University Students' Council of Western University

Policy Manual Packet

Current as of August, 2025

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PREAMBLE

WHAT IS POLICY?

A policy is a set of guidelines that outline, at a high level, how an organization should act or behave in certain situations. Our policies are what let staff inside the USC and students outside the USC know how to act and what to expect from us as an organization. For example, want to know how the Council works in the summer? There's a policy for that! Want to know why the Council agenda looks the way it does? There's a policy for that! Health and safety, procurement, finances...you name it, we have a policy for it.

Policies are separate from procedures, which are usually more of the "how" than the "what." For example, take elections: we have a policy that explains what is considered a violation, and a procedure that outlines how the Elections Governance Committee decides whether something is considered a violation of the policy. Similarly, we have a Discrimination, Harassment, and Violence Prevention Policy, with a procedure that goes with it.

To make matters more confusing there are special policies called by-laws, which the USC has many. These are even higher level "what" statements that combine a fair amount of why to help generally guide our actions.

The policy pyramid starts with procedures as the foundation, the bulk of our policy work should be procedures, followed by policy and finally by-laws. You should have the fewest number of pages of by-laws compared to your policies and procedures. This is still a work in progress for the USC, but each year we are getting closer to having a proper distribution of policies.

WHO IS THIS FOR?

The USC's Policy Manual includes policies that apply to the USC as a corporation, and to the Council itself. If you're looking for information about Clubs policies, you'll find them here. If you're interested in the financial transparency of the organization, those policies are in the board section of the manual. Basically, if you want to understand how the USC operates internally, you should be able to find the policy that governs it in this manual. The titles of the policies in the table of contents are linked to the relevant policy, so you should be able to click and get directly to the policy you're looking for.

If you're looking for the USC's advocacy positions or recommendations, you'll want to read the policy papers on our website. Policy papers are different from internal policies, and focus on the external work the USC does.

COUNCIL POLICIES

Advocacy Papers Policy

Authority: Council	**Date Ratified:** February 15, 2023
	Next Review Date: February, 2026
Previous Amendments: October 30, 2019; January 30 2019, March 30, 2016	

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.

1. SCOPE

1.1. 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.

1.2. 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

1.2.1. A paper that is in the process of being approved shall be referred to as an "advocacy paper".

1.3. 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. Members of the community may submit proposals for advocacy papers via ordinary members.

2. PROPOSING PAPERS

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

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

2.2.1. A brief description of the topic;

2.2.2. Reasons why the topic is of significance to undergraduate students; and

2.2.3. How the topic relates to the USC mission statement.

2.3. The Standing Committee shall send to Council a list of no more than five (5)-approved advocacy paper topics for consideration.

3. COMMISSIONING PAPERS

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

3.1.1. 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.

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

3.3. Council shall never commission more than five (5) papers in a given year.

3.3.1. Standing policies requiring reconsideration based on the expiration date outlined in its Legislative History shall not count towards the limit of five (5).

3.4. 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.

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

4. 5.00 WRITING PAPERS

4.1. 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

4.1.1. Either the President, Vice-President External Affairs, or Vice-President University Affairs (or a delegate of either position) shall be responsible for writing or supervising the writing of each paper.

4.2. The Author, or Authors, shall have the following responsibilities:

4.2.1. Research the assigned paper topics;

4.2.2. Consult stakeholders and conduct interviews, when necessary;

4.2.3. Develop principles, concerns, and recommendations for the paper topic;

4.2.4. Produce a draft advocacy paper;

4.2.5. Amend the draft advocacy paper based on commentary and input from Council and community members; and

4.2.6. Provide updates on the paper-writing process as requested.

5. APPROVING PAPERS

5.1. 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.

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

5.3. 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

5.3.1. Papers that fail to receive approval of Council forfeit status as Duly Commissioned; and

5.3.2. 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.

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

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

6. RENEWING, REPLACING, OR RETIRING PAPERS

6.1. Each standing policy of the USC shall expire between two (2) to four (4) years from the date upon which it was Duly Approved.

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

6.2.1. Renew the paper as-is, should its primary objective be incomplete;

6.2.2. Task the Executive Council to rewrite the paper, should its primary objective be deemed still relevant though in need of alteration;

6.2.3. Amend then renew the paper; or

6.2.4. Retire the paper should its primary objective be successfully completed or deemed of little significance to undergraduate students.

7. EXECUTIVE ACTION

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

Advocacy Steering Committee Terms of Reference

Authority: Council	**Date Ratified:** March 26, 2025
	Next Review Date: March, 2028
Previous Amendments: March 7, 2022; February 10, 2021	

OBJECTIVE

To review, assess and plan the advocacy efforts of the University Students' Council (USC), while aligning with the initiatives set forward by the USC President, Vice-President of University Affairs, and Vice-President External Affairs.

1. DEFINITIONS

Advocacy Steering Committee (ASC): The committee responsible for planning, assessing, and managing the advocacy efforts of the USC.

Council: University Students' Council (USC) of Western University.

Resource Members: Individuals who provide guidance and operational support to the committee without decision-making authority.

Subcommittee: A smaller, specialized group within the ASC focused on specific advocacy areas.

Voting Members: Individuals who have decision-making authority within the committee.

2. MEMBERSHIP

2.1. Advocacy Steering Committee (ASC) is composed of Voting Members and Resource Members.

2.1.1. Voting Members:

1. President (Chair)
2. Vice President, External Affairs
3. Vice President, University Affairs

2.1.2. Resource Members:

1. Vice President, Student Engagement
2. Chief Operating Officer (Optional)
3. Senior Manager, Advocacy and Government Services
4. Manager, Governance and Elections (Recording Secretary)

5. Manager, Communications
6. Advocacy Research Intern(s) (Optional)
7. Associate Vice-President(s), External Affairs
8. Associate Vice-President, Academic
9. Associate Vice-President, Student Experience

2.2. Subcommittee Membership

2.2.1. Equity Advocacy Subcommittee

2.2.2. Mental Health Roundtable

3. RESPONSIBILITIES

3.1. Advocacy Planning and Roadmapping

3.1.1. Develop an annual roadmap for executive advocacy initiatives.

3.2. Reporting and Accountability

3.2.1. Subcommittee chairs must provide monthly verbal reports to the ASC, with increased frequency as needed.

3.2.2. VP University Affairs and VP External Affairs (or their respective Associate Vice-Presidents) shall submit written updates to ASC on ongoing projects and campaigns;

3.2.3. Determine the research capacity of the USC for the academic year ahead and report to Council by their first meeting of the year

4. REPORTING AND MEETING STRUCTURE

4.1. The Advocacy Steering Committee reports to Council and follows the structure below.

4.1.1. Reports will be delivered to Council once per semester, with an introductory presentation delivered by the September meeting.Committee will hold regularly scheduled bi-weekly meetings to ensure ongoing communication and progress monitoring.

4.1.2. Additional meetings may be called at the discretion of the Chair, as needed, on an ad hoc basis to address urgent matters.

Agenda and Council Operations Committee
Terms of Reference

Authority: Council	**Date Ratified:** 23 November, 2022
	Next Review Date: November, 2025
Previous Amendments: 27 November, 2019; 14 September, 2016; 19 July, 2015	
Related Document(s): Standing Committees of Council, Standing Orders of Council	

MANDATE

The Agenda and Council Operations Committee shall be a standing committee of Council responsible for preparing, reviewing, and approving the Council agenda. The Agenda and Council Operations Committee has a mandate to ensure Council has the appropriate information to make informed decisions. The Agenda and Council Operations Committee also directs the use of the Council budget.

1. MEMBERSHIP

1.1. Speaker of Council, *ex-officio* as chairperson.[1]

1.2. Council Clerk and/or Deputy Speaker, *ex-officio*, secretary.[2]

1.3. Three (3) Committee Chairs as Elected by Council, voting.

1.4. Chair of the Board of Directors, *ex-officio*, non-voting.

1.5. President of the USC, *ex-officio*, non-voting.

1.6. Vice-President Student Services of the USC, *ex-officio*, non-voting.

1.7. Any members of the Western undergraduate student body as observers appointed by the chair at the discretion of the committee, non-voting.

1.8. Any Ordinary Member, Executive Officer, Director, and Officer of the corporation may attend any public sessions of the Agenda and Council Operations Committee and shall be afforded speaking rights at the discretion of the Chair.

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[1] The Chairperson shall exercise the right to table a motion in the case of a tie.

[2] The choice of either Council Clerk and/or Deputy Speaker shall be at the discretion of the Speaker.

2. RESPONSIBILITIES

2.1. The Agenda and Council Operations Committee shall,

2.1.1. Be a Standing Committee of the Council.

2.1.2. Receive all items for review before they are presented for information or consideration by Council.

2.1.3. Organize the business of the Council through the preparation of the Agenda and the dissemination to members of the Council of information pertinent to the Agenda.

2.1.4. Make recommendations on training and development needs of Councillors to the Speaker and consult on the implementation of an effective training and development program.

2.1.5. Exercise the authorities and perform any duties delegated to it by the Council.

3. SPECIAL RULES OF PROCEDURE

3.1. No voting member of the Agenda and Council Operations Committee shall assign a proxy for voting or attendance purposes.

3.2. Due to the nature of some of the issues the Agenda and Council Operations Committee can preside over, all meetings of the Agenda and Council Operations Committee shall be open to the public unless dealing with matters deemed sensitive by any of the following:

3.2.1. The President of the USC.

3.2.2. The Vice-President Student Services of the USC.

3.2.3. The Speaker of Council.

3.2.4. The Chair of the Board of Directors.

3.2.5. A majority of the Directors.

3.2.6. A majority of Voting Members of the Committee.

3.2.7. A majority of the Ordinary Voting Members of Council.

Bus Pass Policy

Authority: Council	**Date Ratified:** April 26, 2023
	Next Review Date: April, 2026
Previous Amendments: October 31, 2018;	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services	

1. APPLICATION

1.1. Any full-time undergraduate student at Western shall be entitled to the use of a Bus Pass as issued by the USC through their Western ONEcard under agreement with the LTC.

1.2. 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.

1.3. This policy shall apply to any undergraduate student at Western, regardless of whether or not they have acquired their Bus Pass, and whether or not they are entitled to a Bus Pass.

2. CONDITIONS OF USE

2.1. A student must not make fraudulent use of a Bus Pass which includes allowing others to use their Bus Pass or possessing an unauthorised Bus pass.

2.2. 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.

2.3. Violation of these conditions or the terms of use surrounding a student's Western ONEcard may result in suspension of their Bus Pass access and may result in their behaviour being reported against Western's Student Code of Conduct.

Bylaw #1 - Corporate Bylaw

Authority: Council	**Date Ratified:** March 26, 2025
	Next Review Date: March, 2028
Previous Amendments: January 25, 2023; March 2, 2022; 24 February 2009; 11 March 2018; October 30, 2019.	
Related Document(s): Standing Orders of Council; Standing Resolutions of Council	
Review Committee(s): Governance & Finance Standing Committee, USC Council Governance 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:

1.1.1. **Academic Year** means the period from September 1st of any calendar year until August 31st of the following calendar year.

1.1.2. **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.

1.1.3. **Bylaws** means the bylaws relating to the transactions and affairs of the Corporation, including any bylaw adopted by the Corporation.

1.1.4. **Building on Campus** means any building owned/operated by the University of Western Ontario, except for student residence.

1.1.5. **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.

1.1.6. **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.

1.1.7. **Corporation** means the University Students' Council of the University of Western Ontario.

1.1.8. **Director of the Corporation** means a voting member of the Board of the Corporation, as outlined in Bylaw #1.

1.1.9. **Ex-officio** means a member by virtue of their office.

1.1.10. **General Meetings** means a Duly Called Meeting of a committee, or a Council meeting that is not the Annual General Meeting.

1.1.11. **Letters Patent** means the letters patent of the Corporation, as amended and supplemented by supplementary letters patent.

1.1.12. **Observer** means any individual who is not a Member and who is in attendance at a meeting of Council.

1.1.13. **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.

1.1.14. **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.

1.2.1. **Act** means the Corporations Act, R.S. 1990, as amended from time and every statute that may be substituted for it.

1.2.2. **Board** means the board of directors of the Corporation.

1.2.3. **Council** means the Members of the corporation and the legislative branch of the Corporation.

1.2.4. **Day** means any day of the week, except for Saturday, Sunday, statutory holidays, the Corporation's winter holiday and any day on which the Corporation is closed, as determined by the Corporation.

1.2.5. **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.

1.2.6. **Duly Constituted Meeting** means a duly called meeting where quorum is met pursuant to the Bylaw or Terms of Reference.

1.2.7. **Executive Officers** means the President, Vice-President External Affairs, Vice-President University Affairs, Vice-President Student Services, Vice-President Student Engagement, and Vice-President Orientation and Programming.

1.2.8. **Member** refers to an individual holding any membership class of the Corporation:

1. **Ordinary Member** means a member of Council entitled to vote at Council meetings.
2. **Resource Member** means an individual entitled to attend meetings of Council but is not entitled to a vote.

1.2.9. **Simple Majority** means more than half the votes cast, excluding blanks and abstentions.

1.2.10. **Special Majority** means at least Two-Thirds (⅔) of the votes cast, excluding blanks and abstentions.

1.2.11. **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.

1.2.12. **University** means Western University, or University of Western Ontario.

1.3. 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.

1.4. Severability and Precedence

If any provision of this Bylaw is found invalid or unenforceable, this shall not affect the validity or enforceability of the remaining provisions. If any of the provisions contained in the bylaws are inconsistent with those contained in the Articles of Incorporation or the Act, the relevant provisions contained in the Articles or the Act, shall prevail.

1.5. External Affiliations

The Corporation may not be a member of any external organization in which the bylaws of the external organization, would supersede and/or conflict with the bylaws or core values of the Corporation.

1.6. Seal

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

1.7. Elections, Referenda, and Plebiscites

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

1.8. Books and Records

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

1.9. 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:

1.9.1. Any termination packages exceeding $100,000, shall be presented by the Chief Operating Officer and approved by a Simple Majority of the Board.

1.9.2. 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.

1.9.3. 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.

1.10. Confidentiality

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

1.11. Long-Term Plan

The Corporation shall maintain a long-term plan in accordance with Section 3.1. The President shall be responsible for initiating long-term planning and the Long-Term Plan shall be presented to, and require the approval of, Council.

2. ADOPTION AND AMENDMENT OF BYLAWS AND POLICIES

2.1. General

The Board 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 and Council

The Board 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 COO, or designate, 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 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

1. If an Ordinary Member wishes to amend a bylaw, they must submit proposed amendments to the Agenda and Council Operations Standing Committee

(ACOSC). If an Ordinary Member introduces a proposed amendment at a Council meeting, it shall be stood down by the Speaker and referred to the ACOSC.

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

3. 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.

4. The ACOC shall not decisively confirm or reject any proposed amendment, and shall provide a report to Council that includes:
    a. precise wording for the proposed bylaw amendment;
    b. precise wording for any other sections of the bylaw that are affected by the proposed amendment;
    c. summary of any legal opinion sought to ensure the amendments are not in conflict with the Act, or any other laws or regulations;
    d. analysis from the SOC of the merits or ramifications of the proposed amendment; and
    e. analysis from the Board if the proposed amendments are in the best interests of the Corporation, unless this requirement has been waived by the Chair of the Board.

5. A motion to approve 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.

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

7. Amendments to the bylaws shall be approved by a Special Majority of the Ordinary Members.

2.4.2. Amendments by the Board

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

2. Bylaw amendments come into force immediately upon a Simple Majority vote by the Board, but must be ratified by a Special Majority vote of the Ordinary Members at the first Duly Constituted Meeting of Council following the Board meeting in which the amendments were introduced. If the amendments are not ratified at said Council meeting, the bylaw shall revert to its previous reading.

3. ORGANIZATIONAL PLANNING

3.1. Long-Term Planning

The Corporation shall maintain a Long-Term Plan that will serve as the foundation to all its operations. The package shall be comprised of:

3.1.1. Foundational document to indicate the mission, vision and values of the Council to be reviewed by Council and Board every 10 years starting from the year 2020.

3.1.2. Series of frameworks (no limit) to outline the lenses the organization is to utilize in all operations to be reviewed by Council and Board every 4 years starting from the year 2020.

3.1.3. Library of policy papers based on the foundational document and frameworks that outline the stances on specific files and subjects of the organization to be reviewed by Council.

3.2. Tactical Planning

The Corporation is to complete a yearly tactical plan based on the compilation of all executive mandates and goals to be approved by Council and released publicly for all relevant stakeholders.

4. FINANCIAL

4.1. Banking

The Board shall by Simple Majority designate the bank in which the money, bonds, or other securities of the Corporation shall be placed for safekeeping.

4.2. 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.

4.3. Investments

The Board 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.

4.4. Financial Year

The financial year of the Corporation ends on May 31 in each year or on such other date as the Board may determine. Changes to the financial year require a Simple Majority of the Board.

4.5. Annual Budget Process

The Corporation shall maintain a one (1) year operating budget. The budgets allocations for the expenses incurred executing on the authority granted in section 2.2 of this bylaw shall be updated and presented for approval annually. These budget allocations shall be approved by both the USC Board of Directors and USC Council according to the authority granted in section 2.2 of this bylaw to them before being submitted to the Property and Finance Committee of Western University's Board of Governors. USC Staff will be responsible for ensuring the proper Board of Governors budget approval timelines are shared with the USC President.

4.6. Executive budget Process

The outgoing Executive shall submit a high-level Executive budget for the upcoming year. These budget allocations shall be approved by the Council with a provision that the incoming Executive can amend the budget without changing the bottom line. The revised budget, including a line-by-line detail, shall be presented for approval at summer Council.

5. DIRECTORS

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

1. Eight (8) Western undergraduate students-at-large, voting;
2. President/CEO, ex-officio, voting;
3. Vice-President University Affairs, ex-officio, non-voting;
4. Vice-President External Affairs, ex-officio, non-voting;
5. Vice-President Student Services, ex-officio, non-voting;

6. Vice-President Orientation and Programming, ex-officio, non-voting;
7. Vice-President Student Engagement, ex-officio, non-voting.

5.1. Election and Term

5.1.1. The Board 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.

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

5.1.3. 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.

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

5.2. Alternate/Observer

5.2.1. There shall be one (1) Western undergraduate student elected on a one year term to serve as a non-voting observer of the Board. This student shall be elected on the same schedule as the Directors, receive the same training and information, and shall be elected to the Board in case of a vacancy, as outlined in s. 5.4.2.

5.2.1.1. The Observer shall have speaking rights for the duration of their term.

5.2.2. The Alternate/Observer shall be permitted to attend in camera meetings of the Board, and shall be expected to hold to the same level of confidentiality as Directors.

5.2.3. The Alternate/Observer shall not act as a proxy for absent Directors. This position shall only assume a voting role in the event of a board vacancy, as outlined in s. 5.4.

5.2.4. Should no vacancy occur in the course of the one year term, the individual in this position may be considered for nomination to the Board of Directors in the following year.

5.3. Removal or Discipline of Directors

The Members may remove any Director before the expiration of their term of office on the recommendation of the Board Chair. If the Board Chair is the subject of the recommendation, that recommendation shall be provided by the Vice Chair. This requires a resolution passed by a Special Majority of Ordinary Members at the General Meeting. Six (6) days' notice of that General Meeting specifying the intention to pass the resolution must be given.

5.4. Vacancies - Directors

5.4.1. Should a Director resign or cease to meet the qualification requirements, the Board shall nominate the alternate observer to replace that Director.

5.4.2. If there are three (3) or more vacancies, the Board shall strike a Nominating Committee to nominate a replacement to the Members as soon as possible.

5.4.3. If the vacancy does not result in three (3) or more vacancies and it occurs between January and the next AGM, the Board shall strike a Nominating Committee, which 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.

5.5. Responsibility of Directors

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

5.5.1. act honestly, in good faith, and in the best interests of the Corporation;

5.5.2. carry out their duties as a reasonable person would in the circumstances; and

5.5.3. comply with the Act, all other applicable laws; and the Articles, bylaws, and policies of the Corporation.

5.6. 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 their term as a Director.

5.7. Committees

5.7.1. 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.

5.7.2. 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 make from time to time.

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

5.8. Remuneration of Directors

5.8.1. The Directors shall serve without remuneration, and no Director shall directly or indirectly receive any profit from their position. Executive Officers shall be remunerated as Executive Officers of the Corporation, not for their service on the Board.

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

6. BOARD MEETINGS

6.1. 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.

6.2. Notice

6.2.1. 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.

6.2.2. 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 in writing (including by electronic means).

6.2.3. 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.

6.2.4. 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.

6.3. 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.

6.4. 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.

6.5. 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. Vacant Board positions shall not be included when calculating quorum.

6.6. Confidential Meetings

6.6.1. 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.

6.6.2. 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.

6.6.3. 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.

6.6.4. 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.

6.7. 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 means 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.

7. OFFICERS OF THE BOARD

7.1. Board Officers to be Appointed

7.1.1. 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.

7.1.2. 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.

7.2. Election of Chairperson

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

7.3. 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 Board.

8. PROTECTION OF DIRECTORS AND OFFICERS

8.1. Indemnification

8.1.1. 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:

1. 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

2. 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.

8.1.2. 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.

8.2. 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 of Officer in connection with their duties as a Director and/or Officer of the Corporation.

9. 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.

10. EXECUTIVE OFFICERS

10.1. Purpose and Composition

10.1.1. 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.

10.1.2. The following positions shall be Executive Officers:

President
Vice-President External Affairs
Vice-President University Affairs
Vice-President Orientation and Programming
Vice-President Student Engagement
Vice-President Student Services

10.2. Election or Selection - Executive Officers

The President, Vice-President External Affairs, and Vice-President University Affairs shall be elected as per the procedures established within Bylaw #2, and the Vice-President Student Engagement, Vice-President Orientation and Programming, and Vice-President Student Services 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.

10.3. Eligibility - Executive Officers

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

10.3.2. 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.

10.3.3. Individuals who are currently serving as an Executive Officer are ineligible to seek election to the Board of Directors until they have returned to their undergraduate studies for a minimum of two academic terms.

10.3.4. Individuals seeking to be Executive Officers must not be or have been Board Directors for a minimum two academic terms.

10.4. Term of Office - Executive Officers

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

10.5. Discipline or Removal - Executive Officers

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

10.6. Vacancies - Executive Officers

10.6.1. A vacancy in the position of President shall be filled in a manner determined by the Council. In the interim, the line of succession for the President shall operate in the following order:

1. Vice-President University Affairs
2. Vice-President External Affairs
3. Vice-President Orientation and Programming
4. Vice-President Student Services
5. Vice-President Student Engagement
6. Such individuals as appointed by council

10.6.2. A vacancy in the position of a Vice-President External Affairs or University Affairs 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.

10.6.3. A vacancy in the position of Vice-President Student Services, Vice-President Orientation and Programming, or Vice-President Student Engagement 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.

11. MANAGEMENT AND STAFF

11.1. Chief Operating Officer

11.1.1. The corporation shall employ, under the direction of the Board, 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.

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

11.2. Performance Management

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

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

12. COUNCILLORS (MEMBERS)

12.1. Members

12.1.1. There shall be two (2) classes of membership:

1. Ordinary Members; and
2. Resource Members

12.1.2. 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.

12.2. Qualification

12.2.1. Except for Executive Officers, a Member must be a Student in the constituency they represent at the time of their 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.

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

12.3. Voting Classes

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

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

12.4. Composition of the Membership

12.4.1. Voting, Ordinary Members

Ordinary Members shall include:

1. The President
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.

12.4.2. Non-Voting, Resource Members

All Resource Members shall be listed in the Council Composition Procedure.

12.5. Reviewing Council Composition

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

12.6. Termination of Membership

A Membership in the Corporation is terminated when:

12.6.1. a Member fails to maintain qualifications for membership;

12.6.2. the Member resigns by delivering a written resignation to the Speaker of Council in which case such resignation shall be effective on the date specified in the resignation;

12.6.3. the Member is removed in accordance with the provisions of the Executive Accountability and Discipline Policy, or the Councillor Accountability and Discipline Policy, as the case may be; or

12.6.4. the Member's term of membership expires.

12.7. 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 Special Majority vote at a General Meeting for which six (6) days' notice has been given.

12.8. Term of Office - Councillors (Members)

12.8.1. An individual elected or acclaimed to Council shall hold their 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.

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

12.9. Vacancies - Councillors (Members)

A vacancy shall be filled in accordance with the process(es) outlined in the Councilor Resignation and Replacement Policy.

13. COUNCIL MEETINGS

13.1. Calling of Meetings

13.1.1. A General Meeting may be called by:

1. a resolution of Council;
2. the Speaker of Council;
3. the President or Chairperson of the Board, upon written request to the Speaker of Council;
4. five (5) Ordinary Members, upon written request to the Speaker of Council.

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

13.1.3. All meetings shall be held at Western University or elsewhere in Ontario as the Speaker of Council may determine. On such a day and by such means as the Speaker of Council may select, which means may include in-person attendance or electronic facilities.

13.2. Rules of Procedure

13.2.1. 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.

13.2.2. 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.

13.3. 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.

13.4. Quorum

13.4.1. Quorum shall be a majority of the Ordinary Members.

13.4.2. 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.

13.5. 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.

13.6. Confidential Meetings

13.6.1. 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.

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

13.6.3. Ordinary Members are entitled to attend confidential meetings. Additional participants can be invited to attend by the Agenda Council and Operations Standing Committee or by a resolution of the Members.

13.7. Minutes and Records

The President shall be responsible to ensure that minutes are taken at all meetings.

13.8. Annual General Meeting

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

13.8.2. 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.

13.9. Council Standing Committees and Task Forces

13.9.1. 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.

13.9.2. 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.

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

14. NOTICES

14.1. Method of Giving Notices

14.1.1. Any notice, other than notice of a meeting of Members or a Meeting of the Board 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.

14.1.2. The President 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 President to be reliable. The declaration by the President that notice has been given pursuant to this Bylaw shall be conclusive evidence of the giving of such notice.

14.2. Omissions and Errors

The accidental failure 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.

Bylaw #3 Executive Bylaw

Authority: Council	**Date Ratified:** January 22, 2025
	Next Review Date: January, 2028
Previous Amendments: February 2, 2022; November 15, 2015; February 25, 2015; October 31, 2018, January 24, 2024	
Related Document(s):	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance Senior Manager, Government Services	

PURPOSE

A bylaw to govern the responsibilities and relationships between the Executive of the USC and the Board, Council, and Staff.

1. DEFINITIONS AND INTERPRETATION

1.1. For the purposes of this Bylaw, in addition to the definitions from **Bylaw #1**, these terms shall be defined as the following regardless of capitalization:

1.1.1. **Executive:** The President, Vice-President External Affairs, Vice-President University Affairs , Vice-President Orientation and Programming, Vice-President Student Engagement, and Vice-President Student Services.;

1.1.2. **Board** or **Board of Directors:** Board of Directors of the University Student's Council;

1.1.3. **Executive Branch:** The operations, initiatives, and activities of the portfolios that are managed by the Executive;

1.1.4. **Chief Operating Officer:** 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**;

1.1.5. **Corporate Branch:** The part of the Organization under the jurisdiction of the Chief Operating Officer, including all permanent staff, that exists to support the goals of Council and the Executive.

1.1.6. **Legislative Branch:** The Council and its standing committees;

1.1.7. **Policies and Procedures** and **Policy** and **Procedure**: Any document approved by the Council that regulates the transactions and affairs of the Corporation, excluding any Bylaws and Letters Patent; and

1.1.8. **Strategic Vision:** The Organization's long-term strategic vision, which may also be referred to as a long-term strategic plan.

2. THE EXECUTIVE

2.1. This Bylaw delegates authority to the President to act as Chief Executive Officer of the corporation, provide leadership and oversight to the Vice-Presidents, and exercise general control of the resources allocated to the Executive Branch.

2.2. The President shall submit, in coordination with the Executive Branch, recommendations to the Legislative Branch for approval concerning any alteration or reorganization of Executive Branch mandates or portfolios considered necessary to accomplish the goals of the Executive Branch.

2.3. The Executive shall collectively hold their respective offices consistent with the Corporation's Bylaws, contracts, policies and procedures, and legislated requirements.

2.4. Failure to comply will be considered justification for action pursuant to the **Executive Accountability and Discipline Procedure**.

2.5. RESPONSIBILITIES OF THE EXECUTIVE BRANCH

2.5.1. The President shall coordinate with the Executive to develop the annual plans and priorities of the Executive Branch in accordance with the organization's Bylaws, Charter, Frameworks, policies and procedures, and annual budget and capital plans.

2.5.2. The Executive shall perform the responsibilities outlined in the Executive Officers Terms of Reference and job descriptions.

1. The President and the Executive may delegate appropriate duties and responsibilities that fall within their mandate to other Executives, staff, and volunteers.

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

2.5.4. The President 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.

3. EXECUTIVE ACCOUNTABILITY TO COUNCIL

3.1. The Executive shall collectively be accountable and responsible to Council in line with the jurisdiction set out in Bylaw 1.

3.2. If any Executive 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.

3.3. 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 Council no later than the summer meeting of Council

3.4. The President shall organize, coordinate, and present to Council any policy recommendations arising from Executive Branch operations which require Council's approval.

3.5. The President shall direct periodic reviews of the governance, structural, management, and internal communications systems of the Executive Branch, its structure, management, and internal communication. The outcome of those reviews and any recommended action shall be forwarded to Council for approval.

3.6. The President shall oversee the implementation of policy directives approved by the Council.

3.7. The Executive shall monitor and regularly report on the results of its activities to Council and shall coordinate regular reports on its financial performance.

4. EXECUTIVE ACCOUNTABILITY TO THE BOARD

4.1. The Executive shall be accountable to the Board in line with the policy jurisdiction established in Section 2.2 of **Bylaw 1**.

4.2. For the Board to intervene in the affairs of the Executive, it must be established that such an intervention satisfies all of the following:

4.2.1. The reason behind the intervention must be both pressing and substantial with regards to the wellbeing of the organization.

4.2.2. There must be a rational connection between the reason for the intervention and the intervention itself.

4.2.3. The degree to which the intervention impairs the Executive must be as minimal as possible.

4.2.4. There must be a proportionality between the reason for the intervention and the effect of the intervention.

5. EXECUTIVE RELATIONSHIP WITH THE CORPORATE BRANCH

5.1. The Chief Operating Officer shall have autonomy to manage the corporate branch as they see fit, consistent with Bylaws and policies and procedures set out by the Board of Directors.

The Corporate Branch exists to support the Executive branch, and shall base its decision making around the success and long term goals of the Executive Branch, as well as the maintenance of democratic institutions.

Bylaw #4 - Financial Bylaw

Authority: Council	**Date Ratified:** January 22, 2025
	Next Review Date: January, 2028
Previous Amendments: January 22, 2022;	

1. **DEFINITIONS**
   1.1. **Executive Officer:** The President and Vice Presidents, student leaders who are at the head of the organization.

   1.2. **Approving Authority:** The body (either Council or the Board) who has oversight over a particular budget.

   1.3. **Fiscal Year:** The Fiscal Year of the USC, which starts on June 1st.

   1.4. **USC:** The University Students' Council of the University of Western Ontario.

   1.5. **Constituents:** The undergraduate students at the University of Western Ontario.

   1.6. **Signing Officer:** Individuals able to authorize financial transactions and bind the organization.

   1.7. **Council:** The assembled membership of the University Students' Council.

2. **STUDENT FEES**
   2.1. To pay for its operations and services, the USC shall levy student fees from its constituents.

   2.2. The USC shall make efforts to use ancillary revenue sources, such as profits from operations and investment income, to reduce the cost of student fees.

   2.3. Council shall have sole jurisdiction over the levying of student fees on constituents of the USC.
      2.3.1. Council may choose to defer the right to make decisions on specific fees to voters via referendum.

   2.4. In the event that a constituent does not pay an optional fee funding a specific USC service, the USC may restrict that constituent's access to the specific services funded by that fee.

3. BUDGETS AND EXPENDITURES

3.1. The USC's expenditures shall be guided by a budget produced and approved as part of the annual budgeting process.

3.2. There shall be two components to the budget:

3.2.1. The Corporate Budgets shall be overseen by the Chief Operating Officer and their designates.

3.2.2. The Executive Budgets shall be overseen by the Executive Officers of the corporation.

3.3. Budgets for a fiscal year shall be approved after January 1st of the preceding fiscal year by the relevant approving authority:

3.3.1. The Approving Authority for the Executive Budgets shall be Council.

3.3.2. The Approving Authority for the Corporate Budgets shall be the Board of Directors.

3.4. The Chief Operating Officer shall be accountable for the performance of the corporate budgets.

3.5. Each Executive Officer shall have their own budget and shall be independently accountable to Council for the performance of their budgets. The resources allocated to each executive officer shall only be alterable by resolution of Council.

3.6. Intentional spending outside of the budgeted amount for each line shall be disclosed to the relevant Approving Authority at the earliest possible meeting of the relevant committee.

3.7. The Board of Directors shall establish a **Purchasing Policy** governing procurement, purchasing, contracts, and other transactions.

4. FINANCIAL TRANSPARENCY

4.1. The USC shall post its audited financial statements in a publicly accessible format once approved by the Board of Directors.

4.2. On a quarterly basis, the President or their designate shall present an executive summary of the actual expenditures under each budget to the relevant Approving Authority.

4.3. The USC shall post its annual executive and corporate budgets in a publicly accessible format.

4.4. Each Executive Officer shall be responsible for continuously promoting the financial transparency of the organization.

5. OFFICERS

5.1. The Chief Operating Officer shall also be independently accountable to the board to ensure the integrity of the corporation’s financial statements and the financial stability of the corporation.

5.2. The following Individuals shall be Signing Officers of the USC:

5.2.1. President

5.2.2. Chief Operating Officer

5.2.3. The Senior Manager of Finance, or an equivalent position as designated by the Chief Operating Officer.

Conference and Retreat Policy

Authority: Council	**Date Ratified:** January 25, 2023
	Next Review Date: January, 2026
Previous Amendments: January 22, 2020; October 31 2018; 11 November 2011, April 2004	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Senior Manager, People and Development	

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.

1. APPLICATION

1.1. 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.

2. CONFERENCE ATTENDANCE BY VIRTUE OF MEMBERSHIP IN EXTERNAL ORGANIZATIONS

2.1. 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 fulfill its obligations to the organizations.

2.2. Membership in external organizations that require mandatory attendance at conferences:

2.2.1. Undergraduates of Canadian Research-Intensive Universities (UCRU)

2.2.2. Ontario Undergraduate Student Alliance (OUSA).

2.3. 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.

3. DISCRETIONARY CONFERENCES

3.1. 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.

3.2. 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.

3.3. If funds do not exist within their portfolio budget, they must work with the President to identify a source of funds and then seek approval from the Board of Directors.

3.4. Members of the Executive Council shall submit a report to the President within two (2) weeks of returning from any discretionary conference attended.

   3.4.1. The report shall be distributed to members of the Executive Council.

   3.4.2. The Executive Council member must make a verbal presentation to the Council and Executive Council.

3.5. 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.

Conflict of Interest Policy

Authority: Council	**Date Ratified:** March 20, 2024
	Next Review Date: March 2027
Previous Amendments: November 25, 2020, February 24, 2009	
Review Committee(s): Governance and Finance Committee	

PREAMBLE

The University Students' Council ("USC") strives to conduct its business and political affairs 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 students and staff will act in a manner that will enhance the USC's reputation by showing integrity in all of its dealings.

1. DEFINITIONS

1.1. **Conflict of Interest** is any situation in which the personal, financial, or other interests of a member of the USC interfere or appear to interfere with their ability to act in the best interests of the USC.

2. APPLICATION

2.1. This policy applies to the following individuals:

2.1.1. Any Voting Member and Non-Voting Member sitting on Council

2.1.2. Directors of the Corporation

2.1.3. USC volunteers

2.1.4. At-large members of USC committees

3. CONFLICT OF INTEREST

3.1. Where it is unclear as to whether a conflict of interest exists, it is incumbent upon the individual to consult with their supervisor or the Senior Manager, People and Development (or designate) and disclose the particulars.

3.1.1. If the conflict of interest involves the Senior Manager, People and Development, then the Chief Operating Officer should be consulted.

3.2. A conflict of interest may present itself in one of two forms:

3.2.1. An actual conflict of interest: where it can be clearly demonstrated that a conflict of interest exists;

3.2.2. 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.

Conflict of Interest Procedure

Authority: Council	**Date Ratified:** March 20, 2024
	Next Review Date: March 2027
Review Committee(s): People and Development Department	

PREAMBLE

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 agents will act in a manner that will enhance the USC's reputation by showing integrity in all of its dealings.

1. DEFINITIONS

1.1. **Conflict of Interest** is any situation in which the personal, financial, or other interests of a member of the USC interfere or appear to interfere with their ability to act in the best interests of the USC.

1. **PROCEDURE TO INVESTIGATE AND RESOLVE CONFLICTS OF INTEREST**

1.1. An investigation into whether a conflict of interest exists must involve the Senior Manager, People and Development or their designate for guidance on process and practice.

1.2. 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 their immediate supervisor, employer, or chairperson.

1.2.1.

1.3. 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.

1.4. The supervisor, employer, chairperson or other designated individual shall discuss with the individual in question whether an actual or potential conflict of interest exists and, where a conflict is found to exist, either:

1.4.1. Provide written direction on the means by which that conflict may be removed or avoided; or

1.4.2. Refer the matter to the Senior Manager, People and Development for further investigation and/or recommendation.

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

1.5.1. Abstaining from discussing the issue with the individual with the conflict;

1.5.2. The individual abstaining from voting on the issue;

1.5.3. The individual excusing themself from any discussions involving the issue; and/or

1.5.4. The individual withdraws entirely from the situation in which the conflict arises.

1.6. 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:

1.6.1. Require the individual to relinquish any benefit obtained by the USC;

1.6.2. 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

1.6.3. Take any other action that is befitting the situation.

Constituency Council President Terms of Reference

Authority: Council	**Date Ratified:** February 12, 2025
	Next Review Date: February, 2028
Previous Amendments: February 2, 2022; November 30, 2016	
Related Document(s): Councillor Accountability and Discipline Procedure; Bylaw #2	
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	

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.

1. DEFINITIONS

1.1. **Constituency Council** or **Faculty Council**: The student-led governing bodies representing the faculties or affiliates of Western University .

1.2. **Corporation**: The University Students' Council of Western University.

1.3. **University Students Council** or **USC:** The undergraduate student union at Western University.

2. 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 and Committee meetings.

2.3. Review, discuss, debate, and vote on agenda items brought to Council.

2.4. Facilitate clear and accessible communication between your constituency and the USC, using student feedback to guide planning, discussion, and voting.

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

2.6. Provide oversight and accountability to students at-large by ensuring Executive members act in the best interests of students, uphold their responsibilities, and adhere to established governance practices.

2.7. Act as a member of the Corporation of the Western University Students' Council, recognizing the USC as an independent organization.

2.8. Uphold and embody the mission and vision of the USC at all times.

2.9. Sit on one of Council's standing committees (Advocacy, Student Experience, Governance and Finance).

2.10. Act as a leader and a mentor for USC Councillors, especially those within your constituency.

3. ACCOUNTABILITY

3.1. Accountable to constituents:

3.1.1. Constituency Council Presidents must represent their constituents (students, faculty, etc.) accurately and fairly when speaking or voting.

3.2. University Students' Council:

3.2.1. 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.

3.3. Accountable to Council:

3.3.1. Constituency Council Presidents have a duty to:

1. Be prepared for all meetings.
2. Review all documents beforehand and seek clarification where needed.
3. Inform the Speaker in advance of meetings they are unable to attend by submitting formal regrets or a proxy member in their place.

4. POWERS

4.1. Powers of Voting 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:

4.1.1. Move and second a motion for debate and consideration on Council floor.

4.1.2. Elect Standing Committee Chairs, the Vice President External Affairs, and Vice President University Affairs.

4.1.3. Ratify the USC Board of Directors.

5. LIMITATIONS

5.1. 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. Constituency Council Presidents:

5.1.1. Must not instruct fellow Councillors on how to vote on any given item.

5.1.2. Must not disclose any information deemed confidential at any time (doing so may result in loss of position, and/or legal action).

5.1.3. Should refrain from debating or voting on items that should be under the purview of the Board of Directors whenever possible.

5.1.4. May only issue directives to Executive members with a successful motion of Council.

5.1.5. Are subject to all requirements of the Councillor Accountability and Discipline Procedure.

1. Must follow directions from the Speaker but may challenge a Speaker's ruling if they believe it to be unfair.

6. COMPOSITION AND TERM

6.1. Council is composed 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 is detailed in the Council Composition Procedure.

Council Composition Procedure

Authority: Council	**Date Ratified:** June 18, 2023
	Next Review Date: November, 2025
Previous Amendments: March 22, 2023; January 16, 2023; November 25, 2020; February 1, 2016	
Related Document(s): Bylaw #1	

OBJECTIVE

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

The Council shall have fair and equal representation of constituents.

The constituency representatives shall be proportionally representative of Western University.

1. DETERMINING COMPOSITION OF COUNCIL

1.1. 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:

1.1.1. 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.

1.1.2. 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:

1. The full-time equivalent of a constituency shall be calculated in order to determine the total population of the constituency; then
2. 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.

1.2. If a faculty or an affiliate university college has under 1000 constituents, there shall be a minimum of two (2) councillors, which would include the president and another councillor.

Reference: Additional Seat Formula

INT((total population of the constituency)/1000)=number of additional seats

1.3. 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.

1.4. 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.

1.5. For calculation purposes, By-elections shall use the total constituency populations that were used for the previous Spring Elections.

2. COMPOSITION OF COUNCIL – AS OF MARCH 2024

2.1. The voting Ordinary Members of Council shall be:

2.1.1. The Speaker of Council, in accordance with the rules prescribed in section 8 of the Standing Orders of Council.

2.1.2. The USC President.

2.1.3. Constituency Councillors including faculty and affiliate council presidents, ex-officio, representing the following constituencies of the student body as follows:

CONSTITUENCY	COUNCILLORS
Arts & Humanities	2
Business	2
Dentistry	2
Education	2
Engineering	3
Faculty of Information and Media Studies	2
Health Sciences	5
Law	2
Medicine	2
Music	2
Science	8
Social Science	8
Brescia University College	2
Huron University College	2

King’s University College	4

2.1.4. 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 Manager, Governance and Elections 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.

2.1.5. For the purposes of elections to USC positions, the Science Constituency shall include undergraduate Neuroscience and Medical Science students.

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

2.2.1. Vice-President Orientation and Programming, Vice-President Student Engagement, Vice-President External Affairs, Vice-President University Affairs, and Vice-President Student Services.

2.2.2. The Deputy Speaker of Council.

2.2.3. All Coordinators and Associates.

2.2.4. All student-at-large representatives appointed by the Corporation.

2.2.5. The President of Inter-fraternity Council and the President of the Panhellenic Council.

2.2.6. The Presidents of the Residence Councils.

2.2.7. The Senators and Governors.

2.2.8. The eight (8) directors from the USC’s Board of Directors.

2.2.9. Constituent Council Presidents who have declined their voting seat on Council.

2.2.10. The President of the Mustangs Athletics Students’ Council.

2.2.11. The Presidents of the Associations of Nursing, Kinesiology, and Health Studies.

Councillor Accountability and Discipline Procedure

Authority: Council	**Date Ratified:** October 30, 2024
	Next Review Date: October, 2027
Previous Amendments: July 19, 2020; March 29, 2017; October 4, 2011	

OBJECTIVE

To set a transparent process for the discipline, enforcement of the Councillor Terms of Reference, and removal of Councillors.

1. DEFINITIONS

1.1. **Corporation** means the University Students' Council of Western University.

1.2. **Councillor** means an undergraduate student of Western University elected by peers to represent their interests on the council floor.

1.3. **Proxy:** A designated undergraduate student who attends meetings on behalf of a Councillor when the Councillor cannot attend as their legal representative.

1.4. **Regrets:** A formal notice provided by a Councillor to indicate their inability to attend a meeting.

1.5. **Extraordinary Circumstances:** Situations that are unusual, unforeseen, or beyond the control of the Councillor, which impact their ability to fulfill their responsibilities despite reasonable efforts.

1.6. **Absence**: non-attendance of a Council meeting, including early departure or late arrival.

1.7. **Early Departure:** leaving a meeting before said meeting is formally adjourned.

1.8. **Late Arrival:** arriving to a meeting 15 minutes after it is called to order.

2. COUNCILLOR RESPONSIBILITIES

2.1. Each Councillor is required to:

2.1.1. Attend Council meetings; or otherwise

1. Send regrets to the Speaker of Council at least 24 hours before a meeting; or,
2. Submit a proxy form to the Speaker of Council at least 24 hours before a meeting.

2.1.2. Attend Standing Committee meetings; or otherwise
    1. Send regrets to the Committee Chair at least 24 hours before a meeting; or
    2. Submit a proxy form to the Committee Chair at least 24 hours before a meeting.

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. First Warning
    1. The Speaker shall send a written warning to any Councillor who misses one required meeting without sending a proxy or submitting regrets. This warning shall include details of the next steps in the disciplinary process.

3.1.2. Second Warning
    1. Should a Councillor miss two required meetings without sending a proxy for at least one of these meetings or submitting regrets, the following procedure shall be followed:
        a. The Speaker shall request a written rationale for the Councillors absences.
            i. Should the Speaker accept the Councillor's rationale, they will work with the Councillor to arrange accommodations, proxies or regrets as needed. The rationale should only be accepted in extraordinary and unavoidable circumstances.
            ii. Should the Speaker reject the Councillor's rationale, they shall introduce a motion to suspend or remove the Councillor in accordance with Bylaw #1.

3.1.3. Additional Warnings:
    1. Should Councillors be absent from three meetings, submitting a proxy for at least two of these meetings, the Speaker shall send a final written warning including the procedure for a motion to remove the Councillor.
    2. Should Councillors be absent from three meetings without submitting a proxy for at least two of these meetings, the Speaker shall introduce a motion to remove the Councillor
    3. Should a fourth violation occur, the Speaker of council shall introduce a motion to remove the Councillor.

3.2. Initiation of Disciplinary Process for Failure to Meet Other Obligations

3.2.1. Filing a complaint

1. Disciplinary action may be initiated upon receipt of a written complaint regarding a Councillor's conduct, directed to the Speaker of Council by a voting member of council.

2. Complaints about the Speaker or Deputy Speaker should be directed to the USC's Senior Manager of Human Resources who shall oversee and administer the internal conduct review process.

3.2.2. Handling Complaints

1. Upon receiving a complaint, the recipient shall prepare a written outline of the complaint and provide it to the Councillor for a response.

2. The Speaker shall consider the allegations, the Councillor's response, and the issue's severity to determine if discipline is warranted.

3.2.3. Sanctions:

1. **Written Warning:** If discipline is required, the Speaker may issue a written warning.

2. **Removal:** The Speaker or council may also introduce a motion to remove the Councillor from Council, requiring a two-thirds (2/3) supermajority vote to pass.
    a. In the case of any motion to remove or sanction a Councillor, they shall 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 shall not be allowed to be present for debate or the final vote.

Councillor Resignation and Replacement Policy

Authority: Council	**Date Ratified:** November 23, 2022
	Next Review Date: November, 2025
Previous Amendments: October 30, 2019;	

OBJECTIVE

The objective of this policy is to outline how Councillor's are to properly resign their seats on Council, and how vacant seats on Council are to be filled.

1. RESIGNATION PROTOCOL

1.1. For a Councillor to resign, they must submit a letter of resignation to both the Speaker of Council and theVice-President Student Services.

1.1.1. Any letters of resignation submitted electronically are to be sent to both speaker@westernusc.ca and studentservices@westernusc.ca

1.2. Once a letter of resignation has been received from a Councillor and a vacancy has been found to exist, the Speaker of Council shall inform the respective Constituent Council of the vacancy.

1.3. The Speaker of Council will establish a deadline by which the vacancy is to be filled, to be no shorter than thirty-five days from the date the resignation was received and the vacancy communicated to the Constituent Council.

2. REPLACEMENT PROTOCOL

2.1. When the resignation or removal of a Councillor leaves a vacant seat on Council, the following steps shall be taken to fill it:

2.1.1. Should the respective Constituent Council President have appointed another student to sit in their stead on Council, they shall be given the first opportunity to assume the vacant seat.

2.1.2. In the event that the respective Constituent Council President have either already assumed their seat on Council or refused the above, then the Constituent Council shall appoint a successor as per their internal democratic council replacement procedures, or if none exist, the Constituent Council shall vote on a democratic procedure to use.

1. The Constituent Council shall submit the name of the appointed successor to the Speaker of Council prior to the deadline established in section 1.3, else the seat shall remain vacant.

2. The Constituent Council shall not submit the name of an individual who has vacated a Council seat during the term of the seat being filled, else the seat will remain vacant.

3. If requested by the Constituent Council, or if provided for in their policies, the USC Elections Governance Committee shall be available to run a by-election to fill vacancies.

2.2. Should a vacancy occur following the closing of nominations for the Spring election period, then the seat shall remain vacant.

Councillor Terms of Reference

Authority: Council	**Date Ratified:** October 30, 2024
	Next Review Date: October, 2027
Previous Amendments: July 19, 2021; November 28, 2018, October 26, 2016	

MANDATE

The University Students' Council (USC) represents and advocates for all undergraduate students at Western University. Councillors form 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.

OBJECTIVE

To ensure effective representation of undergraduate students and to support the legislative functions of the USC.

1. DEFINITIONS

1.1. **Council**: The University Students' Council of Western University.

1.2. **Councillor**: An undergraduate student elected by their peers to represent their interests within the Council.

1.3. **Executive Member(s):** The USC President and any Vice Presidents.

1.4. **Standing Orders:** Rules and procedures governing the conduct of Council meetings.

1.5. **Bylaws**: The fundamental governing rules of the USC.

1.6. Constituencies: The student body represented by USC Councillor(s)

2. DUTIES AND RESPONSIBILITIES

Councillors are expected to adhere to the following principles:

2.1. **Representation**:

2.1.1. Represent the interests of undergraduate students and their specific constituencies.

2.1.2. Facilitate communication between their constituency and the USC, using student feedback to inform debates and votes.

1.1.1. Ensure that Executive Members act in the best interests of constituents.

2.2. **Meeting Participation:**

2.2.1. Attend and be prepared (having reviewed all relevant documents beforehand) for monthly USC Council meetings.

2.2.2. Debate and vote on agenda items.

2.3. **Committee Involvement:**

2.3.1. Serve as members of one of the Standing Committees of Council: External Advocacy, University Affairs, or Governance and Finance.

2.3.2. Attend and prepare for all committee meetings.

2.4. **Communication:**

2.4.1. Inform constituents of USC activities, events, and opportunities.

2.5. **Corporation Membership:**

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

2.5.2. Uphold and embody the USC's mission and vision.

3. ACCOUNTABILITY

Councillors are accountable to:

3.1. **Constituents**:

3.1.1. Accept the responsibility for their voting and attendance records being publicized by the USC and included in meeting minutes.

3.2. **Council**:

3.2.1. Adhere to all applicable rules, including the Standing Orders, Policies, Bylaws, and relevant laws of Ontario and Canada.

3.2.2. Inform the Speaker of any anticipated absences and arranging for a proxy if necessary.

3.2.3. Inform relevant Standing Committee Chair of any anticipated absences

4. POWERS

Councillors have the following powers, as outlined in the USC's Bylaws and Standing Orders of Council:

4.1. Move and second motions on the Council floor.

4.2. Elect Standing Committee Chairs.

4.3. Elect the Vice-President External Affairs and the Vice-President University Affairs.

4.4. Ratify the USC Board of Directors.

1.1. Ratify the incoming USC Councillors and Executive Members

5. LIMITATIONS

Councillors must observe the following limitations:

5.1. Maintain confidentiality of any sensitive information.

5.2. Avoid debating or voting on matters that fall under the purview of the Board of Directors.

5.3. Issue directives to Executive Members only through a successful motion of the Council.

5.4. Follow directions from the Speaker but may challenge the Speaker's ruling if believed to be unfair.

5.5. Adhere to all requirements of the Councillor Accountability and Discipline Procedure.

6. COMPOSITION AND TERM

6.1. **Composition**: Council is composed of undergraduate representatives from each faculty and affiliate college, elected in accordance with **Bylaw #2.**

6.2. **Term**: Councillors serve one (1) year terms ***or* terms concluding in May of the academic year in which they are elected**

7. COMPLIANCE AND LEGAL REQUIREMENTS

7.1. **Compliance**: The policy complies with USC's Bylaws and relevant external regulations.

8. SANCTIONS AND REMEDIES:

8.1. Consequences for non-compliance will be outlined in the **Councillor Accountability and Discipline Procedure**.

8.2. Procedures for addressing violations are detailed in the USC's Bylaws and Standing Orders of Council.

Deputy Speaker Terms of Reference

Authority: Council	**Date Ratified:** February 15, 2023
	Next Review Date: February, 2026
Previous Amendments:	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services; Senior Manager, People and Development	

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

2.1. Assist the Speaker in completing their duties as needed.

2.2. Act as the Speaker of Council when they are unavailable.

3. ACCOUNTABILITY

3.1. The Manager of Governance and Elections will be the supervisor of the Deputy Speaker.

3.1.1. The Manager of Governance and Elections shall have the authority to withhold the Deputy Speaker's salary should they fail to attend multiple meetings without reasonable notice and rationale, or if they fail to assist the Speaker as reasonably needed.

3.1.2. The Manager of Governance and Elections 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

4.1. 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.

4.1.1. Applicants must be an undergraduate student at the University of Western Ontario.

4.1.2. A candidate will be recommended to Council for ratification through a hiring process conducted by the USC.

4.1.3. The hiring panel shall consist of:

1. One Councillor who is not running for re-election; and
2. The Manager of Governance and Elections.
3. The Speaker of Council
4. The Coordinator, Human Resources.

Executive Officer Accountability and Discipline Policy

Authority: Council	**Date Ratified:** January 22, 2025
	Next Review Date: January , 2028
Previous Amendments: March 8, 2020, January 25, 2023	
Related Document(s): Executive Officers Terms of Reference	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council;; Senior Manager, Government Services; Senior Manager, People and Development	

OBJECTIVE

To establish a clear framework for the expectations, accountability, and disciplinary process for Executive Officers of the organization.

1. DEFINITIONS

1.1. **Executive Officer(s):** USC President and any Vice President.

2. POLICY STATEMENT

2.1. 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.

2.2. The USC wishes to ensure Executive Officers perform their duties in compliance with all bylaws, rules, regulations, instructions, procedures, and best practices. Where such executive performance falls short, reasonable opportunity for performance improvement will be provided.

3. APPLICATION

3.1. This policy applies to all Executive Officers of the Corporation.

3.1.1. If there is an allegation of harassment or discrimination brought against a member of the Executive, the **Discrimination Harassment and Violence Reporting Procedure** shall take precedence over the process outlined in section 5 of this policy.

4. ADMINISTRATION

4.1. This policy is administered by the Board of Directors, in conjunction with the Senior Manager, People and Development.

5. EXECUTIVE OFFICER RESPONSIBILITIES

5.1. Each Executive Officer is expected to:

5.1.1. Adhere to corporate bylaws, codes, policies, and procedures;

5.1.2. Follow applicable University bylaws, codes, policies, and procedures;

5.1.3. Comply with applicable federal, provincial, and municipal legislation and regulations;

5.1.4. Abstain from any 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;

5.1.5. Manage their portfolio competently, as outlined in the **Executive Officers Terms of Reference** and job descriptions; and

5.1.6. Comply with any additional guidelines, rules, regulations or policies set by the Board or Council, communicated in writing by the President, in consultation with the Senior Manager, People and Development. Any material changes to such documents applicable to one or more of the Executive Officers, must be communicated in writing to all Executive Officers.

5.2. In relation to Executive Officer accountability, the President shall be responsible for the following:

5.2.1. Ensuring each Executive Officer has access to 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

5.2.2. Providing feedback and connecting the Executive Officer with resources when there are performance issues on the part of that Executive Officer.

5.2.3. Managing performance issues in conjunction with the Senior Manager, People and Development.

5.2.4. Participate in any process or investigation initiated by a disciplinary committee.

5.2.5. Alerting the Speaker of Council and Chair of the Board of Directors immediately in the event that misconduct or other serious performance issues have been identified with an Executive Officer. Serious performance issues in this context means deficiencies rising to the level of suspension or termination. Day-to-day management shall be left to the President so as not to impede the flow of work.

5.3. In relation to Executive Officer accountability, the other Executive Officers are responsible for the following:

5.3.1. Participate actively in any performance management or conflict resolution process initiated by the President, Board, and/or Council.

5.3.2. Participate in any process or investigation initiated by a disciplinary committee.Notifying the President immediately when an issue relating to the President's performance has been identified.

5.3.3. Alerting the Speaker of COuncil and Chair of the Board of Directors immediately in the event that misconduct or other serious performance issues have been identified with the President. Serious performance issues in this context means deficiencies rising to the level of suspension or termination.

6. DISCIPLINE PROCESS AND PROCEDURES

6.1. Initiation of Disciplinary Process:

6.1.1. If an Executive Officer is alleged to have violated the **Discrimination Harassment and Violence Prevention Policy**, this procedure shall not apply.

1. Any recommendations resulting from the investigation outlined under the **Discrimination Harassment and Violence Reporting Procedure** shall be presented to Council and the Board for decision.

6.1.2. In the event that an Executive Officer has repeatedly failed to meet their duties and responsibilities, has refused to participate in a performance management or conflict resolution process, or has committed misconduct that would rise to the level of suspension or termination,a disciplinary process may be initiated.

6.1.3. The disciplinary process shall be initiated upon receipt of a written complaint in relation to an Executive Officer's conduct. This complainant should be directed to the Chair of the Board of Directors, the Speaker of Council, and the Senior Manager, People and Development.

6.1.4. If the Speaker of Council and Chair of the Board of Directors determines that a disciplinary process should be initiated under the Executive Accountability and Discipline Policy, they shall strike a committee to oversee the process. The composition of this committee shall be:

1. The Chair of the Board of Directors

2. The Speaker of Council

3. The President of the USC

4. Senior Manager, People and Development (resource member)

5. In the event that the President is the subject of the complaint, the chair of the Governance and Finance Standing Committee of Council shall assume their position on the committee.

6.1.5. The Disciplinary Committee, with the support of the Senior Manager, People and Development, shall initiate an investigation to determine the validity of the complaint and to recommend a course of action to both Council and the Board.

1. The committee may request a third party investigation, and should seek legal advice as recommended by the Senior Manager, People and Development.

2. Any investigation will be conducted in accordance with the USC's existing policies, relevant employment law, and human resources best practices.

7. DISCIPLINE COMMITTEE'S MANDATE

7.1. Upon receipt of the particulars of a complaint, the Disciplinary Committee shall:

7.1.1. Initiate an investigation to determine whether the matter warrants any form of discipline if it is determined such an investigation is required;

7.1.2. Receive and consider the result of any investigation and determine if discipline is warranted.

7.1.3. If the Committee determines that disciplinary action is warranted, shall forward such a recommendation to Council.

8. DISCIPLINARY ACTION AGAINST AN EXECUTIVE OFFICER

8.1. Council have the authority, under the Corporation's By-laws , to enforce disciplinary action against an Executive Officer, up to and including removal from office, by a two-thirds (⅔) supermajority vote.

Executive Council Terms of Reference

Authority: Council	**Date Ratified:** January 25, 2023
	Next Review Date: November, 2025
Previous Amendments: November 27, 2019;	
Related Document(s): Executive Officers Terms of Reference	

PREFACE

This policy serves to reflect Executive Council's and by extension, Executive Officers position in the organization of the USC. Executive authority and jurisdiction is defined here to ensure Executives have the proper scope and jurisdiction to execute their objectives and goals.

1. **OBJECTIVE**
   1.1. 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.

2. **MANDATE**
   2.1. The Executive Council shall,
      2.1.1. Allow for open discussion amongst the Executive on the matters of finance, strategy, and policy.

      2.1.2. Advise the President on matters pertaining to organizational affairs of the USC.

      2.1.3. Prioritize Executive initiatives that are beyond the scope of individual discretionary funding.

      2.1.4. Allow for the opportunity of cross-portfolio collaboration of Executives, on issues and projects.

      2.1.5. Receive reports from each Executive portfolio on major day-to-day operations, and ongoing goals.

      2.1.6. Receive and provide consultation on the USC's Annual Budget.

      2.1.7. Collaborate with the Chief Operating Officer and the Senior Managers on broad issues, objectives and project management.

      2.1.8. Serve as the chief decision making body for executive initiatives.

3. **COMPOSITION**

3.1. The Executive Council shall be comprised of the following:

3.1.1. USC President, ex-officio, chair.

3.1.2. Vice-President External Affairs, ex-officio, voting.

3.1.3. Vice-President University Affairs, ex-officio, voting

3.1.4. Vice-President Orientation and Programming , ex-officio, voting.

3.1.5. Vice-President Student Engagement, ex-officio, voting.

3.1.6. Vice-President Student Services, ex-officio, voting.

3.1.7. Chief Operating Officer, non-voting.

3.1.8. Executive Assistant, non-voting.

3.2. At the discretion of the Chair, any of the Senior Managers of the organization can be asked to attend the meetings of the Executive Council.

3.3. At the discretion of the Chair, any of the Associates to the Executives can be asked to attend the meetings of the Executive Council.

3.4. The Executive Assistant is in the position of secretary for the Executive Council and to provide administrative support in regards to agendas, minutes and action items.

4. **DUTIES OF THE CHAIR**

4.1. The duties of the Chair shall be,

4.1.1. To call all meetings of the Executive Council.

4.1.2. Ensure all contributions of the membership are heard and received fairly.

4.1.3. Produce an annual report, which may be a part of the President’s Final Report, on the business of the Executive Council.

4.1.4. Set the agenda of the Executive Council meetings, with collaboration from the Executive members and the General Manager.

4.1.5. Develop and suggest internal controls and procedures for the Executive, and Executive-Chief Operating Officer projects.

4.1.6. Ensure all members are informed of communications surrounding ongoing projects of the Executive, the Chief Operating Officer, and the overall organization.

5. **MEETINGS AND CONFIDENTIALITY**

5.1. 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.

5.2. If the Chair wishes to call additional meetings, notice of seven (7) days must be given to the membership.

5.3. All Executive meetings are confidential, however, the Chair with the approval of the Executive can set public sessions as well as post public minutes.

Executive Officers Salaries Procedure

Authority: Council	**Date Ratified:** January 28, 2023
	Next Review Date: January, 2026
Previous Amendments: November 27, 2019; ;January 27, 2007**;** 27 April 2005	
Related Document(s):	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services	

PREAMBLE

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

1. EXECUTIVE SALARIES

1.1. Executive salaries shall:

1.1.1. Be adjusted upward by the Economic Increase decided upon through the corporate budget process.

1.1.2. The Executive Board 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.

1.2. All Executives shall be paid the same salary.

Executive Officers Terms of Reference

Authority: Council	**Date Ratified:** January 22, 2025
	Next Review Date: January , 2028
Previous Amendments: January 24, 2024; November 23, 2022; November 27, 2019; November 28, 2018; January 1, 2016; March 25, 2015	
Related Document(s): Bylaw #3	

OBJECTIVE

These Executive Terms of Reference outline the mandate of each Executive member.

1. DEFINITIONS

1.1. **Board or Board of Directors:** Board of Directors of the University Student's Council.

1.2. **Executive Officer(s**): USC President and any Vice President.

2. PRESIDENT

2.1. Mandate:

2.1.1. Represent the interests of the University Students' Council and the undergraduate student body of Western University;

2.1.2. Provide strategic direction for the organization;

2.1.3. Act as the political voice for the USC executive;

2.1.4. Connect the interests of the Council and Board of Directors.

2.1.5. Coordinates and oversees the work of the Executive.

3. VICE-PRESIDENT EXTERNAL AFFAIRS

3.1. Mandate:

3.1.1. Represent the interests of all undergraduate students at Western University by serving alongside the President as the principal representative when lobbying at the municipal, provincial, or federal levels, including through provincial and/or federal collective advocacy associations ; and

3.1.2. 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.

4. VICE-PRESIDENT UNIVERSITY AFFAIRS

4.1. Mandate:

4.1.1. Represent the interests of all undergraduate students at Western University by serving alongside the President as the USC's principal representative when within the university, including student feedback, university affairs, and equity, along with any relevant stakeholders; and

4.1.2. 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.

5. VICE-PRESIDENT ORIENTATION AND PROGRAMMING

5.1. Mandate:

5.1.1. Coordinate, facilitate, and engage students in all programming that improves or enhances the undergraduate student experience. The Vice-President Orientation and Programming acts as both a resource and strategic leader in the development of these programs.

6. VICE-PRESIDENT STUDENT ENGAGEMENT

6.1. Mandate:

6.1.1. Lead student engagement initiatives, ensuring that there is strong two way communication between students and the USC. Acts as a resource to other executives in the development of initiatives to support the gathering of feedback and awareness of the USC.

7. VICE-PRESIDENT STUDENT SERVICES

7.1. Mandate:

7.1.1. Coordinate, facilitate, and engage students in all support services that improves or enhances the undergraduate student experience. The Vice-President Student Services acts as both a resource and strategic leader in the development of these services.

Executive Reporting Policy

Authority: Council	**Date Ratified:** September 27, 2023
	Next Review Date: September, 2026
Previous Amendments: N/A	

OBJECTIVE

At each meeting of Council, the Executive present written reports updating Council on their work the previous month.

1. ACCEPTING REPORTS

1.1. Written reports will be shared with Council in advance of each meeting, and listed together as an agenda item in the "For Action" section.

1.2. Each member of the Executive will present verbal updates as necessary, and answer questions from Councillors.

1.3. After the verbal updates and question period, Council must bring a motion to accept the written reports as an omnibus. If Council does not accept the reports, a motion should be brought that allows for updates and amendments to be made that would satisfy council by the next meeting of council.

External Relationships and Strategies Policy

Authority: Council	**Date Ratified:** January 25, 2023
	Next Review Date: January, 2026
Previous Amendments: January 30, 2019; July 19, 2015	

OBJECTIVE

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.

1. PRINCIPLES AND VALUES

1.1. The USC believes that external organizations should share some of the following principles, all focused on ensuring a better quality of life for students:

1.1.1. Fairness, objectivity, and equality.

1.1.2. Social responsibility.

1.1.3. Good governance.

1.1.4. Transparency and accountability.

1.1.5. Expanding experiential learning experiences.

1.1.6. Increasing student accessibility and transportation needs.

1.1.7. Improving student wellness.

1.1.8. Providing safe and secure spaces and services to students.

2. RELATIONSHIPS AND PARTNERSHIPS

2.1. Relationships with external organizations will be formalized. These codified relationships can take a variety of forms, including the following:

2.1.1. 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.

2.1.2. Membership Agreement: A mutually beneficial agreement that assists the USC and an external organization in the delivery of a service.

2.2. These formalized agreements with external organizations shall be prepared and under the jurisdiction of the Vice-President External Affairs.

Faculty Council Account Policy

Authority: Council	**Date Ratified:** November 21, 2023
	Next Review Date: August, 2026
Previous Amendments: August 24, 2022; February 26, 2020	
Related Document(s): Recurring Payment Form	
Review Committee(s): Governance & Finance Standing Committee	
Delegates:	

PURPOSE

The purpose of this policy is to provide mutual understanding of the financial services the USC provides Faculty Councils, including Professional School Councils. It shall also ensure procedure and responsibility regarding the use and administration of the Council Account(s). Faculty Councils represented as constituencies of the student body, per By-Law 1, are recognized for the purpose of this policy.

1. ADMINISTRATION OF THE FACULTY COUNCIL ACCOUNT(S)

1.1. Signing authorities of the Faculty Council Account(s) shall have final authority in all matters related their account(s), each decision requires at least two signing authorities, signing authorities shall consist of each Councils:

- 1.1.1. President,
- 1.1.2. VP Finance,
- 1.1.3. VP Events or Equivalent;

1.2. The administration of this policy shall be the responsibility of the USC's President.

1.3. The annual allocation of Council monies collected from student fees to the Faculty Councils shall be set in the annual budgeting process. Faculty Council leaders may submit to Council to change the annual allocation to their accounts during the USC budgeting process.

1.4. Council monies, less faculty insurance premiums where applicable, shall be divided into three (3) installments and distributed as follows:

- 1.4.1. 70% by November 15th
- 1.4.2. 20% by January 15th

1.4.3. 10% by April 15th

1.5. The grant schedule and any grants given to the Faculty Council(s) shall be determined using the Full-Time Equivalent (FTE) method of calculating enrolment.

1.6. Unallocated money that has not reached the Faculty Council Account(s) due to a failure in budgeting or tracking, shall not be carried forward to the following year's budget of that particular Council.

1.7. Affiliate Council Grants shall not be covered by this policy and shall instead be governed by the affiliate agreement.

2. ADMINISTRATION OF FUNDS

2.1. Faculty Council's Account(s) shall be held in USC accounts and administered by the USC Finance Office, as it is best suited to collect, distribute, and manage their funds without additional labor/cost.

2.2. Faculty Councils that have 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.

2.3. A deficit at the end of a Faculty Council's operating year is the sole responsibility of that Faculty Council, regardless of whether the Faculty Council collects separate activity fees.

3. FINANCIAL SERVICES PROVIDED BY THE USC

3.1. Request for payment (RFPs) forms may be utilized to withdraw funds for already completed transactions relating to operations or programming.

3.2. Transfer of funds from a Faculty Council's Account(s) may be granted as long as the funds are transferred to a business account.

3.3. Depositing of funds to a Faculty Council's Account(s) may be performed by submitting a cheque or cash to the USC Finance Office.

3.4. Issuing of cheques from a Faculty Council's Account(s) to students at large may be performed to distribute grants or honoraria.

3.5. A general ledger of the Faculty Council's Account(s) may be requested by contacting the USC Finance Office.

3.6. A credit card will be held and maintained by the USC, to be used for recurring payments for all Faculty Councils, use of said service must follow these guidelines:

3.6.1. To add/remove a recurring charge, a Recurring Payment form must be submitted to the USC Finance Office with the signatures of two signing authorities,

3.6.2. Outstanding balance will be settled at the end of each credit period with the funds from the respective Faculty Council's Account(s),

3.6.3. Faculty Councils may not adjust the recurring payment plans without approval from the USC.

4. FINANCIAL REPORTING REQUIREMENTS

4.1. All Faculty Councils receiving monies from the USC must submit budgets, including all revenues and expenditures anticipated or projected for the budget year, to the USC President prior to November 1st of each fiscal year.

4.1.1. All Faculty Councils that fail to submit a budget prior to November 15th shall be considered to have refused financial assistance in the form of Faculty Council grants from the USC and no grant monies shall be added to their account during the fiscal year.

4.2. The USC President shall distribute reporting forms to each Council by December 15th of each year. All Faculty Councils must return the reporting forms to the USC President by January 15th of each year. The forms will request information about the use of funds in relation to their budget and ask for any significant variances to be explained.

4.2.1. All Faculty Councils that fail to return their forms by January 15th shall be considered to have refused both the second and third installments of their Constituent Council grant and no additional grant monies shall be added to their account during the fiscal year.

4.2.2. Failure to submit the report by April 15th will impact a Faculty Council's eligibility for grants in the next year, and will trigger a mandatory financial review of the Faculty Council by the USC President. The review shall include a thorough analysis of records of external accounts, internal accounts, budgets, ledger books, and all receipts, statements, invoices, bills, and any other transaction records.

4.2.3. If the Faculty Council does not present relevant documentation, or if it is discovered that the Faculty Council's accounts have not been kept in a fiscally-responsible manner, then that Faculty Council shall forfeit its right to further Faculty Council grant monies until the USC President is satisfied that the Faculty Council has made significant and acceptable adjustments to its accounts and its accounting procedures.

Fees and Financial Statement Policy

Authority: Council	**Date Ratified:** March 22, 2023
	Next Review Date: March, 2026
Previous Amendments: April 1, 2016; March 30, 2016; March 6, 2012	
Review Committee(s): Governance & Finance Standing Committee, USC Council	

OBJECTIVE

To establish a policy related to student fees and publication of audited financial statements and a summary of the annual operating budget.

1. STUDENT FEES- GENERAL

1.1. The student fee schedule is approved annually by Council and Board of Directors as part of the budget process. The approved schedule is forwarded to Western's Board of Governors for review by their Property & Finance Committee in March and final approval at the BOG's Fee Approval Meeting. Western's Board of Governors has the ultimate authority to approve or disapprove the USC's recommended fee schedule.

2. STUDENT FEES- ANNUAL ADJUSTMENT

2.1. A number of student fees are governed by the referendum question that established them. If there is a discrepancy between this policy and the referendum question that established the fee, the terms in the referendum question shall supersede this policy.

2.2. The USC has established fees to support its internal activities and to broker student services. These shall increase annually by the rate of inflation, subject to recommendation of the Executive Council and approval by Council and Board.

2.3. Above-inflation increases to these internal fees are permitted if supported by a business case that demonstrates need and clear value to students. Business cases shall be reviewed by the Executive Council, and they may recommend above-inflation increases be granted, subject to Council and Board approval.

2.4. The USC has established fees to support various external organizations and initiatives. The following fees shall be increased as follows:

2.4.1. **The Gazette:** Permitted to increase by inflation each year if requested by The Gazette and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of the Executive Council, Council, and Board approval.

2.4.2. **CHRW Radio Western:** Permitted to increase by inflation each year if requested by CHRW and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of the Executive Council, Council, and Board approval.

2.4.3. **Community Legal Services:** Permitted to increase by inflation each year if requested by CLS and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of the Executive Council and Council approval.

2.4.4. **Faculty Council Grant:** Permitted to increase by inflation each year upon recommendation of the Vice-President Student Services, subject to Council approval.

2.4.5. **Student Initiative Grants:** Upon recommendation of Executive Council, permitted to increase by inflation each year, subject to Council approval.

2.4.6. **Ontario Undergraduate Student Alliance (OUSA):** OUSA fees must conform to standards set by the Student Services Committee as noted in the Ontario Undergraduate Student Alliance Policy.

2.4.7. **Student Refugee Program:** Must be reviewed by Council every four years, with the next review to occur 2026/2027; pending a successful review the fee may be continued at $0.89 for an additional four years by Council; pending an unsuccessful review the fee shall be discontinued by the Council. Inflationary increases are not permitted for this fee.

2.4.8. **Transit Pass:** The Bus Pass fee shall be permitted to increase by 5% per annum as per our contract with the London Transit Commission and the referendum question that established the fee.

2.4.9. **Safe Travel Program:** To increase annually based on the cost of operating the service, as negotiated with the shuttle bus service provider.

2.4.10. **Student Health Plan:** To increase up to a maximum of 7% annually upon recommendation of the Executive Council, subject to Council and Board approval. Increases will be minimized where possible according to current insurance premiums.

2.4.11. **Student Dental Plan:** To increase up to a maximum of 7% annually upon recommendation of the Executive Council, subject to Council and Board approval. Increases will be minimized where possible according to current insurance premiums.

2.4.12. **Western Marching Band:** Permitted to increase by inflation each year upon recommendation of the Executive Council, subject to Council approval.

2.5. Excluding the Student Refugee Program (WUSC) fee, above-inflation increases to the fees listed in 2.4 are permitted if supported by a business case that demonstrates need and clear value to students. Above- inflation increases shall be recommended by the Executive Council and are subject to Council approval.

3. AUDITED FINANCIAL STATEMENT

3.1. The USC shall publish, at least once per school year, a summary of the audited financial statements of the USC for the previous fiscal year, as well as a summary of the present year’s operating budget. These documents shall be made available on the USC website.

3.2. The publication of the summary of the audited statements shall occur on or prior to November 30th, unless there is a delay in the audit process. If a delay does occur, the President shall explain the situation to the appropriate Standing Committee of Council and provide an estimated publication date.

3.3. The publication of the summary of the operating budget for the upcoming fiscal year is to be published on or before April 30th.

Grants Committee Terms of Reference

Authority: Council	**Date Ratified:** September 25, 2024
	Next Review Date: September, 2027
Previous Amendments: September 29, 2021; September 25, 2019; October 31, 2018; 24 November 2010	
Related Document(s): Grants Fund Policy; Student Refugee Fund Policy	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services	

PURPOSE

The Grants Committee exists to support the function of the Grants Fund as established by the Grants Fund Policy and Student Refugee Fund Policy.

1. DEFINITIONS

1.1. **Grants Fund** means a dedicated financial resource established to support undergraduate student projects by providing monetary assistance for various initiatives, endeavors, or activities.

2. MANDATE

2.1. The Grants Committee shall act as the deciding body on all applications for funding and is responsible for monitoring and administering each the Grants Fund and Student Refugee Fund.

2.1.1. The Grants Committee shall:

1. Make decisions based on a consensus model. If no consensus is reached, then a majority vote will be taken.
2. Review and decide on all grant applications to the Grants Fund based on the guidelines outlined in the Grants Fund Policy.

2.2. Meet at least once a month beginning in the month of September, or as deemed necessary by the Chair.

2.3. 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.

3. COMPOSITION

3.1. The Grants Committee shall be composed of:

3.1.1. The Grants Coordinator, ex-officio, as Chair; and

3.1.2. A minimum of four (4) to a maximum of six (6) Students, who are not USC Councilors, voting.

3.1.3. Manager, Student Community, full time staff support, non-voting resource.

3.2. Meetings of the Grants Committee shall require a quorum of 50% of filled seats; and

3.3. Students on the Grants Committee shall be hired by the Grants Coordinator in the Fall.

3.3.1. If funding applications to the Student Refugee Fund are received in the summer before the Grants Committee is hired in the fall, an interim Committee shall be stricken containing:

1. Vice-President Student Services, voting; and

2. Manager, Student Community, non-voting resource.

4. RESPONSIBILITIES

4.1. The Chair shall:

4.1.1. Set the agenda for each scheduled meeting;

4.1.2. Provide a list of meeting dates for each semester to applicants;

4.1.3. Ensure that Committee meetings are carried out in a fair and equitable manner;

4.1.4. Ensure that all relevant information and documentation is provided to the Committee prior to any meeting;

4.1.5. Ensure that quorum is maintained, and to otherwise adjourn the meeting;

4.1.6. Report results of committee meetings to the Governance and Finance Standing Committee as an information item at their next duly constituted meeting;

4.1.7. Ensure that any member of the committee who is in a conflict of interest with any application be asked to forgo any participation in that particular grant application, in accordance with the USC Conflict of Interest Policy;

4.1.8. Ensure that all appropriate matters are brought to the Committee as outlined in these terms; and

4.1.9. Ensure that each grant application is properly completed with sufficient information before bringing it before the Committee.

The Grants Fund Application Procedure

Authority: Council	**Date Ratified:** September 25, 2024
	Next Review Date: September, 2027
Previous Amendments: NA	
Related Document(s): Grants Committee Terms of Reference; Grants Fund Policy	

1. PURPOSE

This procedure outlines the steps for the grants application process. Its purpose is to ensure a structured and transparent approach to managing grant applications, as well as efficient processing and clear communication with applicants throughout the process.

2. DEFINITIONS

2.1. **Applicant(s)** means undergraduate student(s) enrolled in a minimum of two full-time courses at Western University, including ratified clubs, who wish to apply for a grant.

2.2. **The Grants Committee** or **the Committee** means the deciding body on all applications for funding and is responsible for monitoring and administering each the Grants Fund and Student Refugee Fund.

3. SUBMISSION

3.1. The applicant is responsible for preparing and submitting a Grants Application that includes all relevant information regarding the proposed project or initiative to the Grants Committee.

3.2. The applicant shall attach a detailed budget including all revenues and expenditures with explanations for their purposes. The budget shall include a reason for the funds being requested;

3.2.1. All line items over $1000 or any funding request over $5000 shall be required to include a written quote.

3.3. 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.

3.4. In the event of an incomplete application or missing information the applicant will be notified and given a grace period of up to seven (7) working days to submit the missing information.

3.5. Failure to submit the required information within the timeframe will result in the closure of the file.

4. REVIEW

4.1. Requests for funding are accepted continuously throughout the designated application period.

4.2. The Grants Committee will review applications at the next feasible meeting following their submission.

4.3. The Committee may

4.3.1. Contact the applicant to request additional information;

4.3.2. Consult with advisors, experts and other organizations;

4.3.3. Recommend approval of the full amount requested or grant only a portion of the amount; and

4.3.4. Establish conditions under which the grant is approved.

4.4. The committee shall decide if the application merits approval.

5. COMMUNICATION

5.1. Once the decision is made the applicant(s) shall be notified via email.

5.1.1. If the application is approved

1. The applicants shall receive a Letter of Agreement via email which they can choose to accept or decline.
2. If the applicants require more information they can contact the Manager, Student Community, or the Grants Coordinator via email.

5.1.2. If the application is denied

1. The applicants are encouraged to discuss the reasons with the Manager, Student Community, or Grants Coordinator to receive guidance with respect to any future applications.

5.2. The USC makes every effort to contact applicants as soon as possible after a decision is made.

6. GRANT EXECUTION PROCESS

6.1. After signing a Letter of Agreement, the applicant should meet with the Manager, Student Community to arrange for receipt of the grant funds.

6.2. The Letter of Agreement will specify all the committee's expectations such as

6.2.1. Progress Reports submission;

6.2.2. Nature and timing of the reports;

6.2.3. Outcomes of project/initiatives; and

6.2.4. Final Report submission.

Grants Fund Policy

Authority: Council	**Date Ratified:** September 25, 2024
	Next Review Date: September, 2027
Previous Amendments: November 23, 2022; October 30, 2019; October 31, 2018; October 2, 2012; March 6, 2012	
Related Document(s): Grants Committee Terms of Reference	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services	

PURPOSE

The purpose of this policy is to provide direction to the USC Grants Committee and USC Vice-President Student Services regarding both the allocation and administration of the Grant Funds Account.

1. **DEFINITIONS**
   1.1. **The Grants Committee** or **the Committee** means the deciding body on all applications for funding and is responsible for monitoring and administering each the Grants Fund and Student Refugee Fund.

   1.2. **Grants Fund** means a dedicated financial resource established to support undergraduate student projects by providing monetary assistance for various initiatives, endeavors, or activities.

2. **ELIGIBILITY FOR GRANT FUNDS**
   2.1. Grant funds will be allocated towards initiatives:
      2.1.1. Brought forward by undergraduate students enrolled in a minimum of two full-time courses at Western University. This includes ratified clubs at Western.

      2.1.2. In-line with the USC's mission to enhance the educational experience and quality of life for undergraduate students at Western and have primarily a local impact

      2.1.3. All funded projects must be executed and completed between October 30th and April 4th. This includes submission of:
         1. Receipts;

2. Revenues; and
3. Project success metrics reports.

3. CRITERIA FOR GRANT APPLICATION PREFERENCE

3.1. Applications meeting these criteria are preferred:

3.1.1. Demonstrates community support for the initiative;

3.1.2. Provides clear rationale for why the USC is the best choice to fund the project; and

3.1.3. Includes a commitment from the sponsoring to contribute ten percent (10%) of the total requested amount.

4. EXCLUSIONS FROM GRANT ELIGIBILITY

4.1. Grant funds will not be allocated to, including but not limited to:

4.1.1. Political organizations or political/advocacy activities;

4.1.2. For-profit entities or private foundations;

4.1.3. Duplicate funding;

4.1.4. Existing budget deficits;

4.1.5. Activities prior to USC Grant approval;

4.2. Any decision related to exclusion form grant eligibility shall be the responsibility of the USC Grants Committee.

5. ALLOCATION OF GRANT FUNDS

5.1. The Grants Fund has been established with an approximate total amount of $100,000.

5.2. The annual allocation to the Grants Fund Account shall be set in the annual budgeting process.

5.3. The Vice-President Student Services, 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 or decreased.

5.3.1. Grants given out from the Grants Fund will range from a minimum of $100 to a maximum of $10,000 per eligible student/group.

5.3.2. The amount awarded will be determined based on the criteria in section 3 and 4.

5.3.3. All decisions related to allocations from the Grants Fund Account shall be the responsibility of the USC Grants Committee.

5.4. Any grants that the Vice-President Student Services feels could impact the Board of Director's fiduciary duty to the corporation must be approved by the Board of Directors.

5.5. The USC Vice-President Student Services 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.

5.6. 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.

6. ADMINISTRATION OF GRANTED FUNDS

6.1. 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.

6.2. Any funds allocated for initiatives will be deposited into USC-affiliated club accounts. For non-USC clubs or individuals, the full amount will be issued via cheque.

6.3. Granted funds may only be used to finance the initiative approved by the Grants Committee as outlined in the Letter of Agreement. The USC Finance Department, on the authorization of the Vice-President Student Services, 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.

6.4. 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. Normal accounting costs include, but are not limited to, transaction fees, account maintenance charges, and routine financial reporting expenses.

6.5. 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.

7. REPORTING REQUIREMENTS

7.1. 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.

7.1.1. Report templates shall be distributed with the Letter of Agreement.

7.2. 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.

7.2.1. If the grantee is any USC-affiliated organization, the Vice-President Student Services may authorize additional sanctions to enforce the terms of the Letter of Agreement.

Nominating and Selection Committees Terms of Reference

Authority: Council	**Date Ratified:** January 22, 2025
	Next Review Date: January, 2028
Previous Amendments: January 26, 2022; September 25, 2019; September 14, 2016; October 31, 2018	
Review Committee(s): Governance and Finance Standing Committee	
Delegates: Associate Governance, President	

1. OBJECTIVE

1.1. To better allocate nominating and selections between Council and the Board by spreading the workload between highly specialized committees.

1.2. 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

2.1. **Mandate**

2.1.1. Coordinate promotion of Director postings.

2.1.2. Develop interview questions, conduct interviews, and select a list of recommended candidates.

2.1.3. 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.

2.2. **Composition**

2.2.1. Voting

1. Board Chair;
2. One (1) USC Director; and
3. One (1) outgoing, non-returning USC Councillor.

2.2.2. Resource

1. Senior Manager, Human Resources.

3. VICE-PRESIDENT STUDENT SERVICES SELECTION COMMITTEE

3.1. **Mandate**

3.1.1. The Vice-President Student Services Selection Committee is responsible for coordinating promotion of the position, developing interview questions, conducting interviews, and selecting the Vice-President Student Services.

3.2. **Composition**

3.2.1. Voting

1. Incoming President;
2. One (1) USC Director; and
3. One (1) outgoing, non-returning USC Councillor.

3.2.2. Resource

1. Outgoing President;
2. Outgoing Vice-President Student Services; and
3. Senior Manager, Human Resources.

4. VICE-PRESIDENT STUDENT ENGAGEMENT SELECTION COMMITTEE

4.1. **Mandate**

4.1.1. The Vice-President Student Engagement Selection Committee is responsible for coordinating the promotion of the position, developing interview questions, conducting interviews, and selecting the Vice-President Student Engagement.

4.2. **Composition**

4.2.1. Voting

1. Incoming President;
2. One (1) USC Director; and
3. One (1)outgoing, non-returning USC Councillor.

4.2.2. Resource

1. Outgoing President;
2. Outgoing Vice-President Student Engagement; and
3. Senior Manager, Human Resources.

5. VICE-PRESIDENT ORIENTATION AND PROGRAMMING SELECTION COMMITTEE

5.1. **Mandate**

5.1.1. The Vice-President Orientation and Programming Selection Committee is responsible for coordinating promotion of the position, developing interview questions, conducting interviews,and selecting the Vice-President Orientation and Programming.

5.2. **Composition**

5.2.1. Voting

1. Incoming President;
2. One (1) USC Director; and
3. One (1) outgoing, non-returning USC Councillor.~~;~~

5.2.2. Resource

1. Outgoing President;
2. Outgoing Vice-President Orientation and Programming; and
3. Senior Manager, Human Resources.

Ontario Undergraduate Student Alliance Policy and Procedure

Authority: Council	**Date Ratified:** August 20, 2025
	Next Review Date: August, 2026
Previous Amendments: January 25, 2023; August 25, 2021; March 8, July 19, 2015	
Related Document(s): Executive Officer Terms of Reference	
Review Committee(s):	
Delegates:	

OBJECTIVE

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.

1. MEMBERSHIP AND REPRESENTATION

1.1. The USC is a member of OUSA.

1.2. The USC's main representation to OUSA is the Vice-President External Affairs, who holds a position on OUSA's Steering Committee.

1.3. The Vice-President External Affairs can also run for a leadership position in OUSA; bound by the protocol detailed in the **Executive Officer Terms of Reference.**

1.4. OUSA has multiple General Assemblies a year, at which point the USC can elect representatives to attend.

1.4.1. The VPEA shall deliver a written or verbal report to the next council meeting following the OUSA General Assembly summarizing their participation and including their voting record.

2. ELECTION OF STUDENT REPRESENTATIVES

2.1. The number of attendees is dictated by: (Western's total student population)/3000.

2.2. For the Fall OUSA GA, the USC President and Vice-President External Affairs will be guaranteed a spot on the OUSA delegation; and the USC President, Vice-President

External Affairs, incoming President and Vice-President External Affairs are guaranteed spots on the OUSA delegation for the Winter OUSA GA.

2.3. Any student who authors a paper for an OUSA General Assembly can attend as a voting delegate to the General Assembly at which the paper is being debated.

2.4. The VP External Affairs shall be responsible for advertising and reviewing applications for elected student representatives.

2.5. The selection criteria and application timelines shall be made publicly available when applications are opened.The approved nominees for elected student representative undergo a Council vote via preferential secret ballot. They must be eligible undergraduate students at Western University. The following should be distributed to voting members of Council before candidates speak:

2.5.1. A list of names of all candidates in the election; and

2.5.2. A picture of the candidate beside their name.

2.6. For OUSA GAs where a paper regarding a specific affinity group is being discussed, a seat shall be reserved for the highest ranking approved candidate in the Council vote who self-identifies as being a member of that group.

2.6.1. If no candidates self-identify as members of the affinity group, then the reserved seat becomes available for the next highest ranking candidate.

2.6.2. Affinity groups will be defined by OUSA in the glossary for the relevant policy paper.

2.7. In the event that a student representative is not able to attend, the candidate with the next highest vote total that wasn't originally elected will be automatically selected. This process repeats to fill any further vacancies. In the event that there are no remaining candidates from the original council vote, the Vice-President External Affairs will select a replacement at their discretion.

3. FEES

3.1. The USC will collect and pay membership fees to OUSA in the amount defined by OUSA.

3.2. The USC must be notified of any necessary increases to the fee before January 31st of the year preceding the increase.

3.3. The fees must conform to the standards set by the Student Services Committee.

4. RELATIONSHIP AND REMOVAL

4.1. Every two years the relationship with OUSA will be reviewed by Council, via the External Affairs Standing Committee. The review will reflect on the values of both the USC and OUSA to ensure the continued alignment of principles and strategies.

4.2. The USC can remove itself from OUSA if they believe there is just cause; however:

4.2.1. The removal process must take two years.

4.2.2. 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.

4.2.3. The second year, at Council's Annual General Meeting, there will be a motion to completely remove the USC from OUSA's membership.

4.3. In the instance where there is illegal activity conducted by OUSA, the USC can immediately sever its ties from OUSA.

4.4. 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.

Peer Support Centre Usage Policy

Authority: Council	**Date Ratified:** February 12, 2025
	Next Review Date: February, 2028
Previous Amendments: February 2, 2022;	
Related Document(s): Discrimination, Harassment, and Violence Prevention Policy;	
Review Committee(s): USC General Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services	

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.

1. **DEFINITIONS**
   1.1. **An Inclusive Environment**: A place where everyone, regardless of their background or identity, feels welcome and respected. It encourages diversity and ensures that all individuals can participate and thrive without facing discrimination or exclusion.

2. **SCOPE**
   2.1. This policy applies to the usage and activities of the Peer Support Centre in the UCC.

   2.2. The Vice-President Student Services shall report to Council at meetings with matters regarding the PSC.

3. **MANDATE**
   3.1. The PSC exists to foster a confidential environment that is welcoming and safe for all identities by providing non-professional student-based support, resource recommendations, wellness education, and a workspace for Peer Support Centre volunteers.

   3.2. In order for the PSC to be a safe space for all of the undergraduate students that the USC represents, an active effort must be made to create space wherein students of all backgrounds and identities feel welcome, valued, and celebrated without hatred, harassment, or judgment.

4. USE OF SPACE - PRINCIPLES

4.1. The Vice-President Student Services shall be responsible for maintaining procedures that detail rules, expectations, and operations of the PSC, including its virtual counterpart, Remote Peer Support. These procedures must follow the following principles:

4.1.1. The PSC must be open and welcoming to all undergraduate students at Western. All conversations, programs, and activities conducted in the space must foster an inclusive environment that adheres to the USC's Discrimination, Harassment, and Violence Prevention Policy. To achieve this:

1. Staff and volunteers must undergo regular training on equity, diversity, and inclusion.

2. Programming and materials should reflect and celebrate the diversity of the student body.

3. Clear reporting mechanisms must be in place to address violations of inclusivity standards.

4.1.2. The space must be a welcoming and relaxing environment, while also retaining its professional function as outlined in the Workplace Conduct Policy.

4.1.3. As a resource hub, the PSC, and its virtual counterpart must remain open during regular business hours throughout the academic year. These hours, subject to adjustment based on evolving needs, will be outlined in the PSC administrative procedures maintained by the Vice-President Student Services.

5. PROCEDURAL AUTHORITY

5.1. The Vice-President Student Services shall have the authority to approve, with advice and recommendation from the Associate Peer Support, administrative procedures related to the use of the PSC space including service hours and other operational details related to the day to day management of both the physical Centre and virtual support service.

Role of USC During Labour Dispute

Authority: Council	**Date Ratified:** January 28, 2023
	Next Review Date: January, 2026
Previous Amendments: January 30, 2019; January 31, 2018	

PURPOSE

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.

1. IMPLEMENTATION

1.1. Responsibility for the implementation of this policy shall be with the Executive as coordinated by the President.

2. OPERATING PARAMETERS

2.1. With respect to labour relations at Western University, the President and Executive shall:

2.1.1. Maintain clear and open communication with both the administrative personnel of Western University and the representatives from the involved union;

2.1.2. Ensure the USC obtains and retains copies of all collective agreements between representatives from the involved union;

2.1.3. Ensure that the USC is aware of the expiry date of all union contracts;

2.1.4. Notify students as soon as possible of potential ramifications of labour disruptions following an affirmative strike vote or application for lockout;

2.1.5. Disseminate information using various USC media channels;

2.1.6. 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

2.1.7. Ensure that representation of all undergraduate students is the primary priority of the USC during any labour dispute.

Speaker of Council Terms of Reference

Authority: Council	**Date Ratified:** November 23, 2022
	Next Review Date: November, 2025
Previous Amendments: October 31, 2018; January 31, 2018	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council; Associate Governance; Senior Manager, Government Services	

MANDATE

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

2.1. The duties and responsibilities of Speaker are as follows:

2.1.1. Coordinate and organize regular and special meetings of Council (agendas, voting software, location booking, minutes, etc.), including the Summer Meeting and Annual General Meeting.

2.1.2. Chair the meetings of Council and the Agenda and Council Operations Committee.

2.1.3. 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

3.1. The Speaker of Council shall be a voting member of Council, with the following stipulations:

3.1.1. They shall not be included in the count for quorum.

3.1.2. 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.

3.2. 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:

3.2.1. 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.

3.2.2. Call for a vote on any given question, amendment, or motion at any time and within reason.

3.2.3. Recess the meeting at any time, including a recess for a short break or a recess for another meeting time and date.

3.2.4. Adjourn the meeting at any time within reason.

3.2.5. 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**.

3.3. The Speaker of Council operates under the following principles:

3.3.1. To act in an apolitical and objective manner, focused on driving the needs and focus of Council further.

3.3.2. To ensure Councillors have enough information to make informed decisions.

3.3.3. To be a support to committees, chairs, and members of Councillors.

4. ACCOUNTABILITY

4.1. The Senior Manager of Advocacy and Government Services shall be the direct supervisor of the Speaker.

4.2. They shall have the authority to withhold the Speaker's salary under the following circumstances:

4.2.1. The Speaker fails to attend multiple meetings of the Agenda and Council Operations Committee, or Council, without providing reasonable notice and rationale; and/or

4.2.2. The Speaker continuously fails to produce regular attendance or voting records without valid rationale.

4.3. The Senior Manager of Advocacy and Government Services shall have the authority to remove the Speaker under the follow circumstances:

4.3.1. The Speaker fails to attend multiple meetings of the Agenda and Council Operations Committee, or Council, without providing reasonable notice and rationale; and/or

4.3.2. 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.

4.4. Should the Speaker be removed from office, the Deputy-Speaker will immediately take over as Speaker.

4.5. Should the Deputy-Speaker position be vacant, Council will adjourn until such time as a Speaker is hired.

5. SELECTION OF SPEAKER

5.1. 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.

5.2. Applicants must be an undergraduate student at the University of Western Ontario.

5.3. A candidate will be recommended to council for ratification through a hiring process conducted by the USC.

5.4. The hiring panel shall consist of:

5.4.1. Two Councillors who are not running for re-election; and

5.4.2. The Senior Manager Advocacy and Government Services.

Standing Committee Terms of Reference

Authority: Council	**Date Ratified:** February 12, 2025
	Next Review Date: February, 2028
Previous Amendments: February 2, 2022;	
Related Document(s): Agenda and Operations Committee Terms of Reference	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council, Associate Governance	

1. DEFINITIONS

1.1. All definitions and terms in this document are defined in **Bylaw #1**.

2. OVERVIEW OF STANDING COMMITTEES OF THE UNIVERSITY STUDENTS' COUNCIL

2.1. The following shall be the Standing Committees of the USC:

2.1.1. External Affairs Standing Committee;

2.1.2. University Affairs Standing Committee;

2.1.3. Governance and Finance Standing Committee; and

2.1.4. Agenda and Council Operations Standing Committee.

2.2. All references to Standing Committees in this document shall apply to all of the aforementioned Standing Committees unless explicitly noted.

2.3. The general purpose and duties of each Standing Committee are to:

2.3.1. Review, edit, and/or create policies which fall under each Standing Committee's mandate;

2.3.2. Provide a platform for the discussion of student (and Councillor) ideas; and

2.3.3. 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.

2.4. Any Standing Committee may ask that any of the Executives attend their meeting as a non-voting member.

2.5. 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):

2.5.1. Subcommittees are established by, responsible to, and report to their parent Standing Committee.

2.5.2. The membership of subcommittees shall be drawn from parent Standing Committees, unless the parent Standing Committee decides otherwise.

2.5.3. 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.

2.6. All Standing Committees shall receive support from the Government Services department and the Speaker and shall receive assistance with:

2.6.1. Coordinating meetings;

1. Developing and distributing agendas and committee reports;
2. Providing training for members and chairs;
3. Researching and formulating motions;
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

3.1. The rules of procedure for all Standing Committee meetings shall be determined in order of precedence by:

3.1.1. The USC's Bylaws, and

3.1.2. Robert's Rules of Order.

3.2. A General Meeting may be called by:

3.2.1. The Standing Committee Chair;

3.2.2. 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;

3.2.3. The Speaker of Council; or

3.2.4. A resolution of Council.

3.3. 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.

3.4. Standing Committees shall adhere to the same procedure for giving notice for meetings and motions as per **Bylaw #1**.

3.5. Meetings of Standing Committees shall be open to the public.

3.5.1. Any Standing Committee may hold Confidential Meetings as detailed in **Bylaw #1**.

3.6. Quorum is defined in **Bylaw #1**.

3.7. 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.

3.8. 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.

4. SELECTION OF CHAIR AND VICE-CHAIR

4.1. 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**.

4.2. 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

5.1. 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 (⅔) supermajority vote.

5.2. 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.

5.3. 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.

5.4. Committee chairs may, at their discretion, deliver reports at General Council Meetings outlining their committee's work, motions, and other relevant business. Reports must be submitted to the Speaker prior to the meeting of the Agenda and Operations Committee for approval on the agenda.

6. DUTIES AND RESPONSIBILITIES OF ORDINARY MEMBERS

6.1. 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.

6.2. Ordinary Members shall be responsible for creating, drafting, and discussing policy work that pertains to the mandate of their committee.

6.3. Ordinary Members shall be responsible for collecting feedback from Council, constituencies, and students-at-large on issues, policies, and procedures.

6.4. Ordinary Members shall review Executive Roadmap(s) as an information item to ensure key initiatives are addressed and not missed on the Council floor.

6.5. Ordinary members shall ensure the Executive is aligned with, and accountable to, the advocacy initiatives of their platforms, standing policies of the organization, and any resolution of Council

7. SELECTION OF COMMITTEE MEMBERSHIP

7.1. At the first General Meeting of Council, Ordinary Members will be given a form where they will indicate their preference for a committee.

7.2. Committee membership is voluntary for Constituency Council Presidents.

8. EXTERNAL AFFAIRS STANDING COMMITTEE

8.1. The mandate of the External Affairs Standing Committee of Council is:

8.1.1. To review, edit, and/or recommend policies relating to issues of municipal relations and affairs, provincial relations and affairs, federal relations and affairs, external representative groups (i.e., Ontario Undergraduate Student Alliance, UCRU).

8.1.2. The External Affairs Standing Committee is responsible for reviewing and updating a list of External Affairs priorities annually. These priorities should align with the roadmap process and may be independent and/or integrated into Advocacy Papers.

8.1.3. Ensure the External Affairs Papers of the organization are being followed and acted upon, as well as assisting with the creation of new Advocacy Papers.

8.1.4. Review the relationship between the University Students' Council and external representative groups (i.e., Ontario Undergraduate Student Alliance, UCRU).

8.1.5. Ensure the Executive is aligned with the advocacy initiatives of their platforms, standing policies of the organization, and any resolution of Council.

8.1.6. Collect student feedback on student concerns and advocacy strategies.

8.2. The composition of the Advocacy Standing Committee of Council is:

8.2.1. Up to sixteen (16) Ordinary Members, but no less than four (4), voting; and

8.2.2. The Vice-President External Affairs, ex-officio, non-voting.

9. UNIVERSITY AFFAIRS STANDING COMMITTEE

9.1. The mandate of the University Affairs Standing Committee is:

9.1.1. To review, edit, and/or recommend policies relating to issues of campus relations and affairs, academic experience and quality of academic life. Along with policies related to student programming and student services provided by the USC.

9.1.2. To review and update a list of internal advocacy priorities annually that can be both independent and/or integrated into Advocacy Papers and Programming.

9.1.3. To ensure the University Advocacy Papers of the organization are being followed and acted upon, as well as assisting with the creation of new Advocacy Papers.

9.1.4. Collect student feedback on student concerns and advocacy/programming strategies.

9.2. The composition of the University Affairs Standing Committee is:

9.2.1. Up to sixteen (16), Ordinary Members, but no less than four (4), voting.

9.2.2. Vice-President University Affairs, ex-officio, non-voting.

10. GOVERNANCE AND FINANCE STANDING COMMITTEE

10.1. The mandate of the Governance and Finance Standing Committee is:

10.1.1. To review and propose recommendations to the University Students' Council governance structure.

10.1.2. To receive financial updates from the President including but not limited to: quarterly reports, Executive allocations, operational budgets, and ongoing financial projects.

10.1.3. To review and recommend the annual budget, and ensure Executive spending remains on track.

10.1.4. To edit, draft, and recommend financial policy and procedures relating but not limited to operations and fees.

10.1.5. To participate in the stewardship of any strategic plan process, and to act as the Council resource and approval committee for the strategic plan.

10.1.6. To draft, edit, and/or create policies related to clubs.

10.1.7. To receive an annual report from the Clubs Governance Committee on issues relating to clubs.

10.2. The composition of the Governance and Finance Standing Committee is:

10.2.1. Up to sixteenth (16) Ordinary Members, but no less than four (4), voting.

10.2.2. President, ex-officio, non-voting.

11. AGENDA AND COUNCIL OPERATIONS STANDING COMMITTEE

11.1. Please see the **Agenda and Council Operations Standing Committee Terms of Reference**.

Standing Orders of Council

Authority: Council	**Date Ratified:** June 18, 2023
	Next Review Date: January, 2026
Previous Amendments: March 22, 2023; January 25, 2023; November 23, 2022; February 2, 2022; October 30, 2019; January 30, 2019; November 28, 2018; October 31, 2018; April 2016; March 30, 2016; October 23, 2013	
Related Document(s):	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council, Associate Governance	

PREAMBLE

The USC prides itself on effective and transparent governance procedures. These standing orders have been implemented to produce 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

2.1. These standing orders govern the operations of Council and are supplemental to **Bylaw #1** and Robert's Rules of Order (RONR).

2.1.1. Where there is a question of these orders conflicting with **Bylaw #1**, the Bylaw shall be held authoritative.

2.1.2. Where there is a question of these orders conflicting with RONR, these orders shall augment RONR as specified.

2.2. 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

3.1. 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.

3.1.1. Any change to a time or location of a General Meeting of Council shall be communicated to Members as far in advance as possible.

3.1.2. The Speaker will determine whether a General Meeting of Council requires a single session or multiple sessions.

3.2. Times and locations for Special and Annual Meetings shall be set at the discretion of the Speaker based on availability of space.

4. PROCEDURES

4.1. Votes from members of Council shall be public record for constituents to ensure their Councillors are representing them.

4.2. Voting records of each Council meeting shall be attached to their corresponding minutes.

4.3. Members of Executive Council are to be preemptively considered invited by Ordinary Members of Council to all In-Camera meetings of Council ex-officio.

5. AGENDA

5.1. The Agenda for duly-called meetings of Council may include, but are not limited to, the following sections of business:

5.1.1. Call to Order;

5.1.2. Land Recognition;;

5.1.3. Singing of the Western School Song;

5.1.4. Approval of the Agenda;

5.1.5. Approval of Minutes;

5.1.6. Comments from the Chair;

5.1.7. Announcements;

5.1.8. Presentations;

5.1.9. Board of Directors Report

5.1.10. For Action;

5.1.11. For Information;

5.1.12. For Discussion;

5.1.13. Questions and Comments from Western Community and;

5.1.14. Termination.

5.2. 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.

5.3. In each section, business shall be dispensed with in the following order: Special Orders, Unfinished Business, General Orders, New Business.

5.4. 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.

6. TIME LIMITS

6.1. To ensure efficiency, the Agenda and Council Operations Standing Committee has the right to put a time limit on any Agenda item.

6.1.1. After the exhaustion of the time limit, Council must motion for an extension in order to continue.

6.2. The following Agenda items shall always be accompanied by a time limit, set by the Agenda and Council Operations Standing Committee:

6.2.1. Presentations to Council;

6.2.2. Executive Reports;

6.2.3. Western Student Senators Report; and

6.2.4. Report from the Chair of the Board of Directors;

6.2.5. Reports from the Chairs of the Standing Committees;

6.2.6. Announcements (limited to fifteen (15) minutes);

6.2.7. Questions and Comments from Western Community (limited to fifteen (15) minutes).

6.3. Meetings of Council—General, Special, Annual, or otherwise—shall be recessed or adjourned by the Speaker no later than six (6) hours after the Call to Order.

6.3.1. Any meeting that is recessed prior to six (6) hours after the Call to Order 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 3 of this policy.

6.4. If business remaining on the Agenda six (6) hours after the Call to Order is of a time-sensitive nature, the Speaker of Council can choose to do one of the following:

6.4.1. 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

6.4.2. Recess the meeting and reconvene the meeting at a time other than that specified in Section 3 above.

7. PROXIES

7.1. All Ordinary Members of Council are entitled to vote at a meeting by means of a proxy, subject to the following restrictions:

7.1.1. The proxy must be a student;

7.2. A proxy form must be signed by the Member and provided to the Speaker of Council and the Government Services Department at least twenty-four (24) hours in advance of the start date of the meeting in order for the proxy to be valid.

7.3. The proxy is valid only at the meeting for which it is given.

7.4. 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.

7.5. A proxy-holder has the same rights as the Member who appointed them.

8. SPEAKER AUTHORITY

8.1. 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.

8.1.1. 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.

8.1.2. 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.

8.1.3. 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.

8.1.4. The Speaker has the authority to enforce the **Councillor Accountability and Discipline Procedure**.

8.1.5. 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:

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**.

8.1.6. Council has the right to challenge the Speaker regarding any section of this policy, subject to a two-thirds (⅔) vote in favour, provided said challenge does not contravene either the Bylaws, or the Act.

8.1.7. Motions to appeal the decision of the chair shall require a two-thirds (⅔) vote to overturn the chair's decision.

8.1.8. Under normal circumstances, the Speaker shall not possess council voting rights.

8.1.9. If a motion receives an equal number of votes in-favour and against, the Speaker shall cast a vote to decide its result.

8.1.10. For the purposes of achieving quorum, the Speaker shall be counted as a voting Ordinary Member of Council.

Student Engagement Committee Reporting Policy

Authority: Council	**Date Ratified:** February 24, 2021
	Next Review Date: February, 2024
Previous Amendments: N/A	

OBJECTIVE

Annually, at the February Meeting of Council, the USC President will present a written report updating Council on the work of the Student Engagement Committee to date, with consideration for the metrics outlined in the 2020-21 Student Engagement Committee brief.

1. **ACCEPTING REPORTS**

    1.1. A written report will be shared with the University Affairs Standing Committee of Council for acceptance in advance of the February Council meeting.

    1.2. A member of the Student Engagement Committee will present verbal updates to February Council, and will answer questions from Councillors.

    1.3. Following verbal updates and a question period, Council must bring forward a motion to accept the written report. If Council does not accept the progress outlined in the reports, Council should bring forth a motion requiring adequate updates and amendments be made by the next Meeting of Council.

Student Refugee Fund Policy

Authority: Council	**Date Ratified:** September 29, 2021
	Next Review Date: September, 2024
Previous Amendments: N/A	
Review Committee(s): Governance & Finance Standing Committee, USC Council	

PURPOSE

The purpose of this policy is to provide direction to the USC Grants and the USC Vice-President Student Services regarding both the allocation and administration of the Student Refugee Funds Account. In partnership with the World University Service of Canada (WUSC), the USC endeavours to support student refugees studying at Western University.

2. ELIGIBILITY FOR GRANT FUNDS

2.1. The Student Refugee Fund shall be made available for the assistance of Student Refugees in paying for academic and living expenses associated with attending Western University.

2.2. Disbursements 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

3.1. Decisions related to allocations from the Student Refugee Fund account shall be the responsibility of the USC Grants Committee.

3.2. The Vice-President Student Services, upon the recommendation of the Grants Committee, shall recommend to Council each year during the USC budget process if the annual allocation to the account should be increased by the CPI.

3.3. The application process shall be as follows:

3.3.1. The requesting party shall submit an application form to the USC Finance Department;

3.3.2. 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 may 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;

3.3.3. 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);

3.3.4. The applicant shall include any further details that the Committee may need to reach a decision; and

3.3.5. The applicant may request to make a presentation to the Committee at its next duly constituted meeting, but a presentation is not a requirement.

3.4. Any unallocated money in the Student Refugee Fund account at the end of the USC fiscal year shall be carried forward to the following year’s budget.

3.5. The Committee shall work with WUSC representatives to determine the merit of individual claimants;

3.5.1. This clause does not restrict the ability of claimants not affiliated with WUSC from receiving funds.

4. ADMINISTRATION OF GRANTED FUNDS

4.1. All monies disbursed through the Student Refugee Fund shall be used solely for the purposes of assisting student refugees with living and academic expenses.

4.2. The USC Finance Department, on the authorization of the Vice-President Student Services, 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.

4.3. The Grants Committee shall be empowered to establish additional policies governing the Student Refugee Fund.

4.4. Grant Committee members shall be required to maintain confidentiality regarding the business of the committee to protect the privacy of fund beneficiaries.

Summer Council Authority Policy

Authority: Council	**Date Ratified:** November 23, 2022
	Next Review Date: November, 2025
Previous Amendments: October 31, 2018; July 19, 2015	
Related Document(s): Bylaw #1	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Associate Governance; Speaker of Council Senior Manager, Government Services	

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.

1. **PURPOSE**
   1.1. The purpose of this policy is to ensure the continuity of the work of the Board, Executive, and Council during the Summer months.

2. **DEFINITIONS**
   2.1. "Summer Business" means any decisions made under the authority of this policy.
   2.2. "Summer Months" means from the day after the Annual General Meeting to the day of the regular September Council Meeting.

3. **RESPONSIBILITIES**
   3.1. It is the policy of the University Students' Council that with the consent of the President, Chair of the Board of Directors, Vice-President Student Services, 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:

1.1.1. The Council and the Board of Directors shall be informed of any action(s) taken in writing within one week of the Agenda and Council Operations Committee's approval.

3.1.1. Any action taken shall only be valid until the next meeting of Council where it shall be submitted to be confirmed, rejected, or amended.

3.1.2. 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.

3.1.3. The Agenda and Council Operations Committee shall not amend or suspend the Bylaws of the Corporation.

3.1.4. 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**.

3.1.5. 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.

3.1.6. This authority does not supersede the Summer Meeting(s) 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.

3.1.7. The Agenda and Council Operations Committee shall exercise reasonable discretion in the application of their delegated authority over the Summer months.

Working Group Policy

Authority: Council	**Date Ratified:** March 22, 2023
	Next Review Date: March, 2026
Previous Amendments: August 24, 2022; September 30, 2020	
Related Document(s):	
Review Committee(s):	
Delegates:	

1. **RULES AND PROCEDURES FOR WORKING GROUPS**

1.1. **Purpose**

1.1.1. Working groups may be established by Council intermittently to carry out certain tasks or make recommendations on specific issues.

1.1.2. A motion to Council defining mandate, membership, and procedure is required for all Working Groups.

1.1.3. These groups will be used minimally and only for preparatory work to aid Council decision-making in order to preserve the wholeness of the Council's work.

1.1.4. Each working group serves to discuss issues and recommend actions and/or policies that the USC can take.

1.2. **Requirements**

1.2.1. A Working Group shall only be approved by council if:

1. The Group has a date-specific time frame.
2. The Group has objective(s) that affect Western University students.
3. The Group's goals and conduct are coherent with the USC's policies.
4. The Group is new and does not already exist in any capacity (i.e. in the form of a club, student society, or organization).
5. The USC wishes to sponsor and grant the Working Group official status.
6. Mandate and Terms of Reference for the Working Group that shall be created in the spirit of THIS template (Mental Health Roundtable Terms of Reference).

1.3. **Composition**

1.3.1. Membership for working groups is held at a 12 person maximum. At least 50 percent (%) of the Group's membership must be agents of the USC at all points throughout the Working Group's term. Otherwise, membership must be open to all Western undergraduate students-at-large.

1.3.2. All members of the Working Group, students-at-large members included, shall have equal voting rights in all matters within the Working Group.

1.3.3. The individual(s) applying to chair a Working Group must be USC voting-member(s). As the voting members are required to present updates and recommendations of the Working Group forward to the Council. Students-at-large may apply to be Vice-Chair if that position is established in the group.

1.4. **Process**

1.4.1. Working Groups must seek Council Ratification for their group's mandate and terms of reference

1.4.2. Working Groups must seek Council approval for the group's products.

1.4.3. Chairs of active Working Groups must report on the progress of the Group's mandate to Council at least 4 times each academic year.

1.4.4. Working Groups may choose to present their updates to Standing Committees of Council or the USC at large if they advise the Chair or Speaker of Council respectively.

2. WORKING GROUP TERMS OF REFERENCE

2.1. **Accountability**

2.1.1. Working Groups must present updates to Council or Standing Committees, containing:

1. A summary of the project's progress.
2. A summary of subsequent steps to completion.
3. An updated project timeline.
4. The Working Group Chair is responsible for updating action items from the group.

2.2. **Termination**

2.2.1. Working Groups serve until the end of the academic year of creation or until the end of their predesignated term, whichever comes first.

2.2.2. Working Group status may be suspended or revoked at any time through a majority decision by Council.

2.2.3. Working Groups should be automatically disbanded via Council motion when the group's objectives are completed.

2.3. **Extensions**

2.3.1. A working group may be renewed or extended if it satisfies either of the following conditions:

1. It completes its mandated goals and wishes to change its scope and goals,
2. It is unable to complete its mandated goals and determines that a change in scope and/or goals is necessary.

2.3.2. The Chair of the Working Group may present a motion to Council for extending the Group for a certain period of time.

2.3.3. This motion should be brought to the attention of Council at least 2 Council meetings prior to the Working Group's scheduled end of term.

BOARD POLICIES

Acceptable Use Policy

Authority: Chief Operating Officer	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: August 2020; May 2018;	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, Information Systems	

ACCEPTABLE USE POLICY

Please read this agreement carefully. This agreement describes the basic responsibilities that you are required to observe as an employee in using corporate systems. The university students' council of the university of western ontario ("usc") believes that this agreement strikes a fair balance between its interests and your needs and expectations. This agreement has been made to protect both you and the USC by being as clear and precise as possible.

THIS AGREEMENT, effective as of the date shown below, by and between the University Students' Council of the University of Western Ontario ("USC") and you, as an employee:

1. OVERVIEW

1.1. Corporate Information Technology systems are company property provided for general business purposes to increase productivity and employee effectiveness only. Use of corporate services for purposes constituting clear conflict of the USC's interests or in violation of this or related policies is expressly prohibited.

1.2. As we are hosted on Western's network, University bylaws and policies, such as those concerning confidentiality of information, also apply and must be upheld. These policies can be reviewed at http://security.uwo.ca/information_governance/policies/index.html

2. CORPORATE PUBLIC IMAGE

2.1. Corporate online systems are public places for communications with our partners and stakeholders. All employees are, therefore, expected to maintain and enhance the USC's public image. No abusive, discriminatory, harassing, inflammatory, profane, pornographic, or offensive language or other materials are to be transmitted through the corporate systems.

2.2. No message can be transmitted without the employee's identity. Transmittal of messages with anonymous or fictitious names is prohibited.

3. PERSONAL USE

3.1. Any personal use must not interfere with normal business activities, must not involve solicitation, must not be associated with any for-profit outside business activity, and must not potentially embarrass the company.

4. MAINTAINING SYSTEM SECURITY

4.1. Employee use of unauthorized, unlicensed, or pirated software is illegal and therefore is strictly prohibited. Unauthorized copying of proprietary software, publications, or files is prohibited, as is use of commercial software that in any way violates the applicable licensing agreement. All software downloaded must be authorized by and registered to the company. Users must not disable antivirus software and should report all virus occurrences.

4.2. In order to ensure the security of our corporate data, IDs and passwords should not be shared with others or written down in easily accessible areas. Users may not access a computer account that belongs to another employee or department without permission. Personnel must use their own log-on ID and password only, are responsible for all activity on their log-on ID, and must report any known or suspected compromise of their ID to the I.S. Department.

5. MONITORING OF ACTIVITY

5.1. In order to ensure a productive, safe, and stable work environment USC Information Systems management may routinely intercept usage patterns for online communications, examine web history files, monitor email communications, or otherwise access data stored by or transmitted through the USC's network and computers.

6. DATA PROTECTION

6.1. In your position at the USC, you may be entrusted with highly sensitive personal, confidential, restricted, or proprietary information. You are legally and ethically responsible for protecting and preserving the confidentiality of this data. All reasonable care must be taken to ensure that data in your custody is protected from unauthorized disclosure.

7. WORKING FROM HOME

7.1. Whenever personal information is being held outside of the office there is an increased risk that it will be lost or compromised. All reasonable care must be taken to ensure you are the only person able to access the data. This includes but is not limited to ensuring that all personal devices containing or used to access USC documents or resources must be patched to the latest secure version, running up-to-date security software, and be password protected.

8. VIOLATIONS

8.1. Confirmed incidents of unacceptable use will result in sanctions including verbal warnings, revocation of computing privileges, and termination. Users that violate federal or provincial laws may be referred to the appropriate authorities for criminal prosecution.

9. AMENDMENTS

9.1. The corporation may amend this Acceptable Use Policy from time to time as is necessary. All users will receive prompt notice of any amendments.

10. ACCEPTED:

10.1. As an employee of the USC, I have received a copy of the corporation's Acceptable Use Policy and have had the opportunity to ask questions and receive clarification. I hereby accept and agree to abide by the standards set in the Policy for the duration of my employment with USC.

Employee Name	Date
Employee Signature	Witness

Accessibility for Customer Service Policy

Authority: Board of Directors	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: November 15, 2011;	

PURPOSE

The purpose of this document is to ensure we respect all our customers, regardless of their abilities.

1. DEFINITIONS

1.1. **Accessibility**: Means how easy it is for people, including those with disabilities, to use services, products, and spaces.

1.2. **Assistive Device**: Any tool used by people with disabilities to help them in daily activities, such as a wheelchair, hearing aid, or communication device.

1.3. **Service Animal**: An animal trained to help a person with a disability. They are typically recognizable by a vest, harness, or other identifying markers.

1.4. **Support Person**: A person who helps someone with a disability in areas like communication, moving around, personal care, or medical needs, or who helps them access services.

1.5. **Feedback**: Any comments, suggestions, or complaints from customers or visitors about the quality and accessibility of services.

1.6. **Person with Disabilities**: Someone who has a physical, mental, sensory, or cognitive condition that, when combined with different barriers, might make it harder for them to fully participate and access services in the same way as others.

2. SCOPE

2.1. This policy applies to all USC employees, volunteers, and visitors.

3. RESPONSIBILITIES

3.1. The USC is committed to recognizing the dignity and independence of all staff, students, faculty and visitors and seeks to ensure that persons with disabilities have genuine, open and unhindered access to USC goods, services, facilities, accommodation, employment, buildings, structures and premises.

3.2. The USC will comply with all applicable Federal, Provincial and Municipal legislation with respect to accessibility and will implement the standards specified under the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA, 2005").

3.3. Policies, procedures and practices with respect to accessibility, including those required under the AODA, 2005 and its accompanying standards shall be made available on the USC's web site.

4. PROCEDURES

4.1. Assistive Devices

4.1.1. The USC welcomes persons with disabilities to use assistive devices to obtain, use or benefit from our goods and services.

4.2. Service Animals

4.2.1. The USC welcomes persons with disabilities who are accompanied by a service animal onto the parts of our premises that are open to the public and commits to finding alternatives to the use of service animals if the service is provided in a location in which animals are prohibited by law (e.g. health or safety reasons).

4.3. Support Persons

4.3.1. A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

4.3.2. In the case where a fee will be charged for the admission of a support person, the fee will be communicated and posted accordingly by the USC through its website, brochure or other public methods.

4.4. Temporary Disruptions to Service

4.4.1. The USC will notify customers promptly in the event that the USC has a planned or unexpected disruption to services or facilities for customers with disabilities. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

1. Notice may be posted on location, on the USC's web site, or otherwise as is reasonable in the circumstances.

4.4.2. For non-USC disruptions, please see information posted by Western University at conspicuous locations on our premises and on the University's accessibility website.

4.5. Training

4.5.1. The USC will provide training to employees, volunteers and others who deal with the public or other third parties on their behalf.

4.5.2. Training will also be provided to every person who participates in developing USC policies, practices and procedures governing the provision of goods or services to members of the public or other third parties.

4.5.3. Training will occur on an ongoing basis and whenever changes are made to relevant policies, practices and procedures. Training will be provided to each person as soon as practicable after he or she is assigned applicable duties.

4.5.4. Training will include a review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005, the requirements of the Customer Service standard, and information about the following matters:

1. How to interact and communicate with people with various types of disabilities.
2. How to interact with persons with disabilities who use an assistive device or require the assistance of a service animal or a support person.
3. How to use equipment or devices available at the USC that may help with the provision of goods or services to a person with a disability.
4. What to do if a person with a disability is having difficulty accessing the USC's goods and services.
5. USC policies, practices and procedures relating to the provision of goods and services to persons with disabilities.

4.5.5. The USC will keep records of the training provided, including dates on which training is provided and the number of individuals to whom it is provided.

4.6. Feedback

4.6.1. The USC welcomes feedback on how it provides goods and services to persons with disabilities. Feedback can be given in person, by telephone, in writing, or electronically via email or other digital formats.

4.6.2. The USC will make every reasonable and timely effort to:

1. Respond to feedback which are complaints; and,
2. Answer feedback which are questions.

4.6.3. The USC will make this document available to any person who requests it in a mutually agreed upon format.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Accessibility Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December 2027
Previous Amendments: N/A	
Related Document(s): USC AODA Multi Year Plan	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE:

The USC is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the Accessibility for Ontarians with Disabilities Act and Ontario's accessibility laws.

1. **SCOPE**
   1.1. This policy applies to all paid USC employees ("staff") identified in this policy including those compensated through honoraria (Full-time Staff, Part-time Staff, Coordinators, Associate Vice-Presidents, Interns,, Executive Officers, and Members of the Gazette).

2. **DEFINITIONS**
   2.1. **Disability:** The term "disability" covers a range of visible and invisible conditions that may have been present from birth, caused by an accident, or developed over time. For instance, disabilities include:
      2.1.1. Blindness or visual impairment
      2.1.2. Deafness or hearing disabilities
      2.1.3. Speech impairment
      2.1.4. Physical or mobility disabilities, such as paralysis, amputation, difficulty with balance or coordination
      2.1.5. Brain injury
      2.1.6. Epilepsy
      2.1.7. Intellectual or learning disabilities
      2.1.8. Mental health challenges

2.1.9. Reliance on a service dog, such as a guide dog, or on a mobility device, such as a wheelchair, walker, or cane.

3. ADMINISTRATION

3.1. 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.

3.2. All issues pertaining to matters of Accessibility as defined in this policy should be brought forward to the Senior Manager, People and Development.

3.3. The responsibility for application, enforcement, training, and communication of this policy shall lie with the Senior Manager, People and Development.

4. GENERAL STATEMENT

4.1. We are committed to meeting our current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

4.2. We understand that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

4.3. We are committed to excellence in serving and providing goods, services or facilities to all customers including people with disabilities.

4.4. Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

5. EXPECTATIONS AND RESPONSIBILITIES

5.1. **Training**

5.1.1. We are committed to training all staff in accessible customer service, other Ontario accessibility standards, and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

5.1.2. Training will be provided to all staff at least once annually and whenever there are updates to the accessibility policies or procedures.

5.1.3. Training of our staff on accessibility relates to their specific roles. Training includes:

1. Purpose of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the Customer Service Standards

2. Our policies related to the Customer Service Standards

3. How to interact and communicate with people with various types of disabilities

4. How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person

5. How to use the equipment or devices available on-site or otherwise that may help with providing goods, services or facilities to people with disabilities.

6. What to do if a person with a disability is having difficulty in accessing our organization's goods, services or facilities.

5.1.4. We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

5.1.5. We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

5.2. **Assistive Devices**

5.2.1. People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

5.2.2. In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services or facilities.

5.2.3. We ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services or facilities.

5.2.4. If applicable, identify how your organization will train staff on the use of assistive devices

5.3. **Communication**

5.3.1. We communicate with people with disabilities in ways that take into account their disability. This may include in-person or over-the-phone communication

5.3.2. We will work with the person with disabilities to determine what method of communication works for them.

5.4. **Service Animals**

5.4.1. We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public and third parties.

5.4.2. When we cannot easily identify that an animal is a service animal, our staff may ask for documentation (template, letter, or form) from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

5.4.3. A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

5.4.4. A regulated health professional is defined as a member of one of the following colleges:

1. College of Audiologists and Speech-Language Pathologists of Ontario
2. College of Chiropractors of Ontario
3. College of Nurses of Ontario
4. College of Occupational Therapists of Ontario
5. College of Optometrists of Ontario
6. College of Physicians and Surgeons of Ontario
7. College of Physiotherapists of Ontario
8. College of Psychologists of Ontario
9. College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

5.4.5. If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services or facilities:

1. Explain why the animal is excluded
2. Discuss with the customer another way of providing goods, services or facilities

5.5. **Support Persons**

5.5.1. A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

5.5.2. Fee/fare will not be charged for support persons.

5.5.3. We notify customers of this by posting a notice on our website.

5.5.4. In certain cases, the USC might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

1. The person with a disability
2. Others on the premises

5.5.5. Before making a decision, the USC will:
1. Consult with the person with a disability to understand their needs
2. Consider health or safety reasons based on available evidence
3. Determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

5.5.6. If the USC determines that a support person is required, we will waive the admission fee or fare (if applicable) for the support person.

5.6. **Notice of Temporary Disruption**

5.6.1. In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, the USC will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

5.6.2. The notice will be made publicly available on our website.

5.7. **Feedback Process**

5.7.1. The USC welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

5.7.2. Feedback may be provided in the following ways:
1. On our website
2. In person or over the phone
3. Emailing info@westernusc.ca

5.7.3. All feedback, including complaints, will be initially reviewed by staff in the Feedback position, who will then direct the feedback to the relevant Senior Manager.

5.7.4. Customers can expect to hear back in five business days.

5.7.5. The USC ensures that our feedback process is accessible to people with disabilities by providing accessible formats or communication supports, upon request. Accessible formats and supports will be provided in a timely manner and at no additional cost, in accordance with the AODA's Customer Service Standard.

5.8. **Notice of Availability of Documents**

5.8.1. The USC notifies the public that documents related to accessible customer service are available upon request by posting a notice on our website.

5.8.2. The USC will provide these documents in an accessible format or with communication support, upon request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and at no additional cost.

5.9. **Self-service Kiosks**

5.9.1. We will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

5.10. **Information and Communications**

5.10.1. The USC is committed to providing information and communication in accessible formats for people with disabilities. This includes information about the organization and its services, including public safety information. We will ensure that information is provided in a timely manner, at no additional cost, and in formats that meet the individual needs of persons with disabilities. If information cannot be converted to an accessible format, we will provide an explanation as to why and a summary of the information.

5.10.2. We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports:

1. In a timely manner, taking into account the person's accessibility needs due to disability; and
2. At a cost that is no more than the regular cost charged to other persons.

5.10.3. We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

1. An explanation as to why the information or communications are unconvertible; and
2. A summary of the unconvertible information or communications.

5.10.4. We notify the public about the availability of accessible formats and communication supports on our website.

5.10.5. We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

5.11. **Employment**

5.11.1. We notify employees, job applicants, and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

5.11.2. We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.

5.11.3. We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

5.11.4. We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

1. Information that is needed in order to perform the employee's job; and
2. Information that is generally available to employees in the workplace

5.11.5. Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

5.11.6. We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

5.11.7. We will review the individualized workplace emergency response information:

1. When the employee moves to a different location in the organization;
2. When the employee's overall accommodations needs or plans are reviewed; and
3. When the employer reviews its general emergency response policies.

5.11.8. We have a written process to develop individual accommodation plans for employees.

5.11.9. We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

5.11.10. Our performance management, career development and redeployment processes take into account the accessibility needs of all employees.

5.12. **Design of Public Spaces**

5.12.1. We will meet accessibility laws when building or making major changes to public spaces. Our public spaces include:

1. Outdoor public event and congregation areas (i.e. Concrete Beach)
2. Service-related elements like service counters, fixed queueing lines and waiting areas

5.12.2. We put procedures in place to prevent service disruptions to the accessible parts of our public spaces.

5.12.3. The University Students' Council will ensure that any new public spaces, including service counters, that it constructs or redevelops, meet the built requirements as required in the Integrated Accessibility Standards Regulation (ON 191/11).

1. We will ensure that these legal provisions are met on sites the USC occupies and sites or properties that it manages, owns, and operates to ensure that contractors performing such construction or redevelopment adhere to these requirements. This includes but is not limited to:
    a. Section 80.41(1,2) requiring Service Counters to have clear knee space to accommodate mobility aids from the public facing side, with minimum dimensions of 750 mm wide x 680 mm high x 250 mm deep below the service counter, with an additional toe space beyond of 750 mm wide x 230 mm high x 230 mm deep

6. COMMUNICATION

6.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.

6.2. All Members will be trained on this policy annually.

7. EVALUATION

This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies.

Advertising Materials Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: November, 2026
Previous Amendments: November 29, 2019; November 10, 2009	

PREAMBLE:
The USC considers freedom of expression to be an essential component of a 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.

1. SCOPE

1.1. "Advertising Materials" is a message created and displayed for the sole purpose of promoting a corporation or its product.

1.1.1. Advertising Materials does not include journalistic content within a publication for which an author has been credited.

1.2. The USC Advertising Materials Policy guidelines are to be used in determining the acceptability of all Advertising Materials that will be presented to Western University Students by the University Students' Council.

1.3. 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, USC Discrimination Harassment and Violence Prevention Policy and the USC Building Usage Procedure.

2. UNACCEPTABLE CONTENT

2.1. An Advertising Material may be deemed unacceptable if it:

2.1.1. Misrepresents or fails to adequately represent the individual(s) or organization(s) it promotes;

2.1.2. Entices or willfully promotes hatred towards identifiable persons or groups;

2.1.3. 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;

2.1.4. May be reasonably expected to have an adverse effect on the health, safety, or rights of other persons or groups;

2.1.5. Promotes an illegal activity;

2.1.6. In any way violates the University's Campus Alcohol Policy or the Alcohol and Gaming Commission of Ontario's (AGCO's) Liquor Advertising Guidelines;

2.1.7. Contains an image that is flagrantly shocking, inappropriate, or upsetting, or contains an image that is sexually explicit;

1. 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.

2.1.8. 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;

2.1.9. If it can be easily identified as exposing the USC to legal liability.

2.1.10. 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,

2.1.11. May be reasonably expected to have an adverse effect on the reputation or the proper functioning of the USC.

3. ACCEPTABLE CONTENT

3.1. The perceived truthfulness of statements 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.

3.2. Acceptable content for Advertising Materials is outlined in the USC Building Usage Procedure, Reservation Authorization Form and Application for UCC Space Form

4. APPLICATION

4.1. The Advertising Materials Policy shall be applied in accordance with the Advertising Oversight Procedures.

Agenda Subcommittee of the Board Terms of Reference

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: March 6, 2020	

OBJECTIVE

Responsible for review for completeness, and distribution of the board of directors meeting agenda.

1. MEMBERSHIP

1.1. The committee shall be comprised of:

- 1.1.1. Board of Directors Chairperson
- 1.1.2. Board of Directors Vice-Chair
- 1.1.3. Senior Manager, Advocacy and Government Services (non-voting resource)
- 1.1.4. Senior Manager, People and Development (non-voting resource)
- 1.1.5. Manager, Finance (non-voting resource)
- 1.1.6. Manager, Leadership Support (non-voting resource)
- 1.1.7. Chief Operating Officer (non-voting resource)
- 1.1.8. President (non-voting resource)

1.2. Any voting member of the board may attend any Agenda Committee meeting as a non-voting resource member.

2. CHAIRPERSON

2.1. The chairperson of the committee will be the Board of Directors Chairperson.

3. GENERAL DUTIES

3.1. The committee shall be responsible for the following:

- 3.1.1. Reviewing the agenda and all supporting documents for completeness
- 3.1.2. Ensure that any additional resources or special arrangements are available for the board meeting

4. MEETING FREQUENCY

4.1. The Committee will meet before each duly called Board meeting as outlined in the Board Legislative Calendar.

4.2. The Committee can also meet on an ad-hoc basis as time-sensitive matters arise.

Appeals Board Terms of Reference

Authority: Board of Directors	**Date Ratified:** July 16, 2023
	Next Review Date: July, 2026
Previous Amendments: November 14, 2022; February 3, 2022; November 29, 2017	

1. DEFINITIONS

1.1. **"Affiliate"** includes King's University College, Huron University College, and Brescia University College;

1.2. **"Appeal"** includes any proceeding to set aside or vary any Judgment of the Initial Decision- Making Body appealed from;

1.3. **"Appeals Board"** means the Appeals Board of the University Students' Council as established by this Policy;

1.4. **"Appeals Board Term"** means the annual term of the Appeals Board starting and ending on October 1st and June 30th respectively. Appeals Board Members will sit on alternating two (2) year terms

1.5. **"Appeals Board Chair"** is hired to serve in this role by the Board of Directors, and is to be a practicing lawyer. 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, training of 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;

1.6. **"Appeals Board Member"** or **"ABM"** means a voting member of the Appeals Board and includes the Appeals Board Chair;

1.7. **"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:

1.7.1. 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:

1.7.1.1. University Students' Council v John Smith, 2014:3 Election;

1.8. “**Confidential Information**” includes that which is referred to in Bylaw #1;

1.9. **“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;

1.10. **“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;

1.11. **“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;

1.12. “Panel Chair” means the Appeals Board Member in charge of a Panel. The Appeals Board Chair must be present at all hearings to serve as Panel Chair, unless (i) they have a conflict of interest, in which case the remaining Appeals Board Members shall elect from among themselves a Panel Chair for that appeal, or (ii) they become unable to continue in a hearing, at which time the remaining Panel Members shall elect from among 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;

1.13. **“Party”** means the Petitioner or Respondent;

1.14. **“Petitioner”** means the person or group who initiated the matter before the Appeals Board;

1.15. **“Respondent”** means the person or group whom the complaint was filed against in the matter before the Appeals Board;

1.16. **“Student”** means any individual undergraduate student of the University, or an Affiliate, regardless of full, part time, or special status;

1.17. **“University”** means Western University; and

1.18. **“Witness”** means an individual brought forth by a Party in order to testify in front of the Appeals Board.

2. GENERAL

2.1. The Appeals Board is the dispute resolution body of the USC empowered to hear Cases and try facts in accordance with its jurisdiction.

2.2. The Appeals Board follows the principles of natural justice, including fairness and good conscience.

2.3. The Appeals Board will apply the reasonableness standard when reviewing all appeals.

2.4. 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.

2.5. All electronic submissions to the Appeals Board Chair referred to in this Policy should be addressed to appeals@westernusc.ca.

2.6. 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

3. COMPOSITION

3.1. The Appeals Board shall be composed of four (4) Students and one (1) practicing lawyer serving as Chair;

3.2. 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.

3.3. Hearings before the Appeals Board should typically occur before a Panel of three (3) Appeals Board Members. However, the Appeals Board may elect to hear a matter as a Panel of five (5) in especially serious circumstances , so long as the number of Appeals Board Members sitting on each Panel is not even.

4. HIRING OF APPEALS BOARD MEMBERS

4.1. The Appeals Board Chair will be a practicing lawyer approved by a simple motion of the Board of Directors.

4.2. 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.

4.2.1. The Appeals Board Hiring Committee shall be composed of:

1. the Appeals Board Chair or Senior Manager Advocacy & Government Services and;

2. a member of the People and Development Department.

5. APPEALS BOARD CHAIR

5.1. The Appeals Board Chair shall be hired by the Appeals Board Chair Hiring Committee.

5.2. 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.

5.3. The Appeals Board Chair shall report to the USC Board of Directors.

5.4. The Appeals Board Chair must be present for all hearings.

5.5. The Appeals Board Chair must be a practicing lawyer.

6. TERMS OF OFFICE

6.1. Appeals Board Members shall serve a term of either one (1) or two (2) years.

6.2. 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.

6.3. The Appeals Board Chair will be a practicing lawyer, hired by the USC to fulfill the duties of Chair. Their term shall be reviewed every three (3) years by the USC Board of Directors Governance Committee, and may be extended for multiple terms at the discretion of the Board of Directors.

7. REMOVAL

7.1. The Appeals Board Chair has the purview to remove an Appeals Board Member following proper human resource practices.

7.2. The Board of Directors haves the purview to remove the Appeals Board Chair following proper human resource practices.

8. QUORUM

8.1. Quorum of the Appeals Board is met with three (3), five (5), or seven (7) Appeals Board Members:

8.1.1. 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;

1. 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

2. 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;

8.1.2. Appeals Board Members sitting on the Panel shall be present throughout the entire oral hearing;

8.1.3. 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;

8.1.4. 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:

1. The hearing be recessed until all Parties and Appeals Board Members are able to re-convene; or

2. 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.

8.2. 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.

8.3. 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. RECORDS

9.1. The Panel shall make available written, reasoned Judgments within five (5) days after the hearing.

9.2. A record of all written Judgments by the Appeals Board shall be kept by the USC and be made available to the public.

10. CONFIDENTIALITY

10.1. 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.

10.2. 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.

10.3. 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.

10.3.1. The written judgment shall still be published publicly but with the private information redacted.

10.4. 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.

10.4.1. The Judgment shall remain available to current and future Appeals Board members for consultation.

10.5. Decisions may include the names of parties when first published, but after three (3) calendar years from the date they were posted, names will be redacted from all published decisions.

11. JURISDICTION

11.1. The Appeals Board has the authority to adjudicate all appeals that pertain to the Clubs Governance Board or the Elections Governance Committee decisions.

11.1.1. 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.

11.2. Parties to an appeal are the student or group against whom the decision has been made (Petitioner) and the Initial Decision-Making Body (Respondent).

11.3. 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.

11.4. 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.

11.4.1. The Appeals Board shall not entertain petitions which are frivolous, vexatious, of inconsequential merit, or otherwise outside its jurisdiction.

11.5. 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;

11.5.1. Excepting in the case of Senate or Board of Governors elections, which may be appealed to the University Secretariat as per their policies.

12. PROCEDURE

12.1. *Commencing Proceedings:*

12.1.1. Proceedings shall be initiated by email to the Appeals Board Chair by the Petitioner;

12.1.2. 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;

12.1.3. The Appeals Board shall then either:

1. Inform the Petitioner of the failure of the application; or

2. 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.

12.2. *Submissions of Parties:*

12.2.1. Both the Petitioner and Respondent shall be granted the opportunity to submit their written submissions prior to the oral hearing; and

12.2.2. Written submissions shall be drafted according to a template which shall be made available to the Parties.

12.3. Intervenors:

12.3.1. The Appeals Board Chair shall inform the President of the USC and the Chair of the Board of Directors of the impending Case upon deciding to grant a Petitioner's application, both of whom may apply to intervene through email to the Appeals Board Chairwithin three (3) days of receiving such notice;

12.3.2. 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

12.3.3. 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.

12.4. Preliminary Conference:

12.4.1. 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:

1. agreement on non-contentious facts of the dispute;
2. explanation of hearing procedures; and
3. setting a date for the hearing.

12.5. *Independent Arbitrator:*

12.5.1. Where, at any point, the Appeals Board comes to the conclusion that the case at hand would be better be served by the appointment of an independent arbitrator, it may do so by a vote of the Appeals Board.

1. 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.
2. 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.
3. 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. HEARING RIGHTS AND PROCEDURES

13.1. Hearings shall be open to the public, limited only by space restrictions in the designated hearing room or the discretion of the Appeals Board;

13.2. At the discretion of the Panel, it may offer the parties the option to proceed on written submissions alone, if they feel it appropriate to dispense with oral submissions. If both parties agree to proceed by way of only written submissions, the hearing shall proceed in that manner; otherwise, the default of written and oral submissions shall apply.

13.3. The Panel may remove anyone from a hearing through a majority vote if the Panel decides that they are being disruptive, threatening, or offensive.

13.4. No audio-visual recordings shall be taken during the hearing, although Parties may take notes as necessary.

13.5. The Appeals Board Chair shall be the Panel Chair unless (i) he or she has a conflict of interest, in which case the remaining Appeals Board Members shall elect from among themselves a Panel Chair for that appeal, or (ii) he or she becomes unable to continue in a hearing, at which time the remaining Panel Members shall elect from among themselves a Panel Chair.

13.6. The Panel may, at their discretion, modify the general oral hearing procedure as they see fit.

13.6.1. A copy of the procedures shall be provided to the participants no less than three (3) days prior to the hearing.

13.6.2. A sample procedure for the oral hearing shall be found in Appendix 1.

14. DISPOSITION

14.1. At the end of an oral hearing the Panel may recess the proceedings to determine if they shall render an oral decision immediately.

14.2. The Panel will, at the end of a hearing, either deliver an oral judgment or indicate to the parties that it is reserving its judgment.

14.3. 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.

14.4. If Judgment is reserved, the Panel shall make its decision available within a reasonable amount of time.

14.4.1. Written reasoned Judgments shall be provided to the Parties and the public within five (5) days following the oral hearing.

15. EMERGENCY PROCEEDINGS

15.1. 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.

15.2. 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. ABSENCE

16.1. 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 Appeals Board Chair shall sit on the Panel with at least two (2) members of the Board of Directors who shall sit as a Panel and adjudicate the dispute in a manner otherwise consistent with this Policy.

16.1.1. If the Appeals Board Chair position is vacant at this time, three (3) members of the Board of Directors shall sit on the panel, and shall elect amongst themselves a Panel Chair to preside over the Case.

17. ELECTIONS DISPUTES

17.1. During the Election Period, Appeals Board Members shall be on notice that Appeals of Elections Governance Committee Judgments may require rapid adjudication.

17.1.1. 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

1. 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

17.1.2. Notice of an approval or rejection of an Application shall be given forthwith to the Petitioner.

17.2. The Appeals Board should be prepared to hear expedited hearings during the Election Period within twenty four (24) 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.

Board Attendance Policy

Authority: USC Board of Directors	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: February 3, 2022; July 8, 2018; November 2, 2018	

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.

To establish a demerit point system by which the attendance of directors is tracked and using which accountability measures can be implemented.

1. SCOPE

1.1. This policy applies to all Directors of the Corporation as defined in By-Law 1.

1.2. This policy does not apply to meetings of the Gazette Publishing Committee.

1.3. This policy does not apply to Emergency Meetings as defined in By-Law

1.4. For greater certainty, this policy does not apply to Resource Members of the Board.

2. DEFINITIONS

For the purposes of this policy:

2.1. **Board:** The board of directors of the Corporation.

2.2. **Board Term:** The duration of a director's service on the Board as defined in By-Law 1.

2.3. **Director:** A voting member of the Board, as outlined in Bylaw 1.

2.4. **Duly Called Meeting:** A meeting as defined in By-Law 1.

2.5. **Board Chair:** The Chair of the Board.

2.6. **Meeting:** Any Duly Called Meeting of the Board, or any meeting of a Board subcommittee.

2.7. **Meeting Chair:**

2.7.1. In the case of a Board Meeting, the Board Chair.

2.7.2. In the case of a subcommittee meeting, the Chair of that subcommittee.

3. POLICY ADMINISTRATION

3.1. The Board Chair is responsible for the administration of this policy.

3.2. The Board Chair may delegate the administration of this policy to the Manager of Leadership Support.

3.3. The Vice Chair is responsible for the administration of this policy as it applies to the Board Chair.

3.4. The Meeting Chair shall record and report all absences to the Board Chair.

3.5. The Board Chair shall maintain a record of the number of demerit points each Director has received.

3.6. All demerit points must be reported to, or recorded by, as the case may be, the Board Chair.

4. ATTENDANCE AT MEETINGS

4.1. If any Director does not attend a Meeting, that Director shall receive two demerit points

4.2. If any Director arrives halfway through the scheduled Meeting time or later, that Director shall receive two demerit points.

4.3. Generally speaking, the rules set out in this section apply to in-person and virtual meetings.

5. TELECONFERENCING

5.1. If a Director is unable to attend a meeting in-person and attends virtually, that Director must inform the Chair a minimum 48 hours in advance.

6. CONSEQUENCES

6.1. Each time a director receives a demerit point, the Board Chair shall advise the Director of their standing under this policy.

6.1.1. If the Board Chair has received the demerit point, the Vice-Chair shall perform this role.

6.2. If a director accumulates more than seven demerit points in a single Board Term, the Board Chair shall recommend that Council remove the director from the Board in accordance with the Board Accountability and Discipline Policy.

6.2.1. If the Board Chair has accumulated more than 7 demerit points, the Vice-Chair shall make the recommendation.

6.3. If a Meeting Chair accumulates three or more demerit points in a single Board Term, they are removed from their position as Board Chair or committee chair, as the case may be.

7. PROLONGED VIRTUAL ATTENDANCE

7.1. If a Director plans to attend three or more consecutive Meetings virtually, they shall advise the Board Chair and the Chair(s) of the Committee(s) on which they sit of the reason for this absence no later than seven (7) days prior to the first meeting which the Director will attend virtually.

Board of Directors Chairperson Terms of Reference

Authority: Board of Directors	**Date Ratified:** January 12, 2024
	Next Review Date: January, 2027
Previous Amendments: August 15, 2021;	

PURPOSE:

This Terms of Reference is designed to ensure that the Chairperson of the Board of Directors, the Board of Directors (Board) and staff of the University Students' Council have a shared understanding of the roles and responsibilities of the Chairperson of the Board of Directors.

1. SCOPE

This policy applies to the Board of Directors Chairperson, and is in addition to the chairperson's existing responsibilities as a director.

2. ELIGIBILITY

Any voting director, except the President and CEO of the Corporation, may serve as Board chair.

3. RESPONSIBILITIES

The Chairperson of the Board shall:

3.1. Provide leadership to enable the Board to act effectively in carrying out its duties and responsibilities as described in By-law 1 and as otherwise may be appropriate.

3.2. Preside over Board meetings, annual, and special meetings of the directors.

3.3. In consultation with the Agenda Committee ensure proper preparations are made for all board meetings.

3.4. Ensure the proper flow of information to the Board and review, with the President and COO the adequacy and timing of materials in support of management personnel's proposals.

3.5. Report to the members of the corporation at the first Council meeting of each month to ensure that the members are apprised of all relevant actions, discussions, or resolutions of the Board.

3.6. If and when requested, provide to a member of the Corporation any pertinent information that is requested by that member, so long as the request for information is reasonable. The reasonableness of a request for information by a member is determined at the sole discretion of the Board Chairperson.

3.7. Ensure the Board is able to perform its function independently of management.

3.8. Serve as a resource to all other directors, providing directors with whatever support, mentorship, or advice is needed for the director to best serve the corporation on the Board.

3.9. Manage the Board's relationships with Council, Management, and the Executive, respectively.

3.10. Effectively manage the affairs of the Board and ensure that the Board is properly organized and that it functions efficiently.

3.11. Provide for an effective transition of the Board at the beginning and end of the chairperson's term. This may include facilitating training sessions for incoming directors, meeting with incoming directors, preparing resources for incoming directors, requiring that officers of the Board and chairs of committees prepare transition reports for their successors.

3.12. If and when requested, provide advice and counsel to the President and COO; and, in consultation with the President and COO, ensure that there is an effective relationship between management personnel and the members of the Board.

3.13. In accordance with the Board Nominating Committee Terms of Reference, maintain an active role in the recruitment and hiring of new directors.

3.14. If and when requested and in accordance with the Corporation's By-Laws and governance best practices, assist the President and COO in presenting the corporate vision and strategies to the Board, students, Western University Administration, and off-campus stakeholders.

3.15. Perform any other responsibilities delegated or assigned to the Board chair by the Board.

4. REVIEW AND APPROVAL BY COUNCIL

As provided for by Section 7.3 of By-law 1, these terms of reference are subject to the review and approval of the Council.

Board of Directors Rules of Procedure

Authority:	Date Ratified: January 12, 2024
	Next Review Date: January, 2027
Previous Amendments: March 1, 2019; 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. BOARD OF DIRECTORS

1.1. The Board of Directors shall be composed as per By-Law #1.

1.2. Only Directors are permitted to vote on matters for approval.

1.3. Meeting minutes are recorded and maintained in accordance with the requirements of the Act.

2. OFFICERS OF THE BOARD

2.1. The Board of Directors will have three officers; Chairperson, Vice-Chair, and Secretary-Treasurer.

2.2. The Vice-Chair will chair meetings in absence of the chair at any Board Meeting.

2.3. Any vacancies in the Chairperson or Vice-Chair positions will be filled at the first duly called meeting after a vacancy occurs.

2.4. The role of Recording-Secretary will be filled y by the incumbent of the Executive Assistant role.

2.5. A vacancy in the Secretary-Treasurer role will be filled as outlined in By-law 1.

3. ELECTION OF OFFICERS

3.1. The Chairperson will be elected at the first meeting following the annual general meeting from the membership of the board.

3.1.1. Nomination for Chairperson will be open for one week and will require each candidate to complete a written explanation for their candidacy by the end of the week long nomination period.

3.1.2. Upon closing of nomination all written submissions received will be sent to the entire board for review.

3.1.3. Question for each candidate can either be submitted in advance of the first meeting after the annual general meeting, or asked in person at the first meeting after the annual general meeting.

3.2. Vice-Chair will be elected before October 31st of each year.

3.2.1. Nomination for Vice-Chair will be open for one week and will require each candidate to complete a written explanation for their candidacy by the end of the week long nomination period.

3.2.2. Upon closing of nomination all written submissions received will be sent to the entire board for review.

3.2.3. Questions for each candidate can either be submitted in advance of the meeting where the election will occur, or can be asked in person at the meeting where the election will occur.

4. PUBLIC MEETINGS

4.1. Unless otherwise noted, meetings of the Board of Directors are open to all members of the University community, in their entirety.

4.1.1. The number of attendees from the public may be limited by the room's capacity.

4.1.2. 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.

4.1.3. The Board of Directors may extend standing invitations to specific employees, encouraging their presence and participation in Board of Directors meetings as resource members.

4.2. Regularly scheduled meetings shall be publicly posted at the beginning of the fiscal year of the Corporation.

4.2.1. Additional meetings may be held at the call of the chair, provided that all members are given twenty-four (24) hours notice.

4.2.2. Any meeting that is rescheduled to a different date or time should be amended wherever it is publicly posted as soon as possible.

4.3. Agenda items must be submitted to the Recording-Secretary four weeks prior to a regularly scheduled Board of Directors meeting.

4.3.1. 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.

4.3.2. 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.

4.3.3. 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.

4.3.4. 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.

4.4. 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.

4.5. 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.

4.5.1. The agenda must include a brief description for each presentation

4.5.2. Should a meeting be cancelled or rescheduled, a simple notice of cancellation shall be posted in place of the agenda.

4.5.3. 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.

1. 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.

4.5.4. 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.

4.6. 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.

4.6.1. 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.

4.7. 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.

5. RECORD OF PROCEEDINGS

5.1. 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.

5.2. 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 should demonstrate that members and management have upheld their fiduciary duty to the corporation.

6. MEETINGS *IN CAMERA*

6.1. Matters of a confidential nature may only be disclosed and discussed in an *in camera* Board of Directors meeting.

6.2. *In camera* meetings are regularly scheduled to begin all public Board of Directors meetings.

6.3. 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.

6.3.1. An *in camera* meeting agenda shall not be posted online in advance of a meeting.

6.3.2. 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.

6.4. 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.

6.5. A discussion or decision may only be held in confidence if it fits at least one of the following criteria:

6.5.1. 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;

6.5.2. information about litigation or potential litigation involving the USC;

6.5.3. advice protected by solicitor-client privilege;

6.5.4. personal information about an identifiable individual, unless such information has been voluntarily disclosed to the public by the person(s) affected;

6.5.5. information from the proceedings of a Confidential Committee;

6.5.6. information regarding a sensitive human resource matter involving an identifiable individual; or,

6.5.7. any other information which, if disclosed, could compromise or adversely affect the Corporation.

1. 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.

6.6. 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.

6.7. 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.

6.7.1. 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.

6.7.2. 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.

6.7.3. 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.

6.8. 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).

6.9. 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.

7. AGENDA COMMITTEE

7.1. The Agenda Committee shall consist of:

7.1.1. the Senior Manager Advocacy and Government Services, as chairperson;

7.1.2. the Chairperson of the Board of Directors;

7.1.3. The Vice-Chairperson of the Board;

7.1.4. the Chief Operating Officer (Principal Policy Advisor to the Board of Directors); and,

7.1.5. the Manager, Leadership Support;

7.1.6. Resources members as needed by the committee

7.2. 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:

7.2.1. 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;

7.2.2. identifying the status of meeting minutes under review and determining whether or not they are ready to be moved for approval;

7.2.3. determining whether an item should be placed in the Public Meeting agenda, or the *in camera* agenda;

7.2.4. 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;

7.2.5. determining where the public meeting should be held;

7.2.6. 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,

7.2.7. determining if it is appropriate to cancel or reschedule a future Board of Directors meeting.

7.3. The specific timing of Agenda Committee meetings shall be determined by the Recording-Secretary.

7.4. 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.

8. SUB- COMMITTEES

8.1. The Board of Directors will create Sub-Committees at their discretion to deal with the matters of the board

8.2. The Committee Chairpersons will be elected at the first meeting following the annual general meeting from the membership of the board with a simple majority vote.

8.3. Any vacancy in a Committee Chairperson role will be filled at the next duly called meeting of the board from the membership of the board with a simple majority vote.

Bylaw #2: Election Bylaw

Authority: Board of Directors	**Date Ratified:** October 11, 2023
	Next Review Date: October 2026
Previous Amendments: September 1, 2021; November 27, 2019; November 28, 2018	
Related Document(s):	
Review Committee(s):	
Delegates:	

1. PURPOSE

This Bylaw outlines the rules and procedures for University Students' Council (USC) elections at Western University.

2. DEFINITIONS

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

2.1.1. **Affiliate** means King's University College, Huron University College, and Brescia University College

2.1.2. **Campaign Material** means any material, regardless of format, that promotes or opposes any Candidate.

2.1.3. **Campaigning** means any attempt by a person or organization to motivate a student to cast a ballot in favour or against a candidate or referendum question. This may occur with or without campaign material.

2.1.4. **Committee** means the Elections Governance Committee (EGC).

2.1.5. **Council** means the Members of the corporation and the legislative branch of the Corporation.

2.1.6. **CRO** means Chief Returning Officer of the USC.

2.1.7. **Campaign Period** means the designated days during which a candidate may campaign.

2.1.8. **Candidate** means person seeking or to be elected to an office and whose name appears on the ballot.

2.1.9. **Days** shall be business days.

2.1.10. **Divisional Election** means an election for Faculty Councils and Affiliate Councils.

2.1.11. **Election or USC Election** shall include any election, including by-elections, for a USC Executive or Council member.

2.1.12. **Faculty** means any of the Western University faculties.

2.1.13. **Faculty Council** or **Constituency Council** means the student-led governing bodies of Western University faculties or affiliates.

2.1.14. **Presidential Election** means an election for President of the USC.

2.1.15. **Referendum** means a question posed to Western University's student body.

2.1.16. **Secretary of the University** as defined by Western University.

2.1.17. **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.

2.1.18. **University** means Western University together with King's University College, Huron University College, and Brescia University College.

2.1.19. **USC** means University Students' Council of Western University.

3. JURISDICTION

3.1. This Bylaw applies to all University Students' Council-administered elections at Western University.

3.2. The Committee can delegate the administration of an election or by-election to another governing body by a simple majority vote.

3.3. The USC shall recognize no election or referendum conducted by a body other than the EGC or CRO unless first delegated such authority as outlined in section 3.2 of this bylaw.

4. ELECTION GOVERNANCE

4.1. There shall be a Chief Returning Officer (CRO) and an Elections Governance Committee chaired by the Chief Returning Officer.

4.1.1. The Chief Returning Officer is responsible for the elections and referendum processes. The CRO may appoint one or more Deputy Returning Officers and other officers to assist them in the completion of their duties.

4.2. The CRO and the Committee shall have the sole authority to enforce the provisions of this Bylaw.

4.3. The Elections Governance Committee is responsible for those decisions which it is empowered to make by By-Law, Policy or Procedure.

5. VOTER ELIGIBILITY

5.1. All undergraduate students enrolled at Western University at the start of the nomination period, as outlined in the election calendar, are eligible to vote in the USC Elections.

5.2. Each eligible voter is permitted one vote for USC President.

5.3. Each eligible voter is permitted one vote for the following positions in the faculty or affiliate college they are registered in as determined by the Western University Registrar's Office.

5.3.1. Constituency Council President

5.3.2. Constituency Councillor

5.4. Students in a dual degree program can only vote in one of the constituencies in which they are enrolled.

5.4.1. By default, the student will be eligible to vote in the constituency listed in the common data elements delineating the candidates, electors, and voting segments as received by the Registrar's Office. To vote in the other constituency, the student must make a written request to that effect. The manner in which such requests will be processed, including criteria for a successful request, will be prescribed in a Policy established by the Board in accordance with section 10 of this by-law. Requirements for the form and substance of such requests, including any deadlines, will be prescribed by the Chief Returning Officer.

5.5. Council Members of the outgoing and incoming USC shall be permitted one vote for the Vice-President External Affairs and Vice-President University Affairs elections.

5.5.1. A councillor who is a member of the outgoing and incoming councils shall be permitted two votes.

5.6. Eligible voters are permitted one vote for each referendum question presented to the entire student body.

5.6.1. For referendum questions specific to faculty or affiliate college only students enrolled in that faculty or affiliate college will be permitted to one vote.

6. CANDIDATE ELIGIBILITY

6.1. For elections during the summer term only undergraduate students enrolled in the most recent winter term and intending to return for the following academic year will be permitted to run for USC President, Vice President External Affairs and Vice President University Affairs.

6.2. For elections during the fall term only undergraduate students enrolled in the most recent fall and winter terms will be permitted to run for USC President, Vice President External Affairs and Vice President University Affairs.

6.3. For elections during the winter term only undergraduate students currently enrolled in the winter term and most recent fall term will be permitted to run for USC President, Vice President External Affairs and Vice President University Affairs.

6.4. Any person can become a candidate in a faculty or affiliate election if they are registered as a student in that faculty or affiliate college at the time of nomination.

6.5. Candidates may only run for one elected position.

6.6. To determine if a student meets the above criteria, the USC will rely on records provided by the University Registrar.

6.7. Students in a dual degree program can only run for an elected position in one of the constituencies in which they are enrolled.

6.7.1. By default, the student will be eligible to run in the constituency listed in the common data elements delineating the candidates, electors, and voting segments as received by the registrars office. The student must make a written request to run in the other constituency. How such requests will be processed, including criteria for a successful request, will be prescribed in a Policy established by the Board following section 10 of this by-law. Requirements for the form and substance of such requests, including any deadlines, will be prescribed by the Chief Returning Officer.

6.8. For a full list of the constituencies and the number of Councillors representing each, refer to Council Composition Procedure.

7. ELECTIONS CALENDAR

7.1. The CRO will release the election calendar each year by the end of July.

8. BALLOTING

8.1. Ballots are cast online using a service provider determined by the USC.

8.2. Voters shall be able to abstain from any or all segments on the ballot without risk of spoiling the ballot.

8.3. All elections and referenda with more than two (2) options on the ballot, excluding divisional races, will be administered using a preferential ranked ballot that is counted using the single transferable vote method.

8.3.1. Voters shall mark their choices in order of preference.

1. One (1) is the highest (most preferred) ranking;
2. Two candidates cannot have the same ranking, or the ballot is invalid ;
3. Any candidate can be given any ranking, including no ranking.

8.4. For all elections and referenda, with only two (2) options on the ballot, and for all divisional elections with any number of options, a plurality voting system shall be used to count ballots.

9. ELECTION RESULTS

9.1. Election results shall be released within three days of the close of balloting.

10. POLICIES AND PROCEDURES

10.1. The Board of Directors will occasionally establish Policies for the conduct of elections and referendums consistent with this By-Law. The EGC may establish procedures and regulations consistent with this By-Law and any Policies established by the Board of Directors under this section.

Chief Operating Officer Policy

Authority: Board of Directors	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 3, 2022; November 29, 2019; July 1, 2016	

OBJECTIVE

To outline and enshrine the duties and responsibilities of the Chief Operating Officer.

1. DEFINITIONS

1.1. **Chief Operating Officer (COO)** means the most senior member of the permanent administrative staff, reporting directly to the Board of Directors.

1.2. **President** means the USC President.

2. COO AUTHORITY

2.1. Appointed by the Board of Directors

2.1.1. There shall be a Chief Operating Officer (COO) who shall be appointed by and report directly to the Board of Directors.

2.1.2. The COO shall carry out any and all of the administrative duties and responsibilities as established by the Board of Directors.

2.1.3. 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.

2.2. Day-to-Day Supervision

2.2.1. The President shall have day-to-day supervisory responsibility for the COO and shall produce a report on the COO's annual performance for the Human Resources (HR) Committee of the Board, which will then go to the Board for approval.

2.3. Vacancy

2.3.1. Should there be a vacancy of the COO position, the Senior Manager, People and Development will assume the role on an interim basis..

2.3.1.1. Should the vacancy last longer than 4 months, the COO Vacancy Procedure shall be triggered.

2.3.2. The Board shall determine a course of action to fill the position permanently within an appropriate timeline.

3. PRIORITIES, DUTIES, AND RESPONSIBILITIES

3.1. The Board shall maintain and clearly communicate a Job Description and complete an annual performance appraisal with priorities clearly listed out.

3.2. 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.

3.2.1. Given the unique, student driven nature of the organization, the COO shall provide an abundance of clear and concise information to the Board.

3.3. This list of priorities shall be reviewed annually by the Human Resources Committee of the Board, and the COO, and shall be approved by the Board.

3.4. 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.

3.5. The COO shall attend Board meetings, and may attend Council and Standing Committee meetings, with the right to speak, but not the right to vote.

3.6. The COO shall participate in the annual budget process and shall ensure the budget is followed, or amended as needed per the Operating and Capital Budget Approval Policy and Procedure.

3.7. The COO shall ensure that corporate policy is communicated to, and followed by, all applicable staff.

3.8. The COO shall oversee the human resources of the organization, including recruitment and retention.

COO Vacancy Procedure

Authority: Chief Operating Officer	**Date Ratified:** April 28, 2025
	Next Review Date: April, 2028
Previous Amendments: n/a	
Related Document(s): Chief Operating Officer Policy	
Review Committee(s): Human Resources Committee of the Board	
Delegates: Chief Operating Officer Senior Manager, People and Development	

PURPOSE

This procedure is intended to guide the Board in the event of a planned or unplanned absence of the Chief Operating Officer (COO). The purpose of this procedure is to ensure continuous coverage of critical COO duties and responsibilities to minimize the impact of their absence on the Corporation.

1. DEFINITIONS

1.1. **Planned absence**: expected/anticipated absence, intended to be temporary; examples include but are not limited to vacation, parental leave, temporary disability

1.2. **Planned departure**: expected/anticipated departure; permanent; examples include but are not limited to resignation, transition to new role, retirement

1.3. **Unplanned absence**: unexpected absence, intended to be temporary; examples include but are not limited to illness, disability, long term leave to care for family

1.4. **Unplanned departure**: unexpected, permanent departure; examples include but are not limited to incapacitation, sudden resignation, death.

1.5. **Short term absence**: lasting less than four (4) months

1.6. **Long term absence**: lasting more than four (4) months

2. CHIEF OPERATING OFFICER ABSENCE

2.1. As per the Chief Operating Officer Policy, an absence in the role of the Chief Operating Officer will be filled on an interim basis by the Senior Manager, People and Development, where that absence is anticipated to last less than 4 months.

2.2. Should the vacancy last longer than four months, whether as a planned or unplanned absence, the Board will assess the need to replace the Chief Operating Officer on a permanent basis.

2.2.1. Considerations shall include the speed with which the replacement process can reasonably take place, the likelihood of the COO's return, and any legal requirements that might be associated with the reasons for the absence.

2.3. Should the Board determine that a permanent replacement is in the best interests of the Corporation, it shall strike a COO Search Committee.

2.3.1. The membership of the COO Search Committee shall be:

1. The Chairs of the Governance, Finance, and Human Resources Committee.
2. The President.
3. The Chair of the Board, who will also be the Chair of the Search Committee.
4. The Senior Manager, People and Development, as an advisor.
    a. Should the Senior Manager, People and Development intend to apply for the position, the Senior Manager, Advocacy and Government Services shall assume this advisory role.
    b. Should the incumbents of both roles intend to apply for the role, an alternate Senior Manager will be appointed by the Board to serve an advisory role on the committee.

3. CHIEF OPERATING OFFICER DEPARTURE

3.1. Where the COO's departure is permanent in nature, the Board shall strike the Search Committee as soon as the departure is confirmed.

3.2. The composition of the Search Committee shall be the same as that outlined in section 2.3.

3.2.1. If the COO's departure is planned and time allows, the composition of the Search Committee may be amended to include the outgoing COO, at the discretion of the Board.

4. INTERIM CHIEF OPERATING OFFICER

4.1. The Interim COO shall have full decision making authority and independent action as exercised by the regular COO.

4.2. The Interim COO shall consult with the Board as outlined in existing bylaws, policies, and procedures.

5. SEARCH COMMITTEE SCOPE AND MANDATE

5.1. The board's role is to assess the permanent leadership needs of the Corporation to ensure they select a qualified and effective COO that is compatible with the mission, vision, values, and goals of their nonprofit and its membership, and who has the necessary skills to lead the Corporation.

5.1.1. Before opening the role to applicants, the Board should first ensure there is an up to date COO Job Description, and approve a salary range for the position.

5.2. The Search Committee should strive to develop a diverse candidate pool when seeking qualified COO candidates, and narrow the final selection to three finalist candidates for the interview process.

5.2.1. The Search Committee should first explore the interest of any potential internal candidates for the COO position.

5.3. The Search Committee will also consider the merits of conducting a comprehensive external recruitment and selection process.

5.4. The Search Committee will develop a plan for conducting interviews with potential candidates and determine which other people should be included in the interview process.

5.5. The Search Committee is authorized to set appropriate salary terms with the finalist candidates, subject to the approvals in 5.1.1.

5.6. The Search Committee will make a recommendation regarding hiring the new permanent COO to the full board of directors for approval.

5.7. The Board will ensure that the new COO has an appropriate orientation process that may include participation by the current COO, interim COO, or any other key management staff or board members.

6. REVIEW AND ENACTMENT

6.1. This procedure shall be reviewed annually as part of the Gap Analysis.

Club Executive Removal Procedure

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June, 2027
Previous Amendments: N/A	
Related Document(s): Club Operating Policy	
Review Committee(s): Governance and Finance Standing Committee	
Delegates: Senior Manager, Advocacy and Government Services Manager, Student Activities	

DEFINITIONS

Days for the purposes of this procedure, **days** shall mean calendar days.

OBJECTIVE

To set a fair and transparent process for the removal of Club Executives.

SCOPE

This procedure applies to the four Club Executives required by the USC's Club Operating Policy: President, VP Finance, VP Events, and VP Communications.

In the event that a Club Executive or Club member has a concern about the ability of another Club Executive to fulfill their obligations, or about their behavior, Clubs members and Executives have a number of options:

1. Formal resolution using any process that may be outlined in the Club's Constitution.
2. Informal resolution through a meeting with the Manager, Student Community.
3. Formal complaint to the Clubs Governance Board requesting the removal of the Club Executive.

This policy addresses the third option and provides a procedure for both the student submitting the request for removal, and the CGB in considering that request.

AUTHORITY

The CGB will not remove a Club Executive directly; rather, they will provide a recommendation to the membership. That recommendation should be put to the membership as a vote, where removing a Club Executive requires a ⅔ majority vote.

PROCEDURE

1.1. The Clubs Governance Board will start investigating a Club Executive upon receiving a complaint.

1.2. A complaint shall consist of the following:

1.2.1. The name of the Club.

1.2.2. The name of the complainant.

1.2.3. The date of the alleged violation(s).

1.2.4. The section(s) of Clubs Policy and Procedure that the Executive has allegedly violated.

1.2.5. Documentation or other material that substantiated the alleged violation.

1.2.6. Any other relevant information.

1.3. All complaints must be submitted to the Manager, Student Community, within twenty (20) days of the alleged violation being discovered.

2. Upon receipt of a complaint, the Manager, Student Community, will review the complaint and determine if the allegation would satisfy the scope of the Discrimination Harassment and Violence Policy.

2.1. If the allegation satisfies the scope of the Western University Code of Student Conduct. The Manager, Student Community will be provided with the information needed to submit a complaint under the Western University Code of Student Conduct

1. If the allegation satisfies the Western University Code of Student Conduct, the CGB will take no further action on the allegation.

2.2. If the allegation satisfies the scope of the Discrimination Harassment and Violence policy then the investigation will follow the Clubs Discrimination Harassment and Violence Reporting procedure.

1. The results of the investigation under the Clubs Discrimination Harassment and Violence Reporting procedure will be binding, and the results of the investigation will be communicated to the CGB and SOS.

2.3. If the allegation does not satisfy the scope of the Discrimination Harassment and Violence policy the investigation will follow the steps outlined below.

3. INVESTIGATION PROCEDURE

3.1. The CGB will review the complaint and determine if it warrants an investigation and hearing with the CGB.

3.2. The Executive in question shall be given five (5) days to submit a written response to the complaint to the Chair of the Clubs Governance Board.

3.2.1. If the Executive does not respond within five (5) days the investigation will proceed to the next step without the club submission.

3.3. The Clubs Governance Board shall be guided by Clubs Policy and Procedure in adjudicating alleged violations and may seek the assistance of any source of relevant information.

3.4. The Clubs Governance Board shall deem the Club to have committed the violations in the following circumstances:

3.4.1. It can be demonstrated that the Executive has not fulfilled their role as laid out in the Club Constitution.

3.4.2. It can be demonstrated that the Executive has been unreachable by other Club Executives for a period of no less than 30 days.

4. HEARING PROCEDURE

4.1. If the CGB determines a complaint is worth further investigation, an oral hearing will be scheduled five (5) to ten (10) days after the completion of the preliminary investigation.

4.2. The oral hearing will follow the below procedure.

4.2.1. Submissions of Parties

1. Both the Petitioner and Respondent shall be required to submit their written submissions prior to the oral hearing.
2. Written submissions shall be drafted according to a template which shall be made available to the Parties.
3. Written submissions must be submitted 48 hours before the start of the scheduled hearing.

4.2.2. Preliminary Conferences

1. The Committee may meet with both parties to discuss the following before a hearing is completed.
   a. agreement on non-contentious facts of the dispute;
   b. explanation of hearing procedures, and;
   c. setting a date for the hearing.

4.2.3. Witnesses
   1. The committee, the petitioner or the respondent can request witnesses present at the hearing.

   2. Request for witnesses must be received seventy-two (72) hours before the hearing begins.

   3. All witnesses should be notified of the hearing date, time and location no less than 48 hours before the hearing.

4.3. Rights

4.3.1. The Committee, or a designate thereof, may record the hearing for the purposes of taking and publishing minutes.

4.3.2. A copy of the procedures shall be provided to the participants no less than forty-eight (48) hours prior to the hearing.

4.4. Release of Decision

4.4.1. The committee can take a short break to determine if a decision can be made immediately.

4.4.2. The committee can release their decision at the end of the hearing, or the committee can end the hearing and withhold its decision until the committee has had time to discuss it further.

4.4.3. The Chair of the Clubs Governance Board shall release its written decision within five (5) days of the hearing.

4.4.4. Written notice shall consist of the decision, reasons for the decision, and any recommendations to the club membership, including a recommendation for removal of an executive.

4.4.4.1. If the removal of an executive is recommended, a vote of the membership must be held within thirty (30) days.

4.4.5. All documentation, including the notice of the decision, shall be kept on file with the Student Organizations Support Staff.

4.4.6. The Chair of the Clubs Governance Board 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. RECORDS AND CONFIDENTIALITY

5.1. In Cases where anonymity to a Party or Witness has been granted, the Party or Witness shall only be referred to by their initials in the written decision.

5.2. The written decision shall still be published publicly but with the private information redacted.

5.3. In Cases where Confidential Information of the USC is required, the hearing shall be held in camera, and the decision shall not be made publicly available if the information cannot be redacted.

5.3.1. The Judgment shall remain available to current and future Club Governance Board members for consultation and any group at the direction of the Senior Manager Information Systems.

6. APPEALS

6.1. An Executive whose removal has been recommended may appeal the decision of the Clubs Governance Board to the USC Appeals Board within five (5) days of being informed of the decision.

6.2. The Appeals Board shall provide written reasons for its decision to the Club and the Chair of the Clubs Governance Board.

Clubs Advisory Committee Terms of Reference

Authority: Board of Directors	**Date Ratified:** August 24, 2023
	Next Review Date: August, 2026
Previous Amendments: N/A	

PREAMBLE

The Clubs Advisory Committee shall be responsible for providing insights and comments on the clubs system to the Clubs Governance Board and the Student Organizations Support staff responsible for administering the clubs system.

1. COMPOSITION

1.1. The Clubs Advisory Committee (CSC) shall be composed of:

1.1.1. Manager, Student Community, ex-officio, as Chair

1.1.2. Student Organizations Advisor, ex-officio

1.1.3. Associate Vice-President Student Services (or delegate), ex-officio

1.1.4. Five (5) to ten (10) students who are current members of a USC ratified club

2. SELECTION PROCESS OF STUDENT MEMBERS

2.1. The Clubs Governance Board will hire the five (5) to ten (10) current club members to sit on the Clubs Advisory Committee

2.1.1. The Clubs Governance Board will determine the hiring processes each year by a simple majority vote of the members.

1. The CGB will strive to hire students that represent a diverse set of club experiences.

3. MEETING FREQUENCY

3.1. The Clubs Advisory Committee will meet at the call of the chair with a minimum seven calendar day notice.

4. RESPONSIBILITIES OF THE COMMITTEE

4.1. The committee shall provide feedback to the staff and students that administer the USC Clubs System.

4.2. The student members can provide feedback on any aspect of the clubs system

4.3. Feedback received by the committee is non-binding

4.4. The Clubs Governance Board and USC Board of Directors shall complete all policy changes required as a result of feedback received at the Clubs Advisory Committee.

4.5. The Chair must provide an annual report to Clubs Governance Board and the USC Board of Directors that includes the following;

4.5.1. List of student members on the committee

4.5.2. Generalized feedback received during the year meetings

4.5.3. Policy recommendations as a result of feedback received

Clubs and Faculty Council Event Approval Procedure

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June, 2027
Previous Amendments: August 24, 2023; April 30, 2015; 2013	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

Below is the process to receive approval for Clubs Events within the Western University Students' Council clubs system. For further detailed information on running specific events (for example, fashion shows or campfires), please refer to Appendix 1.

To access the USC insurance, faculty councils can choose to follow the processes in this document to receive event approval.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs and Faculty Council Event Approval Procedure

1.1.1. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.2. **Club Event** or **Event** any gathering of club members to engage in or discuss club activities that achieve the mandate of the club.

1.1.3. **Club Executive** or **Executive** are the leadership positions outlined in each club's constitution.

1.1.4. **Club Members or General Club Membership** are undergraduate or graduate students who have a paid membership in a club.

1.1.5. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors.

1.1.6. **Event Organizer** is the club executive member who submitted the event proposal on Western Link

1.1.7. **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.

1.1.8. **Hospitality Services** is the USC department that is responsible for the Spoke and Rim Tavern, The Wave, and all catering conducted by the USC.

1.1.9. **Security staff** are hired professionals with an Ontario Security Guard Licence.

1.1.10. **Signing Officer** is an executive member who can authorize the use of Club Funds.

1.1.11. **Student Organizations Support Staff** is the full-time permanent staff team that supports Clubs.

1.1.12. **UCC** or **University Community Center** is a building on the Western University Campus by the same name.

1.1.13. **University Students Council** or **USC** is the undergraduate student union at Western University.

1.1.14. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. EVENT PROPOSALS

2.1. All Clubs shall submit an event proposal to the Student Organizations Support Staff through WesternLink before holding any event, including general and executive meetings.

2.1.1. All event proposals must include all details of the planned event.

2.2. Only signing officers of the club can submit event proposals.

2.3. All event proposals shall be submitted using the following timelines:

2.3.1. Meetings, tables, and simple events – must be submitted a minimum of three (3) business days prior to the date of the event.

2.3.2. Events with advertising, budgets, and display materials – must be submitted a minimum of five (5) business days prior to the date of the event.

2.3.3. Events with security, performers, contracts, venue rentals, bar events, and ticket sales – must be submitted a minimum of ten (10) business days prior to the date of the event.

2.3.4. Trips within Canada – must be submitted a minimum of fifteen (15) business days prior to the date of the event.

2.3.5. Trips to the United States of America must be submitted a minimum of twenty (20) business days prior to the event.

2.4. All event proposals shall require approval by the Student Organizations Support Staff before the event may be held.

2.5. 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.

2.6. 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 event organizer to ensure all participants complete the online waiver before the event. Event organizers must ensure only students who filled out the waiver attend the event.

2.7. 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. SECURITY & ALCOHOL

3.1. All Club events must comply with Western University's policy 1.33 – Campus Alcohol Policy.

3.2. If deemed necessary, the Student Organizations Support Staff shall book professional security staff for Club events.

3.2.1. Security staff shall be booked based on the number of attendees expected for the event as detailed in the event proposal.

3.2.2. For high-risk events not serving alcohol, the Student Organization Support Staff can require security to be present.

3.2.3. Student Organization Support staff shall work with the event organizers to determine proper security coverage.

3.2.4. The Club hosting the event shall be billed for the cost of the security staff.

3.2.4.1. Student Organizations Support staff will provide a quote of security costs once the event proposal is reviewed.

3.2.5. Security staff will arrive thirty (30) minutes prior to the event start and shall stay for the duration of the event.

3.2.6. Security staff shall be paid for a minimum of three (3) hours, even if the duration of the event is shorter.

3.3. At licensed events where alcohol is being consumed, security staff shall ask for photo identification from all guests before entering the venue.

3.3.1. Where the event is classified as an all-ages 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

3.3.2. Where the event is intended for people over the age of 19, security staff shall only allow attendees who are 19 or older to enter the venue.

3.3.3. Security staff reserve the right to refuse entry to anyone who appears intoxicated or otherwise impaired.

3.4. Clubs hosting an event with alcohol service shall be permitted to distribute one (1) complimentary drink ticket per attendee of legal drinking age.

3.4.1. Drink tickets shall only be distributed by the venue or security staff at the entrance to the venue.

3.4.2. Only one (1) drink ticket may be redeemed by any individual.

3.4.3. The cost associated with drink tickets shall be charged back to the club.

3.5. Clubs shall not be allowed to hold any event that serves alcohol at a private residence.

4. TRAVEL

4.1. Public transportation is recommended, where possible, for Clubs wishing to travel less than 250 kilometres from London. If not feasible, members are permitted to find alternate transportation. These members must sign the "Assumption of Risk Waiver" acknowledging the risk and are indemnifying the USC of any liability for their transportation.

4.2. Clubs wishing to travel more than 250 kilometres from London must use a professional transportation service.

4.3. Clubs wishing to travel to the United States must submit a detailed itinerary with the event proposal. Approval of such travel is dependent upon the USC’s insurers. Travel outside North America is not permitted.

4.4. All Club members taking part in an event that requires travel must complete an online waiver.

4.5. Clubs that require a professional transportation service shall choose from the USC Student Organization Support preferred vendors list.

4.6. The USC and the Student Organizations Support Staff reserve the right to place additional restrictions on Club travel at their own discretion.

4.7. Where travel is being provided by a club, all participants must be club members.

5. FOOD REGULATIONS

5.1. All food being served/sold must comply with Middlesex London Health Unit safety standards of handling, preparation, and serving.

5.2. 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.

5.3. Events being held in the University Community Center shall be subject to food restrictions as determined by the USC Student Organization Support, Food and Beverage or USC Reservations. 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 before the event (in addition to the event proposal submitted to the Student Organizations Advisors).

6. CHARITY INITIATIVES

6.1. 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.

6.2. 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, and contact information for the charity.

6.3. Clubs shall not place donation boxes of any sort in any campus location for the purpose of fundraising.

6.4. Clubs shall not conduct raffles of any sort unless the Ontario Lottery and Gaming Commission has given written permission.

6.5. Clubs shall not use funds obtained as a grant from the USC or another organization for the purposes of making a charitable donation.

6.6. All funds raised as part of a charity initiative shall be deposited into the Club's Bank Account with the USC on the first business day following the event.

7. SPONSORSHIP AND CO-PROMOTION

7.1. Club sponsorship and co-promotion must:

7.1.1. Be consistent with the interests and image of the USC.

7.1.2. Be consistent with the USC's By-laws, Policies, and Procedures.

7.1.3. 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.

7.1.4. Be consistent with Western University Policies and Procedures.

7.2. 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.

7.3. 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).

7.4. All sponsorship or co-promotion agreements must be approved in advance of signature by the USC's Student Organizations Support Staff.

7.4.1. The USC reserves the right to approve or deny any sponsorship or co-promotion agreement proposed by a Club as it sees fit.

8. **PERMISSION FOR TRADEMARK AND COPYRIGHTED MATERIALS**

8.1. 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 Vice-President Communication and Public Affairs.

8.1.1. Approval is at the discretion of the USC Vice-President Communication and Public Affairs, if approved, approval shall be provided to the club in writing.

8.2. 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.

8.2.1. The club must submit proof of approval to the Student Organizations Support Staff upon request.

8.3. 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.

8.3.1. 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.

8.3.2. 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.

9. CODE OF STUDENT CONDUCT APPLICATION

9.1. All events held and/or actions taken by a Club shall be subject to the Western University Code of Student Conduct.

9.2. For the purposes of application, Clubs shall be held to be interchangeable with "Student" as defined in the Western University Code of Student Conduct.

9.3. A Club event and/or action shall be considered to be a USC-approved event/action and shall be accorded the same interpretation as a "University-sponsored program, event, or activity" as defined by the Western University Code of Student Conduct.

9.3.1. This interpretation shall apply in addition to University-sponsored programs, events, or activities and not in the place of.

9.4. 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.

Appendix 1

Club Event Best Practice 2023

Club Bill of Rights

Authority: Board of Directors	**Date Ratified:** January 21, 2019
	Next Review Date: January, 2023
Previous Amendments: N/A	

1. **RIGHT OF FREE EXPRESSION**
   1.1. USC-Ratified Clubs shall have the right to free expression, subject to the following terms:
      1.1.1. 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.

      1.1.2. The free and unobstructed exchange of ideas shall be a major priority of the Clubs System.

      1.1.3. 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.

      1.1.4. 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.

   1.2. 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. **RIGHT AGAINST UNREASONABLE RESTRICTIONS**
   2.1. 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:
      2.1.1. Logistical requirements, security charges, or any other conditions imposed must be as minimal as reasonably possible, so as not to intentionally de-platform events.

      2.1.2. 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.

2.1.3. 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.

2.2. 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. RIGHT OF EQUAL ACCESS

3.1. All clubs shall have the right of timely access to all policies, procedures, and other relevant documents.

3.2. All clubs have the right of access to services that the USC provides to clubs, allowing for reasonable logistical constraints.

3.3. 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. RIGHT OF EQUAL TREATMENT

4.1. The USC shall treat all clubs substantially equally, and shall not extend special privileges or restrictions to any club,

4.2. Unless levied as part of a sanction under Club Hearings and Sanctions Procedure.

Clubs Code of Conduct

Authority: Board of Directors	**Date Ratified:** August 24, 2023
	Next Review Date: August, 2026
Previous Amendments: N/A	

PREAMBLE

Below are the expectations of all members of the University Students Council (USC) Clubs Systems. This includes club executives and general members.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Code of Conduct.

1.1.1. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.2. **Executive** or **Club Executive** are the leadership positions outlined in each club's constitution.

1.1.3. **Member** or **Members** are undergraduate or graduate students who have a paid membership in a club.

1.1.4. **University Students Council (USC)** is the undergraduate student union at Western University.

2. CODE OF CONDUCT

2.1. Respect and Inclusion:

2.1.1. Treat all members, executives, and guests with respect, regardless of their background, race, ethnicity, gender, sexual orientation, religion, or abilities.

2.1.2. Foster an inclusive and welcoming environment where everyone feels safe and valued.

2.2. Professionalism:

2.2.1. Act in a professional manner during club activities, meetings, and events, both on and off-campus.

2.2.2. Uphold the reputation of the club, the USC and Western University by maintaining a high standard of integrity and ethical behaviour.

2.3. Attendance and Participation:

2.3.1. Attend club meetings, events, and activities regularly unless there are valid reasons for absence.

2.3.2. Contribute actively to discussions, decision-making processes, and club initiatives.

2.4. Communication and Collaboration:

2.4.1. Communicate respectfully and effectively with fellow club members, executives, and stakeholders.

2.4.2. Collaborate with others to foster a positive and productive club environment.

2.5. Compliance with USC and Western University Policies:

2.5.1. Ensure that club activities and events align with the policies and regulations set forth by the USC and Western University.

2.6. Financial Responsibility:

2.6.1. Manage club funds responsibly and transparently, ensuring proper documentation and adherence to USC Clubs Operating Policy and the Clubs Financial Procedure.

2.6.2. Use club resources and funds solely for authorized club activities and purposes.

2.7. Conflict Resolution:

2.7.1. Resolve conflicts or disagreements in a respectful and constructive manner, seeking mediation or assistance when necessary.

2.7.2. Strive to maintain a positive and harmonious club environment, promoting teamwork and cooperation.

2.8. Compliance with Laws and Regulations:

2.8.1. Abide by all local, national, and international laws and regulations during club activities, events, and trips.

2.8.2. Seek appropriate permissions, licenses, and permits, when required, for club activities.

Clubs Constitution Template

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: August, 2027
Previous Amendments: August 24, 2023; November 12, 2020; April 1, 2010	

PREAMBLE

The following guideline details the function of a Club Constitution, and provides a template for drafting an acceptable Club Constitution.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Constitution Template.

1.1.1. **Annual General Meeting** is a meeting of the general club membership and club executive to review club finances, ratify executive, and discuss the clubs activities for the year

1.1.2. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.3. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors

1.1.4. **External Affiliations** is any group or people not part of the University Students' Council.

2. FUNCTION OF CLUB CONSTITUTIONS

2.1. 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.

2.2. Every club constitution and proposed club constitution must reflect the terms provided in Appendix 1: Club Constitution Template. Additional terms are permitted, provided they do not conflict with the template, or other USC Policies and Procedures.

2.3. The USC and the Clubs Governance Board will only refer to a club's Constitution filed with the USC Clubs Department and will make all decisions using that constitution.

2.4. Club constitutions must be amended and passed in accordance with the Clubs Constitutional Amendment Procedure.

3. TEMPLATE

3.1. Appendix 1 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.

Appendix 1

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

Ratified on dd/mm/year

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; and,
3. A vision statement articulating how the club will benefit the student experience of students at Western University.

Article 3 – Membership

1. All members, including executives, must pay $xx.xx for a membership.
2. The club's membership is open to all undergraduate and graduate students at the University. The club's membership cannot be exclusive to any student or group of students at Western University;
3. All voting members of the Executive Committee must be undergraduate students.
4. Each club member shall abide by the following policies and procedures; Clubs Operating Policy, Clubs Code of Conduct, Club Constitution,USC's Harassment,

Discrimination, and Violence Prevention Policy and Procedure, the USC's Health and Safety Policy and Procedure and the Western University Code of Student Conduct.

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. No executive role can be filled by more than one person.

3. Members of the USC Board of Directors are not permitted to hold one of the Mandatory Club Executive roles.

4. Graduate students may not run for a position which has been assigned voting power.

5. There will not be less than four (4) executive members, at any time, that fulfill the following functions.

   a. Mandatory Club Executives

   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 successfully completing the executive transition process. Clubs may decide to allow additional members of the executive committee to have voting power over internal club decisions. The four executives below must be given one vote.

      i. The President will:

         1. Oversee the other members of the executive in fulfilling their responsibilities;

2. Chair all meetings;
3. Hold one (1) vote in the Executive Committee;
4. Have signing authority for the club; and,

ii. The Vice-President Communications will:
  1. Record votes and minutes of all meetings;
  2. Give or cause to be given notice of all meetings;
  3. Hold one (1) vote in the Executive Committee.

iii. The Vice-President Events will:
  1. Organize club programs, activities and events in accordance with its Constitution's mandate;
  2. Have signing authority for the club;
  3. Be responsible for submitting event proposals through Western Link;
  4. Hold one (1) vote in the Executive Committee.

iv. The Vice President Finance will:
  1. Oversee all financial dealings of the club;
  2. Keep complete records of all financial dealings of the club;
  3. Have signing authority for the club;
  4. Hold one (1) vote in the Executive Committee.

b. Additional Non-Mandatory Club Executives are as follows;
  i. Title of Vice-President
    1. Responsibilities
    2. Selection process: hired or elected
    3. Optional: Hold one (1) vote in the Executive Committee.

This section can be duplicated as many times as needed to outline all non-mandatory club executives

6. Executives must pay the club's membership fee.
7. Each year the President, Vice-President Finance, Vice-President Events, and Vice-President Communications must attend Clubs Training.
8. All club executives must remain compliant with the following policies and procedures; Clubs Operating Policy, Clubs Code of Conduct, Club Constitution, Clubs and Faculty Council Event Approval Procedure, Clubs Election

Procedure, Clubs Finance Procedure, USC's Harassment, Discrimination, and Violence Prevention Policy and Procedure, USC's Health and Safety Policy and Procedure.
   a. Failure to remain compliant with the above policies and procedures may result in removal from an executive position by the Clubs Governance Board.
9. If the President is absent for an event or meeting, the following line of succession will be followed; Vice-President Finance, Vice-President Events, Vice-President Communications

Article 5 – Meetings

1. The club's quorum for meetings shall be fifteen (15) percent of the total membership. Meetings are held for the purpose of keeping the club executive accountable to the membership;
   A club's quorum for meetings cannot be less than fifteen (15) percent.

2. At least three (3) general meetings shall be held during each school year, including the Annual General Meeting; and,

3. Meetings of the Executive Committee shall be held at regular intervals, and are for the purpose of running the club. Votes by the Executive Committee on club business shall be declared by a simple majority unless otherwise stated in Clubs Policy.

   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 - Annual General Meeting

1. An Annual General Meeting shall be held at least once a year and provide members with the following information.
   a. Approval of constitutional amendments

   b. Update on the financial status of the club, including the current club bank account balance.

   c. Ratify incoming executive members

    i. Not required if incoming executive members have already been ratified at a previous annual general meeting during the current academic year.

2. Minutes of the Annual General Meeting must be recorded and uploaded to Western Link

Article 7 – Elections

1. Elections shall be carried out in accordance with the executive election provisions in Clubs Election Procedure; and,

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 Operating Policy and Clubs Election Procedure, the club's Constitution must state whether the successful candidate will be declared by a two-thirds (2/3) majority or a simple majority.

Article 8 – Amendments

1. Any amendments to this constitution must be made in accordance with the constitution amendment provisions in Clubs Constitutional Amendment Procedure.

Article 9 – Member Removal

1. Club members may only be removed from the membership by a simple majority vote in accordance with the member removal provisions of Clubs Operating Policy.

Article 10 – 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. If clubs want to permit membership fee refunds after October 31st, outline the timeline and process here. Student Organization Support staff will not be processing refunds after October 31st, and the club executive will handle all refunds after this date.

1. Refunds of membership fees are permitted until October 31st of the current academic year. Requests for refund can be made to the Student Organization Support staff.
2. Clubs refund process

Article 11 – Conflict Resolution

1. A club member or executive may only seek assistance or guidance from the Manager, Student Community after the member has attempted to resolve an issue with the executive members.

Article 12 – 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 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 Western University (the "USC"), and its views and actions do not represent those of the USC; and,

2. INSERT OFFICIAL NAME and its members are not permitted to sign contracts on behalf of the club or the USC.

Article 13 – External Affiliations

1. INSERT OFFICIAL NAME is externally affiliated with INSERT OFFICIAL NAME OF EXTERNAL ORGANIZATION.

Clubs Constitutional Amendment Procedure

Authority: Board of Directors	**Date Ratified:** August 24, 2023
	Next Review Date: August, 2026
Previous Amendments: November 12, 2020; April 30, 2015	

PREAMBLE

This document governs the procedures for making changes to a USC ratified club's constitution.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Constitutional Amendment Procedure.

1.1.1. **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.

1.1.2. **Person** or **Persons** shall refer to an individual, group of individuals, or corporate entity.

1.1.3. **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.

1.1.4. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors

1.1.5. **Executive** or **Executive Committee** shall refer to the Executive Committee of a Club as defined by the constitution.

1.1.6. **General Members Meeting** or **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.

1.1.7. **Student Organizations Support Staff (SOS)** is the full-time permanent staff team that supports Clubs.

2. CONSTITUTIONAL AMENDMENT PROCEDURES

2.1. Clubs shall conduct a review of their constitution on a yearly basis.

2.2. Constitutions shall be drafted according to the format and content outlined in Clubs Constitution Template.

2.3. A copy of any ratified Club constitution shall be kept on file with the Student Organizations Support Staff. This shall be the official copy of the constitution and shall be held to be authoritative.

2.4. To trigger the constitutional amendment process, the following is required:

2.4.1. Executives require 2/3rds majority vote (of the voting members of the Executive Committee) to initiate the review process; or,

2.4.2. Club members are required to have support from 1/3 of the members to initiate the review process.

2.5. The existing constitution, a list of proposed amendments, and the date of the vote shall be advertised by the Executive Committee a minimum of 5 days before the vote takes place.

2.5.1. If the club membership initiated the review process, the executive is responsible for publicizing amendments submitted by the membership.

2.6. Voting shall occur at a general members' meeting in person or via video conference.

2.6.1. At the meeting where voting takes place, additional amendments may be presented for voting if ⅓ of the meeting attendees support discussing the amendment;

2.6.2. A quorum of fifteen percent (15%) of the Club's membership is required to vote in order to make any amendments valid; and,

1. 2/3rds of meeting attendees are required in order for individual amendments to pass. Amendments may be voted on as a whole, or individually.

2.7. Any amendments to an existing constitution passed by the membership shall be submitted to the Manager, Student Community. Any and all changes from the existing text shall be clearly marked by highlight, italicization, and underline (e.g. *<u>suggested amendment</u>*), and any deleted text shall be struck through (e.g. ~~suggested deletion~~).

2.7.1. The SOS will review club constitutions and provide a recommendation to the CGB

2.8. The Clubs Governance Board (CGB) shall review and vote on any proposed amendments to a Club's constitution. The CGB will consider any conflicts between the constitution and Clubs Policy and give special consideration to changes to a club's mandate.

2.9. If the CGB rejects a club's constitutional amendments, the CGB shall provide suggestions to the club to re-submit for approval.

2.10. A copy of any ratified amendments to a Club's constitution must be uploaded to Western Link. Meeting Minutes from the Annual General Meeting that constitutional amendments were passed must also be uploaded to Western Link. This updated constitution shall be the official copy of the constitution and shall be held to be authoritative.

Clubs De-Ratification Procedure

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June, 2027
Previous Amendments: August 24, 2023	

PREAMBLE

This document governs the procedures for de-ratification within the USC Clubs system.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs De-Ratification Procedure

1.1.1. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.2. **Clubs Governance Board (CGB)** is the group of students who governs the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.

1.1.3. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors.

1.1.4. **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.

1.1.5. **External Organization** or **External Affiliation** is any group or people not part of the University Students' Council.

1.1.6. **General Member Meeting** or **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.

1.1.7. **USC Appeals Board** is a group of students and a practicing lawyer who are the final appeal options for clubs and election violations.

2. DE-RATIFICATION PROCEDURE

2.1. A simple majority vote of the Clubs Governance Board is required to de-ratify a club.

2.2. Circumstances, where de-ratification may be considered, include, but are not limited to:
   2.2.1. the Club does not have thirty (30) members;

   2.2.2. the Clubs Governance Board deems the Club to be dormant due to a lack of activity and/or programming, less than three (3) general member meetings are held per academic year, or less than one (1) Club event is held per semester;

   2.2.3. 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;

   2.2.4. the Club demonstrated an inability to maintain financial stability or a positive financial account balance;

   2.2.5. the Club consistently disregards requests for action or inaction made by the USC or the Clubs Governance Board;

   2.2.6. the Club engaged in egregious conduct as provided for in the Community Standards Policy, or Western University's Code of Student Conduct;

   2.2.7. the Club consistently violated or has, at the USC's or Clubs Governance Board's discretion, committed a serious violation of USC policies, procedures and other governing documents;

   2.2.8. Failure to hold an Executive Election and/or present a plan to do so to the CGB, as outline in the Clubs Operating Policy.

2.3. A Club that has been de-ratified will have its account closed, and any money in the account will be used for Clubs Training.

2.4. Any financial obligations that were approved prior to de-ratification will be honoured.

2.5. Any Club assets or supplies in a locker or in office space will become the property of the USC.

2.6. An organization that has been de-ratified may appeal the decision of the Clubs Governance Board to the USC Appeals Board within 5 days of being informed of the decision.

Clubs Discrimination Harassment and Violence Reporting Procedure

Authority: Chief Operating Officer	**Date Ratified:** August 24, 2023
	Next Review Date: May 2026
Previous Amendments: N/A	
Related Document(s): USC Discrimination Harassment and Violence Prevention Policy	
Review Committee(s): Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE

The following is a detailed procedure to administer the USC's Discrimination Harassment and Violence Prevention Policy between USC Club Members conducting activities related to USC Club activities. This procedure is not intended to be applied to student to student conduct.

1. DEFINITIONS

1.1. "**Complainant**" means any individual who is a member of a USC Club who deems he or she has been the target of discrimination or harassment.

1.2. "**Members**" means any student with a membership with a USC Club, or a USC Staff or Volunteer.

1.3. "**Respondent**" means the person who is alleged to have engaged in the discrimination or harassment.

2. ADMINISTRATION

2.1. 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.

2.2. 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. REPORTING PROCEDURE

3.1. Any individual who deems they is being harassed while participating in USC Club activities is urged to speak up to the alleged harasser in an effort to advise that the behaviour and/or comments are unwelcome.

3.1.1. 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

3.2. Any individual USC Club Member who is the victim of violence while participating in USC Club activities or who witnesses violence while participating in USC Club activities shall report such behaviour using the USC Clubs Harassment Discrimination and Violence Prevention online form. If the situation is not one of immediate danger, the student should immediately contact the Manager, Student Community who will work with the Senior Manager, People and Development to ensure there is a safety plan in place.

3.2.1. 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 themself from immediate harm, such as leaving the area.

3.3. 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.

3.3.1. 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. PROCEDURE UPON RECEIPT OF COMPLAINT

4.1. Upon receipt of a report or complaint, whether written or verbal, the Senior Manager, People and Development will respond to discuss the complaint, the provisions of and options available under this Complaints Procedure within 5 business days.

4.2. Every effort will be made to resolve 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.

4.2.1. 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.

4.3. If the Senior Manager, People and Development or designate determine that an investigation is needed they will trigger an investigation following the process starting in section 5.

5. INITIATING AN INVESTIGATION

5.1. Before an investigation can begin a written complaint must be submitted and include:

5.1.1. Name of Complainant and Position and USC Club affiliation:

5.1.2. Name and Position of the Respondent and USC Club affiliation (alleged harasser) and contact information, if known;

5.1.3. Details of what happened with as much particularity as possible, as well as any supporting or relevant documents;

5.1.4. Dates, times, and locations of the incidents;

5.1.5. Where possible, the names of any appropriate witnesses and contact information, if known.

5.2. The Corporation reserves the right not to pursue a complaint that is filed more than two (2) months after the last incident or event of alleged harassment.

6. INVESTIGATION PROCEDURE

6.1. 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 in a timely manner. As such, the Corporation has developed this standard investigation process:

6.1.1. The Senior Manager, People and Development (or other individual in accordance with section 2 of this Procedure) shall review the complaint to determine whether the alleged complaint and associated behaviour meets the definition of discrimination or harassment under this policy.

6.1.2. The Senior Manager, People and Development (or other individual in accordance with section 2 of this Procedure) will inform the complainant and respondent about the following:

1. Expected timeline;

2. The overall process (interview, review of documentary and other evidence);

3. Roles and responsibilities of anyone involved in the investigation;

4. Confidentiality of the investigation (who will receive the investigation report);

5. Possible interim measures that may be taken to limit the potential for discrimination and harassment, if deemed necessary.

6.1.3. The Senior Manager, People and Development (or other individual in accordance with section 2 of this Procedure) shall determine the appropriate investigator. An investigation must be fair and impartial. The investigator could be someone from within the organization, including the administrator of this Policy. However, in more complex or sensitive cases, an external investigator may be appropriate.

6.1.4. 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.

6.1.5. 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.

6.1.6. Following that meeting, the investigator will, if he or she deems appropriate, meet with other witnesses.

6.1.7. Information about the complaint or incident will be kept confidential and will not be disclosed except to the extent necessary to protect members, 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.

6.1.8. Investigations will be completed as soon as possible, and within 30 calendar days unless there are extenuating circumstances which warrant a longer investigation.

6.1.9. 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:

1. A description of the allegations;

2. A description of the investigation process followed;

3. A description of the background information and evidence that supports or refutes each allegation;

4. An analysis of the evidence for each allegation; and

5. A statement as to whether or not the behaviour described in each allegation constitutes a breach of the Policy.

6. 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.

7. POTENTIAL OUTCOMES FROM AN INVESTIGATION

7.1. If it is found that the Respondent has contravened this Policy, they may be subject to one or more of the following forms of corrective action, depending on the severity of the violation:

7.1.1. Probation with specific conditions;

7.1.2. A temporary suspension from a USC Club or position within a USC Club Executive;

7.1.3. Removal from USC Club Membership/Participation;

7.2. If a person, in good faith, files a complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed. 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.

7.3. 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 subject to penalties. Penalties for someone who complains in bad faith will be the same as for a case of discrimination or harassment (see section 9.1) and will depend on the seriousness of the situation.

8. RIGHTS DURING AN INVESTIGATION

8.1. A Complainant has a right to:

8.1.1. File a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;

8.1.2. Be informed about the progress of their complaint;

8.1.3. 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,

8.1.4. Receive fair treatment.

8.2. The Respondent has a right to:

8.2.1. To be informed of the complaint;

8.2.2. The Respondent is not entitled to receive the detailed personal accounts from the Complainant(s) and/or Witnesses but will be provided with a written statement of the official allegations, and to respond to them;

8.2.3. To be informed about the progress of the complaint;

8.2.4. Be informed in writing of the type of corrective measures that will result from the complaint; and,

8.2.5. To receive fair treatment.

9. INVESTIGATION RECORDS

9.1. All records related to the complaint, incident and/or investigation will be kept for the time period prescribed by applicable legislation.

10. OBLIGATIONS

10.1. During the investigation, all parties are expected to cooperate in the process if and when called upon to do so within 5 business days. All Members are expected to cooperate with any investigations, including making themselves available to be interviewed within 5 business days.

10.2. Members are expected to be mindful of the sensitivities of investigations and shall keep any information received confidential.

10.3. Failure to adhere to this policy may result in corrective action being taken against the offending individual.

11. NO RETALIATION

11.1. 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 corrective actions are the same as those assessed against those found to have contravened the USC Discrimination Harassment and Violence Prevention Policy.

11.2. The USC is committed to providing and maintaining a safe and healthy environment free from discrimination, harassment, and violence as outlined in the USC 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 resources that will best suit your needs.

Clubs Election Procedure

Authority: Board of Directors	**Date Ratified:** July 10, 2024
	Next Review Date: July, 2027
Previous Amendments: August 24, 2023; April 30, 2015; 2012	

PREAMBLE
Below is the election procedure that all clubs must follow when selecting their Executive Members.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Election Procedure

1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.

1.1.2. **Affiliated** or **External Organization** is any group or people not part of the University Students' Council

1.1.3. **Candidate** is a club member seeking election to a leadership position**.**

1.1.4. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.5. **Clubs Week** occurs each year during the month of September with specific dates being confirmed by the SOS.

1.1.6. **Chief Returning Officer (CRO)** is the student responsible for administering the election.

1.1.7. **Day** or **days** shall refer to calendar days.

1.1.8. **Student Organization Support (SOS)** is the full-time permanent staff team that supports Clubs.

1.1.9. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. CHIEF RETURNING OFFICER (CRO)

2.1. All Club Elections shall be overseen by an impartial Chief Returning Officer (CRO).

2.2. The CRO shall be selected by means of a 3⁄4 vote by the club executives by the end of February.

2.3. The CRO cannot be a candidate in the election.

2.4. In the event that SOS loses confidence in the CRO, SOS shall have the right to take over the administration of the election or require a new CRO to be elected.

3. ELECTION PROCESS

3.1. Nominations

3.1.1. The CRO will notify all club members of the beginning of the nomination period, the length of the period and the positions available.

3.1.2. The nomination period shall be at least five (5) days in duration.

3.1.3. All nominations must be submitted as an email to the Club's CRO within the designated nomination period. A member may rescind their nomination at any point.

3.1.4. Any paid club member is eligible to run for President, Vice-President Events, Vice-President Finance or Vice-President Communications.

3.2. Campaign

3.2.1. The CRO will notify the club members of the nominees and the campaign period.

1. The campaign period shall be at least three (3) days in duration.

3.2.2. Candidates may only campaign to Club members. No campus-wide campaigning is permitted.

3.2.3. No external organization shall be permitted to attempt to influence the outcome of an election.

3.2.4. 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.

3.2.5. Candidates shall not be permitted to cross-campaign with other candidates.

3.3. Voting

3.3.1. Voting must be held online via WesternLink.

3.3.2. Fifteen percent (15%) of the Club's membership is required to vote in order to make the Election valid.

3.3.3. Each Club member is entitled to one (1) vote in the election of each position.

3.3.4. The voting period shall be at least twenty-four (24) hours.

3.3.5. The voter's list will include all members who joined the club previous to January 31st of the current academic year.

The voter's list will be obtained from the Student Organizations Support Office.

3.3.6. Members can run for multiple positions during each election period, and if successfully elected two both they must select a single position.

3.3.7. If the successful candidate declines an executive position, the runner-up in the election will be considered the successful candidate.

3.3.8. Club Executives shall be elected in the following order:
1. President
2. Vice-President Events
3. Vice-President Finance
4. Vice-President Communications

3.3.9. The CRO will prepare a ballot for each position listing the candidates in alphabetical order by last name.
1. If a candidate is running unopposed the ballot must include a non-confidence option.

3.3.10. The CRO shall create ballots for all non-mandatory executive positions as outlined in the clubs constitution that are selected by an election.

3.3.11. All ballots must include an abstain option.

3.3.12. 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.

3.3.13. The SOS office will review the election results to ensure a valid vote occured.
1. In the event of an invalid vote the SOS office will advise on the next steps to ensure a valid election.

3.4. By-Elections

3.4.1. Should a Club Executive position become vacant over the course of the academic year, a by-election shall be held at the earliest convenience.

3.4.2. Should a Club Executive position not be filled in the Spring Election, a by-election shall be held in the fall after Clubs Week.

4. FAIR ADMINISTRATION OF ELECTIONS

4.1. Executive Neutrality

4.1.1. Incumbent Club Executives may run for re-election as club executives, provided that they take a leave of absence from their role from the close of nominations to the end of balloting. However, they may not use any privileges of their office to benefit them in their election.

4.1.2. All persons taking a leave of absence from their roles shall notify the CRO before the close of the nomination date. The CRO shall send a list of all those who have taken a leave of absence along with the list of candidates in an email.

4.2. Any candidate may request a voters list from the CRO, which the CRO must give in the same format to all candidates.

4.3. 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.

Clubs Finance Procedure

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June, 2027
Previous Amendments: August 24, 2023; April 30, 2015; 2013	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

Clubs must maintain good financial standing, and club executives can review their general ledger to ensure financial records are accurate.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Finance Procedure.

1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.

1.1.2. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure

1.1.3. **Clubs Governance Board (CGB)** is the group of students who governs the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.

1.1.4. **Clubs Week** occurs each year during the month of September with specific dates being confirmed by the SOS.

1.1.5. **Club Event** or **Event** any gathering of club members to engage in or discuss club activities that achieve the mandate of the club.

1.1.6. **External Affiliation** or **External Organization** is any group or people not part of the University Students' Council.

1.1.7. **Student Organization Support (SOS)** is the full-time permanent staff team that supports Clubs.

1.1.8. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. GENERAL CLUB FINANCE PROCEDURES

2.1. **Annual Budget submission** - each club must submit their annual budget to include the carryover balance from the previous year and budget for incoming membership and event budgets. All budgets must be submitted to WesternLink by October 15th of the academic year.

2.2. **Finance audit** - clubs may be randomly selected to be audited by the Clubs Governance Board. The club can provide additional information but is not required to submit personal or private financial information.

2.3. **External Affiliation Bank Accounts** - clubs cannot use their external affiliation for financial transactions. External affiliations cannot review club general ledgers or financial records.

2.4. **Donations to a USC Club** - donations to clubs will not be issued a tax receipt. Donations can be received by cheque, e-transfer or online payment.

2.5. **Donations by a USC Club** - No club can donate more than 30% of their current bank account balance unless they receive approval from the Student Organization Support team at the direction of the Manager, Student Community.

2.6. **Club Membership** - club memberships can be purchased starting from September 1 until January 31 of the academic year. Membership prices must be set prior to Clubs Week and be outlined in the Clubs Constitution.

2.7. **Purchase Orders** - if a vendor accepts purchase orders, the USC will create a purchase order which can be authorized by two signing officers for future invoicing and payment.

2.8. **Club Membership Fee Refunds -** Refunds requested before October 31st shall be granted and processed by the Student Organization Support staff. Each club can create in their constitution a refund process for requests received after October 31st.

2.9. **USC Bank Account** - each USC club will be provided with a USC bank account and account number.

2.10. **General Ledger** - the financial records of each club coincides with the USC fiscal year June to May; signing officers may request to view the general ledger

2.11. **Signing Officer** - each club has three signing officers: President, VP Finance, and VP Events. These signing officers are granted signing authority to sign off on Request for Payment reimbursements, deposits into the club bank account, purchase orders created by USC finance, reservations, and USC Food and Beverage catering.

2.11.1. A signing officer cannot sign off on reimbursement requests when they are listed as the payee.

2.12. **Executive Compensation** - Club executives (President, Vice President Finance, Vice President Events, and Vice President Communications) may use twenty ($20) dollars per year per executive as compensation for leading the club's activities.

3. EVENT FINANCIAL PROCEDURES

3.1. **Event Budget submission** - an event budget must be submitted in the event proposal if there will be purchases for reimbursement or incoming revenue. This will include non-physical and virtual events such as merchandise, website fees, or marketing materials.

3.1.1. Event proposals are submitted through WesternLink.

3.2. **Reimbursements** - A completed reimbursement submission includes: a Request for Payment form completed and signed by two signing officers, and receipts or documents. Should the Payee be one of the signing officers, the other two signing officers will authorize the reimbursement.

3.2.1. Reimbursements are reviewed and processed from approved event proposals.

3.2.2. Completed reimbursement submissions can be submitted by email or dropped off in person with original receipts. Reimbursements will be processed by cheques or e-transfers.

3.2.3. Reimbursement process - reimbursements submitted by Tuesday before 4 pm will have cheques ready for pick up or mailed the same Friday. Reimbursements submitted after this time will be processed the following week.

3.2.4. Stale-Dated Cheques - will only be reissued up to a maximum of twelve (12) months after the first date of issue.

3.3. **Deposits** - cash or cheques will be deposited in person at the USC finance office.

3.3.1. A receipt is given to the depositor and the deposit will be posted to the next business day.

3.3.2. Deposits - clubs can deposit cheques and cash during business hours at the USC finance office.

3.4. **Online purchases** - clubs can request a USC storefront or square reader for digital sales that the IT department will set up. Third-party portals are not permitted.

3.4.1. Requests for USC storefronts or square readers must be received two weeks before the event

3.4.2. Requests for square readers will be honoured on a first-in and first-out system. The USC has limited square readers and will not be able to honour all requests.

3.5. **Cash sales -** clubs are permitted to accept cash for sales which will be deposited into the USC bank account. E-transfers between personal bank accounts are not permitted. Cash for prizes is not permitted.

Clubs Governance Board Terms of Reference

Authority: Board of Directors	**Date Ratified:** August 24, 2023
	Next Review Date: October 2026
Previous Amendments: June 18, 2023, November 30, 2022, January 22, 2020; March 10, 2019; 31 October 2018; 4 April 2018; 26 October 2016; 8 October 2015	
Review Committee(s): Governance Committee, Board of Directors	
Delegates: Senior Manager, Information Systems	

OBJECTIVE

To govern the USC clubs community by enforcing and overseeing policies and procedures that ensure fairness in the clubs system.

1. MANDATE

1.1. To create a community that supports leadership development amongst students and welcomes the wide range of interests within the clubs community.

1.2. To adhere to all the documents of the clubs policy to determine reasonable limits to be placed on USC Clubs in order to comply with USC policy as well as Western University policy.

2. COMPOSITION

2.1. The Clubs Governance Board (CGB) shall be composed of:

2.1.1. Associate Vice-President Student Services (or delegate), ex-officio, non-voting;

2.1.2. Five (5) undergraduate students-at-large, voting;

2.1.3. Manager Student Community, ex-officio, non-voting;

2.1.4. Student Organizations Advisor, ex-officio, non-voting;

2.1.5. Student Events Coordinator, ex-officio, non-voting;

2.2. The Chairperson will be selected amongst the voting members of the CGB.

2.3. The USC Executive and other USC staff shall be available as a resource to the CGB should the board request their presence.

2.4. A CGB member shall not hold an executive position on any USC ratified club;

3. **SELECTION OF COMMITTEE MEMBERS**

3.1. The five (5) undergraduate members of the CGB shall be selected by a hiring panel and ratified by the USC Board of Directors.

3.2. The selection committee will be comprised of the following members;

3.2.1. One member of the USC Students' Council

3.2.2. One member of the USC Board of Directors

3.2.3. USC Vice-President Student Services

4. DUTIES OF THE OFFICERS

4.1. The Chair of the Clubs Governance Board shall:

4.1.1. Set the agenda for each scheduled meeting;

4.1.2. Ensure all CGB documents are filed with the Manager, Student Community and the appropriate USC staff members;

4.1.3. Ensure CGB meetings are carried out in a fair and equitable manner;

4.1.4. Ensure that the CGB has relevant information and documentation provided to it prior to any meeting and in accordance with any deadlines provided in this policy;

4.1.5. Ensure quorum is maintained and otherwise adjourn the meeting;

4.1.6. Be given the right to extend invitations to any persons who could offer supplementary information relevant to the decisions made by the CGB;

4.1.7. Ensure the appropriate procedure has been followed prior to making any decisions.;

4.1.8. Ensure that CGB minutes are publicly posted in order to allow public oversight of the CGB;

4.1.9. Present an annual report to the USC Board of Directors;

4.1.10. Represent the CGB in front of the Appeals Board if necessary;

4.2. The Vice-Chair of the Clubs Governance Board shall:

4.2.1. Assume the role of the Chair in their absence;

4.2.2. Ensure all pertinent issues are brought before the CGB;

4.2.3. Advise the CGB of any immediate actions taken in accordance with the clubs policy, and the reasons for taking such actions;

4.2.4. Provide the CGB with any relevant information pertaining to the functioning of the clubs' community; and

4.2.5. Provide any relevant information or documentation necessary to assist the CGB with arriving at an informed decision.

4.3. The Manager, Student Community shall:

4.3.1. Take, or appoint an individual to take, minutes for each CGB meeting;

4.3.2. Report to the CGB on any club issues having to do with USC or Western University policy;

4.3.3. Provide any relevant information or documentation necessary to assist the CGB with arriving at an informed decision;

4.3.4. Provide context and institutional memory with respect to specific events/activities of clubs, past CGB decisions, and USC and Western University policies;

4.3.5. Provide for debate and decision by the voting members of CGB a recommended course of action on all matters before the CGB.

4.3.6. Provide explanations to board members regarding policies enforced by the USC and Western 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 BOARD

5.1. The responsibilities of the CGB shall be to:

5.1.1. Ratify qualified organizations as a USC club;

5.1.2. Uphold and enforce all USC by-laws and club policies and procedures;

5.1.3. Suggest Clubs Policy edits to the USC Board of Directors;

5.1.4. Seek and consider recommendations made by subcommittees of the CGB;

5.1.5. Approve club constitutional changes or provide clubs with recommendations to assist the club with receiving the approval of the CGB;

5.1.6. Conduct an investigation, or designate an individual or individuals with conducting further investigations, where the CGB believes it has insufficient information before it in order to come to an informed decision;

5.1.7. Determine whether or not a club has violated clubs policy or any other governing document of the USC, or Western University by extension, and impose sanctions where appropriate;

5.1.8. Undertake any further actions or decisions necessary to ensure that all clubs abide by the clubs policy;

5.1.9. Task sub-committees of the CGCB with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC; and

5.1.10. Receive reports and recommendations from the sub-committees of the CGB in order to deliberate and enact them.

5.2. Board members shall abide by the USC's Conflict of Interest Policy. Conflicts of interest must be reported to the Chair of the CGB.

5.2.1. If the chairperson has a conflict of interest they must disclose this conflict to the Vice-Chair..

5.3. All CGB members shall abide by the following attendance requirements:

5.3.1. Attend all meetings set by the Chair; and

5.3.2. Be absent for no more than one (1) meeting in either semester.

5.4. A CGB member shall not be considered absent from a meeting where an absence is a result of:

5.4.1. A death or family emergency;

5.4.2. An unavoidable medical appointment; or

5.4.3. An unavoidable academic requirement (i.e. exam).

5.5. A CGB member may be removed from the Clubs Governance Board by the Chair should they fail to fulfill their responsibilities under Section 5.1 of this policy, subject to ratification by the USC Board of Directors, or through a motion of the USC Board of Directors passed by a simple majority.

5.5.1. Vacancies on the Clubs Governance Board shall be filled by an undergraduate student who is not a member of the USC Board of Directors, nominated by the Chair and subject to ratification by USC Board of Directors.

6. Subcommittees of the Clubs Governance Board

6.1. The CGB shall be able to amend its subcommittee’s terms of reference.

6.2. Subcommittees of the Clubs Governance Board are as follows;

Clubs Advisory Committee

Club Hearings and Sanctions Procedure

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June, 2027
Previous Amendments: August 24, 2023; November 18, 2018; April 30, 2015; 2013	
Review Committee(s): Clubs Governance Board	
Delegates: Associate, Clubs	

PREAMBLE

This document governs the procedures for submission, hearing, and resolution of complaints within the USC Clubs system.

1. **DEFINITIONS**
   1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Finance Procedure.
      1.1.1. **CGB** shall refer to the Clubs Governance Board as the superior authority of this Procedure.

      1.1.2. **Chair** shall refer to the Chair of the Clubs Governance Board as set in the governing statute of the Committee.

      1.1.3. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

      1.1.4. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors
      1.1.5. **Executive** or **Executive Committee** are the leadership positions outlined in each club's constitution.
      1.1.6. **Day** 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.

      1.1.7. **Person** shall refer to an individual, group of individuals, or corporate entity.

      1.1.8. **Petitioner** is the person submitting a complaint.

      1.1.9. **Respondent** is the person or club that is the subject of a complaint.

1.1.10. **USC Appeals Board** is a group of students and a practicing lawyer who are the final appeal options for clubs and election violations.

2. SUBMITTING A COMPLAINT

2.1. The Clubs Governance Board will start investigating a club upon receiving a complaint.

2.2. A complaint shall consist of the following:

2.2.1. The name of the Club.

2.2.2. The name of the complainant.

2.2.3. The date of the alleged violation.

2.2.4. The section(s) of Clubs Policy and Procedure that the Club has allegedly violated.

2.2.5. Documentation or other material that substantiated the alleged violation.

2.2.6. Any other relevant information.

2.3. All complaints must be submitted to the Manager, Student Community, within twenty (20) days of the alleged violation being discovered.

3. JURISDICTION

3.1. Upon receipt of a complaint, the Manager, Student Community, will review the complaint and determine if the allegation would satisfy the scope of the Discrimination Harassment and Violence Policy.

3.1.1. If the allegation satisfies the scope of the Western University Code of Student Conduct. The Manager, Student Community will be provided with the information needed to submit a complaint under the Western University Code of Student Conduct

1. If the allegation satisfies the Western University Code of Student Conduct, the CGB will take no further action on the allegation.

3.1.2. If the allegation satisfies the scope of the Discrimination Harassment and Violence policy then the investigation will follow the Clubs Discrimination Harassment and Violence Reporting procedure.

1. The results of the investigation under the Clubs Discrimination Harassment and Violence Reporting procedure will be binding, and the results of the investigation will be communicated to the CGB and SOS.

3.1.3. If the allegation does not satisfy the scope of the Discrimination Harassment and Violence policy the investigation will follow the steps outlined below.

4. PRELIMINARY INVESTIGATION PROCEDURE

4.1. The Student Organization Support team, at the direction of the Manager, Student Community, will develop an investigation file with the following information:

4.1.1. All Complaint information as outlined in section 2.2 of this procedure.

4.1.2. Any previous investigations regarding this club.

4.1.3. Provide any relevant precedent from previous similar investigations.

4.1.4. A report outlining any context that may be useful for the CGB to review.

4.1.5. Recommend if the violation warrants any sanctions or de-ratification.

4.2. The CGB will review the investigation file and determine if the complaint warrants an investigation and hearing with the CGB.

4.3. The CGB will notify the club in question and its membership if a complaint will be investigated no more than five (5) days after receipt of the investigation file from the Manager, Student Community.

4.3.1. This notification shall contain the information of the complaint under section 2.2.

4.4. The Executive Committee of the Club shall be given five (5) days to submit a written response to the complaint to the Chair of the Clubs Governance Board.

4.4.1. If the club executive committee does not respond within five (5) days the investigation will proceed to the next step without the club submission.

4.5. The Clubs Governance Board shall be guided by Clubs Policy and Procedure in adjudicating alleged violations and may seek the assistance of any source of relevant information.

4.6. The Clubs Governance Board shall deem the Club to have committed the violations in the following circumstances:

4.6.1. It can be demonstrated that the Club violated sections of Clubs Policy and Procedure.

4.6.2. It can be demonstrated that the Club violated USC and/or University governing documents.

4.6.3. It can be demonstrated that a Club misused or abused a USC service or privilege.

4.6.4. The Club has violated existing sanctions applied as the result of a previous CGB decision.

4.7. If, as a result of the preliminary investigation the CGB can determine an allegation is factual and warrants sanctions they will communicate that decision to the club in question.The CGB will proceed to Section 6 of this procedure to determine the proper sanction.

4.7.1. If the CGB has reached a decision during the preliminary investigation they must notify the club in writing of their decision and rationale within five (5) days.

4.8. If, as a result of the preliminary investigation the CGB determines they need more information to reach a decision the CGB will follow the steps in Section 5 of this procedure.

4.8.1. If the CGB determines that more information is required they will notify the club that the preliminary investigation has concluded and provide a hearing date following the timeline in section 5.1.

5. JUDICIAL HEARING PROCEDURE

5.1. If the CGB determines a complaint is worth further investigation, an oral hearing will be scheduled five (5) to ten (10) days after the completion of the preliminary investigation.

5.2. The oral hearing will follow the below procedure.

5.2.1. Submissions of Parties

1. Both the Petitioner and Respondent shall be required to submit their written submissions prior to the oral hearing.
2. Written submissions shall be drafted according to a template which shall be made available to the Parties.
3. Written submissions must be submitted 48 hours before the start of the scheduled hearing.

5.2.2. Preliminary Conferences

1. The Committee may meet with both parties to discuss the following before a hearing is completed.
   a. agreement on non-contentious facts of the dispute;
   b. explanation of hearing procedures, and;
   c. setting a date for the hearing.

5.2.3. Witnesses

1. The committee, the petitioner or the respondent can request witnesses present at the hearing.

2. Request for witnesses must be received seventy-two (72) hours before the hearing begins.

3. All witnesses should be notified of the hearing date, time and location no less than 48 hours before the hearing.

5.3. Rights

5.3.1. Hearings shall be open to the public.

5.3.2. The Chair may order the removal of anyone from a hearing if the Chair decides that they are being disruptive, threatening or offensive.

5.3.3. The Committee, or a designate thereof, may record the hearing for the purposes of taking and publishing minutes.

5.3.4. The Committee may, at their discretion, modify the general oral hearing procedure as they see fit.

5.3.5. A copy of the procedures shall be provided to the participants no less than forty-eight (48) hours prior to the hearing.

5.3.6. A sample procedure for the oral hearing shall be found in Appendix 1.

5.4. Release of Decision

5.4.1. The committee can take a short break to determine if a decision can be made immediately.

5.4.2. The committee can release their decision at the end of the hearing, or the committee can end the hearing and withhold its decision until the committee has had time to discuss it further.

5.4.3. The Chair of the Clubs Governance Board shall release its written decision within five (5) days of the hearing.

5.4.4. Written notice shall consist of the decision, reasons for the decision, and any applicable sanctions.

5.4.5. All documentation, including the notice of the decision, shall be kept on file with the Student Organizations Support Staff and posted to the USC website.

5.4.6. The Chair of the Clubs Governance Board 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.

6. SANCTIONING PROCEDURE

6.1. A Club found to have committed an alleged violation may be sanctioned as deemed appropriate by the Clubs Governance Board.

6.2. The Clubs Governance Board shall determine the severity of sanctions. Criteria may include but are not limited to the following:

6.2.1. the type of violation;

6.2.2. the Club's level of responsibility, including any action taken by the Club to mitigate the violation;

6.2.3. the Club's intent prior to and while committing the violation;

6.2.4. the persistence of the violation;

6.2.5. the Club's prior history of committing violations;

6.2.6. the harm caused by the violation; or

6.2.7. the level of remorse demonstrated by the Club.

6.3. Sanctions may include but are not limited to the following:

6.3.1. a written warning;

6.3.2. prohibition from exercising certain privileges afforded the Club by the USC;

6.3.3. probation, such that any further violation would result in further sanctions or de-ratification;

6.3.4. discipline or removal of individual Club member or Executive;

6.3.5. freezing of financial accounts of the Club;

6.3.6. de-ratification of the Club; or

6.3.7. financial penalties, in accordance with section 6.6, hereinunder.

6.4. Any or all of the aforementioned sanctions as under section 6.3 may be carried out by the Manager, Community Programs.

6.5. Where de-ratification is the selected course of action, the Clubs Governance Board shall proceed according to the Clubs De-Ratification Procedure.

6.6. When a Club is sanctioned with financial penalties, it is encouraged that the following guidelines are followed:

6.6.1. Club financial penalties are to be applied based on the severity of the offence.

6.6.2. Financial penalties should not exceed 10% of the largest account balance held by the Club over the previous twelve (12) months.

6.6.3. Upon a financial penalty, the Chair of the Clubs Governance Board shall inform the general membership of the Club of the penalty.

6.6.4. Revenues received from Club financial penalties shall be redirected to Club Training.

7. RECORDS AND CONFIDENTIALITY

7.1. The Committee shall post their decisions to the USC Website.

7.2. If a Party or Witness to a Case wishes to remain anonymous, they may request this before the commencement of the oral hearing.

7.2.1. The Chair of the Clubs Governance Board may grant anonymous status if they decide 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.

7.3. In Cases where anonymity to a Party or Witness has been granted, the 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 decision.

7.4. The written decision shall still be published publicly but with the private information redacted.

7.5. In Cases where Confidential Information of the USC is required, the hearing shall be held in camera, and the decision shall not be made publicly available if the information cannot be redacted.

7.5.1. The Judgment shall remain available to current and future Club Governance Board members for consultation and any group at the direction of the Senior Manager Information Systems.

8. APPEALS

8.1. A Club that has been sanctioned may appeal the decision of the Clubs Governance Board to the USC Appeals Board after being informed of the decision.

8.1.1. A club has five (5) days to request an appeal.

8.2. The Appeals Board shall provide written reasons for its decision to the Club and the Chair of the Clubs Governance Board.

Appendix 1

1.1. **APPENDIX 1**

1.1.1. **Sample Procedure for Oral Hearings**

1. The Chair shall introduce the members of the Clubs Governance Board 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 their witnesses and shall tender evidence;
4. The Petitioner shall have an additional ten (10) minutes of time for oral arguments following the examination of their witnesses;
5. The Respondent shall then present and question their witnesses and shall tender evidence;
6. The Respondent shall have an additional ten (10) 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 Operating Policy

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June, 2027
Previous Amendments: August 24, 2023; August 22, 2019;	
Related Document(s): Clubs Code of Conduct, Club Constitution, Clubs and Faculty Council Event Approval Procedure, Clubs Election Procedure, Clubs Finance Procedure, USC's Harassment, Discrimination, and Violence Prevention Policy, USC's Health and Safety Policy.	
Review Committee(s): Clubs Governance Board, Governance Committee	

PREAMBLE

This policy outlines the rules by which all USC-ratified clubs must operate to ensure they maintain their status.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Club Operating Policy

1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.

1.1.2. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.3. **Club Event** or **Event** any gathering of club members to engage in or discuss club activities that achieve the mandate of the club.

1.1.4. **Club's Governance Board (CGB)** is the group of students who governs the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.

1.1.5. **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.

1.1.6. **Executive** or **Executive Committee** are the leadership positions outlined in each club's constitution.

1.1.7. **External Affiliations** are any group or people not part of the University Students' Council.

1.1.8. **General Club Membership** or **Club Members** are undergraduate or graduate students who have a paid membership in a club.

1.1.9. **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.

1.1.10. **Student Organizations Support (SOS)** is the full-time permanent staff team that supports Clubs.

1.1.11. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. ADMINISTRATION OF POLICY

2.1. The Club's Governance Board (CGB) is authorized to enforce this policy and all corresponding procedures.

2.1.1. The CGB is also authorized to sanction clubs as outlined in the Club's Sanction Procedure.

2.1.2. The Student Organization Support, at the direction of the Manager, Student Community, is authorized to administer this policy and corresponding procedures.

3. USC RATIFIED CLUBS

3.1. All USC-ratified clubs must follow this policy and corresponding procedures to ensure they maintain their status.

3.2. To become a ratified club, follow the steps outlined in the Club's Ratification Procedure.

3.3. USC Ratified clubs may operate from September 1st to April 30th of the current academic year. An operating club can run general club membership events and use the club bank account and must stop all operations by April 30th of the academic year.

3.3.1. Club executives may meet over the summer months to plan for the upcoming academic year.

4. CONSTITUTION

4.1. Each club must have a constitution.

4.2. All club constitutions must follow the format included in Appendix 1.

4.3. Club constitutions must be reviewed annually and submitted to the Manager, Student Community for review.

4.4. Any constitutional amendments must be approved at a General Meeting of the Club members and follow the process outlined in the Club's Constitution Amendment Procedure.

4.5. No USC-ratified club can follow an external organization's set of rules. When a USC club has an external affiliation with another organization, a club constitution must still follow all USC governing policies.

5. MEMBERSHIP

5.1. Members must be undergraduate or graduate students of Western University.

5.2. All members must pay a membership fee as outlined in the club's constitution.

5.3. Members can start signing up for a club during Clubs Week each fall and must pay for their membership fee by January 31st of the academic year.

5.3.1. Refunds of membership fees are permitted until October 31st of the current academic year. Requests for refund can be made to the Student Organization Support team.

5.4. All club members must remain compliant with the following policies and procedures

5.4.1. Clubs Operating Policy,

5.4.2. Clubs Code of Conduct,

5.4.3. Club Constitution,

5.4.4. USC's Harassment, Discrimination, and Violence Prevention Policy,

5.4.5. USC’s Health and Safety Policy.

5.4.6. Western University Code of Student Conduct

5.5. Removal of members requires a 2/3rd majority vote of members or by the Clubs Governance Board.

5.5.1. If a club member is successfully removed, they have the right to appeal up to five (5) days after they are removed.

1. Appeals are to be submitted to the USC Appeals Board by emailing appeals@westernusc.ca.

6. EXECUTIVE STRUCTURE OF A CLUB

6.1. There must be a President, Vice President Events, Vice President Finance, and Vice President Communications of each club.

6.1.1. Other executive members are permitted as outlined in each club's constitution.
6.1.2. Co-presidents are not permitted.

6.2. Executives must fulfill the role responsibilities as outlined in their club constitution.

6.3. Club Executive terms shall be one year long, starting on May 1st and ending the following April 30th.

6.4. Each club will outline a line of succession in their constitution to be followed in case of temporary executive absences.

6.5. Executives may only be removed on the recommendation of the CGB, which must be ratified by 2/3rd majority vote of club membership.

6.6. All club members must remain compliant with the following policies and procedures. Failure to do so may result in removal by the CGB.

6.6.1. Clubs Operating Policy,

6.6.2. Clubs Code of Conduct,

6.6.3. Club Constitution,

6.6.4. Clubs and Faculty Council Event Approval Procedure

6.6.5. Clubs Election Procedure

6.6.6. Clubs Finance Procedure

6.6.7. USC's Harassment, Discrimination, and Violence Prevention Policy,

6.6.8. USC's Health and Safety Policy.

6.6.9. Western University Code of Student Conduct

1. If an executive member is successfully removed, they have the right to appeal up to five days after they are removed.
   a. Appeals are to be submitted to the USC Appeals Board by emailing appeals@westernusc.ca.

6.7. Each year the President, Vice President Events, Vice President Finance, and Vice President Communications must attend Clubs Training.

7. ELECTION OF CLUB EXECUTIVE POSITIONS

7.1. The Club's Election Procedure governs all Club Elections.

7.2. The General Club Membership must elect the four mandatory executives: President, Vice-President Events, Vice-President Finance, and Vice-President of Communications from the club membership.

7.2.1. Non-mandatory executives will be selected as outlined in each club's constitution.

7.3. Graduate Students and USC Board of Director members cannot run for President, Vice-President Events, Vice-President Finance, or Vice-President of Communications.

7.4. Executive Elections must be completed by April 15th of the academic year.

7.4.1. Failure to hold Executive Elections may result in de-ratification. A representative of the clubs will be required to present a plan to hold elections no later than October 15 to the CGB at its first meeting in September. Failure to hold said election will result in de-ratification.

8. FINANCES

8.1. Clubs must create and upload a yearly budget to Western Link by October 15 of the academic year.

8.2. Clubs are not permitted to run a deficit.

8.3. Two Signing authorities are required to authorize each purchase order or reimbursement; signing authorities are the President, Vice President Events, and Vice President Finance.

8.4. Any purchase must be approved via an event proposal before an item or service can be purchased.

8.5. Clubs must use their provided USC Bank Account for all transactions.

8.6. Only signing officers can access the USC Bank Account and general ledger.

8.7. Clubs must follow the Club's Finance Procedure for all other financial matters.

9. PHYSICAL AND DIGITAL ASSETS

9.1. All asset (for example, merchandise, equipment, website fees) purchases must be approved by submitting an event form prior to the purchase.

9.1.1. No purchase shall be made until approval is received.

9.2. All assets are the property of the Club and, upon de-ratification, are assumed by the USC.

9.3. Clubs must maintain a list of assets purchased with club funds

10. EVENT PLANNING

10.1. All Clubs must submit an event proposal form for all online and in-person events.

10.1.1. Refer to the Club Event Approval Procedure for further details on submitting an event proposal.

10.2. All club events must be approved before the start of the event.

11. YEARLY CLUBS ACTIVITIES

11.1. The Clubs Department shall release a yearly calendar of significant dates by August 1st.

11.2. All clubs must complete the following list of yearly tasks.

11.2.1. Attend Clubs training.

11.2.2. Submit an annual budget by October 15th of the academic year.

11.2.3. Hold an annual general meeting (AGM).

11.2.4. Elect and Ratify the executive.

11.2.5. Review club constitution by November 15th of the academic year.

11.2.6. Hold four (4) general member events during the academic year.

11.3. Clubs who did not satisfy section 11.2 of this policy may be put on probation for one year at the discretion of the CGB.

11.3.1. While on probation, Clubs must fulfill the requirement of section 11.2 and any other stipulations outlined by the CGB. Failure to do so may result in de-ratification.

1. Notices of de-ratifications will be sent to all club members by the end of April each year.

12. MEETING MINUTES

12.1. Meeting minutes are required to be submitted to Western Link for any meetings that ratify the Executive Members of the Club, amend the club constitution, pass a resolution to make a donation of club funds and all annual general meetings.

13. CONFLICT OF INTEREST

13.1. No club executive or family member shall gain monetary compensation or other benefits.

Appendix 1

Clubs Constitution Template

Clubs Ratification Procedure

Authority: Board of Directors	**Date Ratified:** June 24, 2024
	Next Review Date: June 24, 2027
Previous Amendments: August 24, 2024; February 11, 2022; October 2021; October 9, 2019;	

PREAMBLE

This document governs the procedures for ratification within the USC Clubs system.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Ratification Procedure.

1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.

1.1.2. **Clubs Governance Board (CGB)** or **The Board** or shall refer to the Clubs Governance Board as the ratifying authority of this procedure.

1.1.3. **Club** or **USC Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.4. **Day** or **days** shall refer to business days only and shall exclude statutory holidays and the USC winter closing period, the summer semester and any days the USC office is not operational.

1.1.5. **Executive** or **Club Executive** are the leadership positions outlined in each club's constitution.

1.1.6. **Person** or **persons** shall refer to an individual, group of individuals, or corporate entity.

1.1.7. **Student Organizations Support Staff** (SOS) is the full-time permanent staff team that supports Clubs.

1.1.8. **USC Appeals Board** is a group of students and a practicing lawyer who are the final appeal options for clubs and election violations.

2. REQUIREMENTS FOR RATIFICATION

2.1. To be considered for ratification, a club must submit an application package consisting of the following:

2.1.1. Written Statement: A written statement, up to a maximum of three (3) pages single spaced that answers the following:

1. What is the objective or mandate of the club?
2. How is this club unique and distinct from existing USC Clubs or other USC Services?
3. Explain the physical, financial and other risks associated with the club.

2.1.2. Executive List: A list of students to fill the President, VP Events, VP Finance, and VP Communications roles of the club, as well as their Western University-provided email.

2.1.3. Constitution: A proposed club constitution that is drafted in accordance with the Club Constitution Template and is formatted the same or similar to the Club Constitution Template.

2.1.4. Membership List: A membership list containing at least fifty (50) current undergraduate and graduate student names, signature, Western University provided email address, and year of study, for those prepared to join the organization once ratified. Digital signatures are acceptable.

2.1.5. 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 and constitution. The budget should also list any anticipated revenue streams and how these monies will be spent.

2.1.6. Description and Schedule of Events/Activities: A detailed itinerary of at least four (4) proposed club events/activities planned for the academic year. The itinerary should include:

1. A description of the proposed events,
2. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.
3. The mandatory AGM meeting will not be considered an event in this list.

2.1.7. External Affiliation Form: If the proposed club has any affiliation with an external organization as defined in the External Affiliation provisions of 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 also be made available on the USC website.

1. Clubs are not permitted to follow an external organization's rules and must ensure their operations align with the Clubs Operating Policy and the Clubs Constitution.

2. Clubs are not permitted to use an external affiliations bank account or other financial resources without a sponsorship agreement as outlined in Section 7 of the Clubs and Faculty Council Event Approval Procedure.

2.2. The application package must be submitted online via the Clubs Application Centre Link.

2.3. Students submitting an application may meet with the Student Organization Support team to ensure a complete application has been submitted.

2.3.1. This assistance does not guarantee that the organization will be ratified.

2.4. The CGB shall not ratify a club with any of the following conditions;

2.4.1. A club's mandate is to fundraise and/or support a specific charity.

2.4.2. A club's mandate is students mentoring other students.

2.4.3. A club's mandate is to teach, train, or tutor any specific academic skills, academic content or other relevant material

2.4.4. A club's mandate or purpose to mobilize or recruit volunteers on behalf of any organization

2.4.5. The Club has the same name or mandate as a club that has been de-ratified over the past twelve (12) months.

2.4.6. The club cannot duplicate a service already provided by the USC or Western University,

2.5. Feasibility

2.5.1. The Club must be able to demonstrate that it has a feasible model of operations.

2.5.2. The Club's operations must be within the limits of the USC's insurance.

2.6. If an application is deemed incomplete, applicants may receive notification from the Student Community Manager providing an opportunity to re-submit a completed application. Applications must be re-submitted within five days in order to be considered. Otherwise, the original application will be the only one considered.

3. DEADLINE FOR RATIFICATION APPLICATIONS

3.1. New club applications shall be accepted during the following dates;

3.1.1. September 15 to October 15 of each academic year with a decision on the application returned by the Clubs Governance Board by January 15 of the same academic year the application is submitted.

1. Clubs who are ratified by January 15th and want to begin club operations in the current academic year have two weeks to secure 30 paid membership or,

2. Clubs ratified by January 15th can defer their start to September of the next academic year.

3.1.2. October 16 to November 30 with a decision on the application returned by the Clubs Governance Committee by March 1st of the current academic year

1. Clubs who are ratified by March 1st will begin operations September 1st of the next academic year.

2. Memberships for clubs ratified by March 1st cannot be sold until September 15th of the following academic year.

3.2. Applicants for new club status can submit their application for review with the Student Organization Support team no later than ten (10) days before the deadline.

4. DECISION

4.1. CGB shall review and decide on all new club ratifications by March 1st.

4.2. CGB will share their written decision and rationale for their decision with the applicant five (5) days after March 1st.

4.2.1. Applicants may request a meeting with the CGB to better understand the decision not to ratify.

5. APPEAL

5.1. If a club believes that the proper ratification process was not followed, they can appeal the decision to the USC Appeals Board.

5.2. All requests for appeals must be received five (5) days after the release of the decision.

Community Standards Policy

Authority: Board of Directors	**Date Ratified:** June 24, 2021
	Next Review Date: June 2024
Previous Amendments: November 30, 2018; February 27, 2019; November 27, 2019	
Review Committee(s): Governance Committee	

SCOPE

This policy applies to students and USC Staff in spaces administered by the USC, including but not limited to the UCC and Concrete Beach.

1. POLICY STATEMENT

1.1. The Policy is to ensure that community space within the University Community Centre (UCC) is safe for all members of the University community.

1.2. Policy is to ensure that designates of the University Students' Council ("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.

1.3. The USC seeks to create a community that welcomes creative expression and constructive discussion, while recognizing that reasonable limits must be put in place.

1.4. The USC is committed to protecting students and the organization's staff, assets, and reputation.

2. EXECUTION OF POLICY STATEMENT

2.1. The Executive Council shall develop and maintain a procedure to ensure the effective implementation of this policy.

Conflict of Interest Policy for USC Paid Employees

Authority: Chief Operating Officer	**Date Ratified:** April 28, 2025
	Next Review Date: April, 2028
Previous Amendments: February 2, 2024; February 2021	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE:
This policy reflects the USC's commitment to guarding against conflict of interest within the different bodies within the organization as it pertains to employment within the organization.

1. SCOPE

1.1. This policy applies to all paid USC employees identified in this policy including those compensated through honoraria (Full-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, Executive Officers, and Members of the Gazette).

2. DEFINITIONS

2.1. **Conflict of Interest** means a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another or benefiting from another.

3. ADMINISTRATION

3.1. 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.

3.2. All issues pertaining to matters of Conflict of Interest as defined in this policy should be brought forward to the Senior Manager, People and Development.

3.3. The responsibility for application, enforcement, training, and communication of this policy shall lie with the Senior Manager, People and Development.

4. GENERAL STATEMENT

4.1. Employees of the USC are expected to adhere to the highest standards of personal and professional integrity and shall protect the interests of the USC. Personal gain shall not conflict with duty to the USC.

5. EXPECTATIONS AND RESPONSIBILITIES

5.1. Paid employees of the USC including salaried, part-time, full-time, staff paid through honoraria shall hold one position with the USC at a time.

5.2. USC Volunteers who are not compensated by the USC may hold multiple unpaid volunteer positions.

5.3. Paid employees of the USC including salaried, full-time, staff paid through honoraria and Faculty Leadership Soph Team (LST) members and Faculty Sophs may not apply or run for a position as a USC Councillor, USC Director who sits on the USC Board of Directors, USC Purple Care Trust Student Trustee, USC Appeals Board Member while they hold one of these positions.

5.4. Paid employees who apply for a hired executive position will not be required to take a leave of absence as it will be treated as an internal hiring process.

5.5. Employees of the USC shall not use corporate resources for the purposes of personal or political gain.

5.6. Consultations for USC hired and elected student leadership positions shall go through the President and Vice-Presidents.

6. COMMUNICATION

6.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.

6.2. All Members will be trained on this policy annually.

7. EVALUATION

7.1. This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies.

Continuous Improvement Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2025 (annually)
Previous Amendments: February 2, 2024; February 03, 2022; November 15, 2011; January 16, 2015	
Related Documents: Appendix 1: Textual Plan Template, Appendix 2: Charted Plan Template	
Review Committee(s): Board of Directors	

PURPOSE:

The purpose of this policy is to outline a timetable for the USC to implement its health and safety goals and objectives.

1. SCOPE

1.1. This policy applies to USC managers.

2. DEFINITIONS

2.1. **Continuous Improvement Plan** means a document which addresses the following:

2.1.1. Goals to be achieved.

2.1.2. Target dates for completion of each goal.

2.1.3. Assign responsibility for each goal.

2.1.4. Resources required. (people, time, money)

2.1.5. Senior management approval of the plan

2.1.6. The plan is relevant to the USC's current needs.

2.1.7. Schedule of progress reviews.

2.1.8. Distribution of progress reports to management and employee Notice Boards.

2.1.9. Celebration of successes with employees as goals are achieved.

3. RESPONSIBILITIES

3.1. Senior managers must create and then maintain a Continuous Improvement Plan.

3.2. Senior managers will ensure the Board of Directors reviews and endorses all health & safety policies, including recommended amendments, each November.

3.3. Senior managers will ensure that

3.3.1. A workplace hazard assessment conducted by an outside health & safety consulting firm will be considered on an annual basis by the JHSC as required.

3.3.2. Training needs are reviewed annually using the following criteria:

1. Legislative updates.
2. Occupational requirements.
3. New or modified equipment and/or processes.
4. Worker training records.
5. Current training methods.
   (e.g. Frequency of refreshers and completion of orientation for new staff.)

4. PROCEDURE

4.1. While any structure may be used for the Continuous Improvement Plan, the following two structures are provided:

4.1.1. Textual Plan Template (Appendix 1)

4.1.2. Charted Plan Template (Appendix 2)

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

7. APPENDICES

Appendix 1

Continuous Improvement Plan - Charted Plan Template.pdf

Appendix 2

Continuous Improvement Plan - Textual Plan Template.pdf

Departmental Procedure Approval Policy

Authority: Board of Directors	**Date Ratified:** September, 2019
	Next Review Date: September, 2022
Previous Amendments: N/A	
Review Committee(s): Governance Committee, Board of Directors	
Delegates: COO; Senior Manager, Advocacy and Government Services	

PURPOSE

The purpose of this policy is to allow individual departments of the USC to codify procedures at a departmental level.

1. DEFINITIONS

1.1. "Departmental Procedure" means any procedure established to manage operations at a departmental level.

2. IMPLEMENTATION

2.1. Departments of the USC may establish Departmental Procedure in order to codify procedures that govern their respective department.

2.2. Departmental Procedure can be ratified, deratified, or amended by a department's Senior Manager or their designate at that same Senior Manager's discretion; and

2.2.1. The department's Senior Manager or their designate is responsible for ensuring that the Departmental Procedure is properly implemented and executed.

3. MONITORING

3.1. An exhaustive collection of a department's Departmental Procedure must be maintained by each respective department's Senior Manager; and

3.1.1. Must be made available to the Board of Directors upon request; and

3.1.2. Must be presented to the Board of Directors annually.

Discrimination Harassment and Violence Prevention Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2025 (annually)
Previous Amendments: February 2, 2024; October 11, 2023; February 3, 2022; February 16, 2018; March 10, 2017;	
Related Document(s): Executive Officer Accountability and Discipline Policy, Volunteer Progressive Discipline Policy, Discrimination Harassment and Violence Reporting Procedure, USC Clubs Discrimination, Harassment, and Violence Prevention Procedure.	
Review Committee(s): Board of Directors	

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. SCOPE

1.1. This policy applies to all USC employees and its Members, including hired, elected and volunteer positions including USC Club Executives and its members. It applies to workplace harassment from all sources including the public.

1.2. 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.

1.3. This Policy is not intended to be applied to general student-to-student or student-to-University contact within Western University nor within the USC.

1.4. During USC Events or within USC Operations where student to student contact takes place, defer to emergency procedures (contact Campus Police) if needed.

2. DEFINITIONS

2.1. **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.

2.1.1. **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.

2.2. **Harassment** means engaging in a course of vexatious comment or conduct that is known or ought reasonably be known to be unwelcome. This includes incidents occurring through virtual communication. Harassment does not include 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.

2.3. **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.This includes incidents occurring through virtual communication.

2.4. **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.

2.5. **Member** includes a commissioner, coordinator, councillor, volunteer, committee member, employee, officer, member of the Board of Directors, and USC agent or representative. Individual and Executive members of USC ratified clubs are included in this definition and will be covered under the USC’s Clubs Discrimination, Harassment, and Violence Prevention Procedure.

2.6. **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.

2.7. **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. 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. ADMINISTRATION

3.1. 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.

3.2. 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. GENERAL STATEMENT

4.1. 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.

4.2. 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. EXPECTATIONS AND RESPONSIBILITIES

5.1. The USC shall:

5.1.1. Promote and support employment practices and volunteer opportunities free from harassment, discrimination, and violence;

5.1.2. Ensure the protection of workers from Domestic Violence in the workplace that would likely cause physical injury to workers in the workplace;

5.1.3. 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;

5.1.4. 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;

5.1.5. Provide educational opportunities that raise awareness of Western University community on issues associated with diversity and to provide skills-training programs that assist in the handling and prevention of discrimination, harassment, or violence;

5.1.6. Support equal access to services and quality education for students with physical, sensory, and/or learning disabilities; and,

5.1.7. Notify appropriately affected employees of other potentially violent employees or persons associated with the USC.

5.2. Employees and Members of the USC shall:

5.2.1. Adhere to the provisions of this policy;

5.2.2. Refrain from engaging in discrimination, harassment or workplace violence;

5.2.3. Encourage, recognize, and support the use of:

1. gender-inclusive language; and,
2. non-discriminatory language where a person(s) identified by a prohibited grounds of discrimination is concerned.

5.2.4. Ensure that all projects and events that they supervise and have control over remain non-discriminatory and free from any type of harassment;

5.2.5. Not contribute to or willfully ignore the presence of a poisoned environment;

5.2.6. Not participate in or ignore discrimination or harassment;

5.2.7. 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;

5.2.8. 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;

5.2.9. 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,

5.2.10. Not ignore threatening or violent behaviour. If you witness or experience violence or threats of violence, or feel that a colleague, student or visitor is likely to become violent, report the situation to a Manager/Supervisor, person in authority or Campus Police.

5.3. USC Managers and Supervisors shall:

5.3.1. Report any act of discrimination, harassment or workplace violence to the Senior Manager, People and Development as soon as possible; and,

5.3.2. Work with the Senior Manager, People and Development to come up with a plan to address the safety of all employees affected.

6. COMMUNICATION

6.1. 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.

6.2. All Members will be trained on this policy annually.

7. EVALUATION

7.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

December 6, 2024

Jeff Armour, Chief Operating Officer — Date

Discrimination Harassment and Violence Reporting Procedure

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2025 (annually)
Previous Amendments: February 2, 2024; January 16, 2023; February 3, 2022; January 29, 2021; March 6, 2020; February 16, 2019;	
Related Document(s): Discrimination Harassment and Violence Prevention Policy	
Review Committee(s): Board of Directors	

PURPOSE:

The following is a detailed procedure to administer the Discrimination Harassment and Violence Prevention Policy.

1. DEFINITIONS

1.1. **Complainant:** Any individual who deems they have been the target of discrimination or harassment.

1.2. **Corporation:** The University Students' Council of the University of Western Ontario.

1.3. **Respondent:** The person who is alleged to have engaged in the discrimination or harassment.

2. ADMINISTRATION

2.1. 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.

2.2. In the event the Chief Operating Officer is the Respondent in a complaint, the Senior Manager, People and Development shall immediately notify the USC President who shall in consultation with the Board of Directors administer the Procedure.

3. REPORTING PROCEDURE

3.1. 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.

3.1.1. If an emergency exists and the situation is one of immediate danger, individuals shall contact either Campus Police or local police officials by dialing 911. Individuals are also encouraged to take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.

3.2. Any individual who deems they are being harassed is urged to speak up to the alleged harasser in an effort to advise that the behaviour and/or comments are unwelcome.

3.2.1. 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.

3.3. 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.

3.3.1. 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. PROCEDURE UPON RECEIPT OF COMPLAINT

4.1. 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.

4.2. 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.

4.2.1. 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. INVESTIGATIONS

5.1. Initiation of a formal investigation

5.1.1. 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:

1. Name of Complainant and Position with the Corporation;
2. Name and Position of the Respondent (alleged harasser) and contact information, if known;
3. Details of what happened with as much particularity as possible, as well as any supporting or relevant documents;
4. Dates, times, and locations of the incidents;
5. Where possible, the names of any appropriate witnesses and contact information, if known; and,

5.2. Rights of the Complainant

5.2.1. A Complainant has a right to:

1. file a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;
2. make sure that no record of the complaint is placed on their personnel file, so long as it was made in good faith;
3. be informed about the progress of their complaint;
4. 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,
5. receive fair treatment.

5.3. Rights of the Respondent:

5.3.1. The Respondent has a right:

1. to be informed of the complaint;
2. to be given a written statement of the official allegations, and to respond to them;
3. to be informed about the progress of the complaint;
4. be informed in writing of the type of corrective measures that will result from the complaint; and, and,
5. to receive fair treatment.

5.4. Cooperation:

5.4.1. 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.

1. failure to adhere to this policy may result in disciplinary action being taken against the offending individual.

5.5. Investigations Procedure

5.5.1. 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:

1. **Step One – Review the Discrimination, Harassment and Violence Prevention Policy**
   a. As an initial step, the Senior Manager, People and Development (or other individual in accordance with section 2. 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.

2. **Step Two – Meet with the parties to explain the investigation process**
   a. At this stage, the Senior Manager, People and Development (or other individual in accordance with section 2. of this Procedure) will inform the complainant and respondent about the following:
      i. expected timeline;
      ii. overall process (interview, review of documentary and other evidence);
      iii. roles and responsibilities of anyone involved in the investigation;
      iv. confidentiality of the investigation (who will receive the investigation report);
      v. possible interim measures that may be taken to limit the potential for discrimination and harassment, if deemed necessary.

3. **Step Three - Determine the Appropriate Investigator**
   a. It shall be the role of the Senior Manager, People and Development (or other individual in accordance with section 2. of this Procedure) to determine the appropriate investigator. An investigation must be fair and impartial. The investigator could be someone from within the organization, including the administrator of this Policy. However, in more complex or sensitive cases, an external investigator may be appropriate.

4. **Step Four – Conduct of Investigation:**
   a. 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.

b. 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.

c. Following that meeting, the investigator will, if they deem appropriate, meet with other witnesses.

d. 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.

e. Investigations will be completed as soon as possible, and within 90 calendar days unless there are extenuating circumstances which warrant a longer investigation.

f. At the conclusion of the investigation, the investigator will outline their findings in a written report. The report will normally contain the following elements:
   i. A description of the allegations;
   ii. A description of the investigation process followed;
   iii. A description of the background information and evidence that supports or refutes each allegation;
   iv. An analysis of the evidence in respect of each allegation; and
   v. A statement as to whether or not the behaviour described in each allegation constitutes a breach of the Policy.

g. 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.

5. **Step Five – Corrective Action:**

a. If it is found that the Respondent has contravened this Policy, they may be subject to one or more of the following forms of discipline, depending on the severity of the violation:
    i. A written reprimand;
    ii. A suspension with or without pay
    iii. A transfer
    iv. A demotion; or
    v. Dismissal.

b. 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

c. In most cases of harassment, the harasser will also be required to participate in anti-harassment training education.

d. 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.

e. All records related to the complaint, incident and/or investigation will be kept for the time period prescribed by applicable legislation.

f. 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.

g. 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 their file.

h. 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 their 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.

5.6. No Retaliation

5.6.1. 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.

5.6.2. 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.

Early and Safe Return to Work Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: November, 2026
Previous Amendments: February 16, 2018; 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. SCOPE

1.1. 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.

1.2. This Policy is independent of accident reporting and investigation, which is detailed in the Workplace Accident Investigation Policy & Procedures.

1.3. 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. OBJECTIVES

2.1. Through the implementation of the Early and Safe Return to Work Program, the USC hopes to:

2.1.1. Reduce the number of days lost to injury;

2.1.2. Lessen the financial and emotional impact of the injury or illness on the worker by intervening for an early and safe return to work;

2.1.3. Reduce the costs related to work and non-work related injury or illness;

2.1.4. Educate workers on disability management;

2.1.5. Comply with all legislation, including the Workplace Safety and Insurance Act and the Human Rights Code; and, 2.1.6. Reduce the number of future injuries and illnesses through a healthy and safe workplace.

3. ROLES AND RESPONSIBILITIES

3.1. Employer:

3.1.1. Provide a safe work environment.

3.1.2. Develop written return to work policies and procedures that are fair and consistently applied to all workers covered by the program.

3.1.3. Educate all workers about the return to work program.

3.1.4. Train all supervisors in effective return to work strategies.

3.1.5. Train workers on proper reporting of incidents and incident investigation.

3.1.6. Communicate weekly or more frequently with workers during their time away from work, and monitor their progress when they return.

3.1.7. Work with the worker and treating healthcare professional to identify suitable work.

3.1.8. Modify the workplace as required to accommodate workers who are disabled due to illness or injury.

3.1.9. 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.

3.2. Employee:

3.2.1. Know and follow safety policies and procedures.

3.2.2. Report any illness/injury to their manager/supervisor immediately.

3.2.3. 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 symptoms.

3.2.4. Communicate with the employer through the work recovery period and cooperate with the employer in finding suitable employment for return to work.

3.2.5. Inform the Senior Manager, People and Development or any other workplace representative(s) about any concerns with treatment, benefits, work duties, changes in circumstances, etc.

3.2.6. Comply with the recommendations of treating healthcare professionals; attend all medical or rehabilitation appointments regularly; attend independent assessments as requested.

3.2.7. Take an active role in developing their return to work program.

3.2.8. Obtain the necessary documentation from the treating healthcare professional as may be required by the employer (e.g. functional abilities form).

3.2.9. Report any concerns with the return to work to the Senior Manager, People and Development or any other workplace representative(s) or to the WSIB case manager, so the problems can be addressed promptly.

3.2.10. Attend scheduled return to work progress meetings with the employer/supervisor.

3.3. Senior Manager, People and Development :

3.3.1. Act as the Early and Safe Return to Work Coordinator.

3.3.2. Promptly report all work-related injuries/illnesses to the WSIB when they occur.

3.3.3. Overseeing initial response and investigation to injuries/illnesses in accordance with Workplace Accident Investigation Policy & Procedures.

3.3.4. Completing all forms, as required by WSIB.

3.3.5. Documenting and maintaining communication on a weekly basis with employees to determine suitable re-employment options, particularly where their inability to fulfill their essential pre-injury/illness responsibilities exceeds five (5) days.

3.3.6. To determine, in consultation with the manager or designate, if the position can be modified.

3.3.7. 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.

3.3.8. To liaise with the employee's treating agency and other agencies when required.

3.3.9. 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.

3.3.10. To develop, in consultation with the employee’s treating agency, the employee and the immediate supervisor a modified duty program.

3.3.11. To ensure that there is no conflict with the collective agreements (where applicable).

3.3.12. 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.

3.3.13. To report the following to WSIB:

1. Wage changes;
2. Change in duties/duration of program ;
3. Failure to cooperate ; and,
4. End of program.

3.4. Employee Supervisor:

3.4.1. Working and communicating with employees to explore reduced-work options, in instances where their inability to fulfill their essential pre-injury/illness responsibilities does not exceed five (5) days.

3.4.2. To advise the employee of the availability of modified duties or a transitional work program and provide the required forms.

3.4.3. To assist in the creation of, and support the employee's modified duty program.

3.4.4. To maintain communication with the employee on modified duty and monitor the progress and the effectiveness on an individual case by case basis.

3.4.5. To inform other employees in the department of program goals.

3.4.6. To schedule regular meetings with the employee in order to communicate and assist in the evaluation of the program's effectiveness.

3.4.7. 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.

3.4.8. To schedule regular meetings with the worker twice per month, or as determined on a case by case basis.

3.5. Co-workers:

3.5.1. To support fellow co-workers' participation in the Early and Safe Return to Work Program and provide them a supportive, harassment-free work environment.

3.6. WorkplaceSafety and Insurance Board

3.6.1. Provides and receives forms relating to workplace accidents, and return to work.

3.6.2. Receives and mediates complaints regarding compliance with the *Workplace Safety Insurance Act*.

3.6.3. Assesses penalties for failures to comply with the Workplace *Safety Insurance Act*.

3.7. Healthcare Professional

3.7.1. Provide appropriate, effective healthcare that facilitates recovery and expedites return to productive work.

3.7.2. Provide information on the worker’s functional abilities when requested by the USC, the worker or the WSIB.

3.7.3. Complete functional assessment forms thoroughly, being alert to job demands that might cause re-injury or aggravation of an existing condition.

3.7.4. Suggest ways in which tasks could be modified to place less strain on existing injuries or conditions confidentially.

3.7.5. Provide timely information to the WSIB.

3.8. Union

3.8.1. To counsel its members on the benefits of co-operation in the “Modified Duty” program.

3.8.2. To co-operate in inter-union placement of temporary modified duty employees.

4. PROCEDURES

4.1. 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.

4.1.1. A worker who is injured at work must immediately report the incident to their supervisor.

4.1.2. The supervisor is required to:

1. Obtain immediate medical attention for the worker who is injured or ill;
2. Arrange for transportation to get medical care, if needed;
3. Follow USC procedure for reporting injury and illness; and,

4. Contact the Senior Manager, People and Development and assist in completing the incident investigation report.

4.1.3. 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).

4.1.4. The worker is responsible for following medical restrictions on the job.

4.1.5. 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.

4.1.6. The worker must immediately report any difficulties performing assigned work, at which point, the supervisor and worker will work to address the problem.

4.1.7. An employee must notify the USC of any material changes to their recovery-status or income that might affect their benefits. Examples of material changes include:

1. Significant changes to medical condition affecting the employee's ability to return to work; and,
2. Receipt of other income, including government benefits.

4.1.8. The USC may require the employee to disclose medical information, confirming their condition, and providing a timeframe for return to health.

4.1.9. 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. RE-EMPLOYMENT

5.1. When an employee is compelled to take injury leave because of a work-related injury or illness, they shall receive the support of the Senior Manager, People and Development and their supervisor in trying to identify alternative suitable work arrangements.

5.1.1. "Suitable work":

1. is available, and can be started quickly;
2. is safe, and within the employee's physical capabilities;
3. requires skills that the employee already has, or can attain; and,
4. restores pre-injury/illness earnings as much as is reasonably possible.

5.1.2. If a work-related injury/illness is not expected to 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.

5.1.3. 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.

5.2. 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.

5.2.1. 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:

1. 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;
2. twenty-four (24) months after the date of the work-related injury or illness was sustained;
3. the date the employee undertakes permanent work at another organization; or,
4. the date the employee turns 65.

5.2.2. The USC recognizes a duty to re-employ an individual to suitable work, but cannot promise to return to the same pre-injury/illness position when the employee's absence is prolonged (exceeding one (1) month).

6. DISPUTE RESOLUTION

6.1. Disputes regarding the fulfillment of this Policy may initially be directed to the Chief Operating Officer.

6.2. 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. COMMITTEE REVIEW

7.1. 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. COMMUNICATION

8.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

9. EVALUATION

9.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Elections Governance Committee Terms of Reference

Authority: Board of Directors	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: November 21, 2023; April 26, 2023; November 23, 2022; November 27, 2019; November 26, 2015	
Related Document(s): Bylaw #2	
Review Committee(s): Elections Governance Committee, Governance Committee, USC Board of Directors	
Delegates: Senior Manager, Advocacy Government Services	

1. **MANDATE**
   1.1. The mandate of the Elections Governance Committee (EGC) shall be:
      1.1.1. Administer Bylaw #2.

      1.1.2. Oversee elections in accordance with the provisions of Bylaw #2.

      1.1.3. Develop and maintain a clear set of criteria and considerations for election-related decisions.

      1.1.4. Release regulations detailing the interpretation and application of Bylaw #2 and the Elections Rules and Violations Policy during an election period. Regulations shall be binding as though they were a part of the bylaws, provided that:
         1. Regulations are strictly consistent with the bylaws and any provisions therein;
         2. Regulations are openly available to candidates at the start of nominations; and
         3. The Committee recommends to the Board of Directors any bylaw amendments related to Regulations issued as soon as possible following the end of the polling period.

      1.1.5. Make recommendations to the USC Board of Directors on all matters, including bylaw amendments that relate to USC Elections.

1.1.6. 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

2.1. The Elections Governance Committee shall be composed of:

2.1.1. The Chief Returning Officer (CRO), ex-officio, as chairperson, voting;

2.1.2. The Deputy Chief Returning Officer (DCRO), ex-officio, as vice-chairperson, voting;

2.1.3. One (1) to three (3) Elections Governance Officer, voting; and

2.1.4. The Violations Subcommittee, composed of a minimum of three (3) to a maximum of five (5) trained hearing officers.

3. MEETINGS

3.1. Meetings shall be called by the CRO and be held at a location specified by the CRO:

3.1.1. 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.

3.1.2. For meetings held outside of the campaign period and voting period the CRO shall book space on a per meeting basis.

3.2. The CRO shall give the following notice to the Elections Governance Committee members prior to a meeting of the Elections Governance Committee:

3.2.1. During the campaign period and voting period the CRO shall give the members six (6) hours' notice.

3.2.2. Outside of the campaign period and voting period the CRO shall give the members forty-eight (48) hours' notice.

3.3. All meetings of the EGC shall be closed to members of the public unless specifically invited by the CRO.

3.4. 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.

3.5. Quorum shall be a majority of the voting members of EGC:

3.5.1. Where the EGC fails to reach quorum, any items of discussion that require a decision shall be postponed to the following meeting.

3.5.2. Any meeting of the EGC that fails to preserve quorum shall be subject to Section 4.e.i above.

4. VOTING

4.1. Each voting member shall cast one (1) vote on a given question.

4.2. The CRO votes only in the event of a tie or for a two-thirds (2/3) vote requirement.

4.3. Decisions requiring a Two-Thirds vote include, but are not limited to:

4.3.1. Disqualification of a candidate;

4.3.2. Invalidating an election or referendum;

4.3.3. Approving regulations augmenting election rules contained in Bylaw #2; and

4.3.4. Modifying the elections calendar as permitted by Bylaw #2.

4.4. 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.

4.5. 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.

4.6. All votes cast shall be tabulated by the CRO or designate(s).

5. MINUTES AND RECORDS

5.1. The Vice-Chair of the EGC, or appointed designate, will record the minutes of EGC meetings.

5.2. A draft of the minutes and reports will be produced within forty-eight (48) hours of the meeting.The CRO, or DCRO, and another member of the EGC will sign off on any minutes before they are made available to the public.

5.3. Finalized minutes and reports shall be sent to a designated USC manager, who will maintain a file and an index of decisions for record-keeping.

Elections Governance Committee Balloting Procedure

Authority: Elections Governance Committee	**Date Ratified:** November 21, 2023
	Next Review Date: September, 2026
Previous Amendments: September 29, 2021;	
Related Document(s):	
Review Committee(s): Governance Committee, USC Board of Directors	
Delegates: Senior Manager, Advocacy and Government Services	

1. **SCOPE**
   1.1. This document outlines the proper procedures for developing the ballot for the fall and spring elections..

   1.2. Terms used in this document shall be defined in the same manner as in By-law #2.

2. **THE BALLOT**
   2.1. The Fall and Spring ballots shall include the following questions, with electors able to abstain from any or all questions on the ballot without risk of spoiling the ballot:
      2.1.1. 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.

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

3. **DEVELOPING THE BALLOT**
   3.1. The following criteria must be met when developing the layout of the ballot:
      3.1.1. The names of the candidates running in divisional elections shall be listed under their respective constituency, with names being automatically randomized by the voting platform on each voter's ballot. The names of the candidates for the USC Presidency shall be listed in automatically randomized order by the voting platform on each voter's ballot.

3.1.2. Candidates' preferred name and pronouns, if listed on their nomination form, shall appear on the ballot as approved by the CRO. If no preferred name is listed on the candidate's nomination form, their legal name, or a reasonable variation thereof, shall appear on the ballot.

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

3.3. All candidates will have an opportunity to review the ballot no less than seventy-two (72) hours before balloting.

3.3.1. 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.

3.3.2. Any concerns regarding the ballot must be submitted to the CRO no less than forty eight (48) hours before balloting opens.

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

Election Governance Committee Campaign Finance Procedure

Authority: Elections Governance Committee	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: November 21, 2023; September 29, 2021	
Related Document(s):	
Review Committee(s): Governance Committee, USC Board of Directors	
Delegates: Senior Manager, Advocacy & Government Services; Senior Manager, People and Development	

1. SCOPE

1.1. This procedure shall specify:

1.1.1. The proper procedures for setting candidate spending limits, tracking candidate spending, and administration of reimbursements.

1.1.2. The standards that the Elections Governance Committee shall use to govern its interactions with candidates relating to matters of campaign finances.

2. DEFINITIONS

2.1. For the purpose of this policy, in addition to definitions from **Bylaw #1** and **Bylaw #2**, these terms shall be defined as follows:

2.1.1. **Fair Market Value**: The typical price, without special concessions or discounts, that is available to all persons.

2.1.2. **Campaign Materials:** Any physical or digital item created, distributed, or used to promote a candidate.

2.1.3. **Contribution:** Any goods, services or privileges donated, in whole or part, to a candidate or their campaign. This can include both monetary and non monetary contributions, such as discounts, gifts, or volunteer work.

2.1.4. **Expenses:** Costs incurred by or on behalf of candidates for campaign purposes.

2.1.5. **Specialized Venues:** Locations that are not typically used for common campaign activities or events that are chosen for their unique characteristics or appeal. These venues may include, but are not limited to:

1. High-profile or exclusive event spaces, such as concert halls, theaters, or private clubs.

2. Locations outside of common public areas (e.g., city parks or university spaces), such as professional studios, private properties, or rented facilities tailored for media production.
3. Any venue that incurs a significant cost due to its distinct nature, location, or amenities beyond those needed for standard campaign purposes.

2.1.6. **Non-Traditional Promotional Strategies**: Unconventional methods or platforms used to promote a campaign that go beyond standard practices. These may include, but are not limited to:

1. The use of innovative technology, such as mobile apps, augmented reality (AR), or virtual reality (VR) campaigns.
2. Viral marketing tactics, such as flash mobs, guerilla marketing, or large-scale stunts aimed at drawing attention to the campaign.
3. Paid influencers, partnerships, or endorsements not typically used in standard candidate campaigns.
4. Use of digital platforms or media channels outside of typical social media or website advertisements (e.g., podcasts, professional video platforms, or live-streamed events with special features).

3. MANAGER OF ELECTION FINANCE

3.1. 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.

3.2. 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.

4. SETTING SPENDING LIMITS

4.1. Spending limits for each candidate will be confirmed by the Chief Returning Officer (CRO) at least seven (7) days before the campaign period begins and announced through:

4.1.1. A press release;

4.1.2. An email to all candidates;

4.1.3. The All-Candidates meeting before the campaign period

4.2. Spending limits for candidates' expenses and contributions, combined, shall be as follows:

4.2.1. Each Presidential candidate has a spending limit of $1500.

4.2.2. Each Divisional candidate, excluding Faculty President candidates, has a spending limit of $200.

4.2.3. Each Faculty President candidate has a spending limit of $400.

4.2.4. Each Vice-Presidential candidate has a spending limit of $400.

4.2.5. The spending limit for Senate and Board of Governor candidates shall be determined by the Secretary of the University.

5. CONTRIBUTIONS AND EXPENSES

5.1. Candidates shall have a spending limit for the campaign consisting of the sum of expenses and contributions.

5.2. 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.

5.2.1. 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 Section 2.1.1. and the actual amount paid for that same good, privilege, or service.

5.3. 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.

5.3.1. If the contributor supplies goods and services, the value shall be determined at fair market value, as per its definition in section 2.1.1.

5.4. Special Rules for Expenses and Contributes:

5.4.1. Where an item is purchased for use 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.

5.4.2. 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.

5.4.3. 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.

6. ELIGIBLE REIMBURSEMENT

6.1. The Manager of Election Finance shall be responsible for maintaining a record of each candidate's eligible reimbursement throughout the campaign period.

6.2. A candidate's eligible reimbursement shall be calculated as the sum of eligible expenses. Candidates will not be reimbursed for goods, privileges, or services received through contribution.

6.2.1. A disqualified candidate will not be reimbursed for their expenses.

6.3. Candidates will only be reimbursed for items which are directly related to their campaign and for which they provide original receipts. Any item deemed not to be an appropriate campaign expense may be excluded from reimbursement by the Committee or the USC's Senior Manager Finance.

6.4. The Committee may adjust a candidate's eligible reimbursement number at their discretion if they deem a candidate to have not competed in the spirit and purpose of the election using the following criteria:

6.4.1. Violating elections rules as outlined in **By-law 2** or the **Elections Rules and Violations Policy**.

6.4.2. The candidate is running a campaign for the sole purpose of discrediting another candidate.

6.5. The Senate and Board of Governors candidates will not be reimbursed by the USC for their campaign expenses.

6.6. 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.

6.7. Eligible Reimbursement Categories:

6.7.1. Only expenses directly and clearly necessary for camping activities are eligible for reimbursement. These include, but are not limited to:

1. Printing for Posters, flyers and promotional materials;
2. Website hosting or digital platform fees;
3. Venue rental for campaign events held in London, Ontario;
4. Distribution costs for campaign videos and media such as social media ads or website hosting; and
5. Rental costs for electronic equipment supplied by the USC.

6.8. Prohibited Expense Categories:

6.8.1. Expenses considered ineligible for reimbursement include, but are not limited to:
1. Travel expenses outside of London, Ontario, unless directly related to a campaign event open to the public in London, Ontario;
2. Personal clothing or costumes for campaign materials except for campaign specific uniforms such as branded shirts; and
3. Equipment purchases or rentals such as cameras, microphones, or lighting.

6.9. Pre-Approval for Unusual Expenses

6.9.1. Candidates must obtain pre-approval from the Manager of Election Finance for any expenses that fall outside of standard categories. These include, but are not limited to:
1. Specialized venues for media production; and
2. Non-traditional promotional strategies.

6.9.2. Candidates are required to submit detailed documentation for all expenses related to these expenses, including:
1. Written justification for how the expense directly supports the campaign; and
2. Receipts or invoices clearly linked to the campaign that include the total cost of the purchase, date of purchase and name of the provider.

7. TRACKING EXPENSES AND CONTRIBUTIONS

7.1. Candidates will use tracking sheets provided by the CRO for all expenses and contributions and submit original receipts..

7.1.1. Candidates who fail to use designated tracking sheets shall not be reimbursed for the candidate's campaign expenditures.

7.2. All candidates shall submit to the CRO original receipts of all expenses and contributions by the end of balloting.

7.2.1. 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.

7.3. 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.

7.3.1. The CRO may authorize the Manager of Election Finance to pick up any receipts and/or sheets from the USC Front Desk.

7.4. The CRO may request that candidates submit original receipts and tracking sheets prior to 4 p.m. on the last day of balloting.

7.5. 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 limits, have original receipts for all expenses, have only listed expenses that can be considered appropriate, and have adhered to any other relevant provisions in **Bylaw 2**.

7.6. The Manager of Election Finance shall inform the CRO of any irregularities in expenses or contributions lists

7.7. In addition to Section 5, 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.

7.8. The Manager of Election Finance has the authority to approve any and all expenses and contributions lists in which no irregularities have been noted .

7.9. 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.

8. ISSUING REIMBURSEMENT

8.1. 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 Senior Manager Finance no later than fourteen (14) days, including Reading Week and other holidays, after the close of balloting.

8.2. At the same time as section 8.1, 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.

8.3. Candidates shall be reimbursed for the amount equal to their eligible reimbursement, less any outstanding loans.

8.4. 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.

8.5. 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.

8.6. Any cheques that have not been picked up from the Front Desk and have stale-dated shall not be reissued.

9. **CAMPAIGN LOANS**
   9.1. A Presidential candidate may obtain an interest-free loan for the spending limit established in section 4.2 of this procedure, by applying to the Senior Manager, Finance.
      9.1.1. Any loans granted pursuant to this section must be repaid, subject to any amount reimbursed, within thirty (30) business days from the close of balloting

10. **ENFORCEMENT AND VIOLATIONS**
   10.1. Any violation of this procedure or the associated Bylaw 2 may result in the adjustment or denial of eligible reimbursement.
   10.2. Candidates deemed non compliant with these procedures may face disqualifications or other penalties as determined by the Elections Governance Committee.

Elections Policy on Dual Degree Students

Authority: Board	**Date Ratified:** January 12, 2024
	Next Review Date: January, 2027
Previous Amendments: N/A	

PURPOSE

This Policy is established pursuant to articles 5.4.1 and 6.7.1 of Bylaw #2 (collectively, the "Articles").

1. REQUESTS TO CHANGE CONSTITUENCY

1.1. Where an eligible elector, pursuant to either of the Articles, requests to be a candidate and/or vote in a constituency other than their default constituency, the elector's request must be in the form and manner prescribed by the CRO.

1.1.1. For greater certainty, any request made other than in the form and manner prescribed by the CRO is not a valid request.

1.1.2. Without limiting the generality of the foregoing, any request made pursuant to either of the Articles must specify the constituency in which the elector wishes to be a candidate and/or vote.

1.2. The CRO shall publish the required form and manner of requests made pursuant to either of the Articles no later than the day on which nominations open.

2. **PROCESSING OF REQUESTS**

2.1. The CRO shall designate one or more USC Staff to review the official registration information of any requestors.

2.2. The CRO's designate(s) will review the official registration information of the requestor to confirm that the requestor is (1) enrolled in a dual degree program and (2) that the constituency in which the requestor requested to be a candidate and/or vote is one of the two constituencies that form part of the dual degree program.

2.2.1. In the case of a request by an eligible elector to be a candidate in a constituency other than their default constituency, the CRO's designate will notify the CRO of their findings with respect to both of the aforementioned requirements.

1. Where the CRO's designate notifies the CRO that the requestor satisfies both of the aforementioned requirements, the CRO shall approve the requestor's request and shall notify the requestor that they may become a candidate in the

constituency requested, and only in that constituency, subject to all other requirements for candidacy.

2. Where the CRO's designate notifies the CRO that the requestor does not satisfy one or both of the aforementioned requirements, the CRO shall reject the requestor's request and shall notify the requestor that they may not become a candidate in the constituency requested.

2.2.2. In the case of a request by an eligible elector to vote in a constituency other than their default constituency:

1. Where the CRO's designate finds that the requestor satisfies both of the aforementioned requirements, the CRO's designate shall approve the requestor's request on behalf of the CRO and shall notify the requestor that they may now vote in the constituency requested, and only in that constituency.

2. Where the CRO's designate finds that the requestor does not satisfy one or both of the aforementioned requirements, the CRO's designate shall reject the requestor's request on behalf of the CRO and shall notify the requestor that they may not vote in the constituency requested.

Elections Rules and Violations Policy

Authority: Board of Directors	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: November 21, 2023; April 26, 2023; September 29, 2021	
Review Committee(s): Elections Governance Committee; Governance Committee	

1. DEFINITIONS

1.1. For the purpose of this policy, in addition to definitions from Bylaw #1 and Bylaw #2, these terms shall be defined as follows regardless of capitalization:

1.1.1. **Candidate** shall refer to students running for the roles of USC President, USC Vice-President University Affairs, USC Vice-President External Affairs, Faculty Council President, Faculty Councillor, Western Student Senator, or Western Board of Governors.

1.1.2. **Committee** or **The Committee** shall refer to the Election Governance Committee.

1.1.3. **Designated Polling Station** means a physical location setup and run by The Committee with access to the online ballot.

1.1.4. **Slate** means a group of candidates running together as a team or party.

2. RULES FOR ELECTIONS AND REFERENDA

2.1. Responsibility of Candidates

Candidates shall be responsible for the 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.

2.1.1. 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.

2.1.2. 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, including King's University College, Huron University College and student residences, and with all municipal, provincial, and federal laws. This includes, but is not limited to:

1. Campaign displays and the distribution of literature on campus subject to the requirements of the Facilities Management and/or Reservations Office and/or Housing.

2. Promoting, advertising or offering alcohol as part of campaign activities or promotion in accordance with Western University Policy 1.33 and USC advertising materials policy s.2

2.1.3. Candidates cannot create false information regarding other candidates in the election.

2.1.4. Candidates cannot interfere with or change the voters list.

2.1.5. No candidate shall attempt to change the vote tally in any way other than soliciting votes from voters.

2.1.6. Candidates are required to swear an oath of fair campaigning with a focus on the following values

1. Responsible - Understand their role as a candidate and follow rules and regulations.
2. Diligent - Educate themselves, be prepared for meetings, ask questions, and be respectful.
3. Committed - Have the time, energy and motivation to participate in the election.

2.2. Resources acquired from previous roles at Western or The USC

2.2.1. Candidates and campaign volunteers are not entitled to use in their campaign any service, tangible benefits, or resources 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, social media platform and secretarial services.

2.2.2. 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, unless they take an unpaid leave of absence for the duration of the campaign period.

2.3. Pre-Campaigning

2.3.1. Candidates are not permitted to distribute campaign materials prior to the campaign period.

2.4. Cross-Campaigning

2.4.1. Candidates must maintain separate finances, and produce unique campaign materials.

2.4.2. Candidates may not endorse other candidates.

2.4.3. Candidates cannot be a campaign volunteer on any other candidate's campaign.

2.5. On-Campus Campaigning

2.5.1. Candidates shall not campaign in the USC Main Offices (including the workspace or office of any Staff, Executive, or volunteer), Clubs Spaces or Council Chambers, or during any meeting of Council or the Standing Committees of Council regardless of location.

2.5.2. Approved campaign posters may only be posted on poster boards that are reserved by the Committee and designated as an elections poster board. Any campaign material posted in an area designated by the Committee for posters shall not exceed a size greater than 11"x17".

2.5.3. 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.).

2.6. Campaigning During the Voting Period

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

1. All campaigning shall be prohibited within the sightline of all Designated Polling Stations; and
2. No candidate, campaign volunteer, or any other party shall: cause an intentional disturbance, 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.

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

3. STUDENT CODE OF CONDUCT

3.1. If a student's actions satisfy Section C of the Student Code of Conduct, the Elections Governance Committee shall refer the student to the Vice Provost (Students).

3.1.1. The Electons Governance Committee will not continue it's investigation if a student has be referred to the Vice Provost (Students)

4. SANCTIONS AND DISQUALIFICATION

4.1. The EGC shall sanction candidates in accordance with the Elections Violations Procedure.

4.2. If a winning candidate in any election is disqualified, the process for determining a winner shall be as follows:

4.2.1. 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.

4.2.2. 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.

4.3. Disqualification of a candidate shall not take effect until the candidate has exhausted their right of appeal.

Elections Violations Procedure

Authority: Elections Governance Committee	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: January 14, 2024; November 21, 2023; September 29, 2021; December 29, 2017; November 25 2015;	
Related Document(s): Bylaw 1, Bylaw 2, Elections Rules and Violations Policy, Elections Governance Committee Terms of Reference	
Review Committee(s): Elections Governance Committee	
Delegates:	

1. **SCOPE**
    1.1. This document outlines the proper procedures for receiving, processing, reviewing, and publicizing the results of violations of **Bylaw 1, Bylaw 2, Elections Committee Campaign Finance Procedure, Elections Rules and Violations Policy,** and all applicable regulations.

    1.2. This document outlines the sanctions and remedies available to the Committee when dealing with Candidate misconduct.

    1.3. This document specifies the standards that the Committee shall use to govern its interactions with Candidates, Campaign Volunteers, and Voters during the investigation process.

    1.4. Terms used in this document shall be defined in the same manner as in **Bylaw 2** and the **Elections Rules and Violations Policy.**

2. **MANAGER OF INVESTIGATIONS**
    2.1. The Manager of Investigations shall be a member of the Elections Governance Committee designated by the CRO (or the CRO themself) to be responsible for the receipt and investigation of alleged violations through the Committee.

    2.2. 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

3.1. 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.

3.2. Allegations must be submitted to the Committee no later than four (4) hours following the close of balloting.

3.3. The Manager of Investigations shall notify the individual who submitted the allegation of its receipt and shall follow up with the individual to gather additional information that may not have been included in the original submission.

3.4. The CRO reserves the right to discard any alleged violations where the individual making the allegation refuses to be identified by the Committee or if there is reasonable suspicion that the allegation aims to delay or distract the Committee from processing legitimate allegations.

3.5. The Committee shall not be obligated to inform Candidates of alleged violations until the legitimacy of the allegation is verified and there is sufficient evidence to conduct a hearing.

4. WITHDRAWAL OF COMPLAINTS

4.1. A complainant may withdraw their complaint at any time prior to the completion of the investigation.

4.2. The Violations Subcommittee retains the authority to continue the investigation if it determines that the alleged violation warrants further examination, regardless of the complainant's withdrawal status.

5. INVESTIGATION

5.1. The Manager of Investigations shall appoint one or more members of the Committee to investigate the allegation.

5.2. 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.

5.3. The Committee shall take as much time as is reasonably necessary to ascertain the facts of a case.

5.4. Findings of an investigation shall be documented in writing and filed with both the Manager of Investigations and the CRO.

5.4.1. Notes must include only corroborated facts and witness statements, avoiding speculation or unverified information.

5.4.2. Evidence such as time-stamped screenshots, emails, and written statements must be included.

5.5. Before proceeding to a hearing with the Candidate in question, the Manager of Investigations shall review the findings to determine if there is enough evidence to substantiate the allegation.

5.5.1. If evidence is insufficient, a brief written report outlining the reasoning will be provided to the individual(s) who submitted the allegation but shall not be made public or include identifying information of individuals involved.

6. HEARING

6.1. Where it is determined that there is sufficient evidence to substantiate the allegation:

6.1.1. the Manager of Investigations and/or their delegate, as the case may be, shall prepare a written summary of the allegation and a report outlining the findings of the investigation; and

6.1.2. the Committee shall call a hearing with the Candidate in question.

6.2. The Investigations Subcommittee of the Committee shall conduct all hearings in line with this policy.

6.3. The Committee shall inform the Candidate in writing of the hearing no fewer than twelve (12) hours in advance of the hearing. With the written notice of hearing, the Committee shall provide the Candidate with the Manager of Investigation's summary of allegation, and the investigators' finding of investigations referenced in Section 5.1.

6.3.1. The Committee shall redact the names or other identifying information of individuals involved in the investigation.

6.3.2. In the event the Candidate is unable to attend the scheduled hearing, the Candidate may send a proxy.

6.3.3. The Candidate must provide written notice to the Committee notifying them of their intention to send a proxy, including the identity of the proxy, prior to the scheduled hearing.

6.4. An audio recording of the hearing shall be kept with the Manager of Investigations and the CRO 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.

6.5. The order of proceedings at a hearing shall be as follows:

6.5.1. The investigator leading the hearing shall read the alleged violation to the Candidate and outline the findings of the investigation.

1. If the Candidate fails to appear or send a proxy, the Subcommittee shall proceed to deliberations assuming no additional evidence is provided.

6.5.2. The Investigations Subcommittee shall have the opportunity to ask any questions regarding the findings of the investigation in an effort to ascertain all pertinent information.

6.5.3. 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.

6.5.4. The Investigations Subcommittee shall have the opportunity to ask follow-up questions based on the information provided by the Candidate.

6.5.5. The Candidate shall have the opportunity to make a final statement to the Investigations Subcommittee regarding the case.

6.5.6. After completion of the above steps, the Investigations Committee shall proceed to deliberations.

7. DELIBERATIONS

7.1. During deliberations the Investigations Subcommittee should first decide whether the Candidate is guilty of the alleged violation by reviewing the information gathered during the investigation and hearing.

7.2. Candidates found guilty of a violation may be subject to a written warning or disqualification

7.2.1. Disqualification of a candidate may only be considered in the following instances:

1. Failing or ceasing to meet Candidate eligibility requirements;

2. Acting in Contempt of the Committee by refusing to comply with written warnings;

3. Interfering with voters, ballots, voting procedures, or ballot counting;

4. Repeated violations of Bylaw 2 and/or applicable elections policy;

5. Violating any municipal, provincial, or federal laws.

7.3. The Investigations Subcommittee shall consider, but not be limited to, the following criteria to determine the appropriate penalty to be assigned to the candidate:

7.3.1. **Degree of scope**: the number of students impacted by the violation.

7.3.2. **Degree of influence**: The influence or impact of the violation on the final election results.

7.3.3. **Degree of intent**: Whether the candidate intended to commit the violation or whether the violation was preventable. In the event the Investigations Subcommittee believes there was no malicious intent, the Investigations Subcommittee should assess whether the candidate lacked the intent to take reasonable precautions to prevent the violation from occurring.

7.3.4. **Degree of repetition**: Whether the candidate in question committed a violation similar in nature to the one in question during the current campaign period.

7.3.5. **Degree of obstruction**: Whether the candidate in question attempted to impede the Committee's ability to investigate the violation at any point during the investigation.

7.4. Where the Candidate has been found guilty of a violation, the Investigations Subcommittee shall determine the appropriate sanction(s) as available in Section 7 below.

8. SANCTIONS

8.1. The Investigations Subcommittee, where it finds there has been a violation may impose the following sanctions:

8.1.1. For violations not warranting the disqualification of candidates or the invalidation of a result, the Investigations Subcommittee may:

1. Issue a warning or an order to change behavior;

2. Reduce a candidates reimbursement:
    a. Minimum reduction of $25
    b. USC Presidential Candidates: Up to 50% of their total campaign costs

3. All other candidates: Up to 100% of their total campaign costsFor all other violations, the Investigations Subcommittee may:
    a. Disqualify a Candidate; or
    b. Invalidate an election, referendum, or plebiscite.

9. NOTICE OF VERDICT

9.1. Where the Investigations Subcommittee finds there has been a violation of Bylaw 2, the Elections Rules and Violations Policy, 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.

9.1.1. The Committee shall provide the Candidate with the verdict in the form of a written decision.

9.1.2. The committee shall post the written report on the **Elections** Website.

9.2. Where the Investigations Subcommittee finds that the Candidate is not guilty of a violation the Committee shall:

9.2.1. Inform the Candidate of the verdict.

9.3. Inform the individual who made the allegation that the Committee will not be pursuing the allegation further.

10. CLOSE OF INVESTIGATION

10.1. 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.

10.2. 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. In such an event:

10.2.1. The CRO will decide if new evidence substantially alters the case.

10.2.2. No Investigation shall be re-opened more than thirty (30) days following the close of balloting.

Emergency Preparedness Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: November, 2026
Previous Amendments: February 26, 2016; 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. SCOPE

1.1. This policy applies to all USC employees.

2. DEFINITIONS

2.1. "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.

2.2. "The USC Emergency Response Representative" is a member of senior management.

3. EXPECTATIONS AND RESPONSIBILITIES

3.1. The USC shall:

3.1.1. Report to Campus Police (9-1-1) any emergency situation;

3.1.2. Report any hazard or potential hazard as follows:

1. Fire Hazard: Ext. 83300 - Western Fire Prevention
2. Weather, Ice, Snow: Ext. 83304 - Western Facilities Management Division
3. Flooding, Power Failure: Ext. 83304 - Western Facilities Management Division
4. Safety Concerns: Ext. 80371 - USC Occupational Health & Safety
5. Violence: 911 - Western Campus Police, as per the Discrimination, Harassment, and Violence Prevention Policy
6. Medical Emergencies: 911 - Western Campus Police, as per the First Aid Policy
7. Gas leak, Chemical spill, Fall arrest/high angle rescue, Entrapment, Motor Vehicle Incidents, and all other emergencies: 911 - Western Campus Police

3.1.3. Observe Western's emergency policies, including

1. Policy on Emergency Response & Preparedness
2. Emergency Service Reduction or Closure

3. Transportation of Dangerous Goods
4. Hazardous Chemical Waste Policy
5. Safe Campus Community

3.1.4. Declare an emergency and/or close regular operations in the case Western does so;

3.1.5. Collaborate with Western's Emergency Response Team; and,

3.1.6. Display emergency numbers by all University Students' Council telephones.

3.2. The USC Emergency Response Representative shall:

3.2.1. Have authority within the USC to declare an emergency, close regular operations, and report such actions to Western's Emergency Response Team;

3.2.2. Collaborate with Western's Emergency Response Team, and other members of Western's Emergency Response Committee;

3.2.3. Maintain USC policies on emergencies by annual review;

3.2.4. Maintain the USC Health and Safety training material on emergencies;

3.2.5. Coordinate each USC department's preparation of appropriate fire, emergency and business continuity plans; and,

3.2.6. Maintain a list of emergency contacts in a secure location.

3.3. Acting supervisors from each department shall:

3.3.1. Assist the USC Emergency Response Representative; and

3.3.2. Ensure the safety of their workers and work areas during times of emergency.

3.4. 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.

3.5. Greeting of emergency response services will be done by the Western appointed Building Emergency Coordinator, as per the UCC's Building Fire Safety Plan.

3.6. Emergency Equipment: The Western Fire Safety Service will maintain emergency equipment, as per Western's Fire Safety Procedures.

4. BRIEF REVIEW OF WESTERN PROCEDURES

4.1. In case of fire/evacuation,

4.1.1. Raise alarm from a safe area on your way to evacuate the building;
  1. Use stairwells to evacuate;
  2. Persons unable to exit by stairwells should find a safe area and contact Western Police to share their location;

4.1.2. Close any doors and windows in the area;

4.1.3. Remain outside until authorization to re-enter is given by the London Fire Department, Western Police or Western Emergency Response Team.

4.2. In situations of immediate danger,

4.2.1. Avoid escalating the situation:

4.2.2. Leave an unsafe area:

4.2.3. Seek shelter where you are if safe evacuation is not possible. Lock doors and avoid windows. Call Campus Police at 911

4.3. 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. COMMUNICATION

5.1. This policy will be explained as needed to workers through operation specific or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

EDI Advisory Committee Policy

Authority: USC Board of Directors	**Date Ratified:** September 13, 2024
	Next Review Date: September, 2027
Previous Amendments: February 3, 2022;	
Related Document(s): USC Equity, Diversity, and Inclusion Framework	
Review Committee(s): HR Committee	

PURPOSE:
To help the organization be accountable to its Equity, Diversity, and Inclusion (EDI) goals, and to ensure our practices are informed by a diverse group of stakeholders with unique lived experiences that are critical in grounding the work of this committee.

1. SCOPE

1.1. This policy applies to all operations related to the management of the Corporation, including but not limited to 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.

2. DEFINITIONS

2.1. These terms shall be defined as follows in order to create a shared understanding to guide the work of the Equity, Diversity, and Inclusion Advisory Committee (EDIAC) members:

2.1.1. **Equity** means the removal of systemic barriers and biases enabling all individuals to have equal opportunity to access and benefit from the organization. In order to achieve equity, all individuals who participate in the organization must develop a strong understanding of the systemic barriers faced by individuals from underrepresented backgrounds and put in place impactful measures to address these barriers.

2.1.2. **Diversity** means differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, class, sex, sexual orientation, gender identity, gender expression, age, and more. A diversity of perspectives and lived experiences are fundamental to the organization's Equity, Diversity, and Inclusion (EDI) processes.

2.1.3. **Inclusion** means the practice of ensuring that all individuals are valued and respected for their contributions and are equally supported in their work.

3. MANDATE

3.1. The EDIAC shall:

3.1.1. Field feedback, prioritize initiatives, and devise a path forward for projects and initiatives that are undertaken by the USC through an EDI lens.

3.1.2. Provide direction and guidance on EDI policies, programs, initiatives, and systems change.

3.1.3. At least once per semester, the EDIAC must provide a forum for USC staff and student leaders to share their feedback during a meeting of the committee.

4. MEMBERSHIP

4.1. The committee shall be comprised of:

4.1.1. President & Chief Executive Officer (1, voting)
4.1.2. Chief Operating Officer (1, non-voting)
4.1.3. Senior Manager, People and Development (1, non-voting)
4.1.4. VP University Affairs (1, voting)

1. USC Coordinators, Interns,and Associate Vice-Presidents Intern (1, voting)
2. Coordinator (1, voting)
3. Associate Vice-President (1, voting)

4.1.5. USC Councillors (1, voting)
4.1.6. Board of Directors (1, voting)
4.1.7. USC Staff Member (1, voting)

4.2. The President & CEO; Chief Operating Officer; Senior Manager, People and Development; and VP University Affairs shall be tasked with putting out calls for applications for the remaining committee positions (positions 4.1(e)-(h)), and for assessing and selecting from applications that come forward to fill the remaining committee positions.

5. CHAIRPERSON

5.1. The EDIAC Chairperson shall be the President & CEO or their designate.

6. MEETINGS

6.1. Meetings shall be called by the Chair or their designate.

6.2. There shall be meetings held on a quarterly basis in October, December, February, and March.

7. MEMBER RESPONSIBILITIES

7.1. Members of the EDIAC shall:

7.1.1. Champion and communicate the organization’s equity, diversity, and inclusion practices to their respective groups;

7.1.2. Field feedback from USC membership, assign leaders, develop action items, and determine measures of success for the organization’s EDI initiatives;

7.1.3. Increase accessibility of the USC to reflect the diversity of the campus community;

7.1.4. Foster an equitable, inclusive culture in the day-to-day operations of the USC;

7.1.5. Understand, listen to, and amplify the voices of diverse individuals throughout the USC’s work;

7.1.6. Consult with members of the organization, particularly the Peer Program Coordinators, to determine how the USC can better engage with EDI work;

7.1.7. Define and commit to shared accountability to build an equitable, accessible organization;

7.1.8. The outgoing EDIAC shall produce a summary report, including recommendations for the incoming executive to consider for the upcoming academic year, no later than May as outlined in the USC EDI Framework.

7.1.9. The incoming EDIAC shall produce an action plan for the upcoming academic year no later than the August meeting of the committee.

8. ACCOUNTABILITY/REPORTING STRUCTURE

8.1. The outgoing EDIAC shall produce a summary report, including recommendations for the upcoming year, for the Board of Directors and incoming Executive to review.

8.1.1. This shall be complete no later than the April meeting of the committee.

8.1.2. The incoming EDIAC shall inform the Board of the action plan for the upcoming academic year no later than the August meeting of the committee.

8.1.3. The President and Chief Operating Officer shall be jointly responsible for reporting back to the Board of Directors on the progress of the EDIAC in their monthly reports to the Board.

9. MEASURABILITY

9.1. All actionables produced by the EDIAC shall be accompanied by details regarding leadership, timelines, and metrics for success, to be outlined in the annual summary report.

9.2. The EDIAC shall release a feedback survey to its paid staff, the Board of Directors, and Council before the end of each academic year to help assess how effective and impactful the work of the committee and the USC was in furthering their EDI goals and commitments.

Ergonomic and Musculoskeletal Disorder Prevention Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: February, 2023
Previous Amendments: February 16, 2018; October 30, 2012	
Related Document(s):	
Review Committee(s):	
Delegates:	

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. SCOPE

1.1. This policy applies to all USC employees, volunteers and visitors.

2. DEFINITIONS

2.1. “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.

2.2. “Neutral Posture” are those in which the muscles, tendons, and joints function optimally and require the least amount of effort to maintain.

2.3. “Static Posture” is a body position that requires sustained physical effort, without joint movement.

2.4. “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.

2.5. “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.

2.6. “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.

2.7. “Ergonomics” is the scientific discipline concerned with interactions between humans and other elements of a system (environment, people and objects) with the goal of optimizing human well-being and overall system performance. (Association of Canadian Ergonomists, 2023)

3. RESPONSIBILITIES

3.1. Employee:

3.1.1. Comply with policy and procedures at all times;

3.1.2. Participate in all necessary assessments as needed;

3.1.3. Report any unsafe acts, hazards, equipment problems or any other unsafe tasks related to ergonomics to your supervisor; and,

3.1.4. Report any incidents, accidents and near misses related to ergonomics to your supervisor immediately and co-operate in any investigation as required.

3.2. Management:

3.2.1. Enforce the policy through regular monitoring strategies;

3.2.2. Encourage all staff to report MSD symptoms early;

3.2.3. Respond to all staff reports of MSD symptoms promptly;

3.2.4. Contact the Health & Safety Coordinator to access assistance in implementing MSD controls when solutions are not immediately identified;

3.2.5. Maintain records of communication with staff; and,

3.2.6. Maintain ergonomic equipment assigned to their department.

3.3. Health and Safety Coordinator:

3.3.1. Enforce the policy, procedures and program;

3.3.2. Provide equipment, necessary resources and initial and ongoing staff training;

3.3.3. Arrange for ergonomic assessments by an external source for all new full time employees after they have passed their probationary periods and for any existing employee as necessary ;

3.3.4. Ensure all staff are educated in MSD symptoms and proper equipment use;

3.3.5. Report all findings of investigations to senior management; and,

3.3.6. Conduct incident investigations associated with MSD incident/accident reports.

3.4. Joint Health & Safety Committee:

3.4.1. Incorporate MSD risks into monthly workplace inspection;

3.4.2. Review incident/accident investigation reports related to ergonomics;

3.4.3. Review policy and program annually; and,

3.4.4. Make recommendations to management.

4. PROCEDURES

4.1. Training:

4.1.1. MSD education will be included in orientation for new workers and refreshers for existing staff.

4.1.2. Education will include awareness, MSD definitions and reporting of incidents and risks.

4.1.3. Department specific orientation shall include specific MSD hazards, proper use of ergonomic equipment, set up of workstations and work organization strategies.

4.2. MSD Reporting:

4.2.1. Ensure positive reinforcement of workers reporting MSD signs and symptoms.

4.2.2. Workers should use the Hazard Reporting Form as defined in the Hazard Reporting Policy to report all MSD hazards.

4.2.3. 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.

4.3. Referral for Ergonomic Assessment

4.3.1. When 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.

4.4. Purchasing

4.4.1. 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.

4.4.2. 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.

4.4.3. Whenever possible, items should be trialled for no less than 1 weeks' time to ensure compatibility with MSD risk reduction.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Finance Subcommittee of the Board Terms of Reference

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: November, 2026
Previous Amendments: November 30, 2018	
Review Committee(s): Finance Committee	

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.

1. MEMBERSHIP

1.1. The committee shall be comprised of:

1.1.1. Three Directors

1.1.2. President (non-voting resource)

1.1.3. Senior Manager, Finance (non-voting resource)

1.1.4. Chief Operating Officer (non-voting resource)

1.2. Any voting member of the board may attend any Finance Committee meeting as a non-voting resource member.

2. CHAIRPERSON

2.1. The chairperson of the committee will be elected by the Board of Directors.

3. GENERAL DUTIES

3.1. The committee shall be responsible for the following:

3.1.1. 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.

3.1.2. Explore initiatives to increase financial efficiency and ensure compliance.

3.1.3. Present all recommendations to the Board to be reviewed and ratified.

4. MEETING FREQUENCY

4.1. 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.

Financial Approvals Policy

Authority: Board of Directors	**Date Ratified:** October 11, 2023
	Next Review Date: October 2026
Previous Amendments: March 31, 2021 and March 2, 2018	

OBJECTIVE

This policy outlines financial approval mechanisms, and attempts to place appropriate spending limits on the USC Executive and management.

1. BUDGET

1.1. USC Operating and Capital budgets require approval by Council and the Board of Directors.

2. SEGREGATION OF DUTIES

2.1. Financial Responsibilities within the USC shall be segregated as outlined in the table below.

Financial Responsibility	Description of Role	USC Responsibility
Budgeting	Development of an annual budget.	CEO/COO
Product Sourcing	Authorize the placement of an order for the good/service	Senior Manager or Middle Manager delegate
Receipt	Certify that the good/service was received	Senior Manager or Middle Manager delegate
Payment	Payment to service provider or supplier	Accounting Manager

3. PURCHASING APPROVALS

3.1. Before any purchase, approval must be received from the appropriate decision maker, as outlined in the table below.

Purchasing Approvals Authority and Methods		
Total Purchase Amount	Procurement Method	Decision Maker
$1 to $499	Credit Card Purchase or Purchase Order.	Senior or Middle Manager
$500 up to $4,999	3 Quotes (must be documented)	Senior or Middle Manager
$5,000 up to $49,999	Invitational competitive	Senior Manager
$0 up to $49,999	Single source procurement - see 4.2.4 for allowable expenses	Senior Manager (Must report spending to supervisor)
$50,000 to $99,999	Invitational competitive	Senior Manager
$50,000 to $149,999	Single source procurement - see 4.2.4 for allowable expenses	Chief Operating Officer (Must report spending to Finance Committee)

$100,000 to $499,999	Request for proposal	Chief Operating Officer
$150,000 or more	Single source procurement - see 4.2.4 for allowable expenses	Finance Committee/Board of Directors
$500,000 or more	Request for proposal	Finance Committee/Board of Directors

3.2. PROCUREMENT METHOD

3.2.1. Three (3) quotes require that three quotes are received for any purchases. These quotes must be in written form and from the service provider or vendor.

3.2.2. Request for proposal is an open competitive process for any good and service. The USC shall create a request for proposal document that outlines the USC's needs and all information for an external service provider or vendor to submit a quote. The appropriate decision maker, as outlined in 4.1 of this policy, shall select a service provider or vendor from the quotes submitted.

3.2.3. Invitational competitive is where specific service providers or vendors are requested to provide a quote. The appropriate decision maker, as outlined in 4.1 of this policy, shall select a service provider or vendor from the quotes submitted.

3.2.4. Single source procurement is when a single service provider or vendor is the only option for a service or product. Only one quote is required for these spending proposals. As outlined in 4.1 of this policy, the appropriate decision maker shall report on these spending proposals to their supervisor.

1. Permitted single source procurement are as follows;
    a. Regular purchases of goods required for commercial operations

b. Construction projects less than $100,000
c. A niche service or good that can only reasonably be provided by a single supplier.

3.3. METHOD OF APPROVAL

3.3.1. For all spending less than $5000 an email or signed purchase order, quote or contract from the decision maker as outlined in 4.1 of policy is required.

3.3.2. For all spending greater than $5000, a signed purchase order, quote or contract is required to authorize spending. Only the decision-maker listed in section 4.1 of this policy can sign off on purchases greater than $5000.

4. ETHICAL PURCHASING STATEMENT

4.1. All persons purchasing on behalf of the USC are required to uphold the following Code of Ethics to the best of their abilities.

4.1.1. USC employees shall not:

1. Use their authority or office for personal gain,
2. Engage in any activity that may create, or appear to create, a Conflict of Interest. Such as:
   a. Accepting gifts or favours,
   b. Providing preferential treatment, or
   c. Publicly endorsing Suppliers or Products.

4.1.2. USC employees shall

1. Reject and denounce any business practice that is improper.
2. Obtain three (3) competitive bids if items or services are valued between $500 and $99,999
3. Protect our suppliers' rights to confidentiality
   a. Competing suppliers must not be told the prices, terms, or conditions quoted by other suppliers.

4.2. All persons purchasing on behalf of the USC shall strive to do its part to protect the environment as well as promote ethical, equitable and sustainable purchasing practices.

Financial Reporting Policy

Authority: Board of Directors	**Date Ratified:** October 11, 2023
	Next Review Date: October, 2026
Previous Amendments: August 2022; August 2021; April 7, 2017;	

OBJECTIVE

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.

1. AUDIT

1.1. At each Annual General Meeting, Council shall appoint Auditors to hold office until the close of the next general meeting.

1.1.1. Every five years, a Request for Proposal may be sent to audit firms qualified to provide the type of audit that meets the needs of the corporation.

1.1.2. 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.

1.1.3. A report will be prepared by the Board of Directors for Council summarizing the RFP process and the factors involved in selecting the auditors.

2. COUNCIL

2.1. Council shall receive the following financial reports.

2.1.1. Audited Financial Statements

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

1. Audited financials shall be reported to the Board of Directors for approval, following their completion.
2. Audited statements will be reported on by the USC's auditors.
3. The level of detail required shall be determined by the USC's auditors.

3.1.2. Quarterly Financial Reports

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.
2. Quarterly reports shall be delivered in the format specified by the Board.
3. Quarterly reports shall contain the following information for that period.
    a. Summary of student fees, and transfers out.
    b. Summary of all USC business units.
    c. Summary of all USC departments.
    d. 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%.
    e. Quarterly reports shall include annotated financial statements (including statement of cash flows, balance sheet, and income statement) to explain any large variances, up to the discretion of the Executive and Senior Manager Finance.
    f. Quarterly reports must include a narrative discussing highlighted budget discrepancies, and any other information that should be noted.
    g. Quarterly reports shall include a list of government remittances.
    h. Quarterly reports shall include a breakdown of executive spending, broken down by executive.
    i. Quarterly reports shall include a compliance certificate.

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

1. The Board finance committee shall receive and review the monthly executive summary.
2. The financial statements shall be annotated to explain any large variances, up to the discretion of the Executive and Senior Manager Finance.

First Aid Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: November, 2026
Previous Amendments: February 8, 2019;	
Related Document(s): Injury/Illness Reporting Policy; Appendix: First Aid Checklist; Appendix: First Aid Log	
Review Committee(s): Board of Directors	

PURPOSE:

The purpose of this document is to outline how the USC administers the provision of first aid.

1. SCOPE

1.1. This policy applies to all USC employees, volunteers, and visitors.

2. DEFINITIONS

2.1. “Qualified first aider” is a holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent.

3. RESPONSIBILITIES

3.1. Any need for first aid treatment or supplies will immediately be reported by,

3.1.1. Employees to their managers.

3.1.2. Volunteers and visitors to their supervisors.

3.2. Anyone needing first aid treatment or medical care when working outside of regular business hours will call upon one of the following for assistance:

3.2.1. A first aid attendant who is also working at this time; or

3.2.2. Campus Police (911 or non-emergency ext. 83300)

3.3. A person accompanying an injured employee to follow-up care once first aid has been provided will

3.3.1. Ensure the employee has safely arrived and is under any appropriate care; and

3.3.2. Report on the status of such safe arrival and delivery into care to the USC Health & Safety Coordinator.

3.4. The primary first aid attendant or external safety equipment supply resource will ensure the following is completed

3.4.1. Inspecting the first aid kit to ensure it is adequately supplied at least once every three months;

3.4.2. Recording each inspection of the first aid box with the date, name/signature, and note of any used/missing supplies; and then

3.4.3. Immediately taking steps to replenish any used/missing supplies.

3.5. Managers will periodically check the First Aid Log in their areas of work to ensure they know about all nearby incidents.

4. PROCEDURES

4.1. 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.

4.1.1. The first aid station for the main third floor office is in the staff lunch room by the Health and Safety Board.

4.2. 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.

4.3. A qualified first aider must be on every shift, and work in the immediate vicinity of the first aid station.

4.4. 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.

4.5. 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.

4.6. The USC will use

4.6.1. a first aid room; and

4.6.2. stretchers and blankets

4.6.3. which are located in Western Health and Wellness Services, room 2120 in Thames Hall.

4.7. 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.

4.8. The preferred method of transportation is by taxicab.

4.9. In case first responder assistance is desired,

4.9.1. The ambulance attendants or Student Emergency Response Team (SERT) will direct or provide transportation to further treatment.

4.9.2. 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).

4.9.3. 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. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Gap Analysis Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 3, 2022; December 1, 2017	
Related Document(s): Gap Analysis Procedure	
Review Committee(s): Board of Directors	

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. **DEFINITIONS**
   1.1. **Gap Analysis:** A detailed review that identifies the gaps between current and future needs in USC departments, including staffing, skills, succession planning, and vacancies.

2. **SCOPE**
   2.1. This Policy applies to all full time members of the USC both elected and hired.

3. **ADMINISTRATION**
   3.1. The Senior Manager, People and Development is responsible for administering the provisions of this Policy, with regular reports to the Human Resources Committee.

4. **EXPECTATIONS AND RESPONSIBILITIES**
   4.1. The USC shall:
      4.1.1. Maintain an up to date Gap Analysis that outlines departmental and staffing needs.

      4.1.2. 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.

      4.1.3. Conduct the Gap Analysis as per the Gap Analysis Procedure.

Gap Analysis Procedure

Authority: Board	**Date Ratified:** December 1, 2017
	Next Review Date:
Review Committee(s): Human Resources Committee	

PURPOSE

There is inherent risk to the organization when it comes to the attrition of senior level managers and key roles and functions. The gap analysis will serve to identify areas of concern when it comes to skills/operational gaps, lack of backfill/succession, vacancies, and new demands on the organization. In order to ensure that these areas are identified, this procedure outlines how regular analysis of our gaps will be conducted.

1. SCOPE

1.1. This Policy applies to all full time members of the USC both elected and hired.

2. ADMINISTRATION

2.1. The Senior Manager, Human Resources will consult with all Senior Managers and conduct a gap analysis in each of their respective departmental areas on an annual basis. This consultation will consist of analysis around skills/operational gaps, backfill in key roles during a short-term absence, vacancies, and new demands in the department.

2.2. This information will be presented to the COO and President for approval and an action plan including any salary contingency needs will be created.

2.3. Gap analysis findings will be presented to the Board of Directors for information on an annual basis.

3. EXPECTATIONS AND RESPONSIBILITIES

3.1. The Senior Manager shall:

3.1.1. Provide information regarding departmental needs and gaps.

3.1.2. Work with the Senior Manager, Human Resources to ensure vacancies, departmental gaps, and succession considerations are identified.

3.1.3. Work with the Senior Manager to review their job description is reviewed and up to date.

3.2. The Senior Manager, Human Resources shall:

3.2.1. Facilitate the Gap Analysis consultation with all Senior Managers annually.

3.2.2. Ensure all Senior Manager job descriptions are reviewed and updates annually.

3.2.3. Provide a gap analysis report to the COO and President for approval after receiving the mid year PA's.

3.2.4. Support the COO and President in creating an action plan based on the gap analysis report.

3.3. The COO shall:

3.3.1. Work with the President to make recommendations based on the gap analysis.

3.3.2. Create an action plan including any salary contingency needs.

3.3.3. Present the Gap Analysis findings to the Board of Directors for information at the October Board meeting.

3.4. The President shall:

3.4.1. Work with the COO to make recommendations based on the gap analysis.

3.4.2. Create an action plan including any salary contingency needs.

3.4.3. Present the Gap Analysis findings to the Board of Directors for information at the October Board meeting.

3.4.4. Ensure all Executive job descriptions are reviewed and updated annually.

Gazette Publications Committee Terms of Reference

Authority: USC Board of Directors	**Date Ratified:** December 6, 2024
	Next Review Date: September 2027
Previous Amendments: September 25, 2015	
Related Document(s): Gazette Complaints Procedure; Gazette Editorial Policy; Gazette Front Office Hiring Policy	

PURPOSE:
This document shall be the Terms of Reference for The Gazette Publications Committee (GPC), which shall be a standing committee of the Board of Directors of the University Students' Council.

1. OVERVIEW

1.1. **Membership**

1.1.1. Voting Members who serve for a term of one (1) year:
One (1) undergraduate student, of the USC Board of Directors, voting

1.1.2. Voting Members who serve for a term of two (2) years:
One (1) undergraduate student, at-large, voting

1.1.3. Voting members who serve a term of three (3) years:
Five (5) individuals who are external to the Western undergraduate population and have not acted as a member of Gazette staff or Front Office for at least 36 months. Individuals may be reappointed for one additional three (3) year term.

1.1.4. Resource Members:
1. Editor-in-Chief, Gazette, ex-officio.
2. Managing Editor, Gazette, ex-officio.
3. Deputy Editor, Gazette, ex-officio.
4. Manager, Gazette, ex-officio.
5. Senior Manager, USC Information Systems, ex-officio.

1.2. **General Duties**

1.2.1. The GPC shall review reports from the Editor-in-Chief regarding the use of Gazette resources, and make recommendations regarding policy, strategy, and business matters to the Front Office as necessary.

1.2.2. The GPC shall not be involved in the day-to-day management and editorial decisions of the publication, as that is the responsibility of the Editor-in-Chief, Managing Editor, Deputy Editor, and Gazette Manager.

1.2.3. Adjudicate editorial complaints that have not been resolved by the Editor-in-Chief, as per the editorial content complaint procedures within the Gazette Complaints Procedure.

1.2.4. Approve an annual Strategic Plan, presented by the Editor-in-Chief, to stand as a reference document for The Gazette when strategic decisions need to be made, and to support the identification of priorities during the annual budget process.

1.2.5. In collaboration with the Editor-in-Chief, make recommendations for amendments to Gazette policy. Policies of The Gazette will be reviewed every two years by the GPC and approved by the USC Board of Directors.

1.2.6. Develop and continue to improve upon a policy and process to ensure the Front Office receives constructive feedback on their performance, and have access to training and development that set them up for success in their roles.

1.2.7. Recommend discipline and termination procedures to the USC Board of Directors.

1.2.8. Facilitate the hiring of Front Office by running annual elections.

1.3. **Appointment to the GPC**

1.3.1. Voting members shall be ratified by the USC Board of Directors upon the recommendation of the GPC Nominating Committee. The Nominating Committee shall meet annually or when vacancies of the Publications Board must be filled. They will also be responsible for recruiting members, establishing selection criteria, and conducting a hiring process.

1.4. **Selection and Duties of the Chair**

1.4.1. The GPC shall vote internally and recommend a Chair.

1.4.2. The Chairperson must be a voting member of the Gazette Publications Committee, and external to the USC and the University of Western Ontario.

1.4.3. The Chair shall appoint a date for regular meetings, and prepare the agenda, with the assistance of the Editor-in-Chief and Gazette Manager.

1.5. **Subcommittee Membership**

1.5.1. GPC Nominating Committee

The Nominating Committee shall be composed of:

1. One (1) USC Board of Directors GPC member, or a designate
2. One (1) GPC Student-at-Large member, or a designate.
3. Gazette Editor-in-Chief.
4. One (1) additional Gazette staff member who is appointed by the Gazette Editorial Board.
5. One (1) representative of the USC, who shall coordinate the committee.

1.5.2. The GPC shall strive to make decisions by consensus. If consensus cannot be achieved, decisions shall be made via a majority vote (50% + 1).

1.6. **Meeting Frequency**

1.6.1. Regularly scheduled monthly meetings during the Fall / Winter semesters

1.6.2. Meetings as called by the Chair on an ad hoc basis

Governance Subcommittee of the Board Terms of Reference

Authority: Board of Directors	**Date Ratified:** March 1, 2024
	Next Review Date: March, 2027
Previous Amendments: November 2, 2018; December 2017	

OBJECTIVE

Responsible for reviewing By-Law and policy changes and providing recommendations to the Board. The Governance Committee will also work with the Chief Operating Officer to ensure the Policy Plan is being followed.

1. MEMBERSHIP

1.1. The committee shall be comprised of:

1.1.1. Three Directors

1.1.2. Senior Manager, Advocacy and Government Services (non-voting resource)

1.1.3. Chief Operating Officer (non-voting resource)

1.1.4. President (non-voting resource)

1.2. Any voting member of the board may attend any Governance Committee meeting as a non-voting resource member.

2. CHAIRPERSON

2.1. The chairperson of the committee will be elected by the Board of Directors.

3. GENERAL DUTIES

3.1. The committee shall be responsible for the following:

3.1.1. Conduct regular reviews of USC By-Laws, Policies and Procedures

3.1.2. Review all proposed amendments to USC By-Laws, Policies and Procedures

3.1.3. Develop the legislative calendar for the board of directors

4. MEETING FREQUENCY

4.1. 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.

Hazard Reporting Policy

Authority: Board of Directors	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 16, 2018; October 30, 2012	
Related Document(s):	
Review Committee(s):	
Delegates:	

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.

1. SCOPE

1.1. 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.

2. DEFINITIONS

2.1. **Continuous improvement Plan:** A document which addresses the health and safety goals to be achieved by USC and outlines the steps to be taken to achieve those goals.

2.2. **Hazard:** A condition or situation that has the potential to cause injury or illness, as well as damage to property and disruption of work operations.

2.3. **Serious Hazard:** A condition, activity, or situation that poses a considerable risk of injury, illness, death or harm to individuals.

2.4. **Unsafe acts:** Behaviours, which could lead to an accident.

2.5. **Unsafe conditions**: Circumstances, which could allow an accident to occur.

3. EXPECTATIONS AND RESPONSIBILITIES

3.1. Workers shall report the existence of any significant hazard of which he or she becomes aware to their supervisor/manager.

3.2. A worker who remedies a significant hazard will report both the hazard and the remedy made to their supervisor/manager.

3.3. 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,

3.4. Ensure the Health & Safety Coordinator receives copies of the hazard report for distribution to the following parties:

3.4.1. USC Occupational Health & Safety;

3.4.2. The Joint Health & Safety Committee (JHSC); and

3.4.3. The Worker Health & Safety Representative.

4. PROCEDURES

4.1. 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.

4.2. By the supervisor/manager who will, with the assistance of the worker,

4.3. Rate the hazard;

4.4. Form an action plan in response to the hazard;

4.5. Implement the action plan; and

4.6. Notify the necessary parties through the Health & Safety Coordinator.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Coordinator Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 03, 2022; November 15, 2011; January 16, 2015	
Review Committee(s): Board of Directors	

PURPOSE:
The purpose of this document is to outline the responsibilities of the Health & Safety Coordinator.

1. SCOPE

1.1. This policy applies to the Health & Safety Coordinator.

2. DEFINITIONS

2.1. **"Health & Safety Coordinator"** is the USC's Manager, HR Administration.

3. RESPONSIBILITIES

3.1. The Health & Safety Coordinator will

3.1.1. develop and maintain

1. integrated health and safety policies
2. an integrated performance review system for all managers and employees, which includes a health & safety component
3. Standard Operating Procedures (SOPs) to minimize and control the identified health & safety hazards
4. a training schedule to ensure all employees have the appropriate skills and knowledge to prevent work-related injury and illness

3.1.2. conduct and review, annually,

1. hazard and risk assessments
2. audits of the health & safety policies
3. injury and illness frequency analysis to measure the effectiveness of the established integrated health & safety system

3.1.3. provide resources for company health and safety training

3.1.4. assist USC management to effectively deal with any arising health and safety related concerns or issues

3.1.5. assume the role of
1. management co-chair of the Joint Health and Safety Committee
2. certified management member of the Joint Health and Safety Committee
3. the USC's internal resource for health and safety related matters
4. the company contact for any Ministry of Labour inspections

3.1.6. coordinate to ensure
1. workplace inspections are completed monthly
2. safety-related information is communicated at management meetings
3. the Joint Health and Safety Committee (JHSC) is established and operating according to the legislated requirements of the Occupational Health and Safety Act (OSHA)
4. the Joint Health and Safety Committee (JHSC) minutes are documented, distributed and posted
5. JHSC worker representative inspections are randomly attended to by a management representative on the JHSC

3.1.7. for hygiene tests,
1. schedule hygiene tests with a qualified hygienist, as required
2. ensure that the Joint Health and Safety Committee get a copy of the testing results
3. post a copy of any test results on the health and safety board

3.1.8. be certified/trained through programs approved by the Workplace Safety and Insurance Board (WSIB) in,
1. first aid and CPR
2. applicable safety legislation
3. injury/incident investigation
4. planned workplace inspection
5. certification training

3.1.9. 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.

4. PROCEDURES

4.1. The Health and Safety Coordinator’s training records and certificates will be kept in their personnel file.

5. COMMUNICATION

5.1. The Health and Safety Coordinator is the main contact person in the USC for health and safety topics.

6. EVALUATION

6.1. The Health and Safety Coordinator's job evaluation will incorporate the active responsibilities listed in this policy.

Health and Safety Management Policy

Authority: Board of Directors	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 03, 2022; November 15, 2011	

PURPOSE:
The purpose of this document is to outline the USC management's health & safety responsibilities.

1. SCOPE
1.1. This policy applies to all USC managers.

2. DEFINITIONS
2.1. **Continuous Improvement Plan**: A document that addresses the health and safety goals to be achieved by USC and outlines the steps to be taken to achieve those goals.

3. EXPECTATIONS AND RESPONSIBILITIES
3.1. The following components of management responsibility will be reviewed annually through the Continuous Improvement Plan:

3.1.1. Review Health and Safety Trends

1. Schedule for review annually
2. Responsibility assigned to the senior management team
3. 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.
4. Improvement opportunities are included as goals in the health and safety program‘s Continuous Improvement Plan.

3.1.2. Actively supports the activities of the Joint Health and Safety Committee / Health and Safety Representative

1. Provide time and resources

2. Appoints Management Representative(s)

3. Provides training

4. Responds to formal recommendations
   a. In writing
   b. Within time limits
   c. Action to be taken

5. Communicate results of testing, audits etc.

3.1.3. Establish a program to regularly communicate health and safety information
1. The program defines:
   a. Responsibility
   b. Methods (staff meetings, training, newsletters, bulletin boards, memos, safety talks, etc.)
   c. Frequency
   d. Recording system

2. All employees participate including senior management

3.1.4. Review the Health and Safety Program
1. 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

3.1.5. Encourage off-the-job health and safety activities for all workers
1. 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

2. Methods may include:
   a. Poster program
   b. Newsletters & booklets

c. Safety talks
d. Electronic messages
e. Internal Communication item

3.1.6. Workplace inspections performed by executive management

1. 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

2. The Chief Operating Officer will participate once per year using one of the above methods, in addition to
   a. signing off on their inspection; and,
   b. attending the corresponding JHSC monthly meeting to document the inspection.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Networking Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: March 06, 2020; October 30, 2012; November 15, 2011	
Related Document(s): Networking Log Form	

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. **DEFINITIONS**
   1.1. **Continuous Improvement Plan**: A document which addresses the health and safety goals to be achieved by USC and outlines the steps to be taken to achieve those goals.

   1.2. **Joint Health and Safety Committee** or **JHSC**: 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.

2. **SCOPE**
   2.1. This policy applies to all USC Joint Health and Safety Committee Members.

3. **RESPONSIBILITIES**
   3.1. The JHSC certified members will be responsible for and involved with the networking activities.

   3.2. Each JHSC certified member will contact at least two companies for networking purposes.

   3.3. 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.

4. **PROCEDURES**
   4.1. JHSC certified members will log the names of the companies with which they have networked.

4.2. The following are acceptable ways for JHSC members to network:
   4.2.1. Attending networking/training sessions through professional health and safety organizations such as WSPS;
   4.2.2. Email Exchange;
   4.2.3. Personal contacts, phone calls, visits, etc.;
   4.2.4. Visiting websites with best practices and legislation information; and,
   4.2.5. Consulting with professional health and safety associations.

5. TRAINING

5.1. 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.

6. COMMUNICATION

6.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7. EVALUATION

7.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health & Safety Orientation Policy

Authority: Chief Operating Officer	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: February 8, 2019;	
Related Document(s): Health & Safety Training Policy	
Review Committee(s): Board of Directors	

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. SCOPE

1.1. 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.

1.2. 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.

1.3. 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.

1.4. Employee attendance at the mandatory 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.

1.5. 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.

1.6. This Policy enforces:

1.6.1. 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.)

1.6.2. Regular evaluation and updating of health and safety orientation training and job-specific health and safety training programs.

1.6.3. Certification of all new full and part-time staff as well as annual recertification training sessions for existing full and part-time staff.

1.6.4. Training will be conducted to address changes in applicable legislation.

2. DEFINITIONS

2.1. "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

2.2. "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. ROLES AND RESPONSIBILITIES

3.1. Management Responsibilities

3.1.1. Ensure that all newly-hired employees under their supervision, and any employee assigned to their supervision through promotion or transfer, have 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.

1. When the employee has been absent from their position for an extended period of time, the employee's skills should be reassessed. Retraining or updated 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.

3.1.2. 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).

3.1.3. Conduct operation specific orientation training as per the components of training outlined below.

3.1.4. Attend and be familiar with all health and safety training programs required by employees under their supervision.

3.1.5. Monitor employees' performance to ensure the skills and knowledge are put into practice and to modify training as needed.

3.2. Joint Health & Safety Committees

3.2.1. When consulted, provide input for the development and updating of both health and safety orientation and job-specific health and safety training programs.

3.2.2. Maintain current joint health and safety committee membership lists and post them prominently in their workplaces.

3.2.3. 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.

3.2.4. Review and make recommendations on the health and safety orientation and job-specific health and safety training programs within the area of their responsibility.

3.3. Human Resources Responsibilities

3.3.1. Develop and deliver on a regular basis, generic health and safety training programs to assist departments in meeting their responsibilities under this policy.

3.3.2. When developing new training programs and revising existing programs, build in participant evaluations, either written and/or practical.

3.3.3. Lead in the development of health and safety orientation information and post this information on the shared folder.

3.3.4. 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).

3.3.5. The Health & Safety Coordinator will update and maintain training records.

3.3.6. 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. COMPONENTS OF TRAINING

4.1. Health & Safety Orientation Training shall include:

4.1.1. Health & Safety Policy

4.1.2. Employee Responsibilities and Rules

4.1.3. Standards and Procedures for:

1. Reporting injury/illness
2. Reporting hazards
3. Emergency response
4. Early and Safe Return to Work
5. JHSC/Worker Health and Safety Representative activities
6. Refusal to Work
7. Workplace Violence and Harassment

4.2. Operation Specific Orientation Training shall include:

4.2.1. Workplace Tour including:

1. Introduction to JHSC/Worker Health & Safety Representative for the work area
2. Emergency equipment, exits, first aid stations, etc.
3. Health & Safety Board and postings

4.2.2. Training in the following areas:

1. Review of assigned job activities
2. Review of operating instructions for equipment/process
3. Review of hazards and controls
4. Review of any safe operating procedures / safe work instructions
5. Time frames for training completion
6. A qualified person should deliver the training

5. PARTICIPANT EVALUATION

5.1. Employees will demonstrate their comprehension of the training material through completion of a mandatory quiz in each area which shall be graded and placed in their employee file.

5.2. The completed quizzes will act as a record of completion for health and safety orientation training.

6. COMMUNICATION

6.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7. EVALUATION

7.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2025 (annually)
Previous Amendments: February 2, 2024; January 16, 2023; February 03, 2022; February 7, 2020; March 29, 2021	
Related Document(s): Human Resources Directive, Discrimination, Harassment and Violence Prevention Policy and Procedure	
Review Committee(s): Board of Directors	

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. DEFINITIONS

1.1. **Employee(s)** or **USC Employee(s)** means any paid employee of the USC.

2. RESPONSIBILITIES:

2.1. 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.

2.2. Management will ensure compliance with Ontario's Occupational Health and Safety Act by meeting or exceeding all legislative requirements.

2.3. 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 their respective workplace.

2.4. 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.

2.5. 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.

2.6. 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.

2.7. All subcontractors and their workers must meet or exceed the USC's health and safety requirements.

2.8. This Policy will be reviewed and updated annually.

2.9. 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.

December 6, 2024

Jeff Armour, Chief Operating Officer

Date

Health and Safety Responsibilities of Managers & Supervisors Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 03, 2022; February 7, 2020	
Related Document(s): Appendix: OHSA ss. 25, 26, 27.	
Review Committee(s): Board of Directors	
Delegates:	

PURPOSE:

The purpose of this document is to outline the responsibilities and accountabilities of managers & supervisors.

1. **SCOPE**
   1.1. This policy applies to all USC Managers & Supervisors.

2. **RESPONSIBILITIES**
   2.1. Managers & Supervisors must
      2.1.1. Ensure the performance of workplace inspections;
      2.1.2. Conduct information sessions (safety talks, staff meetings, tailgate meetings);
      2.1.3. Conduct incident investigations;
      2.1.4. Conduct employee training;
      2.1.5. Correct substandard acts or conditions;
      2.1.6. Commend employee health and safety performance; and,
      2.1.7. Appoint competent supervision.

   2.2. Managers are responsible for sections 25 & 26 of the OHSA, attached, and all other legislation that applies to the workplace.

   2.3. Supervisors are responsible for section 27 of the OHSA, attached.

   2.4. Manager and Supervisor performance evaluations will
      2.4.1. Be performed;
         1. Twice each year, with a midyear qualitative and a final quantitative evaluation;
         2. Following USC performance appraisal methodology for both management and union staff members.

2.4.2. Measure each responsibility assigned in section 2.01 above, namely,

1. Workplace inspections;
2. Conducting information sessions (safety talks, staff meetings, tailgate meetings);
3. Conducting incident investigations;
4. Conducting employee training;
5. Correcting substandard acts or conditions;
6. Commending employee health and safety performance; and,
7. Appoint competent supervision.

3. PROCEDURES

3.1. Disciplinary procedures will follow the process described in article 12 of the collective agreement between the USC and CUPE local 2820.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Responsibilities of Workers (Including Supplied Labour) Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: November 21, 2023; March 10, 2017; November 15, 2011	

PURPOSE:

The purpose of this document is to outline the responsibilities and accountabilities of workers.

1. SCOPE

1.1. This policy applies to all USC workers.

2. RESPONSIBILITIES

2.1. Workers must understand the consequences of health and safety rules and procedures violations.

2.2. Workers are responsible for section 28 of the OHSA, attached.

3. PROCEDURES

3.1. Violations of this policy will be disciplined progressively as per article 12 of the collective agreement between the USC and CUPE local 2820.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Training Policy

Authority: Chief Operating Officers	**Date Ratified:** January 29, 2021
	Next Review Date: January, 2024
Previous Amendments: November 19, 2013; November 15, 2011	

PURPOSE:

The purpose of this document is to outline the USC's health & safety training program.

1. SCOPE

1.1. This policy applies to all USC employees, volunteers, and visitors.

2. EXPECTATIONS AND RESPONSIBILITIES

2.1. The following components of training will be reviewed annually through the Continuous Improvement Plan:

2.1.1. Applicable legislation

1. 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.

2. Training records are kept by
    a. human resources for full-time employees; and,
    b. operation managers for part-time employees.

2.1.2. Workplace Hazardous Materials Information System (WHMIS 2015)

1. Generic training is provided in health & safety orientation.
2. Workplace specific training is provided by managers as applicable.
3. Training records are kept by
    a. human resources for full-time employees; and,
    b. operation managers for part-time employees.

2.1.3. Designated Substances

1. The USC does not use any designated substances.

2.1.4. Certifications & Competencies

1. The following certifications are required:
    a. For the USC Coordinator, Technical Services, on elevating work platforms, namely
        i. up-right lift; and,
        ii. genie lift.
    b. For every individual driving a motor vehicle for USC business purposes (whether a personal, company, or rented vehicle),
        i. a copy of their driver's license; and,
        ii. a driver's abstract (obtained by the USC using their driver's license number).

2.1.5. Material Handling

1. Employees receive training in the following areas during health & safety orientation training:
    a. Manual lifting techniques; and,
    b. Dolly / Hand-cart use.
1. This component of training is reviewed annually by JHSC.
2. Training records are kept by
    a. human resources for full-time employees; and,
    b. operation managers for part-time employees.

2.1.6. Orientation

1. Worker, Promotion/Transfer, and Job Specific Orientation are addressed in the USC Health & Safety Orientation Policy.

2.1.7. Health & Safety Inspections are addressed in the USC Health & Safety Workplace Inspection Policy.

2.1.8. Injury/Incident Investigation is addressed in the USC Injury/Incident Investigation Policy & Procedures.

2.1.9. Joint Health and Safety Committee/ Health and Safety Representative are addressed in the Joint Health and Safety Committee Terms of Reference.

2.1.10. Emergency Response

1. 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)

2. Time frames for training completion are addressed in the USC Emergency Preparedness Policy.
3. Responsibility for training delivery is addressed in the USC Emergency Preparedness Policy.

2.1.11. Personal Protective Equipment is addressed in the USC Personal Protective Equipment Policy.

2.1.12. 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:
1. SmartServe: for the serving of alcohol
2. Knife safety for safe food preparation
3. Basic Sanitation: for safe food handling and preparation

3. COMMUNICATION

3.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4. EVALUATION

4.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Work Refusal Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: November, 2026
Previous Amendments: February 26, 2016; 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. SCOPE

1.1. This policy applies to all USC employees.

2. PROCEDURE

2.1. HEALTH & SAFETY COMPLAINT:

2.1.1. In the event that a worker raises a health and safety concern or complaint to their Supervisor, the Supervisor shall:

1. 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.
2. If determined to be a safety complaint and the task is unsafe the Supervisor shall undertake immediate corrective action.

2.2. HEALTH & SAFETY WORK REFUSAL:

2.2.1. 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 they or another worker may be endangered by,

1. any equipment, machine, device or things; or
2. the physical condition of the workplace; or
3. workplace violence; or
4. 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 themselves or another worker.

2.2.2. Should there be a work refusal the following procedures apply:

1. **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 their work station.
d. Supervisor shall forthwith investigate in the presence of the worker, a certified worker representative from the JHSC and the Senior Manager, People and Development.
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.

2. **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 their workstation 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 Senior Manager, People and Development. This worker shall also be advised of the other worker's refusal and their reasons for the refusal.
   c. The Ministry of Labour Inspector shall investigate in consultation with the Senior Manager, People and Development, the worker and the worker representative from the JHSC.
   d. The Inspector shall give their 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.

3. REPRISALS BY EMPLOYER PROHIBITED

3.1. 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*.

3.2. As per Part VI, sec. 50(1):

3.2.1. No employer or person acting on behalf of an employer shall,

1. Dismiss or threaten to dismiss a worker;
2. Discipline or suspend or threaten to discipline or suspend a worker;

3. Impose any penalty upon a worker; or
4. 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

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Health and Safety Workplace Inspection Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: November 19, 2013; 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. **SCOPE**
   1.1. This policy applies to all USC Staff.

2. **POLICY**
   2.1. All employees of the University Students' Council shall be vigilant and shall exercise appropriate diligence to minimize risks.

   2.2. All workplace hazards must be reported to the immediate Supervisor for appropriate corrective action using the USC Hazard Reporting Form. The Supervisor shall forward a copy of the USC Hazard Reporting Form to the Health and Safety Coordinator.

   2.3. Supervisors and employees shall work together to eliminate workplace hazards and to prioritize safety concerns

   2.4. Several other types of Workplace Inspections should be conducted in conjunction with the scheduled monthly Workplace Inspections as conducted by the JHSC. These include:

2.4.1. Daily workplace inspections
2.4.2. Spot inspections and job observations by Managers and Supervisors
2.4.3. Quarterly hazard assessments by Managers and Supervisors

2.5. Quarterly hazard assessments are submitted by Managers and Supervisors to the JHSC for review.

2.6. 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. TRAINING

3.1. JHSC members shall be trained in workplace inspection and hazard identification by an external consulting firm.

3.2. Managers and Supervisors shall be trained in workplace inspection and hazard identification during orientation or their annual health and safety refresher.

4. MONTHLY INSPECTION PROCEDURES

4.1. 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.

4.2. The annual Inspection schedule will include month, area and name of the designated worker and management JHSC representative responsible for conducting the inspection.

4.3. Inspections will be carried out as scheduled by the designated JHSC worker and management representatives.

4.4. The physical condition of the workplace will be inspected in its entirety on a monthly basis.

4.4.1. **Prior to the inspection, Inspectors should:**

1. Review any accident reports for the area they are inspecting
2. Review the previous inspection reports for the area they are inspecting
3. Ensure they have the appropriate Workplace Inspection Checklist and Corrective Action Form.
4. Plan and review the inspection route
5. Make suitable arrangements for access to various space

4.4.2. **During the inspection, the Inspectors should:**

1. Record any hazardous conditions or acts observed
2. Speak with workers and supervisors to gather information regarding hazardous conditions or actions that of which they may have knowledge.

3. Speak with new or transferred employees
4. Use the USC's Workplace Inspection Checklist and Corrective Action Form to records any hazards or potential hazards
5. Examine areas where previous accidents or injuries have occurred and document conditions and any changes which have taken place since the accident or injury
6. If it is safe to do so, eliminate or remove the corrective action immediately
7. Rate the hazard or potential hazard found as below:
    a. **Minor**
    b. **Moderate**
    c. **Major**
8. Make a note of successes the inspection; positive feedback encourages safe work practices
9. If there are any immediate questions or concerns during the inspection, please contact the Health and Safety Coordinator at ext. 82616

4.4.3. **After the Inspection**

1. The Workplace Inspection Checklist and Corrective Measures form will be copied to the Worker Representative, the JHSC and the appropriate Operational Manager or Supervisor.
2. 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.
3. Notice of Recommendation Forms or an equivalent 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
4. The appropriate Manager must respond within 21 days of the notice being issued
5. 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.
6. Where corrective action is not take in a reasonable time frame, they will be forwarded to the Co-Chairs of the JHSC and the Chief Operating Officer for follow-up
7. All persons assigned to administer this policy and procedure shall be trained in the policy.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Housekeeping and Organizing Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: February 16, 2018; October 30, 2012	
Related Document(s):	
Review Committee(s):	
Delegates:	

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. SCOPE

1.1. This policy applies to all USC employees, volunteers and visitors.

2. DEFINITION

2.1. “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 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.

3. RESPONSIBILITIES

3.1. All USC Employees must

3.1.1. Keep their work areas neat, tidy and free from trip hazards;

3.1.2. Ensure that garbage and debris are disposed of;

3.1.3. Remove any unused materials; and,

3.1.4. Notify the Manager, InfoSource and Building Services if a housekeeping issue is beyond your manageable control to ensure prompt clean up or disposal.

4. PROCEDURES

4.1. **Dust and Dirt Removal**

4.1.1. 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 Manager, InfoSource and Building Services in order to have the Western Facilities Management Division clean and assess your area for any failure in the exhaust ventilation system.

4.1.2. 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.

4.1.3. Compressed air should not be used for removing dust, dirt or chips from equipment or work surfaces.

4.2. **Employee Facilities**

4.2.1. 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 Manager, InfoSource and 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.

4.2.2. Student facilities (RM 301, 315, and 318) need to be adequate, clean and well maintained. If you have any concerns with the state of the student spaces, please contact Manager, Leadership Support.

4.2.3. If eating or drinking in your 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.

4.3. **Surfaces**

4.3.1. 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 Manager, InfoSource and Building Servicesso that the Western Facilities Management division can be notified.

4.4. **Maintain Light Fixtures**

4.4.1. Dirty lighting fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly. Please contact Manager, InfoSource and 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.

4.5. **Aisles and Stairways**

4.5.1. 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.

4.5.2. 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.

4.6. **Spill Control**

4.6.1. 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.

4.7. **Tools and Equipment**

4.7.1. 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 workbench. 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.

4.8. **Waste Disposal**

4.8.1. 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.

4.8.2. 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 labeled (e.g., recyclable glass, plastic, etc.). If your garbage is overflowing, please contact Manager, InfoSource and Building Services so that Caretaking Services can be dispatched to collect the waste.

4.9. **Storage**

4.9.1. 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.

4.9.2. 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.

4.9.3. Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose. Storage of materials should meet all requirements specified in the fire codes and the regulations of environmental and OHSA legislation.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Human Resources Subcommittee of the Board Terms of Reference

Authority: Board of Directors	**Date Ratified:** November 2, 2018
	Next Review Date: November, 2022
Previous Amendments: December 2017	

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.

1. MEMBERSHIP

1.1. The committee shall be comprised of:

1.1.1. Three Directors

1.1.2. Senior Manager, People and Development (non-voting resource)

1.1.3. Chief Operating Officer (non-voting resource)

1.1.4. President (non-voting resource)

1.2. Any voting member of the board may attend any Human Resources Committee meeting as a non-voting resource member.

2. CHAIRPERSON

2.1. The chairperson of the committee will be elected by the Board of Directors.

3. GENERAL DUTIES

3.1. The committee shall be responsible for the following:

3.1.1. Maintain a COO Appraisal Policy and Procedure and a COO Hiring process procedure

3.1.2. Review any other Human Resources Policies that may be created or reviewed before they are presented to the Board for approval

3.1.3. Maintain the GAP Analysis process and procedure on an annual basis

3.1.4. Ensure the Board is apprised of any HR related issues presented to the Committee

3.1.5. Review and approve board development

3.1.6. Maintain a board evaluation process

3.1.7. Maintain the nominations subcommittee to replace outgoing directors

4. MEETING FREQUