or
- Dismissal.

If the respondent is a member of the Executive, any disciplinary action shall be taken in accordance with the Executive Accountabilities and Discipline Policy. Any dismissal of any Executive Member shall occur only in accordance with the provisions of By-Law #1

In most cases of harassment, the harasser will also be required to participate in anti-harassment training education.

Where a founded complaint involves a member of Council as Respondent, the results of the investigation in addition to being provided to the President and council, may also be forwarded to the appropriate department in the member's home faculty.

All records related to the complaint, incident and/or investigation will be kept for the time period prescribed by applicable legislation.

If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the Respondent's file. When the investigation reveals a violation of the Policy, the incident and the discipline that is imposed on the Respondent will be recorded in the Respondent's file.

If a person, in good faith, files a complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed, and no record of it will be put in the Respondent's file. As long as the complaint was made in good faith, there will be no penalty to the person who complained, and no record in her or his file.

In the rare event that the complaint was made in bad faith – in other words, the person making it had absolutely no basis and deliberately and maliciously filed the complaint, the Complainant will be disciplined and a record of the incident will be put in her or his file. Penalties for someone who complains in bad faith will be the same as for a case of discrimination or harassment (see Corrective Action) and will depend on the seriousness of the situation.



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5.06 No Retaliation

- (1) Retaliation is considered a serious disciplinary breach. Anyone who retaliates in any way against a person who has complained of harassment or discrimination or given evidence in an investigation, will be penalized accordingly. The possible penalties are the same as those assessed against those found to have contravened the Discrimination Harassment and Violence Prevention Policy.

The USC is committed to providing and maintaining a safe and healthy workplace environment free from discrimination, harassment, and violence as outlined in the Discrimination Harassment and Violence Prevention Policy. There are resources available to you should you require them. Please contact the USC People and Development Department to be connected with our Employee Assistance Program or other resources that will best suit your needs.



University Students' Council of Western University

Early and Safe Return to Work Policy

Authority: Board of Directors	Date Ratified: February 16, 2018
	Previous Amendments: October 30, 2012

PURPOSE:

This Policy is created under the Human Resources Directive of Council. Its objective is to establish and communicate the responsibilities of the USC and its employees after a work-related injury or illness has been sustained, with respect to returning to work. This Policy is guided by the requirements of the Ontario *Workplace Safety and Insurance Act*, and its primary objective is to ensure an early and safe return to work.

1.00 Scope

- 1.01 This Policy affects the leave and return to work of all USC employees both unionized and non-unionized, and management. The program covers both work and non-work-related injuries and illnesses.
- 1.02 This Policy is independent of accident reporting and investigation, which is detailed in the Workplace Accident Investigation Policy & Procedures.
- 1.03 The USC will investigate any potentially fraudulent claims and upon a thorough investigation, any claim deemed fraudulent will result in progressive discipline up to and including termination and will be reported to WSIB immediately.

2.00 Objectives

- 2.01 Through the implementation of the Early and Safe Return to Work Program, the USC hopes to:
 - (1) Reduce the number of days lost to injury;
 - (2) Lessen the financial and emotional impact of the injury or illness on the worker by intervening for an early and safe return to work;
 - (3) Reduce the costs related to work and non-work related injury or illness;
 - (4) Educate workers on disability management;
 - (5) Comply with all legislation, including the Workplace Safety and Insurance Act and the Human Rights Code; and,
 - (6) Reduce the number of future injuries and illnesses through a healthy and safe workplace.

3.00 Roles and Responsibilities



3.01 Employer:

- (1) Provide a safe work environment.
- (2) Develop written return to work policies and procedures that are fair and consistently applied to all workers covered by the program.
- (3) Educate all workers about the return to work program.
- (4) Train all supervisors in effective return to work strategies.
- (5) Train workers on proper reporting of incidents and incident investigation.
- (6) Communicate weekly or more frequently with workers during their time away from work, and monitor their progress when they return.
- (7) Work with the worker and treating healthcare professional to identify suitable work.
- (8) Modify the workplace as required to accommodate workers who are disabled due to illness or injury.
- (9) Monitor the progress of workers in modified work programs and meet with them regularly to ensure their success in achieving their return to work goal.

3.02 Employee:

- (1) Know and follow safety policies and procedures.
 - (2) Report any illness/injury to their manager/supervisor immediately.
 - (3) If medical attention is necessary, inform the treating healthcare professional that return to work opportunities are available in the workplace to accommodate their physical abilities. Keep the treating healthcare professional informed about return to work options and injury/illness symptom.
 - (4) Communicate with the employer through the work recovery period and cooperate with the employer in finding suitable employment for return to work.
 - (5) Inform the HR Generalist or any other workplace representative(s) about any concerns with treatment, benefits, work duties, changes in circumstances, etc.
 - (6) Comply with the recommendations of treating healthcare professionals; attend all medical or rehabilitation appointments regularly; attend independent assessments as requested.
 - (7) Take an active role in developing their return to work program.
 - (8) Obtain the necessary documentation from the treating healthcare professional as may be required by the employer (e.g. functional abilities form).
 - (9) Report any concerns with the return to work to the HR Generalist or any other workplace representative(s) or to the WSIB case manager, so the problems can be addressed promptly.
 - (10) Attend scheduled return to work progress meetings with the employer/supervisor.
-



3.03 Senior Manager, People and Development :

- (1) Act as the Early and Safe Return to Work Coordinator.
- (2) Promptly report all work-related injuries/illnesses to the WSIB when they occur.
- (3) Overseeing initial response and investigation to injuries/illnesses in accordance with Workplace Accident Investigation Policy & Procedures.
- (4) Completing all forms, as required by WSIB.
- (5) Documenting and maintaining communication on a weekly basis with employees to determine suitable re-employment options, particularly where their inability to fulfil their essential pre-injury/illness responsibilities exceeds five (5) days.
- (6) To determine, in consultation with the manager or designate, if the position can be modified.
- (7) To monitor the progress of the employee's modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained at a schedule defined by the employer. The schedule of the meetings can be decided on a case by case approach.
- (8) To liaise with the employee's treating agency and other agencies when required.
- (9) Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, the department and the employer.
- (10) To develop, in consultation with the employee's treating agency, the employee and the immediate supervisor a modified duty program.
- (11) To ensure that there is no conflict with the collective agreements (where applicable).
- (12) To determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.
- (13) To report the following to WSIB:
 - I. Wage changes;
 - li. Change in duties/duration of program ;
 - lii. Failure to cooperate ; and,
 - Iv. End of program.

3.04 Employee Supervisor:

- (1) Working and communicating with employees to explore reduced-work options, in instances where their inability to fulfil their essential pre-injury/illness responsibilities does not exceed five (5) days.
 - (2) To advise the employee of the availability of modified duties or a transitional work program and provide the required forms.
 - (3) To assist in the creation of, and support the employee's modified duty program.
 - (4) To maintain communication with the employee on modified duty and monitor the progress and the effectiveness on an individual case by case basis.
-



- (5) To inform other employees in the department of program goals.
- (6) To schedule regular meetings with the employee in order to communicate and assist in the evaluation of the program's effectiveness.
- (7) To communicate with the injured worker and document the communication on the Contact Log. This communication is to be on a regular basis, at least once a week or as frequently as may be required. This will be determined on a case by case basis.
- (8) To schedule regular meetings with the worker twice per month, or as determined on a case by case basis.

3.05 Co-workers:

- (1) To support fellow co-workers' participation in the Early and Safe Return to Work Program and provide them a supportive, harassment-free work environment.

3.06 Work and Safety Insurance Board

- (1) Provides and receives forms relating to workplace accidents, and return to work.
- (2) Receives and mediates complaints regarding compliance with the *Workplace Safety Insurance Act*.
- (3) Assesses penalties for failures to comply with *Workplace Safety Insurance Act*.

3.07 Healthcare Professional

- (1) Provide appropriate, effective healthcare that facilitates recovery and expedites return to productive work.
- (2) Provide information on the worker's functional abilities when requested by the USC, the worker or the WSIB.
- (3) Complete functional assessment forms thoroughly, being alert to job demands that might cause re-injury or aggravation of an existing condition.
- (4) Suggest ways in which tasks could be modified to place less strain on existing injuries or conditions confidentially.
- (5) Provide timely information to the WSIB.

3.08 Union

- (1) To counsel its members on the benefits of co-operation in the "Modified Duty" program.
- (2) To co-operate in inter-union placement of temporary modified duty employees.

4.00 Procedures

- 4.01 An employee who sustains a workplace injury or illness and is no longer able to productively fulfill their normal responsibilities shall not return to work in their normal capacity.
-



- (1) A worker who is injured at work must immediately report the incident to her supervisor.
- (2) The supervisor is required to:
 - I. Obtain immediate medical attention for the worker who is injured or ill;
 - li. Arrange for transportation to get medical care, if needed;
 - lii. Follow USC procedure for reporting injury and illness; and,
 - Iv. Contact the Senior Manager, People and Development and assist in completing the incident investigation report.
- (3) The Senior Manager, People and Development will maintain contact with the worker through the recovery period and will work with the worker to plan the return to work (RTW).
- (4) The worker is responsible for following medical restrictions on the job.
- (5) Following the worker's return to work, the supervisor or the RTW coordinator monitors the worker's progress, to help resolve any difficulties and ensure that restrictions are carefully followed.
- (6) The worker must immediately report any difficulties performing assigned work, at which point, the supervisor and worker will work to address the problem.
- (7) An employee must notify the USC of any material changes to her recovery-status or income that might affect their benefits. Examples of material changes include:
 - I. Significant changes to medical condition affecting the employee's ability to return to work; and,
 - li. Receipt of other income, including government benefits.
- (8) The USC may require the employee to disclose medical information, confirming their condition, and providing a timeframe for return to health.
- (9) Communication with an ill/injured employee shall be maintained through the employee's supervisor where an employee's absence is expected to only be short-term (not exceeding five (5) days). If an employee's absence exceeds, or is expected to exceed five (5) days, then the Senior Manager, People and Development shall handle communications on behalf of the USC, in order to more efficiently facilitate exploration of different re-employment options.

5.00 Re-Employment

5.01 When an employee is compelled to take injury leave because of a work-related injury or illness, they shall receive the support of the HR Generalist and their supervisor in trying to identify alternative suitable work arrangements.

- (1) "Suitable work":
 - I. is available, and can be started quickly;
 - li. is safe, and within the employee's physical capabilities;
-



- lii. requires skills that the employee already has, or can attain; and,
 - lv. restores pre-injury/illness earnings as much as is reasonably possible.
- (2) If a work-related injury/illness is not expected affect the employee for more than five (5) days, then the employee and their supervisor should explore reduced-work options related to their existing job. If reduced-work options are not suitable, the employee and supervisor may mutually agree to waive the exploration of other re-employment options, as it may not be practical to establish a substantially different working arrangement before the employee is able to return to their normal responsibilities.
- (3) An employee need not be completely recovered from their injury or illness before returning to work. The return to work must occur as quickly as is reasonably possible, even if in a reduced or different capacity.
- 5.02 The USC recognizes a duty to re-employ any individual who sustains a work-related injury or illness, and is consequently unable to conduct their pre-injury/illness work as a result.
- (1) The USC cannot absolutely guarantee that suitable work will be available, but shall make every effort to find suitable work up until the earlier of:
- I. twelve (12) months after an employee has been declared fit to return to work, in either their pre-injury/illness job, or other suitable work;
 - li. twenty-four (24) months after the date of the work-related injury or illness was sustained;
 - iii. the date the employee undertakes permanent work at another organization; or,
 - lv. the date the employee turns 65.
- (2) The USC recognizes a duty to re-employ an individual to suitable work, but cannot promise return to the same pre-injury/illness position when the employee's absence is prolonged (exceeding one (1) month).

6.00 Dispute Resolution

- 6.01 Disputes regarding the fulfilment of this Policy may initially be directed to the Chief Operating Officer.
- 6.02 If the dispute remains, conflicts may be directed to the Ontario Workplace Safety and Insurance Board, who can provide a dispute mediator. Both the USC and the employee may receive penalties for non-compliance under the *Workplace Safety & Insurance Act*.

7.00 Committee review



- 7.01 The Joint Health and Safety Committee shall monitor and discuss the effectiveness of the Early and Safe Return to Work program, and make recommendations to the Chief Operating Officer.

8.00 Communication

- 8.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

9.00 Evaluation

- 9.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Emergency Preparedness Policy

Authority: Board of Directors	Date Ratified: February 26, 2016
	Previous Amendments: October 30, 2012. November 15, 2011.

PURPOSE:

The University Students' Council is committed to ensuring the health, safety and welfare of persons and protection of property should an emergency occur.

1.00 Scope

1.01 This policy applies to all USC employees.

2.00 Definitions

2.01 "Emergency" means an urgent and/or critical situation, temporary in nature, which threatens or causes harm to people, the environment, property of the University Students' Council or Western University or disrupts critical operations.

2.02 "The USC Emergency Response Representative" is a member of senior management.

3.00 Expectations and Responsibilities

3.01 The USC shall:

- (1) Report to Campus Police (9-1-1) any emergency situation;
 - (2) Report any hazard or potential hazard as follows:
 - I. Fire Hazard: Ext. 88263 - Western Fire Prevention
 - ii. Weather, Ice, Snow: Ext. 83304 - Western Facilities Management Division
 - iii. Flooding, Power Failure: Ext. 83304 - Western Facilities Management Division
 - iv. Safety Concerns: Ext. 80371 - USC Occupational Health & Safety
 - V. Violence: 911 - Western Campus Police, as per the Discrimination, Harassment, and Violence Prevention Policy
 - Vi. Medical Emergencies: 911 - Western Campus Police, as per the First Aid Policy
-



- Vii. Gas leak, Chemical spill, Fall arrest/high angle rescue, Entrapment, Motor Vehicle Incidents, and all other emergencies: 911 - Western Campus Police
 - (3) Observe Western's emergency policies, including
 - I. Policy on Emergency Response & Preparedness
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp14.pdf)
 - li. Emergency Service Reduction and Closing
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp114.pdf)
 - lii. Transportation of Dangerous Goods
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp111.pdf)
 - Iv. Hazardous Chemical Waste Policy
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp131.pdf)
 - V. Safe Campus Community
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp146.pdf)
 - (4) Declare an emergency and/or close regular operations in the case Western does so;
 - (5) Collaborate with Western's Emergency Response Team; and,
 - (6) Display emergency numbers by all University Students' Council telephones.
- 3.02 The USC Emergency Response Representative shall:
- (1) Have authority within the USC to declare an emergency, close regular operations, and report such actions to Western's Emergency Response Team;
 - (2) Collaborate with Western's Emergency Response Team, and other members of Western's Emergency Response Committee;
 - (3) Maintain USC policies on emergencies by annual review;
 - (4) Maintain the USC Health and Safety training material on emergencies;
 - (5) Coordinate each USC department's preparation of appropriate fire, emergency and business continuity plans; and,
 - (6) Maintain a list of emergency contacts in a secure location.
- 3.03 Acting supervisors from each department shall:
- (1) Assist the USC Emergency Response Representative; and
 - (2) Ensure the safety of their workers and work areas during times of emergency.
-



- 3.04 Managers will train their employees on operation-specific emergency and evacuation plans as part of their job specific orientation, incorporating each operation's individual emergency plan.
- 3.05 Greeting of emergency response services will be done by the Western appointed Building Emergency Coordinator, as per the UCC's Building Fire Safety Plan.
- 3.06 Emergency Equipment: The Western Fire Safety Service will maintain emergency equipment, as per Western's Fire Safety Procedures.

4.00 Brief Review of Western Procedures

- 4.01 In case of fire/evacuation,
 - (1) Raise alarm from a safe area on your way to evacuate the building;
 - I. Use stairwells to evacuate;
 - li. Persons unable to exit by stairwells should find a safe area and contact Western Police to share their location;
 - (2) Close any doors and windows in the area;
 - (3) Remain outside until authorization to re-enter is given by the London Fire Department, Western Police or Western Emergency Response Team.
- 4.02 In situations of immediate danger,
 - (1) Avoid escalating the situation:
 - (2) Leave an unsafe area:
 - (3) Seek shelter where you are if safe evacuation is not possible. Lock doors and avoid windows. Call Campus Police at 911
- 4.06 Members of the University community should ensure that ill or injured persons receive prompt medical attention from qualified personnel. Members trained in first aid should render assistance to the best of their abilities. Because the care and transportation of the ill and injured require specialized training and equipment, all persons requiring emergency transportation to a medical facility must be transferred by trained personnel acting within their competency.

5.00 Communication

- 5.01 This policy will be explained as needed to workers through operation specific or task-specific training.

6.00 Evaluation

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.
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University Students' Council of Western University

Ergonomic and Musculoskeletal Disorder Prevention Policy

Authority: Board of Directors	Date Ratified: February 16, 2018
	Previous Amendments: October 30, 2012

PURPOSE:

The purpose of this document is to ensure that all USC staff are educated about Musculoskeletal Disorder (MSD) risk factors and prevention. The USC will integrate MSD prevention strategies proactively as well as reactively and conduct risk assessments to identify the presence of MSD risks. The USC will control MSD risks through the application of controls.

1.00 Scope

- 1.01 This policy applies to all USC employees, volunteers and visitors.

2.00 Definitions

- 2.01 "Awkward Posture" any fixed or constrained body position that overloads muscles, tendons, or joints. Generally, the more a joint deviates from the neutral position the more the posture is considered to be "awkward" and the greater the risk of injury.
- 2.02 "Neutral Posture" are those in which the muscles, tendons, and joints function optimally and require the least amount of effort to maintain.
- 2.03 "Static Posture" is a body position that requires sustained physical effort, without joint movement.
- 2.04 "Force" is generated through muscular effort during (and during attempted) lifting, pushing, pulling, and carrying tasks. Such muscular force allows for controlled movement of the body.
- 2.05 "Repetition" is a task that uses the same muscles repeatedly. Repetition may be measured in terms of minutes, hours or workday (e.g. 3 per minute, 25 per hour, 30 times per shift). The level of risk depends on frequency of repetition, time for rest/recovery, speed of motion, postures required and amount of force required.
- 2.06 "Physical Demands Description" is a process to document the overall various physical attributes of a job. A well-documented PDD identifies force, posture, repetition and duration of tasks.
-



- 2.07 “Ergonomics” is the science of fitting the task to the worker by balancing the job demands with the capabilities of the human. The profession applies theory, principles, data, methods, and analysis to design in order to optimize human well-being and overall system performance. (*Association of Canadian Ergonomists, 2006*)

3.00 Responsibilities

3.01 Employee:

- (1) Comply with policy and procedures at all times;
- (2) Participate in Annual Ergonomic Blitz and complete all necessary assessments;
- (3) Report any unsafe acts, hazards, equipment problems or any other unsafe tasks related to ergonomics to your supervisor; and,
- (4) Report any incidents, accidents and near misses related to ergonomics to your supervisor immediately and co-operate in any investigation as required.

3.02 Management:

- (1) Enforce the policy through regular monitoring strategies;
- (2) Encourage all staff to report MSD symptoms early;
- (3) Respond to all staff reports of MSD symptoms promptly;
- (4) Contact the Health & Safety Coordinator to access assistance in implementing MSD controls when solutions are not immediately identified;
- (5) Maintain records of communication with staff; and,
- (6) Maintain ergonomic equipment assigned to their department.

3.03 Health and Safety Coordinator:

- (1) Enforce the policy, procedures and program;
- (2) Provide equipment, necessary resources and initial and ongoing staff training;
- (3) Conduct an annual ergonomic blitz with applicable assessments;
- (4) Ensure all staff are educated in MSD symptoms and proper equipment use;
- (5) Report all findings of investigations to senior management; and,
- (6) Conduct incident investigations associated with MSD incident/accident reports.

3.04 Joint Health & Safety Committee:

- (1) Incorporate MSD risks into monthly workplace inspection;
 - (2) Review incident/accident investigation reports related to ergonomics;
 - (3) Review policy and program annually; and,
 - (4) Make recommendations to management.
-



4.00 Procedures

4.01 Training:

- (1) MSD education will be included in orientation for new workers and refreshers for existing staff.
- (2) Education will include awareness, MSD definitions and reporting of incidents and risks.
- (3) Department specific orientation shall include specific MSD hazards, proper use of ergonomic equipment, set up of workstations and work organization strategies.

4.02 MSD Reporting:

- (1) Ensure positive reinforcement of workers reporting MSD signs and symptoms.
- (2) Workers should use the Hazard Reporting Form as defined in the Hazard Reporting Policy to report all MSD hazards.
- (3) Workers should use the Injury and Illness Reporting Form as defined in the Injury and Illness Reporting Policy to report all MSD incidents and injuries.

4.03 Referral for Ergonomic Assessment

- (1) When identified ergonomic hazards and risks through investigations, inspections and reports from workers are identified, Western University's Ergonomist or another appropriate external resource (i.e. Workplace Safety and Prevention Services) will be contacted to conduct an ergonomic assessment.

4.04 Purchasing

- (1) Where appropriate, prior to decisions being made about the purchase of new ergonomic equipment or furniture, Western University's Ergonomist will be contacted to conduct an ergonomic assessment.
- (2) Input from the employee along with the information from the ergonomic assessment should be considered when making a purchase related to ergonomic equipment or furniture.
- (3) Whenever possible, items should be trialed for no less than 1 weeks' time to ensure compatibility with MSD risk reduction.

5.00 Communication

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 Evaluation



- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.





University Students' Council of Western University

Finance Subcommittee of the Board Terms of Reference

Authority: Board of Directors	Date Ratified:
	Previous Amendments:

1. Objective

Responsible for reviewing financial documents and providing recommendations to the Board of Directors. The Finance Committee will review and provide recommendations on Quarterly reports, the budget, financial policy, investments, the reserve, and any other financial information as needed and ensure compliance through finance policy development.

2. Membership

The committee shall be comprised of:

- a. Three Directors
- b. Secretary-Treasurer (non-voting resource)
- c. Senior Manager, Finance (non-voting resource)
- d. Chief Operating Officer (non-voting resource)

Any voting member of the board may attend any Finance Committee meeting as a non-voting resource member.

3. Chairperson

The chairperson of the committee will be elected by the Board of Directors.

4. General duties

The committee shall be responsible for the following:

- a. Review financial documents and provide recommendations to the Board of Directors on Quarterly reports, the budget, financial policy, audited financial statements, investments, the reserve, and any other financial information as needed.
- b. Explore initiatives to increase financial efficiency and ensure compliance.
- c. Present all recommendations to the Board to be reviewed and ratified.

5. Meeting frequency

The Committee will meet before each duly called Board meeting as outlined in the Board Legislative Calendar. The Committee can also meet on an ad-hoc basis as time sensitive matters arise.



University Students' Council of Western University

Financial Approvals Policy

Authority: Board of Directors	Date Ratified: March 2, 2018
	Previous Amendments: March 2017

1. Objective

- 1.1 This policy outlines financial approval mechanisms, and attempts to place appropriate spending limits on the USC Executive and management.

2. Budget

- 2.1 USC Operating and Capital budgets require approval by Council and the Board of Directors.

3. Audit

- 3.1 At each Annual General Meeting, Council shall appoint Auditors to hold office until the close of the next general meeting.

3.1.1 Every five years, a Request for Proposal will be sent to audit firms qualified to provide the type of audit that meets the needs of the corporation.

3.1.2 Chief Operating Officer is responsible for making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract. Acceptance of the audit contract will be evidenced by a signed audit engagement letter.

3.1.3 A report will be prepared by the Board of Directors for Council summarizing the RFP process and the factors involved in selecting the auditors.

4. Spending Within Approved Operating Budget

- 4.1 Spending within the approved operating and capital budgets shall be subject to the following approvals:

4.1.1 All purchases of \$25,000 or over require Board approval.

4.1.1.1 This shall not apply to regular operating expenses incurred by USC operations.

4.1.2 Any spending over \$4,999 from the salary, corporate, or capital contingencies requires Board approval.

5. Spending Outside of the Approved Budget



5.1 Spending outside of the approved budget is subject to the following approvals.

5.1.1 Executive spending outside of the approved budget.

5.1.1.1 Any unbudgeted spending, or spending that exceeds budget amounts by \$4,999 requires the approval of Council.

5.1.2 All spending outside of the approved budget.

5.1.2.1 Any unbudgeted spending, or spending that exceeds budget amounts by \$24,999 requires the approval of the Board.



University Students' Council of Western University

Financial Reporting Policy

Authority: Board of Directors	Date Ratified: April 7, 2017
	Previous Amendments:

1. Objective

- 1.1 This policy outlines financial reporting within the USC, including what types of reporting is required, when it is required, and the level of detail required.

2. Council

- 2.1 Council shall receive the following financial reports.

2.1.1 Audited Financial Statements

- 2.1.1.1 Audited financials shall be reported to Council after they have been approved by the Board of Directors.

3. Board

- 3.1 The Board of Directors shall receive the following financial reports.

3.1.1 Audited Financial Statements

- 3.1.1.1 Audited financials shall be reported to the Board of Directors for approval, following their completion.

- 3.1.1.2 Audited statements will be reported on by the USC's auditors.

- 3.1.1.3 The level of detail required shall be determined by the USC's auditors.

3.1.2 Quarterly Financial Reports

- 3.1.2.1 Quarterly reports shall go to the Board in October, January, April, and at the summer meeting of the Board, should a summer meeting be held.

- 3.1.2.2 Quarterly reports shall be delivered in the format specified by the Board.

- 3.1.2.3 Quarterly reports shall contain the following information for that period.
-



- i. Summary of student fees, and transfers out.
- ii. Summary of all USC business units.
- iii. Summary of all USC departments.
- iv. Report shall highlight any student fee, transfer out, business unit, or department that has underperformed, or exceeded budget expectations by the lesser of \$30,000 or 5%.
- v. Quarterly reports must include a statement of cash flows.

- vi. Quarterly reports must include a narrative discussing highlighted budget discrepancies, and any other information that should be noted.
- vii. Quarterly reports shall include a list of government remittances.
- viii. Quarterly reports shall include a breakdown of executive spending, broken down by executive.

4. Board Finance Committee

4.1 The Board of Directors finance committee shall receive the following financial reports.

4.1.1 All Board financial reports prior to their Board presentation.

4.1.2 Monthly executive summary

4.1.2.1 The Board finance committee shall receive and review the monthly executive summary.



University Students' Council of the University of Western Ontario

FIRST AID POLICY

EFFECTIVE: ~~19th November 2019~~

SUPERSEDES: ~~15th November 2011~~

AUTHORITY: ~~General Manager~~ Chief
Operating Officer

RATIFIED BY: ~~Executive Council~~
Board of Directors
~~19th NOVEMBER 2019~~

**RELATED
DOCUMENTS:**

- Injury/Illness Reporting Policy
- Appendix: First Aid Checklist
- Appendix: First Aid Log

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PURPOSE:

The purpose of this document is to outline how the USC administers the provision of first aid.

1.00 SCOPE

1.01 This policy applies to all USC employees, volunteers, and visitors.

2.00 DEFINITIONS

2.01 “**Qualified first aider**” is a holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent.

3.00 RESPONSIBILITIES

3.01 Any need for first aid treatment or supplies will immediately be reported by,

- (1) Employees to their managers.
- (2) Volunteers and visitors to their supervisors.

3.02 Anyone needing first aid treatment or medical care when working outside of regular business hours will call upon one of the following for assistance:

- (1) A first aid attendant who is also working at this time; or
- (2) Campus Police (911 or non-emergency ext. 83300)

3.03 A person accompanying an injured employee to follow-up care once first aid has been provided will

- (1) Ensure the employee has safely arrived and is under any appropriate care; and
- (2) Report on the status of such safe arrival and delivery into care to the USC Health & Safety Coordinator.



University Students' Council of the University of Western Ontario

FIRST AID POLICY

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3.04 The primary first aid attendant or external safety equipment supply resource will ensure the following is completed

- (1) Inspecting the first aid kit to ensure it is adequately supplied at least once every three months;
- (2) Recording each inspection of the first aid box with the date, name/signature, and note of any used/missing supplies; and then
- (3) Immediately taking steps to replenish any used/missing supplies.

3.05 Managers will periodically check the First Aid Log in their areas of work to ensure they know about all nearby incidents.

4.00 PROCEDURES

4.01 First aid stations shall be so located as to be easily accessible for the prompt treatment of any worker at all times when work is in progress.

- (1) The first aid station for the main third floor office is in the staff lunch room by the Health and Safety Board.

4.02 A first aid kit shall contain as a minimum the first aid items required by Regulation 1101 of the Workplace Safety and Insurance Act and all items in the box shall be maintained in good condition at all times.

4.03 A qualified first aider must be on every shift, and work in the immediate vicinity of the first aid station.

4.04 The first aid attendant records in the First Aid Log all circumstances surrounding the incident as described by the injured employee. The treatment record includes: the date of the injury, time of the injury, the names of witnesses, and the nature and exact location of the treatment given. Each first aid station has its own First Aid Log.

4.05 The first aid certificate of any qualified first aid attendant who is on duty is posted on the notice board of their first aid station.

4.06 The USC will use

- (1) a first aid room; and
- (2) stretchers and blankets



University Students' Council of the University of Western Ontario

FIRST AID POLICY

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which are located in [Student Health Services](#), room 11 in the UCC basement.

- 4.07 At the time an injury occurs, the injured worker's employer shall provide transportation for the worker (if the worker needs it) to a hospital or a physician located within a reasonable distance or to the worker's home. The employer shall pay for the transportation.
- 4.08 The preferred method of transportation is by taxicab.
- 4.09 In case first responder assistance is desired,
- (1) The ambulance attendants or Student Emergency Response Team (SERT) will direct or provide transportation to further treatment.
 - (2) If the worker refuses transportation or additional medical attention then the employee will not be allowed to continue work until medical clearance is provided (by the first responders or other medical staff).
 - (3) The employee's supervisor (or a designate) will accompany the employee to the destination (e.g. hospital, doctor's office, home) to ensure the employee has safely arrived and is under any appropriate care, and to report this status to the Health & Safety Coordinator.
- 4.10 When first aid assistance is rendered, the Injury/Illness Reporting Policy will be followed. Begin by completing the Injury/Illness Reporting Form.

5.00 COMMUNICATION

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Gap Analysis Policy

Authority: Board of Directors	Date Ratified: December 1, 2017
	Previous Amendments: N/A

PURPOSE:

The USC is a unique work environment that requires a diversity of skills and ability to ensure an efficient USC. To ensure that all required skills are present in order to meet the needs of the organization, this policy outlines how regular analysis of departmental capacity and human resources will be conducted.

1.01 SCOPE

(1) This Policy applies to all full time members of the USC both elected and hired.

1.02 ADMINISTRATION

(1) The Senior Manager, Human Resources is responsible for administering the provisions of this Policy, with regular reports to the Human Resources Committee.

1.03 EXPECTATIONS AND RESPONSIBILITIES

1.04 The USC shall:

- (1) Maintain an up to date Gap Analysis that outlines departmental and staffing needs.
 - (2) Review the operational and skills gap within a department as well as any succession considerations or vacancies. This review will be conducted on an annual basis and presented to the Board of Directors.
 - (3) Conduct the Gap Analysis as per the Gap Analysis Procedure.
-



University Students' Council of Western University

Governance Subcommittee of the Board Terms of Reference

Authority: Board of Directors	Date Ratified: November 2, 2018
	Previous Amendments: December 2017

1. Objective

Responsible for reviewing By-Law and policy changes and providing recommendations to the Board. The Governance Committee will also work with the Secretary-Treasurer to ensure the Policy Plan is being followed.

2. Membership

The committee shall be comprised of:

- a. Three Directors
- b. Secretary-Treasurer (non-voting resource)
- c. Senior Manager, Advocacy and Government Services (non-voting resource)
- d. Chief Operating Officer (non-voting resource)
- e. President (non-voting resource)

Any voting member of the board may attend any Governance Committee meeting as a non-voting resource member.

3. Chairperson

The chairperson of the committee will be elected by the Board of Directors.

4. General duties

The committee shall be responsible for the following:

- a. Conduct regular reviews of USC By-Laws, Policies and Procedures
- b. Review all proposed amendments to USC By-Laws, Policies and Procedures
- c. Develop the legislative calendar for the board of director

5. Meeting frequency

The Committee will meet before each duly called Board meeting as outlined in the Board Legislative Calendar. The Committee can also meet on an ad-hoc basis as time sensitive matters arise.



University Students' Council of Western University

Grants Fund Policy

Authority: Board of Directors	Date Ratified: October 2, 2012
	Previous Amendments: March 6, 2012

RELATED DOCUMENTS:

- Grants Sub-Committee Terms of Reference

PURPOSE:

The purpose of this policy is to provide direction to the USC Grants Sub-Committee and USC Vice-President Finance regarding allocation decisions and the administration of the Grant Funds Account.

1.00 ELIGIBILITY FOR GRANT FUNDS

1.01 Grant funds shall be made available for:

- (1) Initiatives brought forward by undergraduate students, including ratified clubs, at Western that do not have any direct affiliation with a Constituent Council's activities; or,
- (2) New initiatives brought forward internally by the USC throughout the fiscal year that were not provided for in the approved USC Operating Budget.

1.02 Initiatives must be in line with the USC's mission to enhance the educational experience and quality of life for undergraduate students at Western.

2.00 ALLOCATION OF GRANT FUNDS

2.01 Decisions related to allocations from the Grants Fund Account shall be the responsibility of the USC Grants Sub-Committee.

2.02 The annual allocation to the Grants Fund Account shall be \$3.47 multiplied by the number of undergraduate students

- (1) The Vice-President Finance, upon the recommendation of the Grants Sub-Committee, shall recommend to the Council each year during the USC budget process if the annual allocation to the account should be increased by the CPI.

2.03 The application process shall be as follows:

- (1) The requesting party shall submit a Grants Application Cover Letter to the USC Vice-President Finance;
-



(2) Requests for funding are due five (5) business days prior to each scheduled meeting of the Committee. Requests received less than five (5) business days prior to a scheduled meeting shall be considered at the next scheduled meeting. A list of meeting dates shall be made available by the Chair of the Committee at the beginning of each semester.

(3) The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The bottom line of the budget shall represent the projected cash shortfall (that is, the amount requested);

(4) The applicant shall include any further details that the Grants Sub-Committee may need to reach a decision; and,

(5) The applicant may request to make a presentation to the Grants Sub-Committee at its next duly constituted meeting, but a presentation is not a requirement.

2.04 All grants of five thousand (\$5,000 CDN) or more, or any grants that the Vice-President Finance feels could impact the Executive Council's fiduciary duty to the corporation, must be approved by the USC Executive Council.

2.05 The USC Vice-President Finance, on behalf of the Grants Sub-Committee, shall report all allocations from the Grant Fund Account monthly to the USC Finance Standing Committee.

2.06 Any unallocated money in the Grant Funds account at the end of the USC fiscal year shall not be carried forward to the following year's budget.

3.00 ADMINISTRATION OF GRANTED FUNDS

3.01 Before having access to funds, grantees must sign a Letter of Agreement that details how the funds are to be used and reporting requirements.

3.02 All monies granted for initiatives must be held in USC accounts and administered by the Vice-President Finance and the Finance Office.

3.03 Granted funds may only be used to finance the initiative approved by the Grants Sub-Committee as outlined in the Letter of Agreement. The USC Finance Department, on the authorization of the Vice-President Finance, may refuse to authorize purchase orders, cheque requisitions, or cash withdrawals if there is not proper back-up for expenses, or if there is concern that the funds are not being used for their intended purpose.



3.04 Grantees with funds deposited with the USC and cause the USC to incur bank interest charges or other expenses above and beyond normal accounting costs shall be liable for those charges.

3.05 A deficit at the end of the initiative is the sole responsibility of the grantee. Surpluses in the account shall remain with the USC, and will not be carried forward to the following fiscal year.

4.00 REPORTING REQUIREMENTS

4.01 All grantees must submit a final report to the Grants Sub-Committee, no later sixty (60) days after the initiative is completed, detailing how the grant money was spent, how the USC was recognized for providing funding, and the results of the initiative.

(1) Report templates shall be distributed with the Letter of Agreement.

4.02 If the grantee does not present a final report, or if it is discovered they did not abide by the terms of the Letter of Agreement, then the grantee will not be eligible for further grants until the Grants Sub-Committee is satisfied that the grantee is a responsible steward of grant funds.



University Students' Council of Western University

Hazard Reporting Policy

Authority: Board of Directors	Date Ratified: February 16, 2018
	Previous Amendments: October 30, 2012

PURPOSE:

The purpose of this document is to outline a procedure to follow in reporting hazardous situations that may endanger the health and safety of individuals.

SCOPE

This policy applies to all USC employees, volunteers, and visitors for any hazard which cannot be corrected instantly, or requires further investigation, or about which you have a significant concern.

DEFINITIONS

- **“Unsafe acts”** are behaviours, which could lead to an accident.
- **“Unsafe conditions”** are circumstances, which could allow an accident to occur.

EXPECTATIONS AND RESPONSIBILITIES

- Workers shall report the existence of any significant hazard of which he or she becomes aware to their supervisor/manager.
- A worker who remedies a significant hazard will report both the hazard and the remedy made to their supervisor/manager.
- The supervisor/manager of the worker reporting a hazard must follow up with a timely response or action, to maintain safe & healthy working conditions; and,
- Ensure the Health & Safety Coordinator receives copies of the hazard report for distribution to the following parties:
 - USC Occupational Health & Safety;
 - The Joint Health & Safety Committee (JHSC); and
 - The Worker Health & Safety Representative.

PROCEDURES

- Reporting a hazard must be done immediately verbally and using the Hazard Reporting Form if a hazard is significant or if the worker feels that it is necessary to have their concern in writing.
 - By the supervisor/manager who will, with the assistance of the worker,
 - Rate the hazard;
 - Form an action plan in response to the hazard;
 - Implement the action plan; and
 - Notify the necessary parties through the Health & Safety Coordinator.
-

**COMMUNICATION**

- This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

EVALUATION

- This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Health and Safety Coordinator Policy

Authority: Board of Directors	Date Ratified: January 16, 2015
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to outline the responsibilities of the Health & Safety Coordinator.

1.01 **SCOPE**

1.02 This policy applies to the Health & Safety Coordinator.

1.03 **DEFINITIONS**

1.04 **"Health & Safety Coordinator"** is the USC's Human Resources Officer.

1.05 **RESPONSIBILITIES**

1.06 The Health & Safety Coordinator will

(1) develop and maintain

- i. integrated health and safety policies
- ii. an integrated performance review system for all managers and employees, which includes a health & safety component
- iii. Standard Operating Procedures (SOPs) to minimize and control the identified health & safety hazards
- iv. a training schedule to ensure all employees have the appropriate skills and knowledge to prevent work-related injury and illness

(2) conduct and review, annually,

- i. hazard and risk assessments
- ii. audits of the health & safety policies
- iii. injury and illness frequency analysis to measure the effectiveness of the established integrated health & safety system

(3) provide resources for company health and safety training



- (4) assist USC management to effectively deal with any arising health and safety related concerns or issues
 - (5) assume the role of
 - i. management co-chair of the Joint Health and Safety Committee
 - ii. certified management member of the Joint Health and Safety Committee
 - iii. the USC's internal resource for health and safety related matters
 - iv. the company contact for any Ministry of Labour inspections
 - (6) coordinate to ensure
 - i. workplace inspections are completed monthly
 - ii. safety-related information is communicated at management meetings
 - iii. the Joint Health and Safety Committee (JHSC) is established and operating according to the legislated requirements of the Occupational Health and Safety Act (OSHA)
 - iv. the Joint Health and Safety Committee (JHSC) minutes are documented, distributed and posted
 - v. JHSC worker representatives inspections are randomly attended to by a management representative on the JHSC
 - (7) for hygiene tests,
 - i. schedule hygiene tests with a qualified hygienist, as required
 - ii. ensure that the Joint Health and Safety Committee get a copy of the testing results
 - iii. post a copy of any test results on the health and safety board
 - (8) be certified/trained through programs approved by the Workplace Safety and Insurance Board (WSIB) in,
 - i. first aid and CPR
 - ii. applicable safety legislation
 - iii. injury/incident investigation
 - iv. planned workplace inspection
 - v. certification training
-



- (9) keep current with health and safety related trends, industry issues, and/or legislative changes, through participation in a health and safety training program or information seminar, at least annually.

1.07 **PROCEDURES**

- 1.08 The Health and Safety Coordinator's training records and certificates will be kept in her personnel file.

1.09 **COMMUNICATION**

- 1.10 The Health and Safety Coordinator is the main contact person in the USC for health and safety topics.

1.11 **EVALUATION**

- 1.12 The Health and Safety Coordinator's job evaluation will incorporate the active responsibilities listed in this policy.



University Students' Council of Western University

Health and Safety Management Policy

Authority: Board of Directors	Date Ratified: November 15, 2011
	Previous Amendments: N/A

PURPOSE:

The purpose of this document is to outline the USC management's health & safety responsibilities.

1.00 SCOPE

1.01 This policy applies to all USC managers.

2.00 EXPECTATIONS AND RESPONSIBILITIES

2.01 The following components of management responsibility will be reviewed annually through the Continuous Improvement Plan:

- (1) Review Health and Safety Trends
 - i. Schedule for review annually
 - ii. Responsibility assigned to the senior management team
 - iii. Review requirements:
 - a. Workplace inspections
 - b. Incident investigations
 - c. Hazard reports
 - d. Health and safety recommendations from the joint health and safety committee or the worker health and safety representative.
 - iv. Improvement opportunities are included as goals in the health and safety program's Continuous Improvement Plan.
- (2) Actively supports the activities of the Joint Health and Safety Committee / Health and Safety Representative
 - i. Provide time and resources
 - ii. Appoints Management Representative(s)
 - iii. Provides training
 - iv. Responds to formal recommendations
 - a. In writing
 - b. Within time limits
 - c. Action to be taken
 - v. Communicate results of testing, audits etc.
- (3) Establish a program to regularly communicate health and safety information
 - i. The program defines:
 - a. Responsibility
 - b. Methods (staff meetings, training, newsletters, bulletin boards, memos, safety talks, etc.)



- c. Frequency
 - d. Recording system
 - ii. All employees participate including senior management
- (4) Review the Health and Safety Program
 - i. Annually Review the Health and Safety Program documentation to ensure:
 - a. Documents are dated
 - b. Current to the needs of the workplace and legislative standards
 - c. Reviews and/or revisions are recorded
 - d. Revised documents are distributed and communicated
- (5) Encourage off-the-job health and safety activities for all workers
 - i. Program could address:
 - a. Employee Assistance Program
 - b. Wellness initiatives
 - c. Vehicle safety
 - d. Personal health and safety
 - e. Health and safety at home
 - f. Recreational health and safety
 - ii. Methods may include:
 - a. Poster program
 - b. Newsletters & booklets
 - c. Safety talks
 - d. Payroll inserts
 - e. Electronic messages
- (6) Workplace inspections performed by executive management
 - i. Through one of the following or an equivalent method:
 - a. Personal Tour of the workplace
 - b. Inspect with Management
 - c. Inspect with the JHSC / Health and Safety Representative
 - ii. The General Manager will participate once per year using one of the above methods, in addition to
 - a. signing off on her inspection; and,
 - b. attending the corresponding JHSC monthly meeting to document the inspection.

3.00 COMMUNICATION

3.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4.00 EVALUATION

4.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.





University Students' Council of Western University

Health and Safety Networking Policy

Authority: Board of Directors	Date Ratified: November 15, 2011
	Previous Amendments: None

PURPOSE:

The purpose of this document is to assist the USC's Joint Health and Safety Committee in its efforts to have access to the latest health & safety information and to obtain health & safety information with UWO and similar companies.

1.01 **SCOPE**

1.02 This policy applies to all USC Joint Health and Safety Committee Members.

1.03 **RESPONSIBILITIES**

1.04 The JHSC certified members will be responsible for and involved with the networking activities.

1.05 Each JHSC certified members will contact at least two companies for networking purposes.

1.06 Once per year in November, the JHSC members responsible for networking activities will use the Networking Log Form to provide a summary of all networking activities, and any potential or proposed changes to the USC's Health & Safety Program/Policies to Senior Management and the JHSC.

1.07 **PROCEDURES**

1.08 JHSC certified members will log the names of the companies with which they have networked.

1.09 The following are acceptable ways for JHSC members to network:

- (1) Attending networking/training sessions through professional health and safety organizations such as WSPS;
- (2) Email Exchange;
- (3) Personal contacts, phone calls, visits, etc.;
- (4) Visiting websites with best practices and legislation information; and,
- (5) Consulting with professional health and safety associations.

1.10 **TRAINING**



1.11 For any time sensitive changes to H&S policies/program resulting from networking, the JHSC members responsible for the networking will report the changes to the managers of the departments affected. They will follow up in a timely manner to ensure the managers have trained and communicated with their staff on any policy/program changes.

1.12 **COMMUNICATION**

1.13 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.14 **EVALUATION**

1.15 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of the University of Western Ontario

HEALTH & SAFETY ORIENTATION POLICY

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors

**RELATED
DOCUMENTS:**

- Health & Safety Training Policy

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PURPOSE

This Policy is created under the Human Resources Directive of Council, and reflects the USC's commitment to provide for legislative compliance and protection of the health and safety of USC employees.

1.00 SCOPE

- 1.01 This policy applies to all newly hired employees and to any employees (including acting positions) who are assigned new or unfamiliar work and/or equipment. Certain provisions of the policy (as indicated) also apply to students, volunteers, supplied labour, and contract employees.
- 1.02 Health and safety orientation is conducted for employees as soon as possible after accepting employment with the USC, and before the assignment of work that places their health or safety at risk.
- 1.03 Job-specific health and safety training is provided prior to employees commencing specific jobs they have not previously performed that places their health or safety at risk.
- 1.04 Employee attendance at health and safety orientation and job-specific health and safety training is documented as set out in the program standard and is readily accessible to those who require the information.
- 1.05 Job-specific health and safety training programs include written and/or practical evaluations which employees must successfully complete. A contact list is included in all training program materials to be distributed to participants.
- 1.06 This Policy enforces:
 - (1) Regular evaluation of employee and supervisory familiarity with the requirements of job-specific health and safety training programs. *(It is important that employees are able to perform to the expected program standards.)*
 - (2) Regular evaluation and updating of health and safety orientation training and job-specific health and safety training programs.



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HEALTH & SAFETY ORIENTATION POLICY

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- (3) Certification of all new full and part-time staff as well as annual recertification training sessions for existing full and part-time staff.
- (4) Training will be conducted to address changes in applicable legislation.

2.00 DEFINITIONS

- 2.01 **“Health and Safety Orientation”** means acquainting employees and others to the USC’s health and safety program and the hazards to which they may be exposed, and familiarizing those individuals with the USC’s expectations regarding occupational health and safety and the roles and responsibilities of the workplace parties within the health and safety program
- 2.02 **“Job-Specific Health and Safety Training”** means a formalized training program geared to a specific job/task (e.g. confined space entry) that provides participants with the necessary knowledge and skills to perform the job/task safely.

3.00 ROLES AND RESPONSIBILITIES

3.01 Management Responsibilities

- (1) Ensure that all newly-hired employees under their supervision, and any employee assigned to their supervision through promotion or transfer, has completed health and safety orientation and any required job-specific health and safety training, prior to commencing work that places their health or safety at risk. (Employees reassigned to a supervisor may not need to attend orientation training.) For transferring employees, provide orientation regarding policies/procedures/practices that differ from those of the original work area.
 - i. When the employee has been absent from their position for an extended period of time, the employees’ skills should be reassessed. Retraining or update training should be mandatory when, (1) the employee is not able to demonstrate the safe operation of the equipment, tool, etc., or (2) new equipment, tools, etc. have been introduced since the absence of the employee.
- (2) Communicate aspects of the attached program standard applicable to their work operations to those newly hired employees and employees with new tasks or equipment who report to them (e.g. tailgate sessions, staff meetings, training sessions, posting in the workplace).
- (3) Conduct operation specific orientation training as per the components of training outlined below.



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HEALTH & SAFETY ORIENTATION POLICY

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- (4) Attend and be familiar with all health and safety training programs required by employees under their supervision.
- (5) Monitor employees' performance to ensure the skills and knowledge are put into practice and for modifying training as needed.

3.02 Joint Health & Safety Committees

- (1) When consulted, provide input for the development and updating of both health and safety orientation and job-specific health and safety training programs.
- (2) Maintain current joint health and safety committee membership lists and post them prominently in their workplaces.
- (3) Both management and union members of joint health and safety committees should be encouraged and permitted to take part in the health and safety orientation.
- (4) Review and make recommendations on the health and safety orientation and job-specific health and safety training programs within the area of their responsibility.

3.03 Human Resources Responsibilities

- (1) Develop and deliver on a regular basis, generic health and safety training programs to assist departments in meeting their responsibilities under this policy.
- (2) When developing new training programs and revising existing programs, build in participant evaluations, either written and/or practical.
- (3) Lead in the development of health and safety orientation information and post this information on the shared folder.
- (4) Provide consultation in the design and/or delivery of health and safety orientation and job-specific health and safety training programs, in accordance with the accompanying training standard, in conjunction with the respective joint health and safety committee(s).
- (5) The Health & Safety Coordinator will update and maintain training records.
- (6) The Health & Safety Coordinator will make the training records available to departments, joint health and safety committees and the Ministry of Labour, upon request.

4.00 COMPONENTS OF TRAINING



University Students' Council of the University of Western Ontario **HEALTH & SAFETY ORIENTATION POLICY**

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4.01 Health & Safety Orientation Training shall include:

- (1) Health & Safety Policy
- (2) Employee Responsibilities and Rules
- (3) Standards and Procedures for:
 - i. Reporting injury/illness
 - ii. Reporting hazards
 - iii. Emergency response
 - iv. Early and Safe Return to Work
 - v. JHSC/Worker Health and Safety Representative activities
 - vi. Refusal to Work
 - vii. Workplace Violence and Harassment

4.02 Operation Specific Orientation Training shall include:

- (1) Workplace Tour including:
 - i. Introduction to JHSC/Worker Health & Safety Representative for the work area
 - ii. Emergency equipment, exits, first aid stations, etc.
 - iii. Health & Safety Board and postings
- (2) Training in the following areas:
 - i. Review of assigned job activities
 - ii. Review of operating instructions for equipment/process
 - iii. Review of hazards and controls
 - iv. Review of any safe operating procedures / safe work instructions
 - v. Time frames for training completion



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HEALTH & SAFETY ORIENTATION POLICY

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- vi. A qualified person should deliver the training

5.00 PARTICIPANT EVALUATION

- 5.01 Employees will demonstrate their comprehension of the training material through completion of a quiz in each area which shall be graded and placed in their employee file.
- 5.02 The completed quizzes will act as a record of completion for health and safety orientation training.

6.00 COMMUNICATION

- 6.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7.00 EVALUATION

- 7.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of the University of Western Ontario

HEALTH & SAFETY POLICY

EFFECTIVE: ~~16th February 2018~~

SUPERSEDES: ~~10th March 2017~~

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors
~~16th February 2018~~

**RELATED
DOCUMENTS:**

- Human Resources Directive
- Discrimination Harassment and Violence Prevention Policy

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PREAMBLE:

The USC is committed to providing and maintaining a healthy and safe work environment for its employees and we endeavor to take every reasonable precaution necessary to ensure the safety of our customers, suppliers and visitors through prevention.

It is the objective of the USC to integrate safe workplace practices to all aspects of the organization's activities.

1.0 RESPONSIBILITIES:

- 1.1 Management will participate and provide full support to all of the Joint Health and Safety Committees, including but not limited to monthly inspections, addressing hazards, responding to staff concerns and maintaining up to date health and safety information and supplies in their operations.
- 1.2 Management will ensure compliance with Ontario's Occupational Health and Safety Act by meeting or exceeding all legislative requirements.
- 1.3 All supervisors and managers will provide information and training to employees so that all of the USC's employees are qualified to perform their work safely. It is the responsibility of the supervisor or manager to ensure that safe and healthy conditions are met in her respective workplace.
- 1.4 All employees will strive to work in a safe manner and will report all actual and potential hazardous conditions, accidents and injuries to a supervisor.
- 1.5 In the event that there is a hazard in the workplace, the supervisor must ensure that all employees receive written instructions on how to address said workplace hazards and they are fully trained on those instructions.
- 1.6 In the event that there is an injury, accident, incident or near miss in the workplace, the Supervisor ensures that the incident is investigated, reported and the employee receives the necessary medical attention and appropriate treatment.
- 1.7 All sub-contractors and their workers must meet or exceed the USC's health and safety requirements.



University Students' Council of the University of Western Ontario **HEALTH & SAFETY POLICY**

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- 1.8 This Policy will be reviewed and updated annually.
- 1.9 All workplace parties will work together to build a shared sense of responsibility for health and safety and uphold the spirit and intent of the Ontario Occupational Health and Safety Act.

Active participation and support of all workplace parties is vitally important to maintain and improve health and safety in our work environment.

Jeff Armour, Chief Operating Officer

Date



University Students' Council of Western University

Health and Safety Responsibilities of Managers and Supervisors Policy

Authority: Board of Directors	Date Ratified: October 30, 2012
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to outline the responsibilities and accountabilities of managers & supervisors.

1.01 **SCOPE**

1.02 This policy applies to all USC managers & supervisors.

1.03 **RESPONSIBILITIES**

1.04 Managers & Supervisors must

- (1) Ensure the performance of workplace inspections;
- (2) Conduct information sessions (safety talks, staff meetings, tailgate meetings);
- (3) Conduct incident investigations;
- (4) Conduct employee training;
- (5) Correct substandard acts or conditions;
- (6) Commend employee health and safety performance; and,
- (7) Appoint competent supervision.

1.05 Managers are responsible for sections 25 & 26 of the OHSA, attached, and all other legislation that applies to the workplace.

1.06 Supervisors are responsible for section 27 of the OHSA, attached.

1.07 Manager and Supervisor performance evaluations will

- (1) Be performed;
 - i. Twice each year, with a midyear qualitative and a final quantitative evaluation;
 - ii. Following USC performance appraisal methodology for both management and union staff members.
-



(2) Measure each responsibility assigned in section 2.01 above, namely,

- i. Workplace inspections;
- ii. Conducting information sessions (safety talks, staff meetings, tail gate meetings);
- iii. Conducting incident investigations;
- iv. Conducting employee training;
- v. Correcting substandard acts or conditions;
- vi. Commending employee health and safety performance; and,
- vii. Appoint competent supervision.

1.08 **PROCEDURES**

1.09 Disciplinary procedures will follow the process described in article 12 of the collective agreement between the USC and CUPE local 2820.

1.10 **COMMUNICATION**

1.11 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.12 **EVALUATION**

1.13 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Health and Safety Responsibilities of Workers (Including Supplied Labour) Policy

Authority: Board of Directors	Date Ratified: March 10, 2017
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to outline the responsibilities and accountabilities of workers.

1.01 **SCOPE**

1.02 This policy applies to all USC workers.

1.03 **RESPONSIBILITIES**

1.04 Workers must understand the consequences of health and safety rules and procedures violations.

1.05 Workers are responsible for section 28 of the OHSA, attached.

1.06 **PROCEDURES**

1.07 Violations of this policy will be disciplined progressively as per article 12 of the collective agreement between the USC and CUPE local 2820.

1.08 **COMMUNICATION**

1.09 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.10 **EVALUATION**

1.11 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Health and Safety Training Policy

Authority: Board of Directors	Date Ratified: November 19, 2013
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to outline the USC's health & safety training program.

1.01 **SCOPE**

1.02 This policy applies to all USC employees, volunteers, and visitors.

1.03 **EXPECTATIONS AND RESPONSIBILITIES**

1.04 The following components of training will be reviewed annually through the Continuous Improvement Plan:

(1) Applicable legislation

- i. Employees receive training in the following areas during health & safety orientation training:
 - a. Legislated health and safety responsibilities;
 - b. Right to refuse work;
 - c. Right to participate (JHSC and Health and Safety Representative);
 - d. Health and Safety Policy;
 - e. Early and Safe Return to Work obligations; and,
 - f. Workplace Violence and Harassment Policy.
- ii. Training records are kept by
 - a. human resources for full-time employees; and,
 - b. operation managers for part-time employees.

(2) Workplace Hazardous Materials Information System (WHMIS)

- i. Generic training is provided in health & safety orientation.
 - ii. Workplace specific training is provided by managers as applicable.
-



- iii. Training records are kept by
 - a. human resources for full-time employees; and,
 - b. operation managers for part-time employees.

(3) Designated Substances

- i. The USC does not use any designated substances.

(4) Certifications & Competencies

- i. The following certifications are required:
 - a. For the USC Coordinator, Technical Services, on elevating work platforms, namely
 - (a) up-right lift; and,
 - (b) genie lift.
 - b. For the USC Commissioned Advertising Representative, proof of commercial business insurance with at least \$1M coverage.
 - c. For every individual driving a motor vehicle for USC business purposes (whether a personal, company, or rented vehicle),
 - (a) a copy of their driver's license; and,
 - (b) a driver's abstract (obtained by the USC using their driver's license number).

(5) Material Handling

- i. Employees receive training in the following areas during health & safety orientation training:
 - a. Manual lifting techniques; and,
 - b. Dolly / Hand-cart use.
- ii. This component of training is reviewed annually by JHSC.
- iii. Training records are kept by
 - a. human resources for full-time employees; and,
 - b. operation managers for part-time employees.

(6) Orientation



- i. Worker, Promotion/Transfer, and Job Specific Orientation are addressed in the USC Health & Safety Orientation Policy.
- (7) Health & Safety Inspections are addressed in the USC Health & Safety Workplace Inspection Policy.
- (8) Injury/Incident Investigation is addressed in the USC Injury/Incident Investigation Policy & Procedures.
- (9) Joint Health and Safety Committee/ Health and Safety Representative are addressed in the Joint Health and Safety Committee Terms of Reference.
- (10) Emergency Response
 - i. Drills or practice scenarios are conducted by UWO according to their Policy On Emergency Response & Preparedness (Senate Policy 1.4 section 2.00(b).
<http://www.uwo.ca/univsec/mapp/section1/mapp14.pdf>)
 - ii. Time frames for training completion are addressed in the USC Emergency Preparedness Policy.
 - iii. Responsibility for training delivery is addressed in the USC Emergency Preparedness Policy.
- (11) Personal Protective Equipment is addressed in the USC Personal Protective Equipment Policy.
- (12) All other training defined in the list below will be addressed through job specific health & safety training as per the USC Health & Safety Orientation Policy:
 - i. SmartServe: for the serving of alcohol
 - ii. Knife safety for safe food preparation
 - iii. Basic Sanitation: for safe food handling and preparation

1.05 **COMMUNICATION**

- 1.06 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.07 **EVALUATION**

- 1.08 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.
-





University Students' Council of Western University

Health and Safety Work Refusal Policy

Authority: Board of Directors	Date Ratified: February 26, 2016
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this policy is to establish procedural guidelines as per the Occupational Health & Safety Act for a work refusal. It is the policy of the USC to resolve health and safety concerns before a work refusal occurs and provide a uniform reporting procedure.

1.01 **SCOPE**

1.02 This policy applies to all USC employees.

1.03 **PROCEDURE**

1.04 **HEALTH & SAFETY COMPLAINT:**

- (1) In the event that a worker raises a health and safety concern or complaint to their Supervisor, the Supervisor shall:
 - i. Investigate in the presence of the worker and establish with the worker whether a health & safety issue exists and if it is a complaint or work refusal.
 - ii. If determined to be a safety complaint and the task is unsafe the Supervisor shall undertake immediate corrective action.

1.05 **HEALTH & SAFETY WORK REFUSAL:**

- (1) Workers in the province of Ontario have the right to refuse work which they have reason to believe is unsafe. As per the Occupational Health & Safety Act a worker may refuse to work or do particular work where he/she or another worker may be endangered by,
 - i. any equipment, machine, device or things; or
 - ii. the physical condition of the workplace; or
 - iii. workplace violence; or
 - iv. any equipment, machine, device or thing that is to be used or the physical condition of the workplace is in contravention of the Act or Regulations and may endanger himself/herself or another worker.

- (2) Should there be a work refusal the following procedures apply:
-



i. **Stage 1:**

- a. Worker has reason to believe work or task is unsafe.
- b. The report shall be made to the Supervisor (preferably in writing) and should outline the worker's reason(s) for believing the work to be unsafe.
- c. The worker shall remain in a safe place near his or her work station.
- d. Supervisor shall forthwith investigate in the presence of the worker, a certified worker representative from the JHSC and the Human Resources Generalist.
- e. The Supervisor shall respond to the worker in writing, outlining remediation timelines, if applicable. If there will not be a remediation plan, the written response should include the reasoning behind this decision.
- f. Should the issue be resolved and corrective action taken, if required, the worker shall return to work. If the issue is not resolved proceed to stage 2.

ii. **Stage 2:**

- a. Following the investigation, should the worker have reasonable grounds to believe that the work or task continues to be unsafe, they must remain in a safe place near his or her work station and the Ministry of Labour shall be notified.
- b. Refused work may be offered to another worker providing it is offered in the presence of a worker representative from the JHSC and the Human Resources Generalist. This worker shall also be advised of the other worker's refusal and his or her reasons for the refusal.
- c. The Ministry of Labour Inspector shall investigate in consultation with the Human Resources Generalist, the worker and the worker representative from the JHSC.
- d. The Inspector shall give his or her decision, in writing, as soon as possible to all involved parties and any applicable changes can be made in order to return the worker to their duties. A certified member of the JHSC may also request the investigation of a health and safety concern and initiate the work refusal procedure as outlined by this policy.

1.06 **REPRISALS BY EMPLOYER PROHIBITED**

- 1.07 Workers who invoke their right to refuse work which they have reason to believe to be unsafe are protected by the Occupational Health and Safety Act.
-



As per Part VI, sec. 50(1):

No employer or person acting on behalf of an employer shall,

- a) Dismiss or threaten to dismiss a worker;
- b) Discipline or suspend or threaten to discipline or suspend a worker;
- c) Impose any penalty upon a worker; or
- d) Intimidate or coerce a worker, because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations or has given evidence in a proceeding in respect of the enforcement

1.08 **COMMUNICATION**

- 1.09 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.10 **EVALUATION**

- 1.11 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Health and Safety Workplace Inspection Policy

Authority: Board of Directors	Date Ratified: November 19, 2013
	Previous Amendments: November 16, 2010

PURPOSE

To ensure that the University Students' Council complies with legislation health and safety requirements and to promote communication and develop procedures that improve workplace health and safety. Hazards exist in all workplaces. Regular planned inspections are an important way to help identify hazards. Once hazards have been identified they can be eliminated or minimized. In addition, workplace inspections are used to check that hazard controls are adequate and working, identify possible solutions to problems, and allow for follow up to ensure that problems have been corrected. Workplace Inspections ensure a more effective audit of a department's Internal Responsibility System and its Occupational Health and Safety Management Programs. Written Workplace Inspection Reports serve as a valuable confirmation of due diligence, in that the University Students' Council is taking every precaution reasonable under the circumstances to protect employees and students. These Reports may be audited by the MOL (Ministry of Labour).

1.00 SCOPE

1.01 This policy applies to all USC Staff.

2.00 POLICY

- 2.01 All employees of the University Students' Council shall be vigilant and shall exercise appropriate diligence to minimize risks.
- 2.02 All workplace hazards must be reported to the immediate Supervisor for appropriate corrective action using the USC Hazard Reporting Form (http://www.usc.uwo.ca/human_resources/i). The Supervisor shall forward a copy of the USC Hazard Reporting Form to the Health and Safety Coordinator.
- 2.03 Supervisors and employees shall work together to eliminate workplace hazards and to prioritize safety concerns
- 2.04 Several other types of Workplace Inspections should be conducted in conjunction with the scheduled monthly Workplace Inspections as conducted by the JHSC. These include:
- a) Daily workplace inspections
 - b) Spot inspections and job observations by Managers and Supervisors
 - c) Quarterly hazard assessments by Managers and Supervisors
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2.05 Quarterly hazard assessments are submitted by Managers and Supervisor to the JHSC for review.

2.06 Scheduled Workplace Safety Inspections by the JHSC shall be conducted in accordance with the prescribed requirements of the Occupational Health and Safety Act Part II.

3.00 TRAINING

3.01 JHSC members shall be trained in workplace inspection and hazard identification by an external consulting firm.

3.02 Managers and Supervisors shall be trained in workplace inspection and hazard identification during orientation or their annual health and safety refresher.

4.00 MONTHLY INSPECTION PROCEDURES

4.01 Annual Inspection Schedules will be created and distributed to the designated JHSC Inspectors by the Health and Safety Coordinator. Inspections shall be undertaken in accordance with a schedule established by the JHSC.

4.02 The annual Inspection schedule (http://www.usc.uwo.ca/human_resources/) will include month, area and name of the designated worker and management JHSC representative responsible for conducting the inspection.

4.03 Inspections will be carried out as scheduled by the designated JHSC worker and management representatives.

4.04 The physical condition of the workplace will be inspected in its entirety on a monthly basis.

i. Prior to the inspection, Inspectors should:

- a) Review any accident reports for the area they are inspecting
- b) Review the previous inspection reports for the area they are inspecting
- c) Ensure they have the appropriate Workplace Inspection Checklist and Corrective Action Form.
- d) Plan and review the inspection route
- e) Make suitable arrangements for access to various space

ii. During the inspection the Inspectors should:

- a) Record any hazardous conditions or acts observed
 - b) Speak with workers and supervisors to gather information regarding hazardous conditions or actions that of which they may have knowledge.
 - c) Speak with new or transferred employees
 - d) Use the USC's Workplace Inspection Checklist and Corrective Action Form to records any hazards or potential hazards
 - e) Examine areas where previous accidents or injuries have occurred and document conditions and any changes which have taken place since the accident or injury
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- f) If it is safe to do so, eliminate or remove the corrective action immediately
- g) Rate the hazard or potential hazard found as below:

Minor

Moderate

Major

- h) Make a note of successes the inspection; positive feedback encourages safe work practices
- i) If there are any immediate questions or concerns during the inspection, please contact the Health and Safety Coordinator at ext. 82616

4.05 After the Inspection

- a) The Workplace Inspection Checklist and Corrective Measures form will be copied to the Worker Representative, the JHSC and the appropriate Operational Manager or Supervisor.
- b) The Corrective Action Forms will be provided to the Health and Safety Coordinator so that Notice of recommendation forms can be created for the appropriate Managers.
- c) Notice of Recommendation Forms will be sent out to the appropriate Manager outlining the recommendation and reasons for the recommendation as well as the deadline for the appropriate corrective action
- d) The appropriate Manager must respond within 21 days of the notice being issued
- e) The appropriate Manager shall take immediate action to correct, mitigate or remove any situation where the health and safety of the workers is in immediate danger.
- f) Where corrective is not take in a reasonable time frame, they will be forwarded to the Co-Chairs of the JHSC and the General Manager for follow-up
- g) All persons assigned to administer this policy and procedure shall be trained in the policy.

5.00 COMMUNICATION

- 5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

- 6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.
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University Students' Council of Western University

Housekeeping and Organizing Policy

Authority: Board of Directors	Date Ratified: February 16, 2018
	Previous Amendments: October 30, 2012

PURPOSE:

The purpose of this document is to promote effective housekeeping practices within the physical work environment of the USC in order to comply with accident and fire prevention practices.

1.01 **SCOPE**

1.02 This policy applies to all USC employees, volunteers and visitors.

1.03 **DEFINITION**

1.04 **"Housekeeping"** is not just cleanliness. It includes keeping work areas neat and orderly; maintaining halls and floors free of slip and trip hazards; and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Effective housekeeping is an ongoing operation. Periodic "panic" cleanups are costly and ineffective in reducing accidents.

1.05 **RESPONSIBILITIES**

1.06 All USC Employees must

- (1) Keep their work areas neat, tidy and free from trip hazards;
- (2) Ensure that garbage and debris is disposed of;
- (3) Remove any unused materials; and,
- (4) Notify the Building Services department if a housekeeping issue is beyond your manageable control to ensure prompt clean up or disposal.

1.07 **PROCEDURES**

1.08 **Dust and Dirt Removal**

- (1) In some jobs, enclosures and exhaust ventilation systems may fail to collect dust, dirt and chips adequately. Vacuum cleaners are suitable for removing light dust and dirt. Please contact Building Services in order to have the Western Facilities Management Division clean and assess your area for any failure in the exhaust ventilation system.
-



- (2) Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust. The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards and lockers may require manual cleaning.
- (3) Compressed air should not be used for removing dust, dirt or chips from equipment or work surfaces.

1.09 **Employee Facilities**

- (1) Employee facilities need to be adequate, clean and well maintained. Personal belongings shall be stored out of sight. Washroom facilities need to have a good supply of soap, towels plus disinfectants and should be cleaned on a regular basis. Please contact Building Services in the event that a washroom is in need of cleaning or supplies need to be replenished so that Caretaking Services can be contacted.
- (2) Eating or drinking in the work area should be avoided where possible and the staff lunch room should be used. If eating or drinking in the work area, it should be cleaned properly each day. When using the staff lunch room, clean your eating area, any dishes used and ensure that food is not stored in the fridge for extended periods of time as the fridge is intended for short-term food storage purposes.

1.10 **Surfaces**

- (1) Floors: Poor floor conditions are a leading cause of accidents so cleaning up spilled oil and other liquids at once is important. Allowing chips, shavings and dust to accumulate can also cause accidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation. Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard. If you have any concerns with flooring conditions in your work area, please contact Building Services so that the Western Facilities Management division can be notified.

1.11 **Maintain Light Fixtures**

- (1) Dirty lighting fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly. Please contact Building Services if there are dirty lighting fixtures, burnt out light bulbs or missing lighting covers in your work area so that the Physical Plant Department can be contacted.

1.12 **Aisles and Stairways**

- (1) Aisles should be wide enough to accommodate people and vehicles comfortably and safely. Aisle space allows for the movement of people, products and materials. Warning signs and mirrors can improve sight-lines in blind corners. Arranging aisles properly encourages people to use them so that they do not take shortcuts through hazardous areas.
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- (2) Keeping aisles and stairways clear is important. They should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting.

1.13 **Spill Control**

- (1) The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to clean them up immediately. Absorbent materials are useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely.

1.14 **Tools and Equipment**

- (1) Tool housekeeping is very important, whether in the tool room, on the rack, or on the bench. Tools require suitable fixtures with marked locations to provide orderly arrangement, both in the tool room and near the work bench. Returning them promptly after use reduces the chance of them being misplaced or lost. Workers should regularly inspect, clean and repair all tools and take any damaged or worn tools out of service.

1.15 **Waste Disposal**

- (1) The regular collection, grading and sorting of waste contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.
- (2) Allowing material to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, etc.). If your garbage is overflowing, please contact Building Services so that Caretaking Services can be dispatched to collect the waste.

1.16 **Storage**

- (1) Good organization of stored materials is essential for overcoming material storage problems whether on a temporary or permanent basis. There will also be fewer strain injuries if the amount of handling is reduced, especially if less manual materials handling is required. The location of the stockpiles should not interfere with work but they should still be readily available when required. Stored materials should allow at least one meter (or about three feet) of clear space under sprinkler heads.
 - (2) Stacking cartons and drums on a firm foundation and cross tying them, where necessary, reduces the chance of their movement. Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations. All storage areas should be clearly marked.
 - (3) Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different
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hazards that they pose. Storage of materials should meet all requirements specified in the fire codes and the regulations of environmental and OHSA legislation.

1.17 **COMMUNICATION**

- 1.18 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.19 **EVALUATION**

- 1.20 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Human Resources Subcommittee of the Board Terms of Reference

Authority: Board of Directors	Date Ratified: November 2, 2018
	Previous Amendments: December 2017

1. Objective

Responsible for ensuring the board is meeting its obligations to review key Human Resources policies, such as Health and Safety, COO Performance Review Policy, and COO hiring process. The committee will also be responsible for approving and maintaining development and evaluation for the board of directors. The nominations committee will also be maintained as a subcommittee of the human resources subcommittee which will be struck on an annual and ad-hoc basis to replace outgoing directors. The committee will work closely with the Human Resources department staff to complete their mandate.

2. Membership

The committee shall be comprised of:

- a. Three Directors
- b. Senior Manager, People and Development (non-voting resource)
- c. Chief Operating Officer (non-voting resource)
- d. President (non-voting resource)

Any voting member of the board may attend any Human Resources Committee meeting as a non-voting resource member.

3. Chairperson

The chairperson of the committee will be elected by the Board of Directors.

4. General duties

The committee shall be responsible for the following:

- a. Maintain a COO Appraisal Policy and Procedure and a COO Hiring process procedure
- b. Review any other Human Resources Policies that may be created or reviewed before they are presented to the Board for approval
- c. Maintain the GAP Analysis process and procedure on an annual basis
- d. Ensure the Board is apprised of any HR related issues presented to the Committee
- e. Review and approve board development
- f. Maintain a board evaluation process
- g. Maintain the nominations subcommittee to replace outgoing directors



5. Meeting frequency

The Committee will meet before each duly called Board meeting as outlined in the Board Legislative Calendar. The Committee can also meet on an ad-hoc basis as time sensitive matters arise.



University Students' Council of Western University

Injury/ Illness Reporting Policy

Authority: Board of Directors	Date Ratified: February 16, 2018
	Previous Amendments: October 30, 2012

PURPOSE:

The purpose of this document is to outline a procedure to follow in reporting injuries and illnesses.

1.01 **SCOPE**

1.02 This policy applies to all USC employees, volunteers, and visitors.

1.03 This policy applies to all injuries and illnesses, regardless of the nature or severity of the event, including: fatality; critical injury; lost time injury; health care; first aid; property damage; near miss; fire; environmental release; and occupational illness.

1.04 **DEFINITIONS**

1.05 **"Injury"** is physical harm to an employee.

1.06 **"Illness"** is a deviation from the normal, healthy state of the body.

1.07 **RESPONSIBILITIES**

1.08 **Workers**

- (1) Must report an injury or illness to a supervisor or manager immediately;
- (2) Or, if the nature of the injury or illness makes an employee unable to report, then whomever happens upon the individual must promptly report the situation to a supervisor.

1.09 **Managers / Supervisors**

- (1) Upon being notified of an injury or illness,
 - i. Promptly ensure that first aid is administered;
 - ii. Ensure the affected worker is given subsequent medical treatment if necessary; and that such treatment is recorded;
 - iii. Notify additional rescue / response teams as necessary; and,
 - iv. Notify appropriate company personnel promptly.
-



1.10 First aid provider

- (1) Record given treatment and advice in the First Aid Log; and,
- (2) Assist in ensuring that an injured or ill worker receives subsequent medical attention as required.

1.11 **PROCEDURES**

1.12 Reporting an injury or illness must be done

- (1) Immediately verbally and using the Injury/Illness Reporting Form;
- (2) By the supervisor/manager with the assistance of the worker, who will
 - i. Rate the incident;
 - ii. Form an action plan;
 - iii. Implement the action plan; and,
 - iv. Notify the necessary parties through the Health & Safety Coordinator.

1.13 **COMMUNICATION**

- 1.14 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.15 **EVALUATION**

- 1.16 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Injury/ Incident Investigation Policy and Procedure

Authority: Board of Directors	Date Ratified: November 15, 2011
	Previous Amendments: November 16, 2010

PURPOSE:

The purpose of this Policy is to establish a consistent means of recording accident/incident investigation information, which will be used to prevent a recurrence of the same or similar accidents.

The University Students' Council is committed to the protection of its employees, faculty, students, the environment and its physical assets. The University Students' Council will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses.

1.00 SCOPE

1.01 This Policy applies to all USC employees, and is inclusive to all injuries/accidents that occur in the course of work, and/or within the workplace.

2.00 POLICY

2.01 It is the policy of the University Students' Council to thoroughly and immediately investigate all injuries/incidents and report all required information to the Workplace Safety and Insurance Board and Ministry of Labour, if applicable including:

- Fatalities
- Critical Injuries
- Lost Time
- Medical Aid
- Occupational Illness
- Property Damage
- Fire
- Environmental Release
- Workplace Violence and Harassment

2.02 First Aid Reports and Reports of Near Misses will be reviewed on a quarterly basis by the Joint Health & Safety Committee (JHSC).

3.00 PROCEDURES

3.01 INJURY / INCIDENT (NON-CRITICAL):



(1) Should an occupational injury or incident occur, the injured worker shall report the incident immediately to her Supervisor.

(2) The Supervisor shall report the injury or incident to the Human Resources Generalist and Certified Worker Representative on the Administrative JHSC immediately. The Human Resources Coordinator and Certified Worker Representative will investigate immediately the incident together with the injured worker and complete the Accident Investigation Report. This report can be found either on the USC Shared Directory or may be obtained from the Human Resources Coordinator.

(3) The following points shall be noted during the investigation and included on the Accident Investigation Report.

- Date & hour of injury & reporting
- If a delay was incurred in reporting the reasons
- What was the cause of the injury – describe the accident, the circumstances surrounding the onset of pain or the events leading up to the injury
- **Process:** What was the worker doing & what effort was involved?
- **Equipment/Materials:** What are the particulars of the equipment or materials involved?
- What part/side of the body was involved-was the onset of pain gradual or sudden, was it a sharp pain or dull ache?
- **Environment:** Where did the accident occur – be specific as to location
- Use photographs, sketches and drawings of the incident scene indicating sizes, distances, and weights of objects where applicable
- **People:** Name and addresses of all witnesses as well as interviews with all witnesses as soon as possible after the incident
 - Identify who conducts the interviews
 - When the interview occurred
 - Where the interview took place
 - Witness statement must be recorded
- Was there a pre-existing condition which contributed to the injury?
- What steps were taken to prevent the recurrence of the accident? i.e. retraining of the employee, change of equipment and the status of any actions
- What conditions contributed to the accident?
- Recommendations for corrective action

(4) The Health and Safety Coordinator has a digital camera available for use, which may be utilized for attaching any required photos to the report.

(5) The injured worker's Supervisor shall monitor any implemented recommendations and if required be assisted by the Health and Safety Coordinator and Certified Worker Representative for any difficulties or concerns.



(6) The Health and Safety Coordinator will complete and submit reports as required by the Workplace Safety and Insurance Board. She will also generate a statistical analysis related to accidents/incidents as required.

3.02 INJURY/INCIDENT (CRITICAL):

(1) Critical injury investigations involve unique and strict procedural protocols as prescribed by legislation.

(2) Regulation 834 of the Occupational Health and Safety Act (OHSA) states: For the purposes of the Act and Regulations, “critically injured” means an injury of a serious nature that:

- i. Places life in jeopardy;
- ii. Produces unconsciousness;
- iii. Results in substantial loss of blood;
- iv. Involves the fracture of a leg or arm, but not a finger or toe;
- v. Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- vi. Consists of burns to a major portion of the body; or
- vii. Causes the loss of sight in an eye.

(3) If an employee is killed or critically injured, then the injured employee’s supervisor shall notify the Health and Safety Coordinator as soon as possible. The Health and Safety Coordinator shall notify the Ministry of Labour; the Ministry of the Environment, the WSIB, the General Manager, the Administrative Joint Health & Safety Committee Co-chairs and the applicable trade union. The General Manager shall notify the next of kin.

(4) The accident scene shall be preserved as per the OHSA:

Where a person is killed or critically injured at a workplace, no person shall disturb the scene, except for the purpose of:

- i. Saving life or relieving human suffering;
 - ii. Maintaining an essential public utility service or a public transportation system; or
 - iii. Preventing unnecessary damage to equipment or other property
-



interfere with, disturb, destroy, alter or carry away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour Inspector.

(5) In order to ensure that the accident scene is not disturbed, the scene will be secured and all work activity in this area will cease. No persons other than those designated with authority to do so shall be allowed near the area.

(6) An investigation shall commence immediately. The investigation will involve the gathering of information and no piece of equipment, tool or thing will be disturbed that may have been involved in the accident.

(7) External agencies such as Ministry of Labour, Ministry of the Environment., London Police Services, Western Campus Police, Coroner, etc. may take charge of the scene and conduct their own independent investigation.

(8) The University Students' Council Accident Investigation Report shall be completed by the Health and Safety Coordinator as part of the corporation's investigation process.

(9) The Health and Safety Coordinator shall submit the report as per Section 51(1) of the OHSA within 48 hours to the Ministry of Labour. As outlined in Section 5(1) of Regulation 851 of the OHSA the report shall contain the following information:

- Name & address of employer;
- Nature & circumstances of the occurrence and injuries sustained by the worker;
- A description of any equipment or machinery involved;
- Time & place of occurrence;
- Name & address of the person who was killed or critically injured;
- Names & addresses of all witnesses to the occurrence; and,
- Name & address of the physician or surgeon, if any, by whom the person was or is being attended for the injury

(10) The accident scene will remain secured and no work activity will be performed in the area until the Human Resources Generalist has been notified by the Ministry of Labour that the investigation is complete and the resumption of normal work activities can be initiated.

4.00 TRAINING

4.01 JHSC members shall be trained in injury/incident investigation techniques & principles by the Health & Safety Coordinator.

4.02 Managers and Supervisors shall be trained in injury/incident investigations during orientation, at their annual health and safety refresher, or before conducting an



injury/incident investigation.

5.00 ROLES AND RESPONSIBILITIES

5.01 Management responsibilities are to

- (1) Assure immediate medical assistance where required; and,
- (2) Report the injury or incident to the Health & Safety Coordinator and Administrative JHSC Worker Representative immediately so that the investigation can be conducted and actions can be taken to prevent future similar accidents/injuries.

5.02 Administrative Joint Health & Safety Committee Worker Representatives responsibilities are to

- (1) When the Administrative Joint Health & Safety Committee determines it to be necessary, a certified worker representative will investigate critical injuries and other serious accidents/incidents with the Human Resources Generalist;
- (2) The certified worker representative will complete and review the Accident Investigation Report and make recommendations for corrective actions to management;
- (3) Support the implementation of this policy by discussing injury trends, where known, with Human Resources;
- (4) Protect the privacy of employees with respect to injury/illness/accident/incident information in their possession; and,
- (5) Make recommendations based on root causes of injury/incident investigation findings in order to make improvements and corrections in order to prevent any further incidents from occurring.

5.03 Health and Safety Coordinator Responsibilities are to

- (1) Immediately investigate all accidents and incidents to the extent needed to determine cause and actions needed to prevent a recurrence and to complete all sections of the Accident Investigation Report. Such investigations are to include assessing the scene of accidents and interviewing of witnesses;
 - (2) Assist when occupational health and safety expertise is needed in completing corrective actions identified by the supervisor;
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- (3) Ensure that training is provided in accident/incident investigation and reporting, as needed;
- (4) Assist service areas, as needed, in meeting reporting requirements (i.e. to WSIB, MOL, JHSCs, Unions);
- (5) Establish corporate guidelines for accident/incident investigation and reporting;
- (6) Establish corporate supervisory training standards and monitor implementation;
- (7) Review accident/incident trends to assist in identification and initiation of appropriate prevention efforts in order to prevent a reoccurrence;
- (8) Document the recommendations for improvements and corrections as generated by the JHSC as well as date of implementation; and,
- (9) Communicate any changes in the system as a result of improvements following an injury/incident investigation.

6.00 COMMUNICATION

6.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7.00 EVALUATION

7.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Interim and Final Reports Procedure

Authority: Board of Directors	Date Ratified: February 16, 2018
	Previous Amendments: May 8, 2015

1.0 PURPOSE

The USC, for a variety of purposes, uses interim and final reports. The reports provide a corporate record and summary of the events and issues that were addressed during the term. As well, the reports provide direction and a framework to people who are employed in the positions in the future. The interim and final reports should:

- 1.1 Reflect the Mission Statement, By-Laws, and Policies and Procedures of the USC;
- 1.2 Provide guidance, suggestions and recommendations for the successor in addition to the members of the Executive Council, Corporation, and the Council to help move the portfolio forward; and,
- 1.3 Adhere to these guidelines to be considered an official document of the USC.

2.0 SCOPE

2.1 The guidelines apply to all interim and final reports submitted to the USC including those submitted by the USC President and Executives, USC Board of Directors Chair, Associates, Coordinators, Interns, and Gazette Front Office staff.

2.2 The guidelines apply within the greater framework of the USC's Volunteer and Human Resources Management system.

3.0 STYLE AND CONTENT

3.1 All reports shall:

- (1) Be clear and concise;
 - (2) Not impair the conveyance of information that is either necessary or beneficial to the students and/or to individuals who hold the position in the future;
 - (3) Not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;
 - (4) Be marked clearly as confidential if a confidential report. All confidential reports and/or sections shall adhere to the same guidelines as non-confidential reports;
 - (5) Be written in a professional manner using professional language;
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- (6) Be written in a professional and tasteful manner devoid of immaterial personal opinions;
- (7) References to individuals within specific positions should state the name of the position and not the name of the person;
- (8) Non-professional language includes, but is not limited to, racist, sexist, or potentially offensive language, personal attacks, and potentially libelous statements;
- (9) All reports shall be free of any spelling or grammatical errors.

3.2 Interim reports shall cover the period of time from the commencement of duties to the due date of the report, unless otherwise specified.

3.3 Final reports shall cover the entire duration of a term in office, unless an interim report has been submitted to cover another portion of the term.

4.0 FORMAT

4.1 All reports must be submitted in electronic form (Word format).

4.2 In order to maintain consistency, as well as ensure the succession of information, all reports shall follow the following structure:

SECTION	TOPIC	DETAILS
A	Goals	What were the specific goals that you set for your position?
B	Problems Encountered	List the problems that you encountered during your tenure and suggest (if possible) future solutions.
C	Recommendations	Possibly the most important section. Drawing on your experience, suggest recommendations for your successor.
D	Year-Specific Changes	List and elaborate on any fundamental changes in the portfolio that were enacted during your tenure. This information will be used to update the Job Manual for the position.
E	Conclusion	Provide any further comments that do not fit in any of the above sections.

5.0 NON-COMPLIANCE



5.1 Failure to adhere to these guidelines shall result in a report not being approved by the USC Executive member responsible for reviewing and approving reports or the Board of Directors as well as forfeiture of any attached honoraria or remuneration as referred to in their terms of reference

6.0 DEADLINES

6.1 Coordinator and Gazette Front Office Staff shall submit an interim report to their portfolio supervisor no later than January 31st of the academic year.

6.2 Gazette Front Office Staff shall submit an interim report to the chairperson of the USC Board of Directors no later than January 31st of the academic year.

6.3 Coordinators shall submit a final report to their portfolio supervisor no later than April 30th of the academic year.

6.4 Gazette Front Office Staff shall submit a final report to the chairperson of the USC Board of Directors no later than April 30th of the academic year.

6.5 Honoraria for Coordinators and Gazette Front Office Staff shall be paid in two installments, with one installment following the receipt and approval of the interim report and the other installment following the receipt and approval of the final report.

6.6 The USC Executive shall submit a final report no later than four weeks after the end of their employment with the USC.

6.7 The USC Board of Directors Chair, Associates and Interns shall submit a final report no later than the end of April 30th or as stipulated in their terms of reference.

6.8 Late reports will be penalized 1.6% of the honorarium attached to the position or of the withheld salary of an Executive, USC Board of Directors Chair, Associate, or Intern per day until submitted up to a maximum of thirty (30) days.

(1) Any penalty shall be subtracted from the overall value of the honorarium, hourly wage or salary that may be awarded.

6.9 The USC Executive member or supervisor/manager responsible for the reviewing and approving a report may waive deadline requirements if they receive valid, written reasons justifying the lateness of the report. It is the USC Executive member or supervisor/manager's sole discretion to approve or decline written reasons for the lateness of the report.

(1) The Board of Directors may wave section 6.5 for USC Executive and Gazette Front Office reports following the same procedure as 6.6.

7.0 PROCESS OF APPROVAL

7.1 Members of the USC Executive or USC management are responsible for reviewing and approving interim and final reports written by the Volunteers, Associates, and Interns working within their



portfolio or department. The USC Executive member or USC manager reserves the right to approve a report in whole or in part.

(1) Executive members or supervisor/managers will approve or deny written reports within two weeks of receiving an electronic copy.

(2) Executive members and supervisor/managers may request additions or improvements to the report. The volunteer, Associate, or Intern shall not be penalized financially if they are required to make revisions, but a failure to make revisions could impact approval of the report and remuneration tied to completing the report.

7.2 The Board of Directors is responsible for reviewing and approving the outgoing USC Board of Directors Chair report, USC Executive and Gazette Front Office reports. The Board reserves the right to approve a report in whole or in part.

(1) If the Board of Directors cannot meet in a timely manner to approve a report, such as during the summer months of May, June, July and August, the President and the Chairperson of the Board may approve reports on behalf of the Board. If the President is the Chairperson, a second member of the Board shall be selected as her designate.

i. If the President and Chairperson of the Board, or her designate, cannot reach a consensus decision, the decision shall be put to the full Board at its next meeting.

(2) Any USC Executive or Gazette Front Office report featuring confidential information in either the report itself or the discussion thereof shall be approved in an *in camera* session of the Board of Directors. USC By-law #1, section 6.19 should be consulted for clarification on what constitutes confidential information.

7.3 The USC Executive shall report approval or disapproval decisions at the next meeting of the Board of Directors.

7.4 Each report shall be reviewed by the Volunteer Resources department and/or Human Resources department after being approved by the Executive or Board of Directors for confidential information prior to being made available to the public.

7.5 If a written report is declined and remuneration is subsequently withheld it is the responsibility of the Executive member, supervisor/manager, or Board of Directors to convey that member to the individual affected.

8.0 SIGNATURE AND DATE

8.1 If a hard copy of the report is submitted in addition to the electronic copy, the report shall bear the author's signature on the final page of the report. Upon approval of the report, the appropriate President, Vice-President, or USC manager that oversees the portfolio or department shall also sign the report before forwarding it to the Volunteer Resources or Human Resources department for filing.

8.2 All reports must contain the date(s) the report was written as well as the academic year for which



the position was held.





University Students' Council of Western University

Intern and Associate Vice-President Scope of Responsibilities

Authority: Board of Directors	Date Ratified: May 8, 2015
	Previous Amendments: None

PURPOSE:

This policy is created in order to implement effective management of Interns and Associate Vice-Presidents (AVPs) so that expectations are clear and consistent.

1.00 SCOPE

1.01 This policy applies to all USC Interns and Associate Vice-Presidents as defined by the USC Executive of a USC corporate department.

(1) USC Interns are hired to support corporate or administrative departments of the USC, and Associate Vice-Presidents are hired to support the work of Executive portfolios.

1.02 This policy outlines the responsibilities and powers of Interns and AVPs relative to the USC in addition to the specific roles and responsibilities of each position as laid out in USC Interns and AVPs.

2.00 HIRING AND SUPERVISION

2.01 Hiring: All AVPs shall be hired by a panel which consists of the incoming Executive member and a member of the Human Resources Department. All Interns shall be hired by a panel which consists of the supervisor and/or manager. Additional resource members may be added to panels at the discretion of the Executive member and Supervisor if additional perspectives or expertise are required.

2.02 Supervision: All AVPs and Interns shall report to the Executive member or Manager/Supervisor with oversight of the portfolio, department, or operation with regards to job performance, information and resources, and day-to-day operations.

2.03 Conduct and Discipline: The Human Resources department shall have oversight of all AVPs and Interns with regards to workplace conduct, discipline, and enforcement of certain USC Policies and Procedures.

2.04 Resource and Financial Management: Interns and AVPs may not act as a signing officer, authorize the use of financial or human resources of the USC, or enter into a contract on behalf of the corporation. If the AVP or Intern requires the use of USC



resources noted above, they can request this to be done by their supervisor.

2.05 Duties: All AVP and Intern job descriptions shall be maintained by the Human Resources department, and are subject to review and update as determined by the Executive member or supervisor/manager.

2.06 Confidentiality: All Interns and AVPs are subject to the USC's Confidentiality policy and sign an agreement upon their hiring.

3.00 STUDENT DEVELOPMENT AND PERFORMANCE MANAGEMENT

3.01 Orientation Day: Each Intern or AVP shall attend a mandatory Orientation Day, in order to receive Human Resources training, including but not limited to, Discrimination, Harassment and Violence Prevention Policy, Health and Safety Policy, Social Media Acceptable Use Policy, Workplace Conduct, and other training to welcome and orient them to their new workplace.

3.02 Feedback: The USC is committed to the learning and growth of its Interns and AVPs, so structured feedback on their performance is provided twice per year, once in first semester and once in second semester. This process is coordinated by the Human Resources department and delivered by the Executive member or supervisor/manager.

3.03 Progressive Discipline: In the event that discipline is required, the USC shall make every effort to treat the situation as a learning opportunity. As such, the Executive member or supervisor/manager will employ a progressive discipline approach under the guidance of the Human Resources department.

4.00 REMUNERATION

4.01 All AVPs and Interns will be paid a standard, competitive, hourly rate for their services. This rate shall be set annually as part of the budgetary process upon the recommendation of the Human Resources Department.

4.02 AVPs and Interns shall not exceed 15 hours or work per week as per our Collective Bargaining Agreement with CUPE.

4.03 Each AVP and Intern will be required to complete a Final Report as per the Interim and Final Reports Procedure. AVPs and Interns will be paid a maximum of 6 hours for the successful completion of a Final Report, which shall be paid out upon approval of their report as per the procedure.

5.00 LIMITATIONS OF ACTION



5.01 If an Intern or AVP wishes to run as a candidate for a USC elected position, or if they wish to volunteer for or publically support candidates standing for a USC elected position, they must take an unpaid leave of absence from their position for the duration of the campaign period.

5.02 An Intern or AVP may not concurrently hold another Intern, AVP, or Coordinator position within the USC. They may hold part-time employment within USC operations.

6.00 POLICY AND PROCEDURE ADHERANCE

6.01 All Interns and AVPs shall adhere to all applicable USC documents, including any relevant Policies and Procedures.

6.02 In addition to adherence to federal, provincial and municipal laws, the following Policies and Procedures shall be considered relevant to all Interns and AVPs. This list should not be considered exhaustive.

- (1) All USC By-Laws.
 - (2) USC Employee Code of Conduct
 - (3) Interim & Final Reports Procedure
 - (4) AVP or Intern Job Description
 - (5) Conflict of Interest Policy
 - (6) Human Resources Policies
 - i. Discrimination, Harassment and Violence Prevention
 - ii. Social Media
 - iii. Media Spokesperson
 - iv. Health and Safety
 - v. Workplace Conduct
 - vi. Acceptable Use
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University Students' Council of Western University

Internal Borrowing Policy

Authority: Board of Directors	Date Ratified: May 8, 2015
	Previous Amendments: None

PURPOSE:

This policy governs and provides direction for the extension of internal loans for the purpose of financing approved projects. It does not provide a mechanism for project approval.

The purpose of this policy is to minimize overall cost of funds while enabling the USC to effectively utilize existing resources in a responsible and consistent manner that aligns with the USC's mission, goals, and strategic plan.

1.00 ACCESS TO THE STUDENT FEE STABILIZATION RESERVE

1.01 Projects eligible for funds from the Student Fee Stabilization Reserve will have been reviewed by the President, Secretary Treasurer, Chief Operating Officer, and Managing Director Finance and Corporate Resources, hereafter referred to as the Budget Strategic Team.

1.02 Any use of funds from the Strategic Fee Stabilization Reserve shall normally:

- (1) Adhere to an internal borrowing guidelines as outlined below,
- (2) Comply with the Reserve Fund Policy, and
- (3) Be authorized by the Board of Directors at the recommendation of the Budget Strategic Team.

2.00 INTERNAL BORROWING GUIDELINES

2.01 Internal borrowing shall refer to any arrangement where the Board grants funds from the Student Fee Stabilization Reserve with a plan to repay those funds, over time, with any applicable interest.

2.02 Any internal borrowing schemes from the Student Fee Stabilization Reserve shall:

- (1) Be financed using funds from the Student Fee Stabilization Reserve as per as Reserve Fund Policy,
 - (2) Reference a business plan that has been approved by the Budget Strategic Team, and
 - (3) Be approved by the Board of Directors by majority resolution at the recommendation of the Budget Strategic Team.
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3.00 INTERNAL BORROWING ADMINISTRATION

3.01 Maximum Amount Available:

- (1) Total loans will not exceed the available funds in the Student Fee Stabilization Reserve.
- (2) The Secretary Treasurer shall advise the Board on any internal loans with consideration for the maximum amount for any given loan taking into consideration, among other things, the cost and value of a project and other anticipated future calls on the Student Fee Stabilization Reserve.

3.02 Maximum Loan Term:

- (1) Any loan shall be repaid over a fixed period not normally exceeding fifteen (15) years or the anticipated useful life of the asset if applicable.

3.03 Interest Rate:

- (1) Interest will be charged to mitigate the cost of the loan to the corporation and the risk associated with the loan.
- (2) The interest rate will be determined by the Managing Director Finance and Corporate Resources and shall be based on:
 - i. Foregone investment revenues,
 - ii. Risk associated with the loan,
 - iii. External market lending rates, and
 - iv. Any other factors deemed relevant by the Budget Strategic Team.
- (3) The interest rate does not need to completely cover foregone revenues or completely compensate for anticipated risk.

3.04 Other Terms:

- (1) Repayment shall be structured on an amortizing loan basis to provide level annual debt service payments at the time that the loan is issued. Payment frequency shall be monthly starting at a date determined by the Budget Strategic Team.
 - (2) Repayment in advance of the maturity date will be permitted without penalty.
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- (3) Any forgiveness of interest or principle or the suspension of payments shall be approved by the Board at the recommendation of the Budget Strategic Team.

4.00 REPORTING OBLIGATIONS

4.01 The Secretary Treasurer shall prepare an annual report on the status of the Student Fee Stabilization Reserve and any existing, planned, or pending internal loans as a part of the annual budget process.

5.00 EXCEPTIONS

5.01 Any exceptions to this policy must be reviewed by the Budget Strategic Team and approved by the Board of Directors at their next regular or duly called meeting.



University Students' Council of Western University

Joint Health and Safety Committee Terms of Reference

Authority: Board of Directors	Date Ratified: January 16, 2015
	Previous Amendments: November 15, 2011

PREAMBLE

The University Students' Council of the University of Western Ontario believes that for the Joint Health and Safety Committee to be effective, representatives of all parties must be committed to their responsibilities under the Ontario Occupational Health and Safety Act. All parties must endeavour to promote a co-operative, positive and progressive approach to dealing with health and safety issues.

It is the Corporation's firm belief that the Joint Health and Safety Committee will assist in creating educational programs and training opportunities as well as participating in joint investigations of concern and joint resolution of those problems to assist in making the workplace safe and healthy for all Employees.

The following Terms of Reference include specific legal regulations and Corporate policies which must be followed in order to assist the Joint Health and Safety Committee in meeting their Legal and Corporate responsibilities.

1.01 SCOPE

1.02 This policy applies to all USC employees.

1.03 DEFINITIONS

1.04 In these Terms of Reference, the terms below have the following meanings:

- (1) **"Critical Injury"** means an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in a substantial loss of blood; involves the fracture of leg or arm but not a finger or toe; involves amputation of a leg, arm, hand or foot but not a finger or toe; consists of burns to a major portion of the body; or, causes the loss of sight in an eye.
 - (2) **"Joint Health and Safety Committee" or "JHSC"** is a Committee made up of both Management and Worker Representatives and is required at a workplace at which twenty or more workers are regularly employed.
 - (3) **"Management Representative"** an Employee who exercises managerial/supervisory functions that has been selected by the either the General Manager, or their Superior or that has volunteered to participate on the Joint Health and Safety Committee.
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- (4) **“Worker Representative”** means an Employee who represents workers that has been selected by her peers to participate on the Joint Health and Safety Committee.
- (5) **“Work Refusal”** means a situation where a Worker refuses to complete work because she has a reason to believe that her health and safety is at risk.

1.05 **ROLE OF THE JHSC**

- (1) To identify, evaluate and recommend solutions on matters pertaining to the health and safety of the workplace to members of Management;
- (2) To review educational and training programs, provided by the Employer, to ensure that they are sufficient. These educational and training programs will ensure that all Employees are thoroughly knowledgeable of their duties, responsibilities, restrictions and rights under the Ontario Occupational Health and Safety Act and the Workplace Safety and Insurance Act;
- (3) To create and maintain an active interest in health and safety concerns;
- (4) To make written recommendations to Management on the continuous improvement of the Safety program and any hazards present in the workplace;
- (5) To complete workplace inspections on a monthly basis to identify any potential hazards in the workplace;
- (6) To identify a Worker Representative to accompany any Ministry of Labour Inspector while she carries out inspections of the workplace;
- (7) To identify a Certified Worker Representative to investigate work refusals along with the Human Resources Manager, or her designate;
- (8) To address matters related to the “designated substances” regulations, where applicable;
- (9) To review any accident/injury record summaries on an annual basis; and,
- (10) To identify a Worker Representative to investigate any critical injury or fatality in the workplace along with the Health and Safety Coordinator, or her designate.

1.06 **JHSC MEMBERSHIP**

- 1.07 Composition: The Joint Health and Safety Committee (JHSC) membership is comprised of an equal number of worker and management members. There will be at least 2 worker representatives and 2 management representatives on the JHSC at all times.

1.08 **Member Selection:**

- (1) Worker Representatives will volunteer to be part of the JHSC.
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- (2) Management Representatives will be appointed by the Health & Safety Coordinator of the USC. The Management Representative must be employed by the USC and must exercise managerial functions.
- (3) Should a JHSC worker or management representative need to be replaced, the selection process shall be followed as noted above.

1.09 Failure to select will result in:

- (1) Running an awareness campaign to heighten response; and/or
- (2) Approaching the Union to elect a Worker JHSC Representative as per the terms of reference in the CUPE Local 2820 collective bargaining agreement.

1.10 Term: Members of the JHSC will serve a three year term with a possibility of renewal.

1.11 Posting and Identification: The names and work locations of the JHSC members will be posted on each USC operation's Health & Safety Board as well as the USC's Health & Safety website.

1.12 **JHSC CO-CHAIRS**

1.13 Two members of the JHSC will act as Co-Chairs to organize and run meetings and speak on behalf of the committee. One Co-Chair is selected by the worker members on the JHSC and one Co-Chair is selected by the management members of the JHSC. A Co-Chair should have at least one year of experience as a member of the committee. The Co-Chairs shall be selected on an annual basis by their respective groups at the October meeting.

1.14 In circumstances where both Co-Chairs will be unavailable to act as the meeting chairperson, the Co-Chairs will in advance, each select a deputy Co-Chair from the JHSC membership. If the deputy is not selected in advance, the attending JHSC members will mutually agree upon a JHSC member to act as a Deputy Co-Chair for that meeting.

1.15 Should a worker or management Co-Chair need to be replaced, the selection process shall be followed in 5.01 above.

1.16 **MEETINGS**

1.17 Frequency: Committee meetings will be scheduled monthly at a predetermined time and location. Changes to the meeting schedule may take place with the agreement of the committee Co-Chairs, provided that the period of time between any two committee meetings does not exceed two months. There will be 10 meetings scheduled per year on a monthly basis with the exception of September and December.

1.18 Co-Chairs: The worker and management Co-Chairs will normally alternate duties as meeting chairperson.

1.19 Minutes of Meeting:



- (1) The Co-Chairpersons will rotate the responsibilities of taking minutes and will be responsible for having the minutes typed or written legibly, circulated and filed with the Health & Safety Coordinator within one week following the date of the meeting.
 - (2) Minutes of the meetings will be reviewed and edited where necessary by the Co-Chairpersons. Once reviewed by the co-Chairpersons the minutes will be signed by the President, General Manager and Co-Chairpersons. The minutes will then be distributed to all JHSC members and posted for all Workers to review on the Health & Safety website.
 - (3) Outstanding health and safety issues will be tracked until they are resolved as determined by the JHSC.
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- 1.20 Quorum: Full participation by all JHSC members at all meetings is strongly encouraged. A quorum for committee meetings to conduct formal business will consist of 2/3 JHSC membership with both worker and management representation and at least one Co-Chair present. If quorum is not reached, the meeting will be held for information and discussion purposes only.
 - 1.21 Attendance: If a member is unable to attend a scheduled meeting, she must notify one of the JHSC Co-Chairpersons at least one week prior to the meeting.
 - 1.22 Agenda Items: The Co-Chairs will prepare a copy of a standardized agenda for each meeting and distribute it to all members in advance of the regularly scheduled Committee meetings. Agenda items will consist of workplace health & safety issues raised by the members of the JHSC. JHSC members shall communicate agenda items to the JHSC Co-Chairs one week in advance of the regularly scheduled meeting. The JHSC will discuss the agenda items to discuss what reasonable actions might be takes to effectively control identified hazards.
 - 1.23 Decision-Making/Voting: Every effort will be made to research and discuss items so the JHSC can reach a consensus. On occasion where consensus is not possible and quorum exists, a vote may be required. A vote of all members present is taken and the majority carries.
 - 1.24 Injury/Incident Information: Information regarding injuries and incidents occurring at the USC will be communicated to the JHSC at regularly scheduled meetings. The information will be prepared by the Health & Safety Coordinator.
 - 1.25 Instruction and Training Information: Instruction and training information provided to workers to protect their health & safety will be reviewed in consultation with the JHSC. The overall instruction and training review should take place annually.
 - 1.26 Recommendations: Recommendations will be made by members of the JHSC. The respective committee members will forward in writing, a Notice of Recommendation Form to the appropriate management member and sign off. The written response to the committee members must be submitted by the management member within twenty-one days after receipt of the Notice of Recommendation Form. The response shall include a timetable for implementing the recommendation if the management member agrees and the reason for disagreement if any recommendation is not accepted.
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- 1.27 JHSC Meeting Guest(s): Additional persons may attend Committee meetings at the invitation of the JHSC or suggestion of a JHSC members with the approval of both Co-Chairs.

1.28 **CERTIFICATION OF JHSC MEMBERS**

- 1.29 Although just two members must be certified under the OHSA, all members of the JHSC will be encouraged and supported to attend Certification Training level one and two within the first year of service on the committee. Those so certified will share the responsibilities of certified members such that those most closely associated with the location, activity or individual in question will be called upon to perform the duties under the OHSA of a certified member.

- 1.30 At least 2 worker representatives on the JHSC will be certified in level one and two. In the event that the certified worker representative needs to be replaced, the second certified worker representative will act as her designate.

1.31 **WORKPLACE INSPECTIONS**

- 1.32 The JHSC members shall inspect the entire workplace a minimum of eight (8) times per year in accordance with a written schedule established by the JHSC. The written schedule will include locations, dates and JHSC members designated to perform the inspections.

(1) This schedule will be created at the January JHSC meeting and forwarded to all committee members by the Health and Safety Coordinator.

- 1.33 Workplace Cooperation: All USC employees will provide JHSC inspections with appropriate information and assistance for the purpose of carrying out inspections.

- 1.34 Inspection Teams: In the interest of sharing knowledge, experience, responsibility and accountability the Committee will be divided into bipartite (worker and management member) inspection teams to become familiar with and inspect defined areas of the USC's space. However, if a worker member feels that their ability to inspect is being hampered by the presence of their management member partner, they may elect to conduct some or all of their inspection, follow-up and reporting independently.

- 1.35 All occupational health and safety concerns found during the inspections shall be recorded on the Workplace Inspection Report Form.

- 1.36 Training needs for the JHSC members will be assessed on an annual basis on hazard recognition, assessment and control specific to workplace inspections.

- 1.37 The completed inspection form shall be forwarded to the Health and Safety Coordinator within two working days following the inspection.

- 1.38 The workplace inspection results will be discussed at the next scheduled JHSC meeting. In the event that there are repeat items on any workplace inspection, the General Manager will be notified in writing. The General Manager, or her designate, will communicate directly to the Chairperson in writing or verbally to the entire JHSC, with regard to recommendations of the JHSC by giving her assessment of the problem and



outlining who will be responsible for resolving the matter, along with the appropriate time frame in which the matter will be resolved.

1.39 **PROVIDING INFORMATION TO THE JHSC**

1.40 The JHSC shall be notified of any significant health and safety matter including, but, not limited to events such as: Work Refusals, Critical Injuries, industrial hygiene and other testing, and Ministry of Labour inspections. Such notification shall be provided by the Health and Safety Coordinator or, her designate; and,

1.41 Reports regarding workplace health and safety including accidents reports shall be submitted for the JHSC's review on an annual basis. Such reports shall be provided by the Health and Safety Coordinator or, her designate.

1.42 **INVESTIGATIONS**

1.43 The Worker Representatives will designate one Worker Representative to investigate cases where a worker is killed or Critically Injured at the workplace from any cause. The designated Worker Representative shall report the findings to the Administrative JHSC and to the Ministry of Labour; and,

1.44 Where a JHSC member is designated to conduct investigations, they will receive accident investigation training.

1.45 If an Ontario Ministry of Labour Occupational Health and Safety Inspector is conducting an inspection in the USC workplace, a certified worker and management member will be called upon by the Health and Safety Coordinator as per the request of the Ministry of Labour Inspector.

1.46 **WORK REFUSALS AND WORK STOPPAGE**

1.47 Work Refusal: The Health and Safety Coordinator will be informed by the relevant USC Manager or Supervisor in the event of a work refusal. The Health and Safety Coordinator will respond immediately and will contact the certified worker and management JHSC members most closely associated with the union affiliation, location or activity in question to perform an investigation. The investigating team (Health and Safety Coordinator, JHSC members and Manager/Supervisor) will investigate the circumstance in the presence of the affected worker and follow the established work refusal procedure.

1.48 Bilateral Work Stoppage: Certified JHSC bipartite (worker and management) members may initiate a bilateral work stoppage when the members agree that "dangerous conditions" exist in the workplace.

1.49 **ENTITLEMENT TO TIME AND PAYMENT**

1.50 All time spent by JHSC members in connection with:

(1) Preparing for and attendance at Committee meetings;

(2) Performing duties prescribed by the OHSA or these terms of reference; and,



- (3) Fulfilling the requirements for becoming certified or additional JHSC endorsed training initiatives, will be considered as time at work for which Committee members will be paid at the appropriate rate of pay. Committee members are to be provided one hour or such longer time as the Committee determines is necessary to prepare for each Committee meeting.

1.51 **GENERAL**

- 1.52 It is agreed that employees are to be encouraged to report health and safety concerns to their immediate supervisor before bringing it to a committee member. The OHSA requires that all workers report any workplace hazard or contravention of the legislation to their supervisor
- 1.53 It is understood and agreed that all personal and medical information is to be kept confidential. Any references to such information in Committee minutes must be made in a manner that prevents any identification of an individual's personal or medical information.
- 1.54 The committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the Committee. At minimum, they shall be reviewed annually.
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University Students' Council of Western University

Lock-Out Tag-Out Policy

Authority: Board of Directors	Date Ratified: March 10, 2017
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to ensure worker safety by isolating energy from machines that are undergoing service or maintenance.

1.01 **SCOPE**

1.02 This policy applies to all USC employees, volunteers, and visitors.

1.03 **DEFINITIONS**

1.04 **“Lock-out tag-out”** is a procedure to isolate energy. The lock prevents a machine from accidentally being connected to power. The tag explains why the machine isolated, who did so and on what date.

1.05 **“Lock box”** is a method of fixing multiple locks to the same device when more than one person is working on it.

1.06 **EXPECTATIONS AND RESPONSIBILITIES**

1.07 USC Workers

(1) Never remove lock-out tags; and,

(2) Report immediately to their manager any questionable situations such as open locks or tags laying on the floor.

1.08 USC supervisors/managers will communicate with the UWO Facilities Management Division through the Building Services department about any concerns over questionable situations of locks or tags.

1.09 **PROCEDURES**

1.10 UWO Facilities Management workers (and their contractors) may handle these locks and tags according to UWO's Lock-out Tag-out Policy (WP-18) .

1.11 **COMMUNICATION**

1.12 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.13 **EVALUATION**



- 1.14 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.





University Students' Council of Western University

Media Spokesperson Policy

Authority: Board of Directors	Date Ratified: September 1, 2011
	Previous Amendments: None

PURPOSE:

The purpose of this document is to ensure worker safety by isolating energy from machines that are undergoing service or maintenance.

1.01 **SCOPE**

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1.13 **EVALUATION**



- 1.14 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.





University Students' Council of Western University

Media Spokesperson Procedure

Authority: Board of Directors	Date Ratified: September 1, 2011
	Previous Amendments: None

1.00 PURPOSE:

1.01 This Procedure is created under the Media Spokesperson Policy, and outlines a process for handling internal and external media requests.

1.02 This Procedure shall be reviewed annually by the incoming Executive during transition to ensure it is consistent with how they would like to manage media relations.

2.00 SCOPE

2.01 This Policy applies to full-time USC employees, including Executives.

2.02 Authorized spokespeople are defined in the Media Spokesperson Policy.

3.00 INTERNAL MEDIA REQUESTS

3.01 Authorized spokespeople shall do their best to provide the media with relevant quotes and information, and do so with extreme sensitivity to media deadlines.

3.02 If an authorized spokesperson receives a request that falls outside of their portfolio mandate, she shall refer the journalist to the correct individual.

3.03 If an authorized spokesperson receives a request that falls within their portfolio, but believes that a member of management or a Commissioner or Coordinator would be better able to respond to the request, the authorized spokesperson may authorize a member of management or a Commissioner or Coordinator to speak on their behalf.

3.04 If an employee who is not authorized to speak to the media receives a media request, they must refer the request to the authorized spokesperson best able to fulfil the request. If the employee is unsure who can best fulfil the request, they should refer the matter to the Communications Officer.

3.05 Authorized spokespeople are not required to refer internal media requests to the Communications Officer before doing an interview, but shall inform the Communications Officer after they have contact to assist her with tracking media contacts.



3.06 Management and staff may act as background resources to internal media in order to provide them with factual information, data, or conduct research requests.

(1) In such instances staff must establish that they are not authorized as official spokespeople and cannot provide quotes for attribution. They must also inform the Communications Officer of such contacts to allow for proper follow-up.

3.07 Media releases to internal media shall list the authorized spokesperson as the primary point of contact.

4.00 EXTERNAL MEDIA REQUESTS

4.01 External media requests shall be coordinated through the Communications Officer.

(1) Calls or electronic communications coming to the Main Office telephone or other employees not authorized to speak to the media shall be referred to the Communications Officer. In her absence, calls shall be referred to the President.

(2) Calls or electronic communications coming directly to an authorized spokesperson must be referred to the Communications Officer before proceeding with an interview.

(3) Media releases to external media shall list the Communications Officer as the primary point of contact.

4.02 The Communications Officer and authorized spokespeople shall do their best to provide the media with relevant quotes and information, and do so with extreme sensitivity to media deadlines.

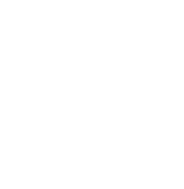
4.03 Management and staff may not act as background resources to external media without first liaising with the Communications Officer.

(1) If the Communications Officer approves an employee to act as a background resource, the employee shall act in accordance with 3.06 (1)

4.04 If an employee who is not authorized to speak to the media receives an external media request, they must refer the request to the Communications Officer.

5.00 DISCIPLINE

5.01 If an employee fails to adhere to the above procedures, they may be disciplined as per established human resources practices.





University Students' Council of Western University

Non-Routine Work Policy

Authority: Board of Directors	Date Ratified: March 10, 2017
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this policy is to establish procedural guidelines to diminish the risk(s) associated with unfamiliar work.

1.01 **SCOPE**

1.02 This policy applies to all USC employees and volunteers.

1.03 **DEFINITIONS**

1.04 **“Non-Routine Work”** is any activity that is not generally performed on a regular basis. Examples include year-end inventory, and hanging holiday lights.

1.05 **RESPONSIBILITIES**

1.06 Managers, before assigning non-routine work to a person, must hold a pre-work meeting to review the activities of the work for hazards.

1.07 **PROCEDURE**

1.08 The pre-work meeting

(1) will include the manager, the person being assigned non-routine work, and any supervisor of the non-routine work;

(2) is for the purpose of identifying hazards in the non-routine work; and

(3) implementing controls for hazards identified. Acceptable controls include the following:

- i. training the person in safe operating procedures already in place; and/or
- ii. developing new safe operating procedures, and then training all persons affected.

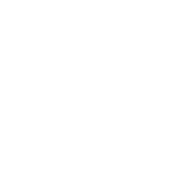
1.09 **COMMUNICATION**

1.10 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.11 **EVALUATION**



- 1.12 This policy will be evaluated on an annual basis through the continuous improvement plan.





University Students' Council of Western University

Operating and Capital Budget Approval Policy and Procedure

Authority: Board of Directors	Date Ratified: May 1, 2016
	Previous Amendments: None

OBJECTIVE

To set general policies and procedures for the annual approval of the USC Operating and Capital Budgets, and for any in-year adjustments to the approved budgets.

1.00 GENERAL POLICIES

1.1 The USC shall maintain a 3-year Operating Budget and a 10-year Capital Budget, both of which shall be updated on an annual basis to ensure they continue to reflect current needs.

1.2 The President and General Manager and their delegates shall be responsible for creating the Operating and Capital Budgets. The budgets shall balance the annual priorities of the Executive Officers and the Council with the long-term direction established within the USC Long-Term Plan.

1.3 The Council and the Board of Directors shall both consider and approve the Operating and Capital Budgets

- (1) The Board shall approve the entire budget, but shall be primarily responsible for reviewing the corporate and capital budgets.
- (2) The Council shall approve the entire budget, but shall be primarily responsible for reviewing the president and vice president (PVP) budget.
- (3) Due to its fiduciary responsibility to the organization the Board shall have final approval of the budget document.

1.4 The approval process shall provide adequate time for Councillors and Directors to become informed on the contents of the budget document, and allow for enough opportunities to have a full dialogue with each other and with students.

1.5 If the Board and Council cannot agree on the budget, there shall be a dispute resolution process that resolves the impasse in a fair and expeditious manner so that the budget can be approved as per the timelines established by Western University's Board of Governors.

1.6 Provide flexibility to make in-year adjustments to the approved Operating and Capital Budgets in response to new priorities and emerging issues, while also ensuring transparency



and appropriate oversight from the Board of Directors and Council when adjustments are required.

2.00 BUDGET PROCEDURES

2.1 Annual Operating and Capital Budget Approval Process

(1) The annual budgetary process shall require:

- i A presentation to the Board of Directors of an initial detailed budget for approval;
- ii A presentation to the Long-Term Plan and Budget Standing Committee of Council for recommendation to Council;
- iii A presentation to Council, whereby Council shall be given at least five (5) days to consider the budget and prepare amendments;
- iv A presentation to the Board of Directors where they shall have final authority to approve the budget;
 - (a) Final approval by the Board shall only be required if the Council amended the budget previously approved by the Board;
 - (b) The Board of Directors shall not approve a budget that is materially different from the budget approved by Council;
 - (c) If the Board is unwilling to ratify amendments made by
 - (d) Council, the Board and Council shall enter into a resolution process as outlined in the **Council-Board of Directors Budget Dispute Resolution Procedure**;
- v That the budget be approved no later than March 15th of each year.

2.2 Council-Board of Directors Budget Dispute Resolution Procedure

(1) Dispute Resolution Process

- i In the event that the Board of Directors disagrees with budget amendments made by Council, the Board shall:
 - (a) Inform Council of its objection within twenty-four (24) hours;
-



- (i) The Board's written objection shall include their rationale for objecting to Council's amendments and recommendations to remedy the Board's concerns;
- (b) The Chair of the Budget Taskforce shall call and hold a meeting within twenty-four (24) hours of receiving notification from the Board;
 - (i) The Taskforce shall consider the original budget put forth to Council by the Executive, amendments made by the Council and the objections and recommendations of the Board;
 - (ii) The Taskforce shall also have access to the Executive, General Manager and her designates and any other expertise as it deems necessary to arrive at a decision.
 - (iii) The Taskforce shall render a binding decision regarding the annual budget for submission to the Board of Governors.

3.00 Taskforce Composition

3.1 The Budget Taskforce shall be established before the fourth (4th) meeting of the Council.

(1) The composition shall be:

- i The USC President, ex-officio, voting (Chair)
- ii Four (4) Ordinary Members, which shall include the LTPB Chair, voting
- iii Four (4) members of the Board of Directors, voting, and
- iv The Secretary-Treasurer, ex-officio, non-voting.

4.00 In-year adjustments: Approved Operating and Capital Budgets

4.1 The USC Board of Directors shall receive regular, quarterly financial updates. During such updates recommendations may come forward to adjust the Operating or Capital budget in response to emerging needs or current financial realities.

4.2 The procedure for approving budget adjustments shall be:



- (1) The Board may approve budget adjustments when considering a quarterly financial update, or outside of a quarterly update in an emergency situation;
- (2) The Chair of Council's Long-Term Plan and Budget Committee shall be informed within twenty-four hours (24) of adjustments approved by the Board, and the LTPB shall receive a report at its next meeting. The Committee shall inform Council of the adjustments as part of its regular reporting.
 - (a) Adjustments related to personnel decisions are confidential in nature, and shall not be brought forward to the Council for its information.
- (3) Upon receiving the LTPB report, a Councillor may make a motion objecting to the budget adjustment. If such a motion is approved by the Council, the Budget Taskforce shall be convened within twenty-four (24) hours to render a binding decision on the matter.

5.00 AMENDMENTS TO POLICY AND PROCEDURES

5.1 The Board of Directors and Council shall both approve amendments to any section of this Policy and Procedure, which shall require a 2/3 majority from both bodies for approval.



University Students' Council of Western University

Performance Appraisal Procedure

Authority: Board of Directors	Date Ratified: December 1, 2017
	Previous Amendments: None

PURPOSE:

To utilize a performance appraisal program to maximize employee's overall job performance and professional development in order to:

Periodically record essential information concerning the performance level and strengths/weaknesses of an employee in relation to career development, including potential for advancement and suitability for other jobs and training.

Assist management in making thorough, objective and factual appraisals of the performance of employees under his/her supervision.

Assist management in achieving maximum utilization of all human resources, to motivate each employee to seek ways to improve performance where needed, and to enhance overall employee relations.

Performance appraisals provides both, supervisors and employees, the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths, discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance appraisal is to:

- Determine if training is needed
- Identify areas where improvement may be needed
- Revise or update individual goals
- Evaluate job performance in terms of meeting goals and job responsibilities
- Compensate for merit or promotional increases

1.01 SCOPE

(1) This Policy applies to all full time members of the USC including union and non-union members.

1.02 ADMINISTRATION

(1) All full time regular employees will receive a performance appraisal bi-annually. A mid-year and final review will be completed for all full-time staff.

- i. Union employees shall receive a Union Performance Assessment in
-



addition to a Performance Appraisal and Planning Appraisal bi-annually. These appraisals will be conducted mid year (end of December) and final (end of May).

ii. Non-union employees shall receive a Performance Appraisal and Planning Appraisal bi-annually. These appraisals will be conducted mid year (end of December) and final (end of May).

iii. The COO shall receive a Performance Appraisal and Planning Appraisal bi-annually. These appraisals will be conducted mid year (end of November) and final (end of April).

(2) All Introductory employees will receive a 45-day and 90-day review during their probationary period. The final probationary review will recommend whether the employee shall remain in the USC's service.

(3) Employees who transfer or are promoted to another internal role will receive 3 trial reviews which will be conducted every 10 workdays during their trial period. The final trial review will recommend whether the employee should remain in the new role or return to their previous role.

1.03 EXPECTATIONS AND RESPONSIBILITIES

(1) Supervisors shall:

i. Ensure that the performance of each staff employee is reviewed and recorded in accordance with the prescribed procedure, a minimum of twice per year.

(2) The Senior Manager, Human Resources shall:

i. Provide a systematic procedure to ensure that a viable performance appraisal program is ongoing.

ii. Monitor the performance appraisal procedure to ensure consistency in application throughout the USC.

iii. Ensure the original copy of all completed appraisal forms will be submitted to the Office of Human Resources for career development, professional development/ training and review purposes by the end of the appraisal period.

1.04 PERFORMANCE APPRAISAL FREQUENCY AND REPORTING

(1) Mid Year Review: Supervision will meet with and formally review mid-year



performance of each regular employee recognizing the review period of June - December.

(2) Annual Review: Supervision will meet with and formally review the performance of each regular employee in coordination, and prior to, the new budget year, annually and by the end of May.

(3) Probationary Review: A performance appraisal will be completed for all new employees by management at the mid (45 day) and final (90 day) conclusion of the ninety-day probationary period. Performance appraisal reports completed at the conclusion of the probationary period are to recommend whether the employee should remain in the USC's service.

(4) Trial Reviews: A performance appraisal will be completed for all employees who transfer or are promoted to another internal role. The employee will receive 3 trial reviews which will be conducted every 10 workdays during their trial period. The final trial review will recommend whether the employee should remain in the new role or return to their previous role.

(5) COO Performance Appraisal: The President shall meet and formally review mid-year performance and annual performance with the COO. The mid-year review shall recognize the review period from May - November. The annual performance review shall recognize the review period from December - April. The President shall seek approval and input from the Board of Directors for the COO mid and annual performance appraisal.

1.05 PREPARATION AND DISPOSITION OF THE EMPLOYEE APPRAISAL REPORT

(1) All reports will be prepared by the employee's immediate supervisor to ensure an accurate evaluation of the employee. Each report will be reviewed by the appraiser's immediate supervisor prior to any discussion with the affected employee. Differences of opinion on the employee's evaluation should be discussed and resolved if possible.

(2) Following all reviews and signatures, the completed appraisal form will become a permanent part of the employee's personnel file.

(3) For professional development purposes and Human Resources Planning and review purposes, the completed original appraisal will be submitted to the Office of Human Resources within five (5) working days from the date of completing the appraisal

1.06 GUIDELINES FOR PREPARING FOR THE PERFORMANCE APPRAISAL INTERVIEW

(1) All sections in the appraisal instrument have a specific employee developmental purpose and must be completed in detail.



- (2) Provide the employee with the opportunity to include results and accomplishments.
 - (3) Establish a date that is acceptable to the employee and that will permit adequate and uninterrupted time for discussion.
 - (4) Inform the employee well in advance and suggest that he/she prepare for the interview with questions on topics which he/she wishes to have discussed, with a focus on the employee's career objectives. The Development Plan section is to be completed in a constructive coaching manner, with the employee, by the supervisor including professional development and forward thinking areas of focus.
 - (5) Provide careful objective thought on the individual's performance for the period being evaluated-- NOT previous performance, future predictions, or areas not related to job content.
 - (6) Encourage open and free discussion during the appraisal interview to maximize beneficial results of the appraisal.
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University Students' Council of Western University

Personal Information Protection Policy

Authority: Board of Directors	Date Ratified: January 4, 2011
	Previous Amendments: None

PURPOSE:

This Policy is created under the Human Resources Directive of Council. Its primary objective is to establish the USC's compliance with the Personal Information Protection and Electronic Documents Act, which lists ten principles for personal information protection.

1.00 SCOPE

1.01 This Policy affects any USC employee, volunteer, and elected official who acquires or seeks to acquire a record of personal information about any other person while acting in their USC role.

(1) For the purposes of this Policy, "personal information" is defined as any information about an identifiable individual, excluding the name, title or business address or telephone number of an employee of an organization.

(2) A "record" includes any correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microform, sound recording, videotape, machine-readable record and any other documentary material, regardless of physical form or characteristics, and any copy of any of those things.

(3) "Privacy Administrator" shall be the individual within the Corporation responsible for the administration of this policy. The administrator shall be the Government Services Officer.

(4) A "USC affiliated fundraiser" is any charitable organization recognized by the Canada Revenue Agency, and is affiliated with a USC ratified club or USC service, program or event.

1.02 This Policy does not affect:

(1) Personal information collected, used, or disclosed by an individual for personal or domestic purposes, and not for any other any other purpose; or,

(2) Personal information collected, used or disclosed by the USC for journalistic, artistic or literary purposes and not for any other purpose.



2.00 INSTANCES IN WHICH PERSONAL INFORMATION MAY BE COLLECTED

2.01 Personal information may only be collected from an individual if there is a meaningful purpose for such collection that is relevant to the functioning of the USC.

- (1) Information needed from some members of a group shall not arbitrarily be requested from all members of the group.
- (2) The USC shall never request or otherwise compel any Student, employee, volunteer, or elected official to identify their sexual orientation.

i. Notwithstanding the above, information about sexual orientation may be collected where the anonymity of individuals is assured.

2.02 Whenever personal information is collected, the intended-use(s) of that information must be disclosed, and the individual must provide consent for the information to be used for that purpose.

- (1) Utilization of collected information for a substantially different purpose requires that consent again be obtained.
- (2) Consent may be express or implicit, and written or verbal, depending on the circumstance. The collection or utilization of personal information that is of a highly sensitive nature (e.g. medical records) requires express written consent.

2.03 Instances where the collection of personal information are recognized as valid include:

- (1) collection of an individual's personal contact information (email address, phone number, and/or mailing address) in instances where the individual does not have equivalent business contact information, and there is a reasonable likelihood of contacting the individual in the future for business purposes;
 - (2) requesting a resume and personal statement (i.e. cover letter) from individuals seeking a position within the USC;
 - (3) collecting emergency contact information;
 - (4) collecting information required for insurance purposes; and,
 - (5) collecting information about an individual's future availability, for the purposes of scheduling a business meeting or activity.
-



- i. Requests about the specific activities that affect an individual's availability (such as a student's course schedule) are not usually necessary, and shouldn't be requested unless the specific circumstances require it.

3.00 STORAGE & SECURITY OF COLLECTED PERSONAL INFORMATION

3.01 Records of personal information may exist in a variety of mediums, each with its own security considerations.

3.02 Records stored on a Computer

- (1) Computer files must be secured in accordance with the Information Technology Security Policies and Procedures.

3.03 Records not stored on computers

- (1) All personal records not stored on computers must be filed in a room that is always either locked, or under the supervision of a USC employee.

- i. The distribution of keys shall be limited to the original recipient of the personal information held in the room, USC administrative staff who have been trained by the Privacy Administrator.

- ii. Any USC employee supervising a room holding personal information records must be trained by the Privacy Administrator.

- (2) Any information that is particularly sensitive (such as salary records and other human resources documentation) must be exclusively accessible only to individuals who have been given consent to see the information. An additional security measure must be in place for such information, which may include:

- i. locking the records inside of a drawer or filing cabinet inside of a room that is locked or supervised as described above; or,

- ii. maintaining a records storage room that only the Privacy Administrator, and trained designates of the Privacy Administrator have the ability to access.

4.00 USE OR DISCLOSURE OF INFORMATION

4.01 Personal information may never be used or disclosed without consent.

- (1) Consent for the disclosure or use of personal information should be obtained during the collection of the information, as described above in Section 2.02. However, sometimes consent may be required after the collection of the information, as might
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occur if the USC wishes to use information for a purpose substantially different than the one for which it was originally collected.

4.02 Emails sent by an individual are considered as a type of personal information about that individual. The disclosure of emails to individuals other than the recipient must be limited, and purposeful.

(1) Express consent is required to disclose an email that is of a highly personal nature.

(2) Implicit consent for disclosure may be present where an email is not clearly directed at any one individual, or where the email has been sent to a large number of people.

(3) Under normal circumstances, emails sent to a USC business email account are interpreted as being directed at the position-holder. There is implied consent for any individual holding that position in the future to view the email.

4.03 Even where consent exists, it is strongly discouraged for employees, volunteers, and elected officials to use or disclose personal information without meaningful purpose.

(1) For instance, a commissioner may consent to providing their personal contact information to future commissioners of the USC. However, it would still be considered inappropriate to include their email address in the manual of every future USC commissioner, since the majority of them would have no use for the information.

4.04 USC affiliated fundraisers may collect student information beyond name and e-mail address.

(1) The fundraiser must provide written agreement that they will adhere to the USC Personal Information Protection Policy.

4.05 If ever it is necessary for a 3rd party to process personal information, such as in the case of an administrative officer who assists with record keeping, or in the case of a company contracted to provide a service requiring access to certain personal data (e.g. a survey):

(1) the 3rd party shall be required to agree to a confidentiality clause that protects the personal information from being further distributed; and,

(2) whenever practical, steps shall be taken to increase the anonymity of data being processed.

5.00 DESTRUCTION OF RECORDS



5.01 Except where otherwise required by law, records of personal information that are no longer of use or benefit to the USC must be destroyed within sixty (60) calendar-days of the expiration of their usefulness.

(1) This includes, for instance, the resumes and cover-letters of individuals applying for USC positions after the selection process has concluded.

(2) With consent, the personal information may be kept on record for a longer period of time.

5.02 Information which is intrinsically valuable as a historical record, but which is embedded with personal information, may be kept indefinitely.

(1) If it is practical, the personal information should be excised, or made anonymous.

(2) Historical records of this nature shall be treated as confidential.

5.03 Paper files that are destroyed must be shredded.

5.04 Digital files to be destroyed must be permanently deleted. Any copies of the original file on other devices must also be deleted.

6.00 DOCUMENTATION

6.01 Anytime an individual provides consent for the collection, use, and/or disclosure of their personal information for a specific purpose, the nature and extent of their consent must be documented.

(1) Documentation may be digital or physical, but must be retrievable by the Privacy Administrator.

6.02 Documentation regarding consent must be maintained for at least as long as the personal information collected is being used or kept on file. After a record of personal information has been destroyed in accordance this policy, the records of consent must be maintained for at least six (6) months.

7.00 RIGHTS OF INDIVIDUALS

7.01 Any individual may request to know what personal information records the USC has on file about them, and may:

(1) request to see the record(s);



(2) request a correction a record to ensure its accuracy;

(3) withdraw consent and request that the record be destroyed.

7.02 Excepting extreme or unusual circumstances, the USC commits to responding to requests within thirty (30) calendar-days.

7.03 Additionally, any individual may file a complaint about the USC's personal information protection. Such complaints may be directed to the USC Privacy Administrator, or the Canadian Privacy Commissioner.

8.00 PROCEDURAL AUTHORITY

8.01 Further procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any Procedures created under it.

(3) Any new Procedures or amendments to existing Procedures must be ratified by the Executive Council before taking effect.

8.02 Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.



University Students' Council of Western University

Personal Protective Equipment Policy

Authority: Board of Directors	Date Ratified: February 26, 2016
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to ensure worker safety by requiring personal protective equipment (PPE) be used by workers when applicable.

1.01 **SCOPE**

1.02 This policy applies to all USC employees, volunteers, and visitors.

1.03 **DEFINITIONS**

1.04 **"PPE"** is equipment used to protect workers from specific hazards. PPE may protect any aspect of a worker's body & health including their head, eyes and face, lungs, hearing, hands and feet.

1.05 **EXPECTATIONS AND RESPONSIBILITIES**

1.06 Workers will use PPE as directed by their manager.

1.07 Managers will ensure their workers are trained to use PPE as part of job specific training as per the USC Health & Safety Orientation Policy.

1.08 Managers will provide training on the following:

(1) Proper fit, inspection, maintenance and replacement; and,

(2) Equipment use and limitations.

1.09 **PROCEDURES**

1.10 The USC provides PPE to workers in most cases, as listed in the Appendix "List of PPE at USC."

1.11 For any worker who is required to wear CSA Green Patch Safety Shoes/Boots, the USC will reimburse 50% of \$100 (up to \$50 reimbursement) of the purchase cost, at most once each year, to defray the worker's personal expense.

1.12 **COMMUNICATION**

1.13 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.



1.14 **EVALUATION**

- 1.15 This policy will be evaluated on an annual basis through the Continuous Improvement Plan





University Students' Council of Western University

Physical Demands Information Policy

Authority: Board of Directors	Date Ratified: November 19, 2013
	Previous Amendments: November 19, 2011

PURPOSE:

The purpose of this document is to maintain a record of the physical demands of each job at the USC. This policy is designed to facilitate the return to work of workers injured on the job to safe, meaningful and productive work.

1.01 **SCOPE**

1.02 This policy applies to all employees of the USC. This Policy affects the return to work of all USC employees both unionized and non-unionized, and management.

1.03 **RESPONSIBILITIES**

1.04 **Employer:**

- (1) Management is responsible for providing the time required for any worker to participate in the process

1.05 **Employee:**

- (1) Employees are required to participate in the all required components of the Physical Demands Analysis process
- (2) Employees are responsible for assisting with any information that is requested or required by the HR Representative/Manager in order to perform the PDA

1.06 **Human Resources:**

- (1) A HR Representative is required to facilitate the PDA process
- (2) An HR Representative is responsible for contacting the appropriate individuals in order to collect the relevant information through the PDA process

1.07 **Employee Supervisor:**

- (1) The Employee Supervisor is required to participate in all required components of the PDA process

1.08 **PROCEDURES**



- 1.09 Physical Demands Information Forms will be created using the USC's PDI Form. The PDI Form will include a brief summary about the job and all activities associated with each duty
- 1.10 The PDI Form shall be completed by the Human Resources Manager or Health and Safety Coordinator for the position of an individual who is participating in the USC's Early and Safe Return to Work Program.
- 1.11 The PDI Form will objectively quantify and evaluate the environmental conditions, use of machines, equipment, tools, work aids and physical demands of each task.
- 1.12 The PDI Form will be summarized by job duties and the amount of time spent per day performing each duty.
- 1.13 A PDI Form for an individual's job which has changed should be updated to reflect the appropriate modifications.
- 1.14 All PDI Forms shall be kept in the HR File Room.
- 1.15 There are 4 components to the PDI Process:
- (1) Determine the job function: The worker or supervisor and the HR Representative discuss existing information of the job title and job description.
 - (2) Verification of job function: The HR Representative and supervisor will determine the various tasks of the job. This is done by observing the worker while working. The HR Representative will determine the percentage of time each day, week or shift spent on various tasks within their job. The HR Representative will interview the worker in order to collect additional information/confirm information collected.
 - (3) Quantify the physical demands of each job function: Objectively quantify the physical and environmental requirements for each task/duty.
 - (4) Record all processes: Once the physical demands of each task are completed, the information shall be recorded. An initial report shall be submitted to the manager and worker for review and sign off. The HR Representative shall prepare the final report according to all of the modifications and or corrections. The final report shall be signed off by the manager to indicate the accuracy of the physical demands analysis of the job.
- 1.16 **COMMUNICATION**
- 1.17 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.
- 1.18 **EVALUATION**
- 1.19 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.
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University Students' Council of Western University

Pre-Use Inspection Policy

Authority: Board of Directors	Date Ratified: March 10, 2017
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to ensure equipment is safe to use before it is relied upon.

1.01 **SCOPE**

1.02 This policy applies to all USC employees and volunteers.

1.03 **RESPONSIBILITIES**

1.04 A pre-use inspection must be made according to the list in the appendix of,

- (1) equipment;
- (2) frequency of inspection, in addition to before its first use; and,
- (3) responsibility to inspect.

1.05 Managers will

- (1) Keep records of inspections; and,
- (2) Use an inspection reporting form that includes the following information:
 - i. Equipment inspected;
 - ii. Inspectors signature or initials;
 - iii. Date of inspection;
 - iv. List of components to be inspected and the minimum standard expected;
 - v. Description of any hazards discovered; and,
 - vi. Recommendations for corrective action.

1.06 **PROCEDURES**

1.07 Equipment-specific inspection procedures will be kept by managers.

1.08 **COMMUNICATION**



1.09 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.10 **EVALUATION**

1.11 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Preventative Maintenance Policy

Authority: Board of Directors	Date Ratified: March 10, 2017
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to ensure equipment is kept in safe working condition.

1.01 **SCOPE**

1.02 This policy applies to all USC employees and volunteers.

1.03 **RESPONSIBILITIES**

1.04 Preventative maintenance must be conducted according to the list in the appendix of

- (1) equipment;
- (2) frequency of maintenance; and,
- (3) responsibility to maintain.

1.05 Managers will

- (1) Keep records of maintenance; and,
- (2) Use a maintenance reporting form that includes the following information:
 - i. Equipment inspected/maintained;
 - ii. Inspectors signature or initials;
 - iii. Date of inspection/maintenance;
 - iv. Description of the work performed;
 - v. Reporting of any deficiencies;
 - vi. Recommendations for correcting deficiencies identified; and,
 - vii. Action taken (who, what, when).

1.06 **PROCEDURES**

1.07 Managers will ensure equipment-specific maintenance is performed by qualified persons.



1.08 **COMMUNICATION**

- 1.09 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.10 **EVALUATION**

- 1.11 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Procurement Safety Policy

Authority: Board of Directors	Date Ratified: February 26, 2016
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to ensure newly obtained equipment is in safe working condition.

1.01 **SCOPE**

1.02 This policy applies to all equipment purchased for or by the USC.

1.03 **EXPECTATIONS AND RESPONSIBILITIES**

1.04 USC Workers will ensure each piece of equipment being purchased bears the label or mark of a testing organization recognized by the Standards Council of Canada

1.05 USC workers will ensure any goods and equipment purchased are assessed for existing or potential hazards and ensure that appropriate controls are put in place

(1) Assessment applies to any modifications of existing processes or equipment

(2) Assessment includes any health and safety risks the proposed purchase may pose

(3) Assessment includes identifying if and what training is required, and for whom

(4) Assessment must be done in consultation with the end user and/or the Joint Health and Safety Committee (JHSC)

(5) Assessment to address if a safe operating procedure (SOP) is needed

1.06 **COMMUNICATION**

1.07 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

1.08 **EVALUATION**

1.09 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Purchasing Policy & Purchasing Administrative Regulations

Authority: Board of Directors	Date Ratified: September 21, 2015
	Previous Amendments: None

OBJECTIVE

The University Students' Council purchases goods and services throughout the year that are necessary for the successful operation of the organization. This Purchasing Policy, combined with the Purchasing Administrative Regulations and Purchasing Procedures, has been created to ensure employees follow sound, efficient and standardized practices when making purchases on behalf of the corporation.

1.00 GENERAL POLICIES

The USC shall conduct its purchases in accordance with generally recognised purchasing practices including, wherever possible, the competitive process. Consistent with this the following policies shall provide the framework for all USC purchasing activities:

1.1 The USC will ensure that products and services are acquired such that they are of acceptable quality at the lowest available price, with consideration given for availability, urgency of demand and required service level.

1.2 All purchasing transactions shall ensure equal opportunity, due process and fairness to suppliers.

1.3 When any tendering process, including Requests for Proposal (RFP) are used, the lowest evaluated tender or price, which is the offer evaluated as striking the best balance between quality, price, urgency of demand and required service level, shall be accepted.

1.4 In all cases where the acquisition price exceeds \$25,000 approval of the award recommendation shall be obtained from the Board of Directors prior to purchase. For purchases of a value less than \$25,000 signing authority shall be established and delegated by the General Manager and the President.

1.5 For purchases that involve the acquisition of talent, such as bands, speakers, or other entertainers, the Board will be provided with an annual plan and approve an annual maximum spend on talent. The Board shall receive updates each quarter regarding progress versus the plan; any changes to the maximum spend must be approved by the Board.



1.6 All USC personnel shall maintain both actual and apparent impartiality and arm's length distance in all dealings with potential suppliers of goods and services.

1.7 Purchases may be made without prior Board of Directors approval in an emergency situation when the lack of immediate action would jeopardize operation or equipment, disrupt critical services to students or involve the health and safety of personnel if the said purchases are approved by the General Manager and President or their designates. The Board must be made aware of all pertinent facts within one business day of the incident that required the emergency purchase.

1.8 Any purchase, except emergency purchases as described above that are not included in an approved USC budget must receive approval from the Council and/or the Board of Directors as per the procedures established within By-Law #1.

1.9 The General Manager and President shall maintain a set of Administrative Regulations and Procedures that establish consistent internal processes for purchasing. These processes do not require Board approval, but shall be available to Directors for their information.

Purchasing Administrative Regulations

OBJECTIVES

The following shall establish a number of internal regulations for all purchasing at the USC. These procedures may be altered or changed with the approval of the General Manager and President, and shall be consistent with the Purchasing Policy.

SIGNING AUTHORITY

1. General

- 1.1. Signing authority is delegated by the General Manager to the Managing Directors and the President to the Vice-President, Secretary-Treasurer and Communications Officer. The Managing Directors and Executive Officers may delegate authority to the appropriate staff members in their areas. A completed 'Signing Authorization Form' must be on file for each staff member with delegated authority with the Finance Office before authority to purchase is recognised.
 - 1.2. Only full-time employees may be authorized to conduct purchasing transactions on behalf of the corporation. Exceptions may be made upon the approval of the President and the General Manager.
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- 1.3. Signing authority levels are established and monitored by the General Manager or her designate for permanent, full-time employees and by the President or her designate for Executive Officers.
- 1.4. Full signing authority may be delegated to another qualified individual in a department or executive portfolio in times of absence. Written notification must be provided by the individual who is delegating signing authority to the Finance Office.

2. Application of Signing Authority

- 2.1. The signature on the purchase order signifies that:
 - 2.1.1. the USC has entered into a formal agreement with the vendor to purchase a specified amount of a commodity/service for a specified price.
 - 2.1.2. the signer is assuming the responsibility for ensuring the proper purchasing practices have been employed during the course of purchase.
- 2.2. Leases, rentals, service contracts or any purchases that do not have a definite dollar value, or paid on an incremental basis, shall be evaluated on an approximate total cost basis for determination of required signing authority.
- 2.3. All formal contracts for expenditures in excess of \$50,000 must be approved by the Board of Directors and furthermore the Board must grant signing authority for said contract to the General Manager or her respective designates.

3. Exceptions

Due to reasons of standardization, economies of scale, vendor familiarity, or required expertise, the following types of purchases are considered as exceptions to the established signing limits:

- 3.1. Stationery and Office Supplies: shall be obtained by the Finance Office.
 - 3.2. Furnishings and Office Equipment: shall be obtained by the Events and Building Services department.
 - 3.3. Data Processing Equipment: hardware or software shall be obtained by the Information Systems department, with approval of the Managing Director, Financial Services prior to purchase.
 - 3.4. Capital Equipment/Working Capital: shall be obtained by the respective department managers after having obtained the General Manager or her designates approval.
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- 3.5. Printing: all printing requirements that cannot be satisfied by the general use printers in the main office or personal offices shall be handled by Creative Services.
- 3.6. Talent acquisition: the acquisition of talent, such as bands, speakers, or other entertainers shall be handled by the Events and Building Services department. Contracts exceeding \$5,000 require authorization from the General Manager.
- 3.7. Construction: all construction, demolition and renovation projects shall be administered by the Managing Director, Facilities and Operations or his designate, in conjunction with Western University's Facilities Management.

4. Approval for Payment

- 4.1. 'Approval for Payment' indicates the limit to which an individual may authorize payment for those purchasing transactions that do not normally require the issuance of a purchase order. Some instances where 'Approval for Payment' may be used are:

- 4.1.1. Cheque Requisitions: purchases of an extremely minor nature such as memberships, magazine subscriptions, credit card payments and conference registrations.

5. Signing Authority by Department / Position

CHART HERE WITH STAFF POSITIONS AND THEIR LEVEL OF AUTHORITY (Levels 1 - 5)

PROCUREMENT

1. General

- 1.1. Competitive prices shall be obtained where possible when compatible to the urgency and economies of the purchase.
- 1.2. In all cases where no competitive supply market exists, USC purchasing practices shall employ such value analysis and negotiation methods as deemed appropriate for the occasion.
- 1.3. The purchaser is responsible for employing the appropriate purchasing procedures as outlined in these policies, regulations and procedures and to initiate, distribute and maintain appropriate documentation.

2. Methods of Purchase

The purpose of the purchasing process is to establish a legal, contractual arrangement between



a vendor and the University Students' Council for the acquisition of goods or services. This is accomplished with the proper completion and acceptance of a purchase order or contract, payment of cash, or credit card transaction. The documentation produced during this process provides the terms and conditions necessary to have a legally binding arrangement, and in addition, provides the link in the communication/audit process.

Regular Purchases

- 2.1. All USC personnel with approved signing authority can issue a Regular Purchase Order (R.P.O.) for the supply of goods or services up to their signing limit, or delegated signing limit. It is the responsibility of the Senior Manager or Managing Director to ensure that the proper procedures are followed related to the selection of vendors, product specifications, price quotations and purchasing documentation and follow-up. Most purchasing transactions will be monitored by the Finance Office who will endeavour to lend assistance to any individual or department when necessary or upon request.
- 2.2. Most purchases of goods and services can be accomplished with the use of a correctly completed Purchase Order. Some instances when a R.P.O. are not recommended are:
 - 2.2.1. Internal purchases, such as caterings from Food and Beverage, work done by the Promotions Department and printing from Creative Services.

Contract Purchases

- 2.3. The Level 1 & 2 personnel are responsible for the issuance and distribution of all Contract Purchase Orders (C.P.O.). The user department is responsible for the issuance of support documentation against the purchase order, following the terms of the purchase order, monitoring vendor performance and responding promptly to requests for renewal authorization and information.
 - 2.4. Contract Purchase Orders are generally issued to formalize an agreement that has been the result of a tender quotation process for the supply of particular goods or services from a vendor for a specific period of time. There is no limit on the amount that can be ordered against a C.P.O. at one time as all prices, terms and conditions have usually been predetermined in the tender. The signing authority and responsibility for these purchases belongs to the Level 1 & 2 personnel.
 - 2.5. The user department, may at times issue a Contract Purchase Order without item prices and quantities. In these cases, current item price lists and catalogues will be referenced on the C.P.O., and copies of these lists or catalogues will be provided to the Finance Office and Accounts Payable.
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2.6. Contract Purchase Orders are typically used to cover the following types of acquisitions:

- 2.6.1. Equipment leases/rentals
- 2.6.2. Continuous services and service agreements
- 2.6.3. Regular inventory or supplies for Food & Beverage and Retail

Credit Cards / Petty Cash

- 2.7. Corporate Credit cards shall be issued to personnel at the discretion of the President and General Manager for use by departments and portfolios. The credit card user is responsible for the correct distribution of documentation following a purchase.
- 2.8. Occasional purchases from local vendors, that do not exceed \$100 should be made from petty cash. Petty cash shall be held by the Finance Office.

3. Emergency Requirements

- 3.1. In most cases the Senior Manager or Managing Director is responsible to ensure emergency purchase approval and documentation is completed. If applicable, the General Manager shall take responsibility for all purchases made under an emergency situation.
- 3.2. Emergency requirements exceeding normal signing authority, where time permits, shall be authorized by the General Manager or President. If time does not permit, the purchase shall be authorized by the person with the most signing authority available. The General Manager and President shall be notified as soon as possible.

4. Single or Sole Source Vendors

- 4.1. The General Manager shall decide the most appropriate method of purchase on occasion where no competitive supply market exists and is responsible for all purchase negotiations covering materials and services, except for those listed as exempt in the 'Signing Authority' section. The intent is to avoid waste, both in time and materials, in a tendering process when a source is predetermined to be the only source capable of performing this service or supply the material, or the only source solicited for reasons specific to the situation, although competition may be available.
 - 4.2. Purchases from single source vendors should be kept to a minimum as the best assurance that 'best value' has been achieved comes with competition.
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5. Cooperative Purchasing

- 5.1. Departments are encouraged to find opportunities to combine or pool the needs of other internal departments, or to combine the needs of the USC with Western University, to achieve economic or other advantage in the procurement of goods or services.

TENDERS

Tenders are requests by the USC to suppliers, contractors, or others to quote prices for goods and services, purchase of USC-owned assets, or other aspects of USC business.

1. Tenders

Tenders are used to obtain price quotations for the supply of goods and services. The choice of method is a judgement made by the Purchases, depending upon several factors, including urgency of need, cost and availability. The methods available include formal supply tenders and quotations.

Quotations

Methods of obtaining pricing are the Request for Quotation (R.F.Q.), Request for Proposal (R.F.P.), Expression of Interest (E.O.I.) and the telephone quotation.

1.1. Request for Quotation (R.F.Q.)

- 1.1.1. R.F.Q.'s are used for most of the major acquisitions made by the USC, especially for goods/services that are used on a continuous basis and are repurchased or renewed on an annual basis.
 - 1.1.2. R.F.Q.'s other than for goods and services listed as exceptions, can only be called for by the General Manager or her designate.
 - 1.1.3. Late, unsigned or incomplete bids may be accepted providing that the deficiency is corrected in a prompt and ethically correct manner. The buyer may delay placing an order, if time permits, to await the return of a quotation which has been delayed.
 - 1.1.4. It is recommended that a minimum of three qualified vendors be solicited for bids for each purchase.
 - 1.1.5. Unless judged unsuitable, the lowest evaluated bid shall be awarded the contract for the supply of the tendered goods/services.
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1.2. Request for Proposal (R.F.P.)

- 1.2.1. On occasion, the exact nature of the product or service required is difficult to determine or specify. Prior to tendering, an R.F.P. can be issued to assist in the determination of the project's final parameters.
- 1.2.2. Generally, the R.F.P. does not bind either the USC or the vendor to any type of commitment, financial or otherwise. It is usually a forum for the receipt of ideas in order to more clearly specify the requirement in the future.
- 1.2.3. R.F.P.'s can be called upon by the individual responsible for making the purchase.
- 1.2.4. Late, unsigned or incomplete proposals may be accepted providing that the deficiency is corrected in a prompt and ethically correct manner.
- 1.2.5. The purchase of a product or service may be negotiated directly from the results of an R.F.P., but it is recommended that those results be used to complete the requirements necessary for a competitive tender process.

1.3. Telephone Quotations

- 1.3.1. Telephone quotations may be obtained by any USC staff member with recognized signing authority but should be limited to purchases within the department's signing authority.
 - 1.3.2. Telephone quotations should only be used to obtain quotes on identical items or items/services that are commonly considered as equal.
 - 1.3.3. Quotations are generally obtained by telephone when competitive pricing is desired an either:
 - 1.3.3.1. the value of the goods or service involved does not warrant obtaining written quotations or,
 - 1.3.3.2. time does not permit obtaining written quotations.
 - 1.3.4. It is recommended that a minimum of three vendors be contacted to submit verbal quotes on identical, or at least comparable, items.
 - 1.3.5. Unless judged unsuitable, the lowest evaluated bid shall be awarded the contract for the supply of quoted goods/services.
 - 1.3.6. Phone quotations received from one vendor shall not be released to another vendor, prior to purchase, in order to receive a lower price.
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FORMAL CONTRACTS

1. Formal Contracts

- 1.1. The issuance of a formal contract does not exempt departments from also ensuring that a purchase order is produced as a companion document to the formal contract. Unless otherwise stipulated, the terms and conditions established in the contract shall have precedence over those stated on the purchase order.
 - 1.2. Regular signing authority limits apply to goods/services purchased under formal contract. If the total cost of the contract exceeds departmental signing authority, then the purchase order and the contract shall be forwarded to the appropriate individual for authorization prior to the signing of the contract.
 - 1.3. It is recommended that all formal contracts be reviewed by the Managing Director, Financial Services, and where appropriate the USC's external legal counsel. This will ensure that the best interests of the USC, financially and legally, are understood and protected.
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University Students' Council of Western University

Reserve Fund Policy

Authority: Board of Directors	Date Ratified: February 26, 2016
	Previous Amendments: None

PURPOSE:

Governments and corporations use reserve funds as financial planning tools to ensure that monies are set aside to meet long-term goals and mitigate short-term financial risks. Reserve funds can serve many purposes, including:

- To smooth student fee (or tax rate) impacts during times of change or short-term uncertainty.
- To absorb the cost of emergency, one-time expenses not included in the operating budget.
- To plan for the impact and financing of major capital projects over time, to plan for scheduled capital renewal, and to fund other known future obligations.

At present the University Students' Council has two reserve funds:

- Internally Restricted Reserve (covers emergency business interruption, post-retirement benefit obligations, and capital cost obligations.)
- Student Fee Stabilization Reserve

This policy defines the purpose, source of revenue, acceptable use, and targets for reserves.

1.01 **INTERNALLY RESTRICTED RESERVE**

1.02 Purpose:

- (1) The internally restricted reserve fund represents internally restricted funds that are to be used to finance operations during periods of reduced funding and to fund the USC's post-retirement benefit obligation to its employees. The fund also represents the USC's investment in capital assets.

1.03 Revenues:

- (1) The reserve is currently at target, so no source of revenue is required.

1.04 Expenditures:



- (1) Drawing from this fund can be authorized by the Board of Directors to meet unforeseen circumstances such as an interruption in operations due to an emergency.

1.05 Board of Directors Approved Target:

- (1) The fund must be able to cover the corporation's post-retirement benefit obligations, 12 months of operating expenses in the case of an emergency, and the USC's investments in capital assets.
- (2) Targets shall be re-evaluated for approval by the Board in conjunction with the strategic planning process or as deemed appropriate by the Secretary-Treasurer.
- (3) For the 2015/16 budget year, the target shall be \$3,000,000.
 - i. The target is established to meet the following obligations:
 - a. Business emergency and interruption - \$2,200,000
 - b. Post-retirement benefit obligations - \$800,000

1.06 **STUDENT FEE STABILIZATION RESERVE**

1.07 Purpose:

- (1) The student fee stabilization reserve represents funds available to reduce pressure on the student fee rate under the following circumstances:
 - i. during times of internal restructuring and change, where time is needed to plan for the long-term impact on student fees; and,
 - ii. to address short-term impacts to the operating budget brought on by issues in the external environment, such as economic downturns, unexpected decreases in student enrolment.

1.08 Revenues:

- (1) One-time transfer of funds up to \$1,000,000 and no less than \$800,000 from the Internally Restricted Reserve to establish the fund.
- (2) Any end of year operating surpluses may be transferred to the fund with a motion of the Board of Directors.
- (3) Any interest earned on the funds in the Student Fee Stabilization Reserve shall remain in the fund.
- (4) Any internal payments, including the principle and interest, from projects that involve internal borrowing shall be remitted to the Student Fee Stabilization Reserve.

1.09 Expenditures:

- (1) Use of the fund shall be approved annually during the budget process.
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1.10 Board of Directors Approved Target

- (1) For the 2015/16 budget year, \$1,000,000.
- (2) Target shall be re-evaluated for approval by the Board in conjunction with the strategic planning process or as deemed appropriate by the Secretary-Treasurer.



University Students' Council of Western University

Risk Identification Policy

Authority: Board of Directors	Date Ratified: December 1, 2017
	Previous Amendments: None

1.00 OBJECTIVE

1.1 The University Students' Council (USC) Board of Directors must ensure that all risks facing the organisation are mitigated and to document this mitigation each year a risk analysis with accompanying mitigations strategies is presented to the Board of Directors.

2.00 APPLICATION

2.1 This Policy applies to all actions of the USC.

3.00 ADMINISTRATIVE

3.1 Yearly, the Board of Directors, via Management, will ensure proper execution of this policy.

4.00 RISK IDENTIFICATION

4.1 Each year during the onboarding for the new Board of Directors the document containing all the identified risks and mitigation strategies, this report is referred to as the risk register, will be presented to the Board as an orientation document.

4.2 By the November Board Meeting each year an updated Risk Register, as outlined in the Risk Identification Procedure, will be presented to the Board of Directors for their review including mitigation strategies for each risk.

4.3 Management is expected to present any risks that it deems time sensitive and can not be held until the November Update to the board as soon as possible.



University Students' Council of Western University

Schedule of Posted Health and Safety Materials

Authority: Board of Directors	Date Ratified: November 15, 2011
	Previous Amendments: None

PURPOSE:

The purpose of this document is to list the materials which are to be posted on the USC's health & safety boards.

1.00 SCOPE

1.01 This applies to all USC health & safety boards.

2.00 RESPONSIBILITIES

2.01 The Health & Safety Coordinator will insure the materials listed in the appendix are posted on health & safety boards, as noted.

3.00 COMMUNICATION

3.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4.00 EVALUATION

4.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.



University Students' Council of Western University

Social Media Policy

Authority: Board of Directors	Date Ratified: July 10, 2012
	Previous Amendments: May 23, 2012

1.00 PURPOSE:

1.01 This Policy is created under the Human Resources Directive of Council and provides guidelines for staff and volunteer conduct in relation to social media communications.

(1) While the USC encourages the use of social media to better connect with our external audiences, it is also important that the USC is consistently represented across all social media platforms.

(2) This policy shall augment an employee's responsibility under the Corporate Online Systems Acceptable Use Policy, which is signed by every employee upon accepting employment with the USC.

2.00 SCOPE

2.01 This Policy applies to all USC employees, including Executives, interns, part-time and full-time employees and other salaried student positions. The policy also applies to USC volunteers, including all commissioners, coordinators, and committee members. Volunteers do not include elected members of Council, those being voting members as defined by the By-law, student Senators, and student Board of Governors representatives.

2.02 This Policy does not apply to the use of social media by the Gazette or CHRW.

2.03 This Policy specifically contemplates the use of blogs, Twitter, and Facebook, as these are presently the most popular tools of social media. However, the general principles established also extend to other avenues of social media.

2.04 Employees and volunteers are also responsible for adhering to the USC Corporate Online Systems Acceptable Use policy when using social media.

3.00 PRINCIPLES

3.01 Transparency: When posting comments or material related to your employment or volunteer responsibilities with the USC, you must identify your relationship to the USC. It is unacceptable to assume an anonymous identity when initiating or responding to a



topic related to the USC.

3.02 Accuracy: When publishing information related to the USC ensure that you provide accurate information and clearly identify the source of that information. Also, keep commentary focused on your area of responsibility or expertise.

3.03 Non-Discrimination: Do not transmit messages with derogatory remarks about a person's race, colour, sex, age, disability, religion, national origin, physical attributes and sexual preference.

3.04 Professionalism: While using social media as a USC employee or volunteer, ensure your profile and content is consistent with how you would represent yourself with colleagues and clients.

3.05 Confidentiality: No messages disclosing sensitive, confidential, restricted, non-public, or proprietary information involving trade secrets can be transmitted over social media.

4.00 SEPARATION OF PERSONAL/WORK ACCOUNTS

4.01 If employees or volunteers use social media accounts in their capacity at the USC, then it is expected that a dedicated account be created that is separate from an employee or volunteer's personal accounts. All official USC social media accounts will be authorized and created as per established procedures.

(1) Executive members of the USC as defined by the By-Law are exempt from this clause.

4.02 Staff members and volunteers should not use their personal social media accounts to comment upon USC related topics.

5.00 OWNERSHIP

5.01 USC social media accounts are property of the USC. Employees and volunteers have no ownership rights over content posted to social media accounts, account followers, or any other materials.

5.02 The USC may transfer accounts to other individuals, or may delete accounts upon the departure of an employee or volunteer as per established procedures.



University Students' Council of Western University

Social Responsibility Audit Policy

Authority: Board of Directors	Date Ratified: May 26, 2012
	Previous Amendments: None

PURPOSE:

This Policy establishes a social responsibility audit format, to be conducted annually, on each of the USC Operations and programs.

1.00 OPERATIONS

1.01 Sr. Management will ensure annually that each Operation Manager conducts an annual social responsibility audit of their operation.

1.02 Each Operation must be audited annually.

1.03 The audits will be submitted to the Sr. Management team and brought for review and approval to executive council.

(1) Recommendations coming from result(s) of audits may be presented at this time, or at a later date as a result of discussion from Audit Presentation.

2.00 PRESIDENT AND VICE-PRESIDENT PORTFOLIOS

2.01 Each member of Executive Council shall conduct an annual social responsibility audit of their own portfolio.

2.02 Each Executive Portfolio must be audited annually.

2.03 The audits must be presented and brought for review and approval at an Executive Council meeting.

(1) Recommendations coming from result(s) of audits may be presented at this time or at a later date as a result of discussion from Audit Presentation.

3.00 SOCIAL RESPONSIBILITY AUDITING PROCEDURE

3.01 The USC Social Responsibility Auditing procedure must be made in accordance with Industry Canada's Standards for Corporate Responsibility in Small Businesses and must address but is not limited to the following areas: Improving the Environment, Human Resource Management Practices, Promoting Diversity and Human Rights, and Helping the Community.



3.02 The USC Social Responsibility Auditing procedure will be reviewed annually by the Vice-President Campus Issues in conjunction with the Government Services Department.

3.03 Any changes made to the USC Social Responsibility Auditing procedure will be presented to and approved by Executive Council.

4.00 USC SOCIAL RESPONSIBILITY AUDIT RESULTS

4.01 The results of the annual social responsibility audit shall be compiled annually into a report and presented to council by the Vice-President Campus Issues.

4.02 The Social Responsibility Audit Report will be published on the USC website annually no later than January 30th of each year.



University Students' Council of Western University

Visitor Policy

Authority: Board of Directors	Date Ratified: January 16, 2015
	Previous Amendments: November 15, 2011

PURPOSE:

The purpose of this document is to outline the responsibilities of visitors.

1.01 **SCOPE**

- 1.02 This policy applies to all persons with scheduled appointments for a business function, and to all USC employees.

1.03 **DEFINITIONS**

- 1.04 “**Visitors**” are persons temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract.

1.05 **RESPONSIBILITIES**

- 1.06 All visitors must

- (1) Sign in upon arrival at our reception desk;
- (2) Sign out when leaving;
- (3) Always be escorted by their designated USC host;
- (4) Remain in designated areas;
- (5) Immediately report any illness or injury suffered while visiting the USC to their host; and,
- (6) Wear applicable personal protective equipment.
- (7) Notify your USC host if you require special assistance in the event of an emergency evacuation.

- 1.07 All USC employees must enforce this policy.

1.08 **PROCEDURES**

- 1.09 A visitor begins by reading the Visitor Health & Safety Responsibilities document and then signs in on the Visitor Log.
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- 1.10 If a visitor reports any illness or injury, then the visitor and USC host will complete the Illness/Injury Reporting Form and submit it to the USC Health & Safety Coordinator.
 - 1.11 If a visitor refuses to follow any USC policy as directed by their host, then the host will
 - (1) Ask visitor to leave; and
 - (2) Report the incident to their supervisor.
 - 1.12 **COMMUNICATION**
 - 1.13 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.
 - 1.14 **EVALUATION**
 - 1.15 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.
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University Students' Council of Western University

Volunteer Orientation and Training Policy

Authority: Board of Directors	Date Ratified: October 2, 2012
	Previous Amendments: None

PREAMBLE:

The USC maintains a strong commitment to its volunteer program and promoting strong leadership in its volunteers. As part of this commitment, the USC offers orientation and training to its volunteers upon joining the organization as well as opportunities for volunteers to develop their leadership skills throughout their time with the USC. This document details the expectations of the orientation and training offered by the USC to its volunteers.

This Policy is created under the Human Resources Directive of Council in order to implement effective Volunteer Management. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.00 SCOPE

1.01 This policy applies to all volunteers of the USC as defined by the Volunteer Scope of Responsibilities.

1.02 This policy is concerned with the implementation of effective orientation and training for USC volunteers.

2.00 ORIENTATION

2.01 Upon hiring new volunteers, the USC shall hold at least one (1) mandatory orientation session for the incoming volunteers.

2.02 The purpose of this orientation session will be to familiarize new volunteers with the culture of the USC, the general expectations of USC volunteers and employees, and the relevant USC documents that will apply to them during their time as a USC volunteer.

2.03 All volunteer orientation sessions shall be led by a member of the Human Resources department.

2.04 A record of participation in an orientation session shall be kept in each volunteer's file for future reference.

3.00 PORTFOLIO-SPECIFIC TRAINING



3.01 All USC volunteers shall participate in portfolio-specific training with their portfolio supervisor.

3.02 Portfolio-specific training shall consist of at least one (1) session that includes all the volunteers in the portfolio and at least one (1) session that is between the volunteer and the portfolio supervisor only.

3.03 Portfolio-specific training shall be focused on helping volunteers understand their specific responsibilities and expectations, both on their own and in the greater context of the Presidential or Vice-Presidential portfolio under which the volunteer falls.

(1) Portfolio-specific training shall familiarize volunteers with the Job Manual attached to their position and the Final Reports of previous volunteers in that position.

3.04 A record of participation in portfolio-specific training shall be kept in each volunteer's file for future reference.

4.00 LEADERSHIP DEVELOPMENT TRAINING

4.01 The USC shall provide additional training opportunities for volunteers aimed at enhancing the leadership skills of its volunteers.

4.02 This training may be undertaken by a volunteer on a voluntary basis or on the instruction of their portfolio supervisor.

4.03 A record of participation in leadership development training shall be kept in each volunteer's file for future reference.

5.00 PROCEDURAL AUTHORITY

5.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Human Resources Department.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.

(3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.

(4) Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.





University Students' Council of Western University

Volunteer Progressive Discipline Policy

Authority: Board of Directors	Date Ratified: October 2, 2012
	Previous Amendments: None

PREAMBLE:

The USC is committed to giving its volunteers the best chance to learn and succeed in their roles. As part of this approach, the USC is committed to on-the-job learning, whereby the organization works to develop the skills of its volunteers throughout their term. This policy reflects that commitment and details how the organization plans to use a progressive discipline model to give its volunteers opportunities for education wherever possible.

This Policy is created under the Human Resources Directive of Council in order to implement effective Volunteer Management. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.00 SCOPE

1.01 This policy applies to all volunteers of the USC as defined by the Volunteer Scope of Responsibilities.

1.02 This policy is concerned with the enforcement of progressive discipline procedures.

2.00 PRINCIPLES

2.01 The USC is committed to on-the-job learning and shall seek to provide its volunteers with opportunities to improve skills and job performance before taking precipitous action.

2.02 The USC shall make all expectations of its volunteers clear at the start of the volunteer's involvement with the organization.

2.03 The USC shall act early to identify potential areas of improvement in its volunteers and shall seek to correct the identified areas through leadership development training.

2.04 The USC shall not affect the dismissal of a volunteer unless all possible steps have been taken to improve the performance of the volunteer as set out in this policy.

2.05 Wherever possible, the USC shall strive to acknowledge mitigating or aggravating factors that lead to a need for progressive discipline. These factors shall include but are not limited to the following.



(1) Whether or not the problem as arisen as an intentional action/inaction on the part of the volunteer.

(2) Whether or not the volunteer accepts responsibility for their actions.

(3) Whether or not the problem is recurring.

(4) The prior job performance of the volunteer.

2.06 The USC shall endeavour to determine an accurate account of the actions and circumstances leading up to an identified problem before proceeding with corrective or disciplinary measures.

2.07 The USC shall keep a written record of any and all corrective and disciplinary efforts on behalf of the portfolio supervisor for future reference. This record shall be considered to be sensitive material and shall be subject to Human Resource confidentiality standards.

3.00 DISCIPLINE CRITERIA

3.01 Progressive discipline procedures shall be commenced in the following circumstances.

(1) Unsatisfactory Performance: A volunteer fails to perform their job in a satisfactory manner as determined by their portfolio supervisor.

(2) Misconduct: A volunteer engages in conduct that is contrary to the efficiency and safety of the workplace as determined by their portfolio supervisor or Human Resources.

(3) Negligence: A volunteer is consciously or unconsciously negligent. This includes unconscious negligence that results in a volunteer's failure to perform their job to a satisfactory level and conscious negligence where a volunteer knowingly neglects a duty resulting in either unsatisfactory job performance or workplace misconduct.

4.00 DISCIPLINE FOR UNSATISFACTORY PERFORMANCE

4.01 At the first sign of unsatisfactory performance, the volunteer's position supervisor shall conduct an informal, face-to-face meeting with the volunteer to discuss how to rectify the situation.

4.02 The supervisor and the volunteer shall identify any leadership development training that is necessary and time will be allowed for performance to improve.

4.03 If job performance does not improve, the portfolio supervisor shall deliver a written warning of unsatisfactory performance to the volunteer and shall identify any steps that may be taken to correct the problem.



4.04 Should problems with job performance persist, the portfolio supervisor will make a decision about whether or not to dismiss the volunteer. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.

4.05 A record of any and all corrective or disciplinary efforts shall be kept by the portfolio supervisor and a member of the Human Resources Department as per section 2.06 of this Policy.

5.00 DISCIPLINE FOR MISCONDUCT

5.01 At the first sign of misconduct, the volunteer's position supervisor and a member of the Human Resources Department shall conduct an informal, face-to-face meeting with the volunteer to discuss how to rectify the situation.

(1) Depending on the severity of the misconduct, immediate dismissal of the volunteer may be necessary.

5.02 If the volunteer persists with their misconduct, the portfolio supervisor shall deliver a written warning to the volunteer and shall identify any steps that may be taken to correct the problem.

5.03 Additionally, if volunteer misconduct persists after a written warning is delivered, the portfolio supervisor and a member of the Human Resources Department may suspend the volunteer for a period of time.

5.04 Should problems with volunteer misconduct persist, the portfolio supervisor and a member of the Human Resources Department will make a decision about whether or not to dismiss the volunteer. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.

5.05 A record of any and all corrective or disciplinary efforts shall be kept by the portfolio supervisor and a member of the Human Resources Department as per section 2.06 of this Policy.

6.00 DISMISSAL

6.01 Should it be deemed necessary to dismiss a volunteer from their position, a motion shall be brought before the Executive Council by the portfolio supervisor with the recommendation of dismissing the volunteer.

6.02 Any motions to dismiss a volunteer shall be moved in an in camera meeting of the Executive Council.



6.03 Should the Executive Council approve a motion to dismiss a volunteer, the dismissal shall take immediate effect and the volunteer in question shall be notified of the decision in writing at the soonest possible time.

6.04 The resulting vacancy due to a volunteer being dismissed shall not be filled or opened to applications until after the dismissed volunteer has been given written notice of their dismissal.

6.05 A decision to dismiss a volunteer by the Executive Council shall be final.

7.00 PROCEDURAL AUTHORITY

7.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Human Resources Department.

- (1) The scope of such Procedures is limited to the scope of this policy.
 - (2) In the event of any conflict, this Policy supersedes any documents created under it.
 - (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
 - (4) Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.
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University Students' Council of Western University

Volunteer Scope of Responsibility

Authority: Board of Directors	Date Ratified: October 2, 2012
	Previous Amendments: None

PURPOSE:

The following Policies are created under the Human Resources Directive of Council in order to implement effective Volunteer Management. These Procedures should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.00 SCOPE

1.01 This Policy applies to all USC Commissioners and Coordinators as defined in USC Coordinators and Commissioners: Terms of Reference. For the purposes of this document and any other Volunteer Management document "volunteer" refers to any Commissioner or Coordinator of the USC.

1.02 This Policy outlines the responsibilities and powers of Commissioners and Coordinators relative to the USC in addition to the specific roles and responsibilities of each position as laid out in USC Coordinators and Commissioners: Terms of Reference.

2.00 HIRING & SUPERVISION

2.01 All Commissioners and Coordinators shall be hired by a panel as laid out in the Commissioner and Coordinator Selection Guidelines.

2.02 All Commissioners and Coordinators shall report to the Executive Member with oversight of their portfolio (portfolio supervisor) with regards to job performance, information and resources, and the day-to-day operations of the portfolio.

2.03 The Human Resources department shall have oversight of all Commissioners and Coordinators with regards to workplace conduct, progressive discipline, and enforcement of certain USC Policies and Procedures.

3.00 ROLE OF A VOLUNTEER WITHIN THE USC

3.01 Commissioners and Coordinators are responsible for the execution of specific programs and services within the Executive portfolios as designated in USC Coordinators and Commissioners: Terms of Reference.

3.02 Commissioners and Coordinators are responsible for advising the Executive and



Council on the state of their portfolio when called upon.

3.03 All Commissioners and Coordinators shall be treated as an unpaid employee of the corporation within their respective portfolio.

- (1) Commissioners and Coordinators shall report directly to their supervisors and take direction from the same.
- (2) Commissioners and Coordinators shall be held to their terms of reference and are expected to achieve a satisfactory level of job performance.
- (3) Commissioners and Coordinators shall undergo constant performance assessment with their portfolio supervisor, including the production of mid-year and final reports.
- (4) Commissioners and Coordinators shall not take a political role inconsistent with their role as a Commissioner or Coordinator. Taking such a political role shall be considered a conflict of interest and may result in further discipline.

3.04 No Commissioner or Coordinator may act as a Signing Officer of the USC or enter into a contract on behalf of the corporation.

- (1) If the duties of a Commissioner or Coordinator require a contract to be signed, the Commissioner or Coordinator in question shall communicate this to their portfolio supervisor.

3.05 All Commissioner and Coordinator responsibilities are subject to review and update as determined by the USC Executive.

4.00 POLICY AND PROCEDURE ADHERENCE

4.01 All Commissioners and Coordinators shall adhere to all applicable USC documents, including any relevant Policies and Procedures.

4.02 The following Policies and Procedures shall be considered relevant to all Commissioners and Coordinators. This list should not be considered exhaustive.

- (1) USC By-law #1
 - (2) Human Resources Directive
 - (3) USC Employee Code of Conduct
 - (4) Volunteer Scope of Responsibility
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- (5) Progressive Discipline Policy
- (6) Orientation and Training Policy
- (7) Final Reports Procedure
- (8) Honoraria Policy
- (9) USC Coordinators and Commissioners: Terms of Reference
- (10) Conflict of Interest Policy



University Students' Council of Western University

Workplace Conduct Policy

Authority: Board of Directors	Date Ratified: May 28, 2013
	Previous Amendments: None

PREAMBLE:

The USC prides itself on maintaining a dynamic, fast-paced workplace environment based on mutual respect and common purpose. To ensure the continuation of such an environment, it behooves the corporation to enact the following policy meant to maintain a professional workplace environment free from interpersonal conflict and discrimination. This policy is meant to promote a safe and inclusive workplace environment in which all individuals, whether Staff, volunteer, or general student, can feel welcome and comfortable.

1.00 SCOPE

1.01 This policy is intended to govern the conduct of USC Staff in relation to other Staff, volunteers, and the workplace environment.

1.02 This policy applies to the interactions of Staff and USC representatives at USC functions outside of the USC Main Office space.

1.03 This policy shall apply to USC volunteers where specified below.

2.00 GENERAL

2.01 All Staff and volunteers shall:

- (1) Treat all people equally and fairly, according to the circumstances, and respect each individual's personal space and belongings;
 - (2) Recognize each individual's right to due process and respect the outcomes of decision-making processes insofar as the process itself is fair;
 - (3) Recognize each individual's right to equal opportunity;
 - (4) Act with integrity and guard against conflict of interest or its appearance;
 - (5) Report fraud, misconduct, and corruption where it occurs; and
 - (6) Comply with any applicable code of conduct of the USC or UWO outside of this policy.
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3.00 INTERPERSONAL INTERACTIONS

3.01 All USC Staff shall have an obligation to ensure that all individuals dealt with are treated with dignity and respect, and are not exposed to harassment or discrimination as prohibited by the Human Rights Code.

3.02 Individuals shall maintain a respectful tone and use respectful language in all interpersonal interactions regardless of the subject matter being discussed.

3.03 All Staff and volunteers shall endeavour, wherever possible, to avoid the use of language or gestures that may be construed as offensive.

3.04 Individuals shall refrain from the use of personal insults and other derogatory language.

3.05 Any interactions, conduct, communications, or gestures that would constitute violence or the threat of violence as per the USC's Discrimination, Harassment and Violence Prevention Policy shall be avoided at all times.

4.00 WORKPLACE ENVIRONMENT

4.01 All Staff and volunteers shall refrain from making comments or performing actions that compromises the political impartiality of the USC as a corporation.

4.02 All individuals shall endeavour to keep their personal work area clean and professional-looking.

4.03 All individuals shall respect all common areas and respect the rights of others to use said areas by ensuring that common areas are left in a clean and usable state.

4.04 All individuals shall respect the work spaces of others and refrain, wherever possible, from the use of others' belongings without permission, explicit or otherwise.

4.05 All Staff and volunteers shall endeavour to utilize the workplace environment for professional purposes only.

4.06 All Staff and volunteers shall endeavour to avoid using their personal workspace or a common workspace in a manner that may be disruptive to others.

5.00 PROCEDURAL AUTHORITY

5.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Human Resources Department.



- (1) The scope of such Procedures is limited to the scope of this policy.
 - (2) In the event of any conflict, this Policy supersedes any documents created under it.
 - (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Board of Directors before taking effect.
 - (4) Any Procedures ratified by the Board of Directors, or any subsections therein, may be repealed by a resolution of Council.
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University Students' Council of Western University

Workplace Wellness Policy

Authority: Board of Directors	Date Ratified: October 30, 2012
	Previous Amendments: November 16, 2010

PURPOSE:

This Policy is created under the Human Resources Directive of Council, and reflects the USC's commitment to a safe, positive, and healthy workplace. The USC encourages, supports, and offers health-related programs that will assist employees in achieving ownership for their physical, mental, and emotional well-being, resulting in improving the overall health and well-being for all employees of the University Students' Council. Development of a partnership between the USC and its employees will improve the health and well being of all staff. A healthy workplace leads to improved satisfaction and morale, which contribute to a more effective organization.

1.01 SCOPE

1.02 This Policy applies to all full-time USC employees.

1.03 WORKPLACE WELLNESS PROGRAM MANDATE

1.04 The USC recognizes that the ability of an organization to achieve its objectives is dependent upon the well-being of all employees.

1.05 The USC acknowledges that the key elements of a healthy workplace include the physical environment, health practices, social environment and personal resources. It is also recognized that these broad-based factors are interdependent and must be considered as parts of a holistic approach to a healthy workplace and employee well-being.

1.06 The USC will provide a healthy workplace by:

- (1) Providing the funding and support for a healthy workplace to the Human Resources Department and Wellness Team;
 - (2) Providing a healthy and safe physical work environment;
 - (3) Facilitating employees' own efforts to make improvements in their health practices;
 - (4) Providing a social environment supportive of employee well-being;
 - (5) Developing the personal resources (knowledge, skill and ability) of employees to help them cope & deal with the social and work aspects of their lives;
 - (6) Reducing or eliminating unnecessary stress caused by the work environment;
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(7) Enhancing employees' sense of influence over their work and their lives.

1.07 **OBJECTIVES**

- (1) The development of a healthy workplace environment will convey corporate values and support for employee health.
- (2) Development of a partnership between the USC and its employees that will improve the health and well being of all staff.
- (3) A healthy workplace leads to improved satisfaction and morale, which contribute to a more effective organization.
- (4) The objective of this program is to:
 - i. Improve understanding of workplace issues that impact the health and well-being of USC staff;
 - ii. Provide a work environment that will support employee health and well-being;
 - iii. Build the knowledge, skill and ability of staff to take control over their well-being by helping individuals become actively involved in improving their personal health.

1.08 **ROLES AND RESONSIBILITIES**

1.09 **Workplace Wellness Team:** The Wellness Team consists of a group of volunteers who are interested in and committed to enhancing the health and well-being of employees. Membership is drawn from management, Human Resources, and from other departments. The Wellness Team Will:

- (1) Assess employee wellness needs by actively seeking input from employees and managers;
- (2) Develop and implement wellness initiatives to address the needs of our staff;
- (3) Provide information that employees can use to decide on participation in health promotion programming;
- (4) Encourage and actively seek input from employees and managers in regards to wellness needs; and,
- (5) Familiarize employees with the idea that there are several inter-connected avenues to achieve health and wellness and that the USC will undertake activities in many of these areas in order to enhance employee well-being.

1.10 **Management Responsibilities:**



- (1) Keep employees up-to-date on Healthy Workplace activities and programs, through regular communication;
- (2) Support and encourage employee involvement in the Wellness Program (i.e. create a healthy work environment, Wellness teams, etc.) as a component of employee involvement in professional development;
- (3) Offer training and coaching to employees who want to become involved in the program for developmental reasons;
- (4) Contribute ideas, opinions and expertise to the work of the Wellness Committee; and,
- (5) Participate in the programs, activities and resources provided through the Wellness Program and provide healthy food options for meetings, training and other Staff events associated with the USC.

1.11 Human Resources Responsibilities:

- (1) Administer the workplace wellness budget, workplace wellness program and workplace wellness team
- (2) Review and revise human resources policies that impact employee health to ensure that they support and are consistent with the USC's Workplace Wellness Policy and in consultation with the wellness team and management develop human resource policies that will provide an environment which supports employee well-being on an annual basis.

1.12 COMMUNICATION, TRAINING AND IMPLEMENTATION

- 1.13 A healthy workplace requires companywide participation. Employee participation can include developing, implementing and reviewing health actions and policies, involvement in planning lifestyle health promotion programs at work, identifying problems, devising solutions and then implementing and evaluating these solutions. Employees are encouraged to participate in any or all programs that are made available to them.
- 1.14 On a yearly basis, USC employees will be surveyed to determine which wellness initiatives are important to them. These results will be compiled and analyzed by the Workplace Wellness Team to develop sessions and initiatives for the coming year. Monthly Workplace Wellness Initiatives will take place during work hours, over lunch breaks and after work hours to provide flexibility for all employees. Details regarding Workplace Wellness sessions will be communicated through email as well as the monthly USC newsletter.

1.15 EVALUATION



- 1.16 The Workplace Wellness Policy will be evaluated through use of data and trends indicating outcomes. A GAP analysis will be conducted on an annual basis to determine if employee workplace wellness needs are being met.



University Students' Council of Western University

Executive Council Terms of Reference

Authority: Executive Council	Date Ratified: November 12, 2015
	Previous Amendments: N/A

1.00 Preface

1.1 With the creation of the external Board of Directors; the slate system; the hiring process of Communications Officer and Secretary-Treasurer; and the declining power of the President, the Executive's position in the organization has not been accurately reflected. Executive authority and jurisdiction has not been recently defined to ensure Executives have the proper scope and jurisdiction to execute their objectives and goals.

2.00 Objective

2.1 The Executive Council is to allow Executive members to advise the President on matters relating to the Executive side of the organization, address any concerns they have with executive strategy of the USC and collaborate with their fellow Executives.

3.00 Mandate

3.1 The Executive Council shall,

- (1) Allow for open discussion amongst the Executive on the matters of finance, strategy, and policy.
 - (2) Advise the President on matters pertaining to organizational affairs of the USC.
 - (3) Prioritize Executive initiatives that are beyond the scope of individual discretionary funding.
 - (4) Allow for the opportunity of cross-portfolio collaboration of Executives, on issues and projects.
 - (5) Receive reports from each Executive portfolio on major day-to-day operations, and ongoing goals.
 - (6) Receive and provide consultation on the USC's Annual Budget.
 - (7) Collaborate with the General Manager and the Managing Directors on broad issues, objectives and project management.
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4.00 Composition

4.1 The Executive Council shall be comprised of the following:

- i. USC President, ex-officio, chair.
- ii. Vice-President, ex-officio, voting.
- iii. Student Programs Officer, ex-officio, voting.
- iv. Communications Officer, ex-officio, voting.
- v. Secretary-Treasurer, ex-officio, voting.
- vi. Chief Operating Officer, non-voting.
- vii. Council Clerk, non-voting.

4.2 At the discretion of the Chair, any of the Managing Directors of the organization can be asked to attend the meetings of the Executive Council.

4.3 At the discretion of the Chair, any of the Associates to the Executives can be asked to attend the meetings of the Executive Council.

4.4 The Council Clerk is in the position of secretary for the Executive Council and to provide administrative support in regards to agendas, minutes and action items.

5.00 Duties of the Chair

5.1 The duties of the Chair shall be,

- (1) To call all meetings of the Executive Council.
 - (2) Ensure all contributions of the membership are heard and received fairly.
 - (3) Produce an annual report, which may be a part of the President's Final Report, on the business of the Executive Council.
 - (4) Set the agenda of the Executive Council meetings, with collaboration from the Executive members and the General Manager.
 - (5) Develop and suggest internal controls and procedures for the Executive, and Executive-Chief Operating Officer projects.
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(6) Ensure all members are informed of communications surrounding ongoing projects of the Executive, the Chief Operating Officer, and the overall organization.

6.00 Meetings and Confidentiality

6.1 There shall be at least one (1) meeting held each month, at the discretion of the Chair. The location and time of the subsequent meeting shall be determined prior to adjournment.

6.2 If the Chair wishes to call additional meetings, notice of seven (7) days must be given to the membership.

6.3 All Executive meetings are confidential, however, the Chair with the approval of the Executive can set public sessions as well as post public minutes.



University Students' Council of Western University

Elections Governance Committee Nomination Procedure

Authority: Elections Governance Committee	Date Ratified: December 4, 2015
	Previous Amendments: January 1, 2013

1.00 Scope

1.1 This document outlines the proper procedures for receiving, processing, reviewing, and verifying nominations forms.

1.2 This document specifies the standards and procedures that the Committee shall use to determine whether a candidate is eligible to run for election.

1.3 Terms used in this document shall be defined in the same manner as in By-law #2.

2.00 Preparation of Forms

2.1 The CRO shall work with the Secretary-Treasurer and Coordinator of Council Services to produce a nomination form for prospective candidates.

(1) There shall be separate forms for the PVP Slate, Constituency President, Constituency Councillor, and Student Programs Officer. All forms for Senate and Board of Governors elections shall be produced and handled by the University Secretariat.

(2) The USC shall not produce forms for elections that it does not administrate.

2.2 Nomination forms shall include fields for prospective candidates to provide the following information:

(1) Full, legal name.

(2) Student number and Western email (for purposes of verifying eligibility).

(3) Alternate email (if preferred email is not Western).

(4) Phone number.

(5) London address.

(6) Constituency (in which the individual is registered and running in).



(7) Signatures, student numbers, and emails of students acting as nominators, in the following quantities:

- i. PVP Slate: 50 signatures.
- ii. Constituency President/Student Programs Officer: 25 signatures.
- iii. Constituency Representative/Divisional Candidate: 5 signatures.

2.3 Required Nominators

- (1) A PVP Slate nomination form must be signed by fifty (50) students from any constituency to be valid.
- (2) A Constituency President Nomination form must be signed by twenty-five (25) students in the relevant constituency to be valid.
- (3) A Constituency Representative Nomination form must be signed by five (5) students in the relevant constituency to be valid.

2.4 Nomination forms shall contain the following agreements for the individual to fill out and sign:

- (1) An agreement to have the individual's name placed on the ballot and for the individual to abide by the electoral rules and procedures.
- (2) An agreement to allow candidate information as it appears on the form to be released by the USC for the purpose of elections.
- (3) An agreement to allow the USC to release the candidate information as it appears on the form to other members of Council should the candidate be elected.
- (4) An agreement to allow the USC to release the candidate information as it appears on the form to members of the public should the candidate be elected.

2.5 Nomination forms shall include any pertinent information relating to campaigning dates, voting dates, and candidate advisory meetings ("all candidates meetings") that any prospective candidates would need to attend or be aware of.

3.00 Availability of Forms



3.1 The CRO shall make nomination forms available to the student body on the date specified by the USC's Legislative Calendar for the opening of nominations.

3.2 The CRO shall make nomination forms available online and through the USC Front Desk.

3.3 The CRO shall work with the Communications Officer to develop a strategy for advertising the availability of nomination forms to the public.

3.4 The CRO shall work with the Secretary-Treasurer to hold information sessions for individuals who may be interested in running in the election and work with the Communications Officer to advertise such sessions.

3.5 The CRO shall take reasonable steps to inform prospective candidates of how they can self-verify they are eligible to run in a given constituency.

(1) The information can be found by logging into Student Centre and following the links to "My Program."

4.00 Form Collection

4.1 All nomination forms shall be submitted in paper format to the USC Front Desk. The Front Desk shall keep a record of forms that have been submitted.

4.2 All nomination forms shall be submitted with the appropriate campaign bond as specified by Elections Governance Committee Campaign Finances Procedure. The Front Desk shall not accept a form without a bond unless provisions have been made according to the Elections Governance Committee Campaign Finances Procedure.

4.3 The CRO may collect forms from the Front Desk at any time during the nomination period. The CRO shall be responsible for the safekeeping of all forms.

4.4 Any forms collected from the Front Desk regardless of when they were collected, shall be kept on file by the CRO until thirty (30) days following the close of balloting.

a. Collected forms shall be filed base on constituency and division.

5.00 Candidate Verification

5.1. At the start of the nomination period the CRO shall, in conjunction with the USC's IT Department, request a list of individuals registered as full or part-time undergraduate or professional students at the University from the Registrar's Office. This list shall be used as the official voters list for the elections period.



(1) The CRO shall request this list to be divided by program or faculty, depending on the divisions up for election (i.e., for an election in the Faculty of Science the CRO must also ask for a list of students in the Medical Science program as well).

(2) The CRO shall request that all students currently away on exchange at other institutions be included on the list.

5.2 The CRO and any member of the Committee designated the CRO shall verify all nomination forms against the list described in section 5.1 by comparing the individual's unique email login or student number against the list.

(1) The CRO shall ascertain that individual appears in the list and has filed a nomination form in the proper constituency.

(2) The CRO shall ascertain that the individual has met all of the eligibility requirements as outlined in By-law #2.

5.3 Where there is reasonable suspicion that a prospective candidate does not meet the “two semesters” criterion contained in By-law #2, the CRO shall ask the Registrar's Office to verify that the individual (by email or student number) appears on the Ministry of Training, Colleges and Universities list prepared the previous semester.

(1) The CRO shall compile a list of all prospective candidates under suspicion and forward the list of prospective candidates (including email and student number) to the Registrar's Office at the conclusion of the nomination period.

(2) The Registrar's Office shall inform the CRO whether the prospective candidates could be verified before the start of the campaign period.

5.4 The CRO shall contact all prospective candidates prior to the start of the campaign to inform them that their nomination form has been verified. Should the form not be verified the CRO shall inform the prospective candidate of this fact and the reasoning why the form cannot be verified.

(1) Should a nomination form be unable to be verified due a clerical error, the CRO may verify the nomination form on the advice of the prospective candidate.

6.00 Final Candidates List

6.1 The CRO shall provide a list of verified candidates, sorted by division, to the following persons and/or groups:

(1) The USC Communications Officer.

(2) The USC Secretary-Treasurer.



(3) The USC Front Desk.

(4) Campus media outlets (i.e., The Gazette, CHRW, Western TV, etc.).

6.2 The CRO shall ensure the list of verified candidates appears on the website and on the USC's elections portal.

7.00 Candidate Personal Information

7.1 The CRO shall provide the Coordinator of Council Services with the nomination forms of all successful candidates after the results have been announced to the public for the purposes of recording candidates' information for Council. The Coordinator of Council Services shall return all forms to the CRO after the information has been processed.

USC Club Bill of Rights

Authority: Clubs Governance Committee	Date Ratified: 21 January 2019
	Previous Amendments: N/A

1.00 Right of Free Expression

1.01 USC-Ratified Clubs shall have the right to free expression, subject to the following terms:

- a. Clubs shall have the right to reasonably engage in the discourse of ideas, even if some of the ideas discussed may be seen to be objectionable.
- b. The free and unobstructed exchange of ideas shall be a major priority of the Clubs System.
- c. While both clubs and individual students shall have the full right to peacefully protest any action or event, physically obstructing or otherwise substantially disrupting club events shall be grounds for sanction under the Clubs Hearings and Sanctions Policy.
- d. The USC has the full ability to restrict or prohibit expression that is illegal, threatening, harassing, defamatory, is in violation of privacy or confidentiality standards, or is in violation of the community standards policy.

1.02 Other components of the USC shall have full latitude to engage in the discussion on any topic, but direct administration of the clubs system is expected to be done in an ideologically neutral fashion.

2.00 Right Against Unreasonable Restrictions

2.01 The USC shall have the ability to regulate event logistics, including time, location, approvals, security requirements, and other logistical considerations, in accordance with existing event planning policies, subject to the following conditions:

- a. Logistical requirements, security charges, or any other conditions imposed must be as minimal as reasonably possible, so as not to intentionally de-platform

events.

b. The USC shall retain the ability to restrict the type of expression permitted in certain locations in the pursuit of community standards and as per the community standards policy. For instance, an exceptionally controversial or potentially triggering event may be denied for the UCC atrium but permitted instead to be held in a classroom.

c. In the event that an event is made unfeasible by USC-imposed logistical or security requirements, the USC shall make reasonable efforts to find another format in which a substantially similar event may be held feasibly.

2.02 All clubs shall have applications, forms, grants, proposals, and any other documents submitted to the USC processed in a due and timely manner. Clubs shall not be penalized for delays in the USC's internal affairs.

3.00 Right of Equal Access

3.01 All clubs shall have the right of timely access to all policies, procedures, and other relevant documents.

3.02 All clubs have the right of access to services that the USC provides to clubs, allowing for reasonable logistical constraints.

3.03 In instances where a club or club member faces any kind of hearings, sanctions, or discipline from the USC, the USC shall act to ensure that the club or individual has been provided with all relevant policies.

4.00 Right of Equal Treatment

4.01 The USC shall treat all clubs substantially equally, and shall not extend special privileges or restrictions to any club,

- a. Unless levied as part of a sanction under Club Hearings and Sanctions Procedure.



University Students' Council of Western University

Clubs Policy Clubs Constitution Guideline

Authority: Clubs Governance Committee	Date Ratified: April 1, 2010
	Previous Amendments: December 8, 2009

PREAMBLE

The following guideline details the function of a Club Constitution, and provides a template for drafting an acceptable Club Constitution.

1.00 FUNCTION OF CLUB CONSTITUTIONS

1.01 A “**Club Constitution**” defines the unique mandate and organizational structure of a USC club. Each club is also subject to Clubs Policy, which further details policies and procedures that apply universally to all clubs.

1.02 Every club constitution and proposed club constitution must reflect the terms provided in Schedule “A”: Club Constitution Template. Additional terms are permitted provided they do not conflict with the template, or other USC Policies and Procedures.

1.03 The USC and the Clubs Governance Committee will only refer to a club’s Constitution filed with the Student Organizations Advisors and will deal with that club in accordance with such constitution.

2.00 TEMPLATE

2.01 Schedule “A” provides a template for a club constitution. Highlighted text in the template should be substituted with information unique to the club. Italicized text provides direction for what is expected in a Club’s Constitution. These are intended as guidelines, and should be edited out of the final document.

SCHEDULE “A”

CLUB CONSTITUTION TEMPLATE

This is a Schedule to the Club Constitution Guideline



The following terms and conditions must be reflected in each club Constitution.

CONSTITUTION OF INSERT OFFICIAL NAME

Article 1 – Name

The club's official name will be **"INSERT OFFICIAL NAME"**, and may be referred to as **"INSERT ACRONYM WHERE DESIRED"**. No other name will be used in the advertisement or representation of the club.

Article 2 – Club Mandate

Your club mandate must illustrate the primary function and objective(s) of the club. Do not define your club too narrowly or too broadly. It is important to note that your club will be held to its mandate and purpose. The activities of your club must reflect your mandate.

The club's mandate will be as follows:

- (1) A detailed list of objectives and goals of the club.
- (2) Strategies for attaining the objectives and goals of the club.
- (3) A vision statement articulating how the club will benefit the student experience of undergraduates at the University of Western Ontario.

Article 3 – Membership

- (1) The club's membership is open to all undergraduate students at the University. The club's membership cannot be exclusive and must be open to all undergraduate students;
- (2) Any non-undergraduate student members, including staff members, do not have voting rights;
- (3) Executive members, voting and non-voting, shall be undergraduate students; and,
- (4) Each club member shall abide by the conflict of interest provisions written in the Clubs Policy: Club Operating Policies.

Article 4 – Executive & Executive Responsibilities

There shall be an Executive Committee.



(1) Collectively, the Executive Committee will ensure that the club's activities do not violate the USC's and the University's policies and procedures, and municipal, provincial and federal laws.

(2) There will not be less than four (4) Executive members at any one time that fulfill the following functions:

A club is required to have at least four executive members with the delineated responsibilities in the Club Constitution Template. Additional responsibilities of any executive member are permitted. A club is permitted to select titles for the positions that are suitable and appropriate for the club, but the responsibilities of each position must be assigned to designated executive members.

A club is permitted to provide for additional executive members who are tasked with specific duties different than those outlined in the Club Constitution Template. Each new executive position must include responsibilities. Signing authority will only be assigned to the club President, Vice-President Events, and Vice-President Finance upon successful completion of the executive transition process.

Each club's Constitution shall designate one executive member as the club's chief returning officer (CRO).

a. The President will:

- i. Oversee the other members of the executive in fulfilling their responsibilities;
- ii. Chair all meetings;
- iii. Have USC Finance Office signing authority for the club; and,
- iv. If absent, assign an executive with all the responsibilities of the President..

b. The **INSERT TITLE** will:

These are traditionally considered "secretary" responsibilities

- i. Record votes and minutes of all meetings;
 - ii. Give or cause to be given notice of all meetings; and,
 - iii. Act as Chief Returning (This designation may be moved to any other executive position)
-



c. The **INSERT TITLE** will:

These are traditionally considered “VP Events” responsibilities

- i. Organize club programs, activities and events in accordance with its Constitution’s mandate;
- ii. Have USC Finance Office signing authority for the club;
- iii. Be responsible for submitting event proposals through Eventsnet; and,
- iv. Be responsible for adhering to all terms and conditions set forth by the Student Organizations Advisors.

d. The **INSERT TITLE** will:

These are traditionally considered “VP Finance” responsibilities

- i. Oversee all financial dealings of the club;
- ii. Keep complete records of all financial dealings of the club; and,
- iii. Have USC Finance Office signing authority for the club.

(3) Executives are subject to the club’s membership fee.

Article 5 – Meetings

(1) The club’s quorum for meetings shall be twenty (20) percent of the total membership.
A club’s quorum for meetings cannot be less than twenty (20) percent.

(2) At least three (3) general meetings shall be held during each school year, including the Annual General Meeting, and,

A minimum number of general meetings must be set out that is three (3) or greater. It is important that a definitive number of meetings is not set out, otherwise, the club will be required to hold that number of meetings annually. With a minimum number, more meetings may be held as time and scheduling permits.

Article 6 – Elections

(1) Elections shall be carried out in accordance with the executive election provisions in Clubs Policy: General Club Procedures.

(2) A successful candidate in a club Executive election will be declared by a simple majority.



In addition to the election terms provided in Clubs Policy: General Club Procedures, the club's Constitution must state whether the successful candidate will be declared by a two-third's (2/3) majority or a simple majority.

Article 7 – Amendments

(1) Any amendments to this constitution must be made in accordance with the constitution amendment provisions in Clubs Policy: General Club Procedures.

Article 8 – Member Removal

(1) Club members may only be removed from the membership in accordance with the member removal provisions of Clubs Policy: General Club Procedures.

Article 9 – Refund Policy

A refund policy creates accountability within a club. Executive members must be honest with and accountable to general members, otherwise those members may apply for a refund. In order to protect a club and a club's members, the circumstances under which a refund may be obtained may be time sensitive.

(1) Membership fee refunds shall be given in accordance with the membership fee refund provisions of Clubs Policy: General Club Procedures.

Article 10 – Conflict Resolution

(1) A club member may only seek assistance or guidance from the USC Clubs Governance Commissioner after the member has been unable to resolve an issue with the executive members.

Article 11 – Agency Clause

Clubs are not authorized to enter into contracts or other dealings on behalf of the club or the USC. Clubs are not permitted to represent to third parties that they have the authority to act on behalf of the USC. Clubs are not permitted to lead third parties, directly or indirectly, to believe that its beliefs, views or actions represent those of the USC.

(1) **INSERT OFFICIAL NAME** is not an agent of the University Students' Council of the University of Western Ontario (the "USC"), and its views and actions do not represent those of the USC.



(2) **INSERT OFFICIAL NAME** and its members are not permitted to sign contracts on behalf of the club or the USC.

Article 12 – External Affiliations

The club shall disclose any relationship with external organizations, in accordance with the external affiliation provisions of Clubs Policy: Clubs Operating Policy.



University Students' Council of Western University

Clubs Election Policy

Authority: Clubs Governance Committee	Date Ratified: April 30, 2015
	Previous Amendments: 2012

1.00 GENERAL

1.01 This document governs the procedures for executive elections within the USC Clubs system.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays and the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "Executive" or "Club Executive" shall refer to the President, VP Finance, VP Events, and VP Communications of a Club.

1.04 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.05 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

2.00 CHIEF RETURNING OFFICER (CRO)

2.01 All Club Elections shall be overseen by an impartial Chief Returning Officer.

2.02 The CRO shall be selected by means of a 3/4 vote by the club executives by the end of February.

2.03 The CRO is responsible for administering the year end Club Elections.

2.04 The CRO cannot be a candidate in the year end election. If the CRO wishes to run for a position, they must step down as CRO and a replacement needs to be voted in. A current executive may fulfill the role of CRO provided they are not running for re-election as a member of the executive.

3.00 ELECTION PROCEDURES

3.01 Nominations



(1) The CRO will notify all club members of the beginning of the nomination period, the length of the period and the positions available.

(2) The nomination period shall be at least one (1) week in duration.

(3) All nominations must be submitted in writing to the Club's CRO within the designated nomination period. A member may rescind their nomination at any point. Rescinding a nomination is final.

3.02 Campaign

(1) The CRO will notify the club members of the nominees and the campaign period.

(2) The campaign period shall be at least three (3) days in duration and must conclude before the Club's Annual General Meeting.

(3) Candidates may only campaign to Club members. No campus-wide campaigning is permitted.

(4) Candidates may not solicit the support of the current Club Executive or the CRO as part of a campaign team or to assist the candidate in any manner.

(5) Each candidate will have time to address the Club membership at a general membership meeting, separate from a clubs Annual General Meeting, during the campaign period prior to voting taking place.

3.03 Voting

(1) Voting will be held online via the USC event program system.

(2) Fifteen percent (15%) of the Club's membership is required to vote in order to make the Election valid.

(3) Each candidate will have time to address the Club membership at a general meeting during the campaign period prior to the voting taking place.

(4) Each Club member is entitled to one (1) vote in the election of each position.

(5) The voting period shall be at least twenty-four (24) hours to a maximum of forty-eight (48) hours in length.



(6) Only Club members who joined the club prior to January 31st will be eligible to vote in Club Elections. This list may be obtained from the Student Organizations Support Office.

(7) Club Executives shall be elected in the following order:

- i. President
- ii. Vice-President Finance
- iii. Vice-President Events
- iv. Vice-President Communications

(8) The CRO will prepare a ballot for each position listing the candidates' in alphabetical order by last name.

(9) The CRO may include additional ballots for other internal positions in the club within the executive election.

(10) The CRO will notify the club members when the voting period is to begin and end and will provide them with the link to the ballots.

(11) The SOS office will review the results of the election to ensure a valid vote occurred.

(12) The CRO will send out the results to the club members and the successful candidates when they receive the approval from the SOS office.

3.04 By-Elections

(1) Should a Club Executive position become vacant over the course of the academic year or fail to be filled at the Club's Annual General Meeting, a by-election shall be held at the earliest convenience.

(2) The SOS staff shall administer any and all by-elections



University Students' Council of Western University

Club Event Planning and Risk Management Procedure

Authority: Clubs Governance Committee	Date Ratified: April 30, 2015
	Previous Amendments: 2013

1.00 GENERAL

1.01 This document contains Procedures for event planning and risk management for the Clubs community.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.04 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

1.05 Any reference to "Executive" or "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.

1.06 Any reference to "private residence" shall refer to a location off-campus that is owned or rented by a Club member and serves as their place of residence.

2.00 EVENT PROPOSALS

2.01 All Clubs shall submit an event proposal to the Student Organizations Support Staff through the Club portal system prior to holding any event for the purpose of the club or its members, including general and executive meetings.

2.02 All event proposals shall be submitted using the following timelines:

(1) Meetings, tables, simple events – must be submitted a minimum of 3 business days prior to the date of the event.

(2) Events with advertising, budgets, display materials – must be submitted a minimum of 5 business days prior to the date of the event.



(3) Events with security, performers, contracts, venue rentals, bar events, ticket sales – must be submitted a minimum of 10 business days prior to the date of the event.

(4) Trips out of the city – must be submitted a minimum of 15 business days prior to the date of the event.

(5) Events that require waivers (sporting events, higher risk) – must be submitted a minimum of 10 business days prior to the date of the event.

2.03 The Club representative who is listed as the event organizer in the event proposal shall be held responsible for the organization of the event by the Student Organizations Support Department.

2.04 All event proposals shall be reviewed by the Student Organizations Staff within five (5) to seven (7) days of the proposal being submitted.

2.05 All event proposals shall require approval by the Student Organizations Support Staff before the event may be held.

2.06 Failure to submit an event proposal or holding an event where the proposal for said event has been rejected shall result in potential sanctions of the Club and or Club members.

2.07 The Student Organizations Support Staff shall provide online Waivers to Clubs as deemed necessary from the Club's event proposal. These online forms must be completed a minimum of 48 hours prior to the event taking place. It is the responsibility of the executive and event organizer to ensure all participants complete the online waiver in a timely manner. Those students who do not complete the waiver will not be permitted to participate in the event.

2.08 The USC and the Student Organizations Support Staff reserve the right to approve or deny any event proposal, in whole or in part, at their own discretion.

3.00 SECURITY & ALCOHOL

3.01 All Club events must comply with the Campus Alcohol Policy and the Dry Off-Campus Programming Policy.

3.02 Any Club hosting an event shall provide 2 members as event monitors.

(1) Event monitors shall be responsible for ensuring that no policy violations occur at the event, reporting any violations to the event organizer, venue staff, or security staff, and for arranging transportation from the event for students. Event monitors shall also



compile a report on the event, in conjunction with the event organizer, to submit to the Student Organizations Support Staff within 48 hours of the conclusion of the event.

(2) Event monitors shall not consume any alcoholic beverages leading up to or during the event.

(3) Event organizers shall submit a list of event monitors, including names, and emails, as part of their event proposal.

3.03 If deemed necessary, the Student Organizations Support Staff shall book professional security staff for Club events.

(1) Security staff shall be booked based on the number of attendees expected for the event as detailed in the event proposal. Estimates for the number of guards shall be as follows.

i. Two (2) staff for the first one hundred (100) attendees and one (1) additional staff for each additional one hundred (100) attendees for 'Wet' events.

ii. Two (2) staff for the first fifty (50) attendees and one (1) additional staff for each additional fifty (50) attendees for 'Wet/Dry' events.

iii. At the discretion of the Student Organizations Advisor for 'Dry' events.

(2) The Club hosting the event shall be billed for the cost of the security staff at industry market rate.

(3) Security staff will shall arrive thirty (30) minutes prior to the event start and shall stay for the duration of the event.

(4) Security staff shall be paid for a minimum of three (3) hours, even if the duration of the event is shorter.

3.04 At events where alcohol is being consumed, security staff shall ask for photo identification from all guests before entering the venue.

(1) Where the event is classified as a 'Wet/Dry' event, security staff shall issue wristbands to those of legal drinking age. Costs of wristbands shall be charged to the Club hosting the event. Only security staff or venue staff are permitted to issue wristbands

(2) Where the event is classified as a 'Wet' event, security staff shall only allow attendees who are of legal drinking age to enter the venue.



(3) Security staff reserve the right to refuse entry to any individual, regardless of age, entry to the venue if said individual appears intoxicated or otherwise impaired.

3.05 Clubs hosting a 'Wet' or 'Wet/Dry' event shall be permitted to distribute one (1) and only one (1) complimentary drink ticket per attendee of legal drinking age.

(1) Drink tickets shall only be distributed by venue or security staff at the entrance to the venue.

(2) Only one (1) drink ticket may be redeemed by any individual.

3.06 Clubs shall not be allowed to hold Wet or 'Wet/Dry' events at a private residence under any circumstance.

4.00 TRAVEL

4.01 Club members shall be allowed to travel to events using personal vehicles outside of the city of London, up to a maximum of two hundred and fifty (250) kilometers driving distance outside of the city but remaining in Canada.

4.02 Clubs wishing to travel to events more than three (3) hours outside of London must use organized transportation. Clubs wishing to travel to areas outside of Canada must submit a detailed itinerary with the proposal. Approval of such travel is dependent upon the USC's insurers.

4.03 Any and all Club members taking part in an event that requires travel shall be required to complete an online waiver. . Emergency Contact information shall be kept with the event organizer and the driver(s) of the vehicle(s), if car pooling

4.04 Clubs wishing to travel using personal and/or rental vehicles shall submit a list of all drivers and passengers as part of the event proposal. A copy of the driver(s) car insurance must be submitted to the SOS staff.

4.05 Clubs that require a rental vehicle for transportation shall only rent from rental agencies on the USC Student Organization Support preferred vendors list.

(1) All rentals must be accompanied with the optional insurance purchased from the rental agency.

(2) The capacity of any rental vehicle shall not exceed seven (7) individuals.

4.06 Clubs that require a coach or bus for transportation shall charter the coach or bus from rental agencies on the USC Student Organization Support preferred vendors list.



(1) Clubs that require a coach or bus shall appoint two (2) bus monitors per chartered vehicle. The names and student numbers of these individuals shall be provided to the Student Organizations Support Staff.

(2) Bus monitors shall be responsible for ensuring that no policy violations occur on the vehicle during the trip. Any violations shall be reported to the bus driver and event organizer.

(3) Bus monitors, in conjunction with the event organizer, shall submit a report to the Student Organizations Support Staff of violations to the USC or Bus company policies within 48 hours of the conclusion of the trip.

4.07 The USC and the Student Organizations Support Staff reserve the right to place additional restrictions on Club travel at their own discretion.

5.00 FOOD REGULATIONS

5.01 All Clubs wishing to serve and/or sell food at a Club event shall include this information in the event proposal.

5.02 All food being served/sold must comply with Middlesex London Health Unit safety standards of handling, preparation, and serving.

5.03 All food being served/sold must take into account any potential allergies of known event participants.

5.04 Food is not to be prepared during or at an event, except for cases where the event is being held at a restaurant or other dining establishment.

5.05 Events being held in the University Community Center shall be subject to food restrictions as determined by the USC Student Organization Support or USC Reservations. Clubs should consult with the appropriate body before proposing an event requiring food in the University Community Center.

5.06 Events being held on the University campus or in any building affiliated with the University other than the University Community Center shall be subject to food restrictions as determined by Hospitality Services. Applications for such events shall be filed with Hospitality Services thirty (30) days prior to the event (in addition to the event proposal submitted to the Student Organizations Advisors).

6.00 CHARITY INITIATIVES



6.01 All Clubs seeking to hold a charity initiative shall only raise funds for charities with a registered charity number indicating that the charity is a Registered Canadian Charity.

6.02 All Clubs seeking to hold a charity initiative shall provide a letter from their chosen charity indicating the charity's registered charity number, confirmation of the charity's support of the event, contact information for the charity.

6.03 Clubs shall not place donation boxes of any sort in any campus location for the purpose of fundraising.

6.04 Clubs shall not conduct raffles of any sort unless written permission has been given by the Ontario Lottery and Gaming Commission.

6.05 Clubs shall not use funds obtained as a grant from the USC or another organization for the purposes of making a charitable donation.

6.06 All funds raised as part of a charity initiative shall be deposited into the Club's financial account with the USC on the first business day following the event. A proof of deposit shall be given to confirm the transaction.

6.07 The Club shall request a corporate USC cheque be processed to the applicable charity for the full donation amount following the deposit of funds into the Club's account.

7.00 VOLUNTEERING

7.01 All Clubs who enlist the help of individuals who are not members of the Club in running, planning, or setting up an event shall have every volunteer fill out a Volunteer Acknowledgement Form prior to their association with the event.

(1) All Volunteer Acknowledgement Forms shall include release clauses for use of any photo or video material that the volunteer may participate in or any information or ideas provided by the volunteer (not including personal information).

7.02 All Clubs shall acknowledge the right of a volunteer to participate as the volunteer wishes and shall not force, in any way, the volunteer to participate.

7.03 All Clubs shall treat volunteers in an appropriate manner. Any mistreatment of a volunteer shall be grounds for sanctioning by the Clubs Governance Committee.

7.04 Individuals who volunteer with a Club shall be treated as Club Members by the Clubs Governance Committee for the duration of their volunteering with the Club.

7.05 Clubs and the USC reserve the right to terminate the involvement of a volunteer at their discretion.



7.06 Club members may volunteer with external organizations provided they submit a written statement from the organization with which the Club is volunteering to the Student Organizations Advisors detailing the following.

- (1) The organization's permission for Club members to volunteer with the organization.
- (2) The activities or duties the Club members will be performing.
- (3) The date, time, and location of the volunteer activities.
- (4) The contact information of the supervisor that will be overseeing the Club members while they volunteer.

8.00 CODE OF STUDENT CONDUCT APPLICATION

8.01 All events held and/or actions taken by a Club shall be subject to the Western University Code of Student Conduct, in particular sections II through V.

8.02 For the purposes of application, Clubs shall be held to be interchangeable with "Student" as defined in the Code.

8.03 A Club event and/or action shall be considered to be a USC-approved event/action and shall be accorded the same interpretation as "University-sponsored program, event, or activity" as defined by the Code.

- (1) This interpretation shall apply in addition to University-sponsored programs, events, or activities and not in the place of.

8.04 A Club event and/or action shall be considered to be an authorized activity when it receives final approval from the Student Organizations Support Staff, and not at any point prior to final approval.

8.05 Where a complaint is filed against a Club for an offense as defined by the Code, the complaint shall be reviewed and ruled upon as per the provisions of Clubs Policy and Procedure, unless otherwise determined by the University.



University Students' Council of Western University

Clubs Financial Procedures

Authority: Clubs Governance Committee	Date Ratified: April 30, 2015
	Previous Amendments: 2013

1.00 GENERAL

1.01 This document governs the procedures associated with the financial operations of USC Clubs.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.04 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

1.05 Any reference to "Executive" or "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.

2.00 SIGNING AUTHORITY

2.01 All USC Clubs shall be authorized a maximum of three Signing Officers to conduct the financial affairs of the Club.

2.02 All Signing Officers must be eighteen (18) years of age or older.

2.03 All Clubs shall designate their President, Vice-President Finance, and Vice-President Events (or equivalents) as Signing Officers of the Club.

2.04 All Signing Officers shall be authorized to use their Club's specific Account Number to conduct business with USC Operations.

2.05 Signing authority cannot be transferred to another individual

2.06 A bi-election will be necessary to elect a new executive for one of the following reasons:



(1) The current executive has been removed from their position

(2) The executive has submitted their resignation

(3) The executive position is vacant

3.00 MEMBERSHIP FEES

3.01 Each Club's Executive shall set a membership fee of no less than five (5) dollars at the beginning of the academic year that shall be paid by each Club member, including Club Executives.

3.02 The amount of a Club's membership fee shall be communicated to the Student Organizations Support Staff prior to the start of Clubs Week at the start of each academic year.

3.03 Any member of a Club may apply to the respective Club's Executive for a refund of membership fees by October 31st in the following circumstances:

(1) If the Club's mandate or proposed activities as specified to the member when signing for membership are not congruent with the Club's actual mandate or proposed activities.

(2) Serious organizational issues with the Club's Executive members that lead to a lack of communication with the Club's members or a lack of programming as promoted to potential members.

(3) Any circumstance that seriously hampers the member's ability to enjoy membership in the Club.

(4) Use of club funds in a manner that was not communicated to club members.

3.04 Where the Executive and the members cannot resolve a refund issue within ten (10) days after the Club is first notified that the member is seeking a refund, the Executive or the member may request assistance from the AVP Clubs.

(1) The AVP Clubs will act as an arbitrator.

(2) The AVP Clubs will meet with a representative from the Club and the member to hear each party's position.

(3) The A V P Clubs will make a decision based upon the information provided. The decision of the Clubs Coordinator will be final and binding.



4.00 BUDGET, INSURANCE, & AUDITING

4.01 All USC Clubs shall produce an annual budget detailing revenues (including membership fees and sponsorships) and expenses (including insurance/administrative costs and contingency amounts).

(1) Where a club budgets for the sale of merchandise, tickets, or a service the goods shall not be marked up more than fifty percent (50%) over the cost incurred by the club to provide/purchase the merchandise, event, or service.

4.02 All annual budgets shall be accompanied by a list of projected events that the Club plans to hold through the year. The annual budget should reflect the costs associated with these events.

4.03 All Club budgets must reflect the amount of insurance and administrative fees paid to the USC in a given academic year to cover any possible liability incurred by club events.

(1) The insurance and administrative costs accredited to a club will be taken out of the club's financial account automatically in each academic year.

(2) All Clubs are required to have USC insurance

4.04 All club budgets must reflect a contingency amount of between 8-10% of annual revenues predicted for the year to cover any budget shortfalls incurred by the club.

4.05 Club annual budgets must be submitted by October 15th of the academic year.

4.06 All USC Clubs shall submit to any audit of their financial account by the Clubs Finance Coordinator, the USC Secretary/Treasurer, or a designate.

5.00 FREEZING FINANCIAL ACCOUNT

5.01 The Vice-President Student Events or a Senior USC Financial Manager may freeze a club's financial account under any of the following circumstances:

(1) The Club opens an external bank account that is not administered through the USC.

(2) The Club is not represented at a mandatory USC meeting, including mandatory meetings for Club presidents, and does not send a designated representative.

(3) All club executives do not attend or complete mandatory executive training as outlined by the USC.

(4) The Club's budget is not submitted by October 15th.



- (5) Spending or accounting irregularities are detected.
 - (6) Failure to submit to any audit requested by the Clubs Finance Coordinator.
 - (7) There is evidence of the Club violating a municipal, provincial, or federal law.
 - (8) Other violations as deemed appropriate by the Clubs Governance Committee.
- 5.02 If a Club's account is permanently frozen, any money present in the account shall be collected by the USC.

6.00 FINANCIAL ASSISTANCE

6.01 The USC provides Clubs with bridge financing (short-term, no interest loans), at its sole discretion, to financially assist those Clubs in meeting their mandate through events or programming.

6.02 Bridge financing is limited to the event or programming budget shortfall or two thousand (2,000) dollars, whichever is less, in any given twelve month consecutive period beginning in September.

6.03 Clubs shall not apply for bridge financing as a subsidy for the Club's overall budget.

6.04 A written application for bridge financing must be included with the event proposal through the events portal.

- (1) The USC Secretary/Treasurer or a Senior USC Financial Manager must approve any bridge financing requested by a club.

6.05 All Clubs must abide by the re-payment schedule set by the USC. Where a Club defaults on re-payment of the loan, the Vice-President Student Events or a Senior USC Financial Manager may freeze the Club's financial account and garnish the account until the loan is fully repaid.

7.00 CONTRACTS

7.01 Club members, including Executives, shall not be authorized to sign contracts of any type on behalf of the USC or the Club.

7.02 If a Club wishes to enter into a contract (for example, to book a venue or an entertainer), the Club shall contact the Student Organizations Support Staff.



7.03 Any contract signed by a Club member, including Executives, on behalf of the Club or the USC shall be considered illegitimate. The signing of such a contract will be considered grounds for sanctioning of either the Club or the member who signed the contract.

7.04 Payment of contracts shall be processed by means of a Purchase Order, which shall be obtained from the Student Organizations Support Staff

8.00 SPONSORSHIP AND CO-PROMOTION

8.01 Club sponsorship and co-promotion must:

- (1) Be consistent with the interests and image of the USC.
- (2) Be consistent with the USC's By-laws, Policies, and Procedures.
- (3) Not infringe or affect current commercial agreements existing between the USC and any other party or commercial agreements entered into on behalf of the USC.
- (4) Be consistent with the University of Western Ontario's Policies and Procedures.

8.02 Initiation of sponsorship or co-promotion shall be done through the Club filling out a Sponsorship Proposal to be filed with the Student Organizations Support Staff.

8.03 Co-promotion shall not be approved unless the co-promoter is a registered business carrying its own third-party liability insurance in the amount of at least two million dollars (\$2,000,000.00).

8.04 All sponsorship or co-promotion agreements must be approved in advance of signature by the USC's Student Organizations Support Staff.

- (1) The USC reserves the right to approve or deny any sponsorship or co-promotion agreement proposed by a Club as it sees fit.

9.00 PERMISSION FOR TRADEMARK AND COPYRIGHTED MATERIALS

9.01 Any club wishing to incorporate the USC's logo in any sign, letter, invoice statement, email correspondence, poster, or other item must submit a request for such use to the USC Communications Officer.

- (1) The USC Communications Officer shall review the proposed use. Approval is at the discretion of the USC Communications Officer.
 - (2) If approved, approval shall be provided to the club in writing.
-



9.02 A club must seek the necessary approval for the use of any name, logo or design belonging to another individual, institution, company, partnership, or organization from the entity that has the rights to the name, logo, or design.

(1) The club must submit proof of approval to the Student Organizations Support Staff upon request.

9.03 A club must seek the necessary approval for the use of any copyrighted materials, such as movies or video clips, belonging to another individual, institution, company, partnership, or organization from the entity that has the rights to the copyrighted material.

(1) Approval for copyrighted material shall be provided in writing and submitted to the Student Organizations Support Staff prior to the use of the copyrighted material.

(2) Clubs shall not charge an entrance fee of any kind for the screening of copyrighted materials. This includes but is not limited to selling tickets, taking donations, and selling Club merchandise or food.

University Students' Council of Western University

Club Hearings and Sanctions Procedure

Authority: Clubs Governance Committee	Date Ratified: November 15 th 2018
Previous Amendments: April 30 th 2015, 2013	Date Review: November 2018
	Next Review Date: November 2021
Review Committee(s): Clubs Governance Committee	
Delegates: Associate, Clubs	

1.00 GENERAL

1.01 This document governs the procedures for submission, hearing, and resolution of complaints within the USC Clubs system.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays and the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.04 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

1.05 Any reference to "Executive" or "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.

1.06 Any reference to "the Committee" or "Committee" shall refer to the Clubs Governance Committee as the superior authority of this Procedure.

1.07 Any reference to "Chair" or "the Chair" shall refer to the Chair of the Clubs Governance Committee as set in the governing statute of the Committee.

2.00 SUBMITTING A COMPLAINT

2.01 The investigation of a Club shall commence upon the receipt of a complaint by the Clubs Governance Committee or on the Clubs Governance Committee's own initiative.

2.02 A complaint shall consist of the following:

- (1) The name of the Club.
- (2) The name of the complainant.
- (3) The name of the complainant shall be blacked out when the complaint is forwarded to the Club.
- (4) The date of the alleged violation.
- (5) The section(s) of Clubs Policy and Procedure that the Club has allegedly violated.
- (6) Any other relevant information.

2.03 All complaints must be submitted to the Clubs Policy Coordinator within thirty (30) days of the alleged violation being discovered.

- (1) A complainant may submit a written request to the Clubs Policy Coordinator to extend the submission deadline past thirty (30) days. It is the sole discretion of the Clubs Policy Coordinator whether to extend the deadline.

2.04 The Clubs Policy Coordinator shall ascertain the completeness of the complaint. A complaint shall be deemed complete and filed when it contains all of the items specified in section 2.02 above.

3.00 PRELIMINARY HEARING PROCEDURE

3.01 Upon receipt of a complaint, the Clubs Governance Committee shall meet at its earliest convenience to adjudicate on the matter.

3.02 The executive committee of the Club in question shall be notified of the complaint within five (5) days of the complaint being deemed filed under section 2.04.

- (1) This notification shall contain the information of the complaint under section 2.02.

3.03 The executive committee of the Club in question shall be given five (5) days to submit a written response to the complaint to the Chair of the Clubs Governance Committee prior to the Clubs Governance Committee hearing at which the complaint shall be adjudicated.

3.04 Where a complaint has been filed against a Club, said Club's executive committee shall be permitted to review the complaint documents subject to the following conditions:

- (1) Any information identifying the complainant will be blacked out as well as any other information deemed appropriate by the Chair of the Clubs Governance Committee.
- (2) The Club executive committee may disclose the contents of the complaint documents to Club members. The Club executive committee is responsible for ensuring that all Club members are aware that the documents are confidential.

(3) The Club shall not be permitted to disclose the contents of the documents to anyone other than a Club member without written permission of the Chair of the Clubs Governance Committee.

(4) The Club will be held responsible for any disclosure of the complaint documents to any person other than a Club member. The Clubs Governance Committee may use unsanctioned disclosure of complaint documents as evidence when making a decision regarding potential sanctions.

3.05 The Clubs Governance Committee shall be guided by Clubs Policy and Procedure in adjudicating on alleged violations and may seek the assistance of any source of relevant information.

3.06 The Clubs Governance Committee shall deem the Club to have committed the violations in the following circumstances:

(1) It can be demonstrated that the Club violated sections of Clubs Policy and Procedure.

(2) It can be demonstrated that the Club violated USC and/or University governing documents or municipal, provincial, and/or federal law.

(3) It can be demonstrated that a Club misused or abused a USC service or privilege.

4.00 JUDICIAL HEARING PROCEDURE

4.01 Upon receipt of the decision of the Clubs Governance Committee resulting from the preliminary hearing, as specified in section 3.00, the Club having been deemed in the aforementioned section as having committed the alleged violation, the Club may request a hearing before the Committee.

(1) This must be done in writing to the Chair of the Clubs Governance Committee no more than five (5) days after being informed of the preliminary decision.

4.02 Upon receipt of a request for hearing, the Clubs Governance Committee shall meet at its earliest convenience to adjudicate on the matter. This meeting shall meet subject to the provisions of this clause.

4.03 Procedure

(1) Commencement of Proceedings

i. Proceedings shall be initiated when the appropriate appeal is filed to the Chair of the Clubs Governance Committee; such that:

a. petitions on behalf of the USC as a whole may be brought by the Student Programs Officer, the Clubs Associate, or a designate thereof;

b. petitions on behalf of the Club may be brought by decision of the Clubs' executive committee.

(2) *Submissions of Parties*

- i. Both the Petitioner and Respondent shall be granted the opportunity to submit their written submissions prior to the oral hearing.
- ii. Written submissions shall be drafted according to a template which shall be made available to the Parties.

(3) *Preliminary Conferences*

- i. At the discretion of the Committee; the Parties to the dispute and members of the Committee may, time permitting, then meet in a preliminary conference and discuss a number of issues informally, including but not limited to:
 - ii. agreement on non-contentious facts of the dispute;
 - iii. explanation of hearing procedures, and;
 - iv. setting a date for the hearing.

(4) *Witnesses*

- i. The parties to the dispute or the Committee may request, in writing, to the Chair of the Clubs Governance Committee to call witnesses before the hearing.
- ii. The request to the Chair must be made before, but not after seventy-two (72) hours prior to the convening of the scheduled hearing.
- iii. The decision on whether to permit the witnesses before the committee shall be at the discretion of the Chair.
- iv. The Chair must issue the call to witnesses for testimony before the committee a minimum of forty-eight (48) hours prior to the convening of the scheduled hearing.

4.04 *Rights*

- (1) Hearings shall be open to the public, limited only by space restrictions in the designated hearing room or the discretion of the Clubs Governance Committee.
- (2) At the discretion of the Committee, oral submissions may be dispensed with where they are not possible or are clearly unnecessary.
- (3) The Chair may order removal of anyone from a hearing if the Chair decides that they are being disruptive, threatening or offensive.
- (4) No audio-visual recordings shall be taken during the hearing, although Parties may take notes as necessary.

(5) The Committee, or a designate thereof, may record the hearing for the purposes of taking and publishing minutes.

(6) The Committee may, at their discretion, modify the general oral hearing procedure as they see fit.

(7) A copy of the procedures shall be provided to the participants no less than three (3) days prior to the hearing.

(8) A sample procedure for the oral hearing shall be found in Appendix 1.

4.05 *Disposition*

(1) At the end of an oral hearing the Committee may recess the proceedings to determine if they shall render an oral decision immediately.

(2) Judgments by the Committee may be rendered orally at the end of a hearing or may be reserved.

4.06 *Notification*

(1) The Chair of the Clubs Governance Committee shall provide written notice of the Committee's decision within ten (10) days of the decision being made.

(2) Written notice shall consist of the decision, reasons for the decision, and any applicable sanctions.

(3) All documentation including the notice of the decision shall be kept on file with the Student Organizations Support Staff.

(4) The Chair of the Clubs Governance Committee shall ensure that all parties to the complaint are supplied with this policy, as well as any other policies relevant to Club Hearings and Sanctions.

5.00 SANCTIONING PROCEDURE

5.01 A Club found to have committed an alleged violation may be sanctioned as deemed appropriate by the Clubs Governance Committee.

5.02 A Club that has been found to be in violation of the USC's Bylaw #2 by Elections Committee may be sanctioned as deemed appropriate by the Clubs Governance Committee.

5.03 The Clubs Governance Committee shall determine the severity of sanctions. Criteria may include, but are not limited to the following:

(1) the type of violation;

(2) the Club's level of responsibility, including any action taken by the Club to mitigate the violation;

(3) the Club's intent prior to and while committing the violation;

- (4) the persistence of the violation;
- (5) the Club's prior history of committing violations;
- (6) the harm caused by the violation; or
- (7) the level of remorse demonstrated by the Club.

5.04 The sanctioning of Clubs must occur solely by, and at the sole discretion of the Clubs Governance Committee.

- (1) Sanctions may include, but are not limited to the following:
 - i. a written warning;
 - ii. prohibition from exercising certain privileges afforded the Club by the USC;
 - iii. probation, such that any further violation would result in further sanctions or de-ratification;
 - iv. discipline or removal of individual Club member or Executive;
 - v. freezing of financial accounts of the Club;
 - vi. de-ratification of the Club; or
 - vii. financial penalties, in accordance with section 5.10, hereinafter.

5.05 Any or all of the aforementioned sanctions as under section 5.04 may be carried out by the Student Programs Officer, or a designate thereof, either in the deliverance of their duties, or as tasked by the Clubs Governance Committee.

- (1) All sanctioning authority must originate from this Committee. Any sanctions under section 5.04 lacking authorization by the Clubs Governance Committee shall be considered to be extrajudicial.
- (2) The Clubs Governance Committee shall hear petitions from Clubs for grievances citing section 5.05(1). The Chair of the Clubs Governance Committee shall determine the substance of said claims, and refer this matter to the Committee, should they find it to contain a substantive grievance.

5.06 Where de-ratification is the selected course of action, the Clubs Governance Committee shall halt the meeting and proceed according to the *Club Ratification and De-Ratification Procedure*.

5.07 De-Ratification: Circumstances where de-ratification may be considered include, but are not limited to:

- (1) lack of student interest and involvement based on the discretion of the Clubs Governance Committee;

- (2) the Club does not have twenty-five (25) members;
- (3) the Clubs Governance Committee deems the Club to be dormant due to a lack of activity and/or programming, less than three (3) meetings are held per academic year, or less than one (1) Club event is held per semester;
- (4) the Club does not meet deadlines established by the USC, the Clubs Governance Committee or those with authority over the Clubs Community on a consistent basis, whether or not due to lack of ability or effort;
- (5) the relationship between the Club and its external organization makes it impossible for the Club to follow USC and University governing documents or USC Clubs Policy;
- (6) the Club demonstrated an inability to maintain financial stability or a positive financial account balance;
- (7) the Club consistently disregards requests for action or inaction made by the USC, the Clubs Governance Committee or those with authority over the Clubs system;
- (8) the Club engaged in egregious conduct as provided for in the Community Standards Policy, or the University's Code of Student Conduct;
- (9) the Club committed a serious misuse or abuse of a USC service or privilege;
- (10) the Club's actions or inactions has discredited the USC and its reputation;
- (11) the Club consistently violated or has, at the Clubs Governance Committee's sole discretion, committed a serious violation of USC policies, procedures and other governing documents;
- (12) the Club was found in violation of a municipal, provincial or federal law or regulation;
- (13) the Club consciously acted against, or refused to act in a manner that supported, the USC's objective or the Club's mandate; or,
- (14) the Club was found to be in duplication of service to another club or on campus service such that the club is not capable of demonstrating an independent value proposition to the campus community.
 - i. This Club shall have the right to petition the Clubs Governance Committee to demonstrate its value proposition to the campus community.
 - ii. Duplication of service shall be considered as a circumstance for de-ratification in cases only where strain has been placed on the resources of the Clubs system or another Club.

5.08 A Club that has been de-ratified will have its account closed and any money in the account will become the property of the USC.

5.09 Any Club assets or supplies in a locker or in office space will become property of the USC.

5.10 When a Club is sanctioned with financial penalties, it is encouraged that the following guidelines are followed:

- (1) Club financial penalties are to be applied based on the severity of the offense.
- (2) Financial penalties should not exceed 10% of the largest account balance held by the Club over the previous 12 months.
- (3) Upon levy of a financial penalty, the Chair of the Clubs Governance Committee shall, in a timely manner, inform the general membership of the Club upon which the penalty was levied of the penalty.
 - i. At the discretion of either the Committee or the Chair, this responsibility may be delegated to the executive committee of the Club upon which the financial penalty is levied.
 - a. In such a case, the Chair shall oversee this delegation and ensure it to be done in a timely manner, with the wording and distribution to be done to the satisfaction of the Chair.
 - ii. Failure by a Club to comply with this subsection, in any regard, shall be grounds for further sanctions under section 5.04, or possible de-ratification under section 5.07(7).
- (4) Revenues received from Club financial penalties shall be redirected to Clubs Appreciation, at the discretion of the Student Programs Officer, or a designate thereof.

6.00 RECORDS AND CONFIDENTIALITY

6.01 The Committee shall make available written, reasoned Judgments within a reasonable amount of time after the hearing.

6.02 A record of all written Judgments by the Clubs Governance Committee shall be kept by the USC and be made available to the public.

6.03 If a Party or Witness to a Case wishes to remain anonymous, they may apply to the Committee adjudicating their Case with reasons for such status before the commencement of the oral hearing.

6.04 The Chair of the Clubs Governance Committee may grant anonymous status if she decides the Party or Witness applying for said status requires protection from slander, libel or personal attack, or to prevent the public disclosure of medical information or extenuating personal circumstances.

6.05 In Cases where anonymity to a Party or Witness has been granted, the oral hearing shall be closed to the public and press and the Party or Witness shall only be referred to by their initials in the written Judgment.

6.06 The written judgment shall still be published publicly but with the private information redacted.

6.07 In Cases where Confidential Information of the USC is required, the hearing shall be held in camera and the Judgment shall not be made publicly available if the information cannot be redacted.

(1) The Judgment shall remain available to current and future Club Governance Committee members for consultation.

7.00 APPEALS

7.01 An organization that has been sanctioned may appeal the decision of the Clubs Governance Committee to the USC Appeals Board after being informed of the decision.

7.02 The appeal panel shall provide written reasons for its decision to the appellant organization and the Chair of the Clubs Governance Committee.

7.03 Should the appeal panel fail to come to a decision, the decision of the Clubs Governance Committee shall be upheld.

APPENDIX 1

Sample Procedure for Oral Hearings

- (1) The Chair shall introduce the members of the Clubs Governance Committee sitting on that Panel and shall outline the rules and procedure of the hearing;
- (2) The Petitioner, followed by the Respondent, may make an opening statement to introduce the nature of the application and the facts of the Case for no more than five (5) minutes;
- (3) The Petitioner shall present and question his/her witnesses and shall tender evidence;
- (4) The Petitioner shall have an additional twenty (20) minutes of time for oral arguments following the examination of their witnesses;
- (5) The Respondent shall then present and question his/her witnesses and shall tender evidence;
- (6) The Respondent shall have an additional twenty (20) minutes of time for oral arguments following the examination of their witnesses;
- (7) The Respondent/Petitioner may cross-examine the other parties' witnesses immediately following the examination in chief of the witness;
- (8) The members of the Committee may, at any time, ask questions of a Party;
- (9) The Petitioner, followed by the Respondent, may make a closing statement for no more than ten (10) minutes. No new evidence may be introduced during the closing statement.

Clubs Inventory Policy

November 15th 2018

1. Clubs may acquire and hold inventory such that they may better pursue their mandate to their membership, including:
 - a) Working Capital inventory that is expended over time (eg. Pens, notepads, stickers, etc.)
 - b) Items used in an event that may be suitable for reuse at a later event (eg. Clubs week posters)
 - c) Capital purchases to be used at a wide variety of events (eg. Banners,
2. Inventory is to be held by the club executives, defined as a signing authority or their designate. The individual holding the inventory is to be held liable by their club for the safe holding of said inventory.
3. The Student Organizations Advisor shall be informed of the inventory twice every academic year by filling out an inventory accounting form:
 - a) the first time shall be at the beginning of the year during the month of September
 - b) The Second time should be during the month of April
 - c) This form shall take into account:
 - nature of items
 - quantity of items
 - personal possession of items
 - Purpose of items
 - d) these forms are to be corroborated by clubs staff to ensure accountability with past statements
4. The general membership of each club shall be given a comprehensive summary of all club assets, with opportunity for questions, during both the first and last club general member meeting of each academic year
5. General amnesty for previous violations of inventory policy shall be granted on the following occasions such that clubs may introduce previously unaccounted inventory into USC :
 - a) upon initial passage of this policy
 - b) at any point thereafter at the discretion of the Student Programs Officer
6. Intentional violation of the inventory policy shall be held as grounds for club sanction or deratification, in accordance with all other club deratification and sanction procedures.
7. Inventory acquisition is to be approved as part of standard event proposal:
 - a) clubs may only acquire inventory for the purposes of better accomplishing their mandate
 - b) clubs staff shall ensure that all inventory acquired is necessary for club mandate fulfillment

8. Club inventory shall be held by individual club executives under the following conditions:

- a) club executives are to be held personally liable for the safety of the said inventory
- b) at no point is the inventory to be held for personal use
- c) all inventory is to be returned to the club, either through usage in club activities, or through passing on to another executive at the conclusion of one's tenure
- d) In the event that club inventory is lost, damaged, or otherwise rendered unavailable for use as intended, the executive of the club must be informed immediately. This lost inventory must also be declared both to club staff AND the club membership during the next reporting period.

9. Club VP Finances are expected to keep detailed and up to date records of club inventory, maintained internally. These are to be available to clubs staff within 72 hours upon request.

10. Clubs Staff retain full authority to deny an inventory purchase on their discretion if they do not perceive it to create value for the club membership and club system.



University Students' Council of Western University

Clubs Operating Policy

Authority: Clubs Governance Committee	Date Ratified: January 22nd 2019
	Previous Amendments: 2013; April 30 2015;

PREAMBLE

The USC, as part of its commitment to enhancing the quality of life of undergraduate students at Western, maintains an active Clubs community dedicated to the interests of Western students. The USC's Club system aims to provide interest-based entertainment options for students as well as opportunities for students to fulfill leadership roles on campus. This policy and its associated procedures seek to set out guidelines for the functioning of the Clubs community in a clear and comprehensive manner.

1.00 SCOPE

1.01 This document governs the general functioning of the Clubs community.

1.01 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the USC winter closing period and any days the USC office is not operational.

1.02 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.03 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

1.04 Any reference to "Executive" or "club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice President of Communications of a Club.

1.05 The following shall be Committees of the Clubs community and shall be responsible for the governance and support of the Clubs community. Terms of Reference for these Committees are available on the USC website.

(1) Clubs Governance Committee

(2) Clubs Policy Review Committee



(3) Clubs Financial Review Committee

2.00 DEFINITIONS OF A CLUB

2.01 A USC Club shall be defined as a group of individuals sharing a mutual interest in a particular area that has been ratified by the Clubs Governance Committee

(1) Any and all ratification of Clubs shall be done in accordance with the Club Ratification and De-Ratification Procedure.

2.02 A USC Club shall be unique from other USC Clubs and services.

2.03 A USC Club shall not have participation in athletic activities as part of its mandate. Such organizations are better suited to be part of Western Intercollegiate Athletics or Campus Recreation.

3.00 CRITERIA FOR MEMBERSHIP

3.01 Any individual who is currently enrolled as an undergraduate student of the University of Western Ontario is eligible to be a member and/or Executive of a USC Club.

3.02 All Club members, including club executive, are required to pay any approved membership fees associated with any Club of which they wish to remain a member.

4.00 CLUB PRIVILEGES

4.01 The USC provides Clubs with privileges provided those Clubs adhere to the Clubs Policy and comply with any other restrictions or requirements imposed by those with authority over the Clubs system. Privileges extended to Clubs include the following:

- (1) To operate in a pseudo-autonomous fashion.
 - (2) To be recognized and listed as an official USC ratified Club.
 - (3) To promote and seek membership on campus.
 - (4) To solicit members at orientation week and during Clubs Week until January 31
 - i. Membership fees can be paid online, at the USC main office and during clubs week at designated station.
 - (5) To have access to USC staff, Support Services and resources including, but not limited to the following:
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- i. To receive assistance from the Student Organizations Advisors and USC staff with respect to planning Club events and any other issues faced by the Club.
- ii. To receive assistance from those who govern the Clubs community and USC staff to ensure Club activities comply with the Policies and Procedures of the USC and Western University
- iii. To receive assistance from the Clubs Finance Coordinator and the Student Organizations Support Staff when preparing Club financial statements and budgets.
- iv. To apply for and receive short-term financing or grants where qualified.
- v. To receive insurance coverage for USC approved Club activities and events.
- vi. To post approved Club notices or advertisements on USC poster boards and as a PowerPoint slide on Western Film's pre-movie slideshow, where space is available.
- vii. To be able to sell tickets at a discounted rate at Western Connections.
- viii. To access Club Portal system, including features of the system for communication purposes with the USC and Club members.
- ix. To advertise with CHRW Radio.
- x. USC lockers

(6) To have access to USC-controlled space, including any space available through Mustang Central or Western Connections and the Clubs Resource Room.

(7) To be included in any USC Clubs Week events.

5.00 CLUB REVIEW

5.01 The Student Organizations Support Staff and the Clubs Resource Coordinator are responsible for ensuring that each Club adheres to its mandate when engaging in activities and when conducting its day-to-day affairs.

5.02 The Vice-President Student Events, or designate(s), has the right to instigate and conduct random reviews of any Club.

5.03 The Clubs Governance Committee and individuals with authority over the Clubs community may conduct reviews to ensure, among other things, the financial integrity



of the Club, the integrity of the Club's general operations, and that the Club's programming complies with the Club's mandate.

(1) Each sub-committee may be tasked by the Clubs Governance Committee to conduct reviews or investigations of specific Clubs, a group of Clubs, or all Clubs at any time during the academic year.

(2) Each sub-committee of the Clubs Governance Committee shall make recommendations to the Clubs Governance Committee for discussion and approval on the basis of their findings. The Chair of any sub-committee may be required to provide additional information to the Clubs Governance Committee as requested and be made available for any questions that the Clubs Governance Committee may have.

(3) The Clubs Financial Review Committee is responsible for ensuring that Clubs maintain their financial integrity. The committee may review the financial records of any Club at any point during the academic year.

6.00 EXTERNAL AFFILIATIONS

6.01 Clubs are required to disclose in detail any Club relationship with on and off-campus organizations other than the USC.

6.02 Clubs are required to submit an online External Affiliations forms to the USC as outlined by the Student Organizations Support Staff. The External Affiliations forms shall request information about the nature of the relationship with the external organization, particularly including any financial and human resources being provided to the Club.

6.03 The USC and the Student Organizations Support Staff reserve the right to approve or deny any External Affiliation.

(1) If an External Affiliation is denied, the Club may choose to continue as a Club without External Affiliation or choose to cease being a Club.

(2) Clubs who fail to report an External Affiliation or continue with a denied External Affiliation risk being sanctioned by the Clubs Governance Committee as per the Club Hearings and Sanctions Procedure.

7.00 CONFLICT OF INTEREST

7.01 Any member, who finds herself in a conflict of interest situation, or potential conflict of interest situation, has a duty to disclose that conflict to the Club Executive.

(1) Where a member of the Club's Executive possesses a conflict of interest, the



disclosure shall be to the remaining Executive members.

7.02 No club member, nor any family relation of the member, shall gain any profit or benefit in any dealings or actions taken on behalf of the club, unless that member has previously declared a conflict of interest at a club meeting.

7.03 Circumstances under which a conflict of interest may arise include but are not limited to the following.

- (1) The member has a financial interest in a business or other third party which is doing or seeking to do business with the Club.
- (2) The members has received or will receive a gift or other compensation from a business or other third party as a result of the Club doing business with said company or the company seeking to do business with the Club.
- (3) The member has had personal dealings, positive or negative, with a business or other third party that impairs the member's ability to objectively deal with that business or third party.

7.04 Where the Club President and other Executive members find that a valid conflict of interest exists, one or more of the following steps shall be taken to mitigate the conflict of interest.

- (1) The member refrains from discussing and/or voting on the relevant issue at hand.
- (2) The member be removed from the meeting or discussion altogether.
- (3) The member remits any personal gain received to the general membership or returns the personal gain to the third party.
- (4) Where the conflict of interest presents undue risk or liability to the Club, the member may be removed from the Club.

8.00 REMOVAL OF MEMBERS

8.01 A Club member, including a member of the Executive, may be given notice of removal. Removal will be considered where the member commits an act that negatively affects the interests of the Club and its members, including but not limited to the following:

- (1) Non-disclosure of a significant or continuing conflict of interest.
 - (2) Violation of the University's Code of Student Conduct.
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(3) Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the Club.

(4) Violation of the USC Community Standards Policy.

(5) Violation of a USC or University Policy or Procedure that harms the reputation of either organization and/or exposes either organization to financial or legal liability.

(6) Any violation committed by a Club that the Clubs Governance Committee has determined to be the responsibility of a single Club member or group of Club members.

8.02 Members and Executive members, as outlined in the clubs constitution, may be removed by a 2/3rds majority vote of the executive members.

(1) The names of the removed individuals are to be submitted to the Student Organization Support Staff for removal of all club privileges.

8.03 Notice of removal shall be delivered by the Club's President. If the member being removed is the Club President, notice shall be delivered by the Chair of the Clubs Governance Committee.

(1) The individual will have five (5) days to appeal to CGC.

8.04 A Club Executive may be removed from their position on the Executive without being removed from the Club.

(1) This section does not preclude removal of an Executive from the Club.

8.05 Any member that is removed from a Club shall lose all privileges associated with membership in said Club.

8.06 Any member that is removed from a Club shall not be refunded any membership fees paid.

9.00 PROCEDURAL AUTHORITY

9.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Clubs Governance Committee or any sub-committee wherein.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.



(3) Any new Procedures and amendments to any existing Procedures must be ratified by Clubs Governance Committee before taking effect.

10.00 CLUB EXECUTIVE

10.01 Each clubs shall be led by a number of executives, comprising an Executive Committee, as established in each Club constitution, with the following responsibilities:

- (1) The Executive Committee shall be substantially elected by and accountable to the membership of the club in accordance with the Club Elections Policy.
- (2) The Executive Committee shall be the sole body authorized to run events on behalf of the club and shall be the sole body authorized to speak or advocate on behalf of the club.
- (3) The Executive Committee shall provide direction regarding the use of the Club's financial accounts, under the leadership of the club VP Finance.
- (4) All members of the Executive Committee are expected to act in a fiduciary duty to the general membership of the club.

10.02 In order to facilitate the interaction between the club and the USC, all clubs are required to have certain defined roles within their executive committee, henceforth known as "USC Recognized Executives".

- (1) These roles are:
 - a) President
 - b) VP Events
 - c) VP Finance
 - d) VP Communications
- (2) The President, VP Events, and VP Finance of each club shall be the signing authorities on its USC Financial Account.
- (3) All USC Recognized Executives shall be elected by the membership of their club in accordance with the club elections procedure. Other executive roles may be chosen in any manner set out by the constitution.
- (4) Club constitutions may give whatever internal title to USC Recognized Executives, and any additional responsibilities beyond their USC liaison duties.

10.03 The structure of a club Executive Committee shall be set by a club constitution, and clubs shall have substantial latitude to set any structure they would like, provided it meets the aforementioned conditions.

- (1) All clubs are expected to have their actual executive structure reflected in their constitution, which shall be kept up to date.
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(2) Clubs may have things such as co-presidents or other informal sharing of roles, so long as one of the holders is clearly defined as holding the formal role.





University Students' Council of Western University

Clubs Policy Review Committee: Terms of Reference

Authority: Clubs Governance Committee	Date Ratified: November 10, 2014
	Previous Amendments: April 1, 2010

PREAMBLE:

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Governance Committee (CGC) is the central body of the Clubs Community and is guided by all documents of the Clubs Policy. In order to help the CGC in enhancing the governance of the Clubs Community, the Clubs Policy Review Committee (CPRC) serves as the primary body for reviewing, drafting and making recommendations to the Clubs Governance Committee on Clubs Policy. The committee is responsible for maintaining accurate and updated Clubs Constitutions and all official Clubs Policy documents for the USC.

1.0 COMMITTEE COMPOSITION

1.01 The Clubs Policy Review Committee (CPRC) shall be composed of:

- (1) Clubs Policy Coordinator, ex-officio, as Chair, non-voting;
- (2) Vice President Student Events, ex-officio, non-voting;
- (3) Compliance Coordinator, ex-officio, non-voting;
- (4) Associate Vice-President Clubs, ex-officio, voting;
- (5) Club Finance Coordinator, ex-officio, voting;
- (6) Two (2) club executives at large, voting; and,
- (7) Two (2) students of the university at large, voting.

1.02 Other USC staff, members of the CGC or its sub-committees shall be available as resource support to the CPRC should attendance be deemed necessary by the Chair of the CPRC.

2.00 RESPONSIBILITIES OF THE COMMITTEE

2.01 The CPRC shall:



- (1) Be a sub-committee of the Clubs Governance Committee (CGC);
 - (2) Review the Clubs Policy on an annual basis;
 - (3) Aid in the communication of Clubs Policy changes to clubs in conjunction with the CGC;
 - (4) Maintain updated records of official Clubs Policy documents and changes;
 - (5) Serve to draft and review Clubs Policy based on the recommendations of the CGC and to report back to the CGC with policy recommendations;
 - (6) Conduct reviews of Clubs Policy as directed by the CGC;
 - (7) Review new club applications based on the Provisions of Clubs Policy :
Procedure for Ratification prior to review and approval of the CGC;
 - (8) Make recommendations to the CGC on new club applications based on the provisions of Clubs Policy : Procedure for Ratification; and,
 - (9) Maintain updated records of all Club Constitutions.
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University Students' Council of Western University

Clubs Support Committee Terms of Reference

Authority: Council	Date Ratified: November 30 th 2018
	Previous Amendments: August 1, 2017

1. Objective

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Support Committee (CSC) is the body of the Clubs Community that supports collaboration among student organizations and seeks to enhance communication between student organizations and the USC. The committee is responsible for organizing community-wide initiative such as Clubs Week and workshops for the benefit of club executives and members. The CSC is influential in supporting the yearlong working dynamic within club executive teams (specifically regarding finances and promotion) and ultimately for the long-term development of the club within the Clubs Community. This policy applies to all members of the CSC by outlining general responsibilities to create a community of leadership and support.

2. Composition

2.1. The Clubs Support Committee (CSC) shall be composed of:

2.1.1. Clubs Support Coordinator, *ex-officio*, as Chair;

2.1.2. Associate Clubs, *ex-officio*;

2.1.3. Up to five (5) Finance Members, who must be students of the University who are not Executive members of a club within the USC Clubs Community, including non-USC recognized executive roles;

2.1.4. Up to five (5) Support Members, who must be students of the University who are not members of an Executive Committee of a Club within the USC Clubs Community;

2.1.5. Associate Finance, *ex-officio*,

2.2. The Student Programs Officer, Compliance Department, and any other USC Employees shall be available as resource support to the CSC

3. Member Responsibilities

3.1. A committee member of the CSC shall:



- 3.1.1. Report to the CSC;
- 3.1.2. Attend meetings as determined by the Chair;
- 3.1.3. Respect the rights, personal privileges and affiliations of all Club Executives, general members and USC administration and staff;
- 3.1.4. Perform duties, as determined by the Chair, in carrying out all responsibilities and goals of the CSC; and,
- 3.1.5. Be committed to providing support to clubs and related activities throughout the academic year

4. Responsibilities of the Committee

4.1. All Members shall:

- 4.1.1. Be a sub-committee of the Clubs Governance Committee (CGC);
- 4.1.2. Report to the CGC and make recommendations based on feedback from specific clubs;
- 4.1.3. Serve as a brainstorming and active body in the development of the USC Clubs Community;
- 4.1.4. Organize, promote and plan club related initiatives which include but are not limited to seminars, workshops, open-forms, town halls, clubs gala; and
- 4.1.5. Enhance and providing ongoing means of communication among all USC clubs and the USC.
- 4.1.6. Maintain the Clubs Community social media pages.

4.2. The Clubs Finance Sub-Committee shall:

4.2.1. Consist of:

4.2.1.1. Up to five (5) students who are not current Executive club members in the USC Clubs Community;

4.2.1.2. The Associate Finance as a resource member

4.2.2. Assist clubs with financial procedures as necessary (Related document: Club Financial Procedures); and



- 4.2.3. Conduct reviews of clubs as directed by the CGC or Student Programs Officer



University Students' Council of Western University

General Club Procedures

Authority: Clubs Governance Committee	Date Ratified: January 22, 2019
	Previous Amendments: April 1, 2010

Committees of the University Students' Council (USC) Clubs Community include:

- Clubs Governance Committee (herein referred to as CGC)
- Clubs Support Committee (herein referred to as CSC)
- Clubs Policy Review Committee (herein referred to as CPRC)

FOREWORD:

The following Club Procedures are contained within General Club Procedures:

- 1.00 Office Space & Locker Space Allocation Procedure;
- 2.00 Club Financial Assistance Procedure;
- 3.00 Club Conflict of Interest Procedure;
- 4.00 Event & Risk Management;
- 5.00 Club Insurance;
- 6.00 Requesting Permission for Sponsorship & Co-Promotion;
- 7.00 Requesting Permission for Use of Trademarked Images;
- 8.00 Club Member Removal Procedure;
- 9.00 Club Constitution Amendment Procedure;
- 10.00 Membership Fee Refund Procedure;
- 11.00 Executive Election Procedure; and,
- 12.00 Membership Fee Submission Procedure.

1.00 OFFICE SPACE & LOCKER SPACE ALLOCATION PROCEDURE

1.01 The USC has designated space within the University Community Centre as clubs space whereby clubs may be provided with office space and locker space. The USC strives to offer a fair and equitable allocation of office space and locker space.

1.02 Any club may apply for office space and/or locker space made available by the USC.

1.03 Clubs are required to use the space in furtherance of their mandates, and must adhere to all applicable policies and procedures.

1.04 Office Space: If club space is available, clubs may use office space for the following purposes: to meet with its membership, to plan and organize events, and for other day-to-day activities. Office space may not be used for storage or construction purposes.

(1) Eligibility: In order to be eligible for an office, the club must:

- i. have a proven record of good financial standing;
- ii. not be on probation in any manner for the preceding twenty-four (24) months; and,

iii. not have been found in violation of the Clubs Policy for the preceding twenty-four (24) months;

(2) Application Process: A club must submit three (3) copies of an application to the Student Programs Officer

i. An application must be submitted by the last Friday in March in any given year to be eligible for an office beginning June 1st in the same year.

ii. Applications shall be made available at the USC Front Desk or upon request to the USC Student Programs Officer or Student Organizations Advisors.

(3) Allocation: The Student Programs Officer and Student Organizations Advisors shall be responsible for allocating office space amongst the eligible clubs.

i. Where more clubs qualify for office space than is available, the applicants will be placed in a lottery whereby clubs will be randomly chosen.

ii. The allocation of office space will be made with consideration given to the compatibility of clubs that may share office space and the amount of space within each office.

iii. Office space will be allocated for a one (1) year term subject to this Procedure.

iv. Unless the Student Programs Officer permits otherwise, no more than two (2) clubs may occupy an office each year.

v. A club will be permitted to begin its one (1) year term on June 1st in the year that they are allocated office space.

vi. Any club that has been allocated office space is required to provide a three hundred dollar (\$300.00) damage deposit to the USC prior to receiving access to the office. Where no damage has been caused, the deposit will be refunded in full at the end of the club's term.

vii. A separate deposit for office keys may be required by the University.

(4) Where a club has caused damage to the office space, including the office door, during its term, the costs to repair the damage will be taken out of the club's damage deposit. Where the costs of repair exceed the damage deposit, the club must reimburse the USC for the additional costs.

i. Damage includes physical changes to the office, such as paint and wall coverings, nail holes, damage caused from tape or other adhesives placed on the walls, damage to the furnishings in the office and damage to the floor or ceiling.

(5) Removal: The Students Programs Officer may require a club to vacate its office where:

- i. the club has caused damage to the office and does not pay for the costs of repair in a timely manner;
- ii. the club does not maintain the eligibility requirements;
- iii. the club does not use the office in the manner stipulated in the club's application;
- iv. the club is in breach of the Clubs Policy;
- v. the club has been placed on probation;
- vi. the club has been de-ratified;
- vii. the club's financial accounts have been frozen;
- viii. the club failed to adhere to any other applicable policies or procedures; or
- ix. the move will result in a more efficient use of office space and/or USC space.

(6) The Student Programs Officer must notify the club in writing that it must vacate the office within ten (10) days and provide the club with reasons for removal. Where the circumstances require, the Student Programs Officer may require the club to vacate the office within a shorter period of time.

1.05 Locker Space: If locker space is available, clubs may use the space to store club assets.

(1) Eligibility: All clubs are eligible for the assignment of locker space. The club must submit its request for space to the Student Programs Officer.

(2) Application Process: Application forms shall be made available at the USC Front Desk. The club must submit its request for space to the USC Front Desk and the Student Programs Officer.

i. Any club that has been allocated locker space is required to provide a twenty-three dollar (\$23.00) damage deposit to the USC prior to receiving the lock combination.

(3) Damage: Where a club has caused damage to the locker, the costs to repair the damage will be borne by that club.

(4) Removal: The Student Programs Officer may require a club to empty its locker where:

- i. the club does not use the locker to store club assets;
- ii. the club neglects to maintain a clean locker and space surrounding the locker

- iii. a recommendation has been made by USC Reservations
- iv. the club has caused damage to the locker and does not pay for the costs of repair in a timely manner;
- v. the club has breached the Clubs Policy;
- vi. the club has been placed on probation;
- vii. the club has been de-ratified;
- viii. the club's financial accounts have been frozen; or
- ix. the club failed to adhere to any other applicable policies or procedures;

2.00 CLUB FINANCIAL ASSISTANCE PROCEDURE

2.01 Bridge Financing: The USC provides clubs with bridge financing, at its sole discretion, to financially assist those clubs in meeting their mandate. Short term loans are meant to be used to fund event budget gaps, and are expected to be repaid in full by the end of the event. Bridge financing is limited to the lesser of (1) the budget shortfall, or (2) two thousand (2,000) dollars to a maximum of three thousand (3,000) dollars in any given twelve month consecutive period beginning in September.

(1) Financial assistance from the USC is a privilege. Bridge financing is not intended as a yearly subsidy for club finances.

(2) Application: A written application for a bridge financing must be submitted in a budget proposal to the Student Organizations Advisors through Eventsnet.

- a. The USC Controller must approve any short-term loan requested by a club.
- b. Application requirements and the approval process will be outlined on Eventsnet.

(3) The club must abide by the re-payment schedule set by the USC. Where a club defaults on re-payment of the loan, the Student Programs Officer or the USC Controller may freeze the club's financial account and garnish the account until the loan is fully repaid.

2.02 Grants: The USC Grants Committee provides grants to clubs, among other student groups, to financially assist those clubs in meeting their mandate.

(1) Applications: A written application for a grant must be submitted to the Vice-President Finance. An application must include:

- i. a description of the event/project/activity;
- ii. the amount being sought;
- iii. why there is a shortfall in funding;

- iv. when the funding is required;
- v. a detailed budget for the event/project/activity highlighting the funding shortfall;
- vi. the individuals who will be responsible for administering the funds;
- vii. a list of other sources for funding already sought;
- viii. how the use of the grant will contribute towards the educational experience of the participants and the University community's experience; and,
- ix. any other relevant information.

(2) All applications must include the Grant Application Cover Sheet available at the USC Front Office.

(3) It is at the sole discretion of the USC Grants Committee to determine whether a club will qualify for a grant.

(4) An applicant may be required to appear before the USC Grants Committee to discuss its application and answer any questions.

3.00 CONFLICT OF INTEREST PROCEDURES

3.01 A club member must disclose a potential for self-gain at a club meeting.

3.02 A conflict of interest must be disclosed either verbally or in writing to the club's president. Where the club's president has a conflict of interest, she must disclose the conflict to the remaining executive members.

3.03 Any allegation made by a member about the conflict of interest of another member shall be made to the club's president. When the allegation is against the club's president, the allegation must be made to the remaining executive members.

3.04 Where the club president or other executive members find that a valid conflict of interest exists, it must be decided which of the following applies:

- (1) that the member refrains from discussing the relevant issue at hand;
- (2) that the member refrains from discussing and voting on the relevant issue at hand;
- (3) that the member be removed from the meeting or discussion all together;
- (4) that the member remit any personal gain received to the general membership or return the personal gain to the third party; or,
- (5) any other steps deemed appropriate.

3.05 Where the member refuses to comply with the steps taken by the club president or other executive members to remedy the conflict of interest, the club's process for removing a member may be commenced.

3.06 The Student Organizations Advisors will be a resource available to clubs to assist clubs in ensuring that proper procedure is being followed when handling a declared or undeclared conflict of interest.

4.00 EVENT & RISK MANAGEMENT

4.01 Contracts: Clubs are required to have all contracts reviewed by the Student Organizations Advisor. Clubs are not legal entities and therefore have no ability to sign on behalf of the club.

(1) Any club member that signs a contract will be personally responsible for any liability incurred.

4.02 When planning an event off campus, clubs must contact the Student Organizations Advisors for assistance with negotiations with outside venues, production companies, transportation companies, sound equipment companies, and any other suppliers and service providers required. The Student Organizations Advisors will be able to assist clubs with securing the best services for the best price.

4.03 A club is required to cooperate with USC staff and those with authority over the clubs system to reduce the club's exposure to risk and to ensure that the health and safety of organizers and participants are sufficiently protected.

4.04 Any club interested in hosting an event involving alcohol must comply with both USC risk management procedures and the University's Campus Alcohol Policy. The Student Organization Advisors and the Manager of Student Life are available for assistance.

4.05 A club must submit event proposals via EventsNet in accordance with the Clubs Policy and must receive approval from the Student Organizations Advisor prior to planning the event. The club must submit the proposal in accordance with the timelines recommended in the Student Organizations Support section of the Clubs Handbook.

4.06 Any club event that has received written approval from the USC will be insured under the USC's general liability insurance policy. The club will only receive coverage for any liability provided for under the USC's insurance policy.

4.07 When planning an event, the event organizers should consider the following:

(1) Does the event involve alcohol use or consumption?

(2) Is food being served?

(3) Where is the event taking place? If off campus, specify the venue.

- (4) How many members are to attend?
- (5) Is the event open to individuals who are not members of the club?
- (6) Is there a risk of physical harm to participants?
- (7) Is transportation required?
- (8) Are suppliers required, i.e. for equipment or sound systems, for food or drink?
- (9) Are any service providers required?
- (10) How will the event be promoted, and by whom?
- (11) Have all USC governing documents been considered and adhered to?
- (12) Are there any sponsors or co-promoters for the event?

5.00 CLUB INSURANCE

5.01 Clubs operate within the ambit of the USC. As a result, the USC incurs greater insurance costs to reflect the risks of liability created by its clubs activities. The USC levies a portion of that cost of insurance to each club.

5.02 All ratified organizations must receive insurance coverage under the University Students' Council. Any club with insurance coverage from a third party will not be exempt from this policy.

5.03 The insurance cost accredited to a club will be taken out of the club's financial account automatically by the end of January in each year.

8.00 SPONSORSHIP AND CO-PROMOTION

8.01 Club sponsorship and co-promotion must:

- (1) Be consistent with the interests and image of the USC.
- (2) Be consistent with the USC's By-laws, Policies, and Procedures.
- (3) Not infringe or affect current commercial agreements existing between the USC and any other party or commercial agreements entered into on behalf of the USC.
- (4) Be consistent with the University of Western Ontario's Policies and Procedures.

8.02 Initiation of sponsorship or co-promotion shall be done through the Club filling out a Sponsorship Proposal to be filed with the Student Organizations Support Staff.

8.03 Co-promotion shall not be approved unless the co-promoter is a registered business carrying its own third-party liability insurance in the amount of at least two million dollars (\$2,000,000.00).

8.04 All sponsorship or co-promotion agreements must be approved in advance of signature by the USC's Student Organizations Support Staff.

- (1) The USC reserves the right to approve or deny any sponsorship or co-promotion agreement proposed by a Club as it sees fit.

6.00 REQUESTING PERMISSION FOR SPONSORSHIP & CO-PROMOTION

6.01 Club sponsorship and co-promotion must:

- (1) Be consistent with the interests and image of the USC.
- (2) Be consistent with the USC's By-laws, Policies, and Procedures.
- (3) Not infringe or affect current commercial agreements existing between the USC and any other party or commercial agreements entered into on behalf of the USC.
- (4) Be consistent with the University of Western Ontario's Policies and Procedures.

6.02 Initiation of sponsorship or co-promotion shall be done through the Club filling out a Sponsorship Proposal to be filed with the Student Organizations Advisor.

6.03 Co-promotion shall not be approved unless the co-promoter is a registered business carrying its own third-party liability insurance in the amount of at least two million dollars (\$2,000,000.00).

6.04 All sponsorship or co-promotion agreements must be approved in advance of signature by the USC's Student Organizations Advisor.

(1) The USC reserves the right to approve or deny any sponsorship or co-promotion agreement proposed by a Club as it sees fit.

7.00 REQUESTING PERMISSION FOR USE OF TRADEMARKED IMAGES

7.01 Any club wishing to incorporate the USC's logo in any sign, letter, invoice statement, email correspondence, poster, etc. must submit a request for such use to the Student Programs Officer.

(1) The Student Programs Officer and the USC President shall review the proposed use. Approval is at the discretion of the Student Programs Officer and the President of the USC.

(2) If approved, approval shall be provided to the club in writing.

(3) Consideration must be given to: (1) whether the use is acceptable, and (2) whether the use abides by all other USC governing documents.

7.02 A club must seek the necessary approval for the use of any name, logo or design belonging to another individual, institution, company, partnership, etc. from the entity that has the rights to the name, logo, or design.

(1) The club must submit proof of approval to the Student Organizations Advisor upon request.

8.00 CLUB MEMBER REMOVAL

8.01 Any member of the club may be given notice of removal by the club President, where the member commits an act that is described as grounds for removal in Clubs Operating Policy : Member Removal Policy.

8.02 The member up for removal shall have the right to defend her actions.

8.03 A two-thirds majority vote of the current members present in favour of removal is required.

8.04 The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

8.05 An executive will be removed in accordance with this section. Where an executive member has been removed only as an executive member, subsection (8.04) will not apply.

9.00 CLUB CONSTITUTION AMENDMENT

9.01 The Clubs Governance Committee will notify every club of mandatory and suggested changes necessary to club constitutions by way of email sent to the club's email account filed with the Student Organizations Advisors.

9.02 The club may amend its Constitution, but any amendments must not conflict with the required terms provided in the Club Constitution Template.

(1) Any amendments to the Constitution must be passed by a two-thirds majority vote by the current members present at a general meeting;

(2) Should a club choose to amend their Constitution, the proposed changes must be submitted as a digital Word file to the Clubs Policy Coordinator. Additionally, the club must provide the minutes of the general meeting where the proposed constitutional amendments were discussed and voted on by club members to the Clubs Policy Coordinator.

(3) When a club has initiated the amendment process, the club's Constitution filed with the Student Organizations Advisors will continue to be in force until the amendments have been approved by the Clubs Governance Committee.

(4) All amendments to a club's elections procedures must be approved by the Clubs Governance Committee in advance of any election taking place.

9.03 Following official approval of an amendment to a Constitution by the Clubs Governance Committee, one (1) or all club executives with signing authority shall submit a Club Status Letter to the Student Organizations Advisors or the Clubs Policy Coordinator for USC records.

10.00 MEMBERSHIP FEE REFUND PROCEDURE

10.01 Any member of the club may apply to the club Executive for a refund within one (1) month of becoming a member, or within one (1) week of the club's first official event, if:

(1) There has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing for membership.

10.02 Any member of the club may apply to the club Executive for a refund after one (1) month of becoming a member, or after one (1) week of the club's first official event for extenuating circumstances, which include:

(1) Serious organizational issues with the Executive members that lead to a lack of communication with the club's members or a lack of programming as promoted to potential members, and,

(2) Any circumstance that seriously hampers the member's ability to enjoy membership in the club; and,

(3) Use of club funds in a manner that was not communicated to club members.

10.03 Where the Executive and the members cannot resolve a refund issue within ten (10) days after the club is first notified that the member is seeking a refund, the Executive or the member may request assistance from the USC Associate Clubs.

(1) The Associate Clubs will act as an arbitrator;

(2) The Associate Clubs will meet with a representative from the club and the member to hear each party's position; and,

(3) The Associate Clubs will make a decision based upon the information. The decision of the Associate Clubs will be final and binding.

11.00 EXECUTIVE ELECTION PROCEDURE

11.01 The club's Chief Returning Officer (CRO) administers the club's elections process;

(1) No member may act as an election official if he or she has accepted a nomination for an executive position.

(2) Where the executive member designated as CRO is running for re-election, the membership must appoint a replacement CRO.

(3) The Secretary will act as Chief Returning Officer if the position is vacant or has not been designated.

11.02 A nomination period for potential candidates shall be at least one (1) week in length and will be open and available to all members at least two (2) weeks prior to the scheduled Annual General Meeting and close one (1) day before campaigning begins;

11.03 A campaign period shall be at least one (1) week in length and shall be open for at least one (1) week prior to the Annual General Meeting;

11.04 The club's election procedures must be made available to all members when the call for nominations is made;

11.05 The CRO will determine whether voting will be done for each executive position on separate ballots or on one ballot;

11.06 The CRO must initial each ballot prior to distributing the ballots to the membership in order to ensure that all ballots are valid;

11.07 The CRO and the outgoing Secretary are responsible for counting the votes. Where the CRO or Secretary are running for re-election, the membership must appoint a replacement by a simple majority vote;

11.08 Each candidate must be permitted to appoint a scrutineer to oversee the counting of the votes;

11.09 Once the new Executive has been elected, the outgoing Chief Returning Officer and incoming Secretary must forward a list of the new Executive members with their email addresses to the Student Organizations Advisors within three (3) business days of the election taking place; and,

11.10 The outgoing Secretary must transfer Eventsnet access to the new Executive members by April 30th of the current academic year. Should the outgoing Secretary not fulfill her responsibilities owed to the new Executive, with respect to transfer of Eventsnet access, the incoming Secretary must seek assistance from the Student Organizations Advisors.

12.00 MEMBERSHIP FEE SUBMISSION PROCEDURE

12.01 The club membership fee will be submitted to the Student Organizations Advisors and Clubs Coordinator by the club executive no later than September 1st for Clubs Week I and no later than one (1) week prior to the first day of Clubs Week II. In addition, a detailed breakdown of how the club intends to use its membership fees must be included with the submission.

(1) Where a membership fee of a higher amount than the minimum membership fee is deemed necessary in order for the club to function on a daily basis, the executive members will set the fee.

12.02 Membership fees are subject to the criteria described in the membership fee provisions of Clubs Policy: Club Operating Policies.

13.00 FOOD POLICY PROCEDURE

13.01 Food policy shall be in the jurisdiction of USC hospitality services. Clubs must follow this policy during all Club events.

University Students' Council of Western University

Club Ratification Procedure

Authority: Clubs Governance Committee	Date Ratified: November 30 th 2018
	Previous Amendments: 2009

1.00 GENERAL

1.01 This document governs the procedures for ratification within the USC Clubs system.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays and the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.04 Any reference to "Club" or "USC Club" shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.05 Any reference to "Executive" or "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.

1.06 Any reference to the "Committee" or "CGC" shall refer to the Clubs Governance Committee as the ratifying authority of this procedure.

2.00 REQUIREMENTS FOR RATIFICATION

2.01 To be considered for ratification, an organization must submit an application package consisting of the following:

(1) Written Statement: A written statement, up to a maximum of three (3) pages, or a video of up to five (5) minutes, that answers the following questions:

- i. What is the objective or mandate of the club?
- ii. Explain why your organization wishes to be ratified as a club under the purview of the USC.
- iii. How is this club unique and distinct from existing clubs?
- iv. Explain the physical, financial and other risks associated with the club.
- v. Anything else pertinent to your club proposal.

(2) External Affiliation Form: If the proposed student organization has any affiliation with an external organization as defined in the External Affiliation provisions of Clubs Policy: Clubs Operating Policy, then the applicant must submit a form describing the nature of the relationship, which will be provided by the Student Organizations Support Staff, and submit any supporting documentation requested by the Student Organizations Support Staff. This form will be made available on the USC website.

(3) Executive List: A list of the proposed President, VP Events, VP Finance, and VP Communications of your club, as well as their contact information and student numbers.

(4) Constitution: A proposed club constitution that is drafted in accordance with the Club Constitution Guideline, and is formatted the same or similar to the Club Constitution Template. This should reflect the intended executive structure of the club.

(5) Membership List: A membership list containing at least twenty-five (25) current undergraduate student names, and contact information for those prepared to join the organization once ratified.

(6) Budget: A proposed club budget that gives a plan for the spending of club membership fees. The club fee that is being charged must be indicated in the submitted budget. The budget should also list any anticipated revenue streams and how these monies will be spent. The budget must include insurance and administrative deductions that will be taken from the club account Budget templates shall be made available by the Clubs Finance Coordinator or the USC AVP Clubs

(7) Description and Schedule of Events/Activities: A detailed itinerary of at least three (3) proposed club events/activities planned for the academic year. The itinerary should include:

- i. a description of the proposed events,
- ii. potential venues,
- iii. marketing strategies for these events and,
- iv. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.

2.02 The application package must be submitted online to the Clubs Policy Coordinator, by e-mail or some other electronic means

2.03 An organization may meet with the Clubs Policy Coordinator, or, Associate Clubs to ensure that all application requirements have been met.

(1) Any assistance from the Clubs Policy Coordinator, or Associate Clubs, does not guarantee that the organization will be ratified.

2.04 An organization must be able to demonstrate:

(1). Uniqueness and Distinctiveness the organization must not have the same or a similar mandate to other existing clubs and must be readily distinguishable from all other clubs and services;

(2) Significant student interest;

(3) Autonomy – the organization must not be directed by any external organization(s), as outlined in the External Affiliations Policy, in such a way that the organization's conduct will conflict with USC and University policies and procedures. This does not prevent the club from having a relationship with an external organization, and/or receiving resources from an external organization; and,

(4) the CGC will use its discretion with the following subjects:

i. Duplication of services

a. As per the procedure for ratification, duplication of services is a component taken very seriously in this process.

b. Duplications of services with groups and/or services that exist in some capacity on Western University's campus or in the city of London, Ontario will be critically reviewed

ii. External affiliations

a. External affiliations with groups and services that exist in the city of London, Ontario will be critically reviewed

iii. Fundraising/charity

a. A club's sole mandate or purpose should not be to fundraise and/or support a specific charity.

b. Clubs who plan to raise funds or other belongings must plan and provide additional events for their club and members outside of fundraising

c. A club's mandate or purpose should be unique and distinct to existing clubs in the USC club's system

iv. Mentorship

a. Students mentoring other students will not be permitted

• v. *Teaching and training*

- a. A club's sole mandate or purpose should not be to teach or train any specific academic skills, academic content or other relevant material
- b. Professional speakers are permitted and will be reviewed by the USC
- c. If there is a learning component in the club, then it must be specified that the individuals providing advice are not professionals on the matter
- d. Activity or interest-based teaching or training (examples: dancing, knitting, juggling) are permitted

vi. *Volunteering*

- a. A club's sole purpose should not be to mobilize or recruit volunteers on behalf of any organization
- b. Volunteering activities that already exist on Western University's campus or in the city of London, Ontario are considered a duplication of services will be critically reviewed

vii. *International chapters*

- a. Students are not permitted to organize international exchange or learning opportunities as per USC insurance and event planning procedures
- b. External Affiliations must be through organizations with a Canadian chapter
- c. International organizations with no Canadian chapter will not be approved
- d. International individual events will be reviewed by the USC

viii. *Feasibility*

- a. The Club must be able to demonstrate, at the discretion of the CGC, that it has a feasible model of operations.

ix. The organization has the same name or mandate as a club that has been de-ratified over the past twelve (12) months.

3.00 DEADLINE FOR RATIFICATION APPLICATIONS

3.01 New club applications shall only be accepted between October 1st and January 31st.

3.02 Applications for ratification may be reviewed at the discretion of CGC. However, CGC shall review all ratification applications by April 31st.

4.00 DECISION

4.01 Ratified organizations shall be notified by the Chair, or designate, within five (5) business days of ratification by an email sent to the organization's representative(s).

4.02 Organizations that are denied ratification shall be notified by the Chair or designate, within five (5) business days of the CGC's decision to not ratify the organization by an email sent to the organization's representative(s). The organization must be provided with the CGC's written reasons for its decision.

4.03 Executives of each organization are responsible for ensuring that its email account is capable of receiving emails. A club will be deemed to have its official email account active for any notice requirements.

5.00 REQUEST FOR RECONSIDERATION:

5.01 An organization that has been denied ratification may appeal to the CGC for reconsideration. The organization shall have five (5) days from the date on which notice of the CGC's initial decision was provided to the organization to submit a Request for Reconsideration.

5.02 The organization's Request for Reconsideration must include the organization's written reasons for reconsideration that specifically address the CGC's reasons for denying initial ratification.

5.03 Any Request for Reconsideration must be submitted to the Chair. The CGC shall meet to consider and deliberate as soon as reasonably possible.

5.04 The Chair shall provide the CGC's decision with respect to ratification within five (5) business days of the CGC's decision by an email sent to the organization's representative. The organization must be provided with the CGC's reasons for its Decision.

5.05 CGC shall hold the authority to impose additional procedures on requests for reconsideration.

6.00 APPEAL

6.01 All appeals will be directed to the USC Appeals Board.

APPENDIX 1: NEW CLUBS APPLICATION MANDATE

The purpose of this mandate is to bring the CGC's club application review guidelines to the attention of potential applicants. The CGC believes that any decisions with regards to the application, use of discretion and subsequent marking process should be made public to all students in advance.

Clubs Governance Committee Terms of Reference

1. To create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community.
2. To adhere to all the documents of the Clubs Policy to determine reasonable limits placed on student organizations in order to comply with USC policy as well as University policy.
3. To set strategic, long-term goals for the Clubs Community for future growth and development of clubs and their student leaders.

Proposed Mandate

Each year, the CGC receives approximately 85+ new club applications. The CGC recognizes a potential shortage of resources and space on campus if a sizeable number of clubs is added to the already 200+ clubs that are currently ratified with the USC. The CGC looks forward in decision-making processes to ensure that the future of the clubs department is stable and must enact particular guidelines in reviewing club applications that limits the number of clubs that are accepted each year. A rapid increase in the number of new clubs can create dilution in club memberships for all clubs and an inability to host a functioning clubs week in the space provided. The CGC will continue to use its discretion with regards to the ratification procedure and will adhere to the guidelines that are used and outlined each year. The CGC however would like to highlight some potential club purposes that have a low likelihood of ratification due to discretionary use of policy. This mandate's scope will speak to purpose and mandate of a new club application, and not specific club events.

The CGC will continue to use its discretion in new club applications and does not limit itself to these subjects as potential reasons for denial. The CGC wishes to be honest and as open as possible with all students.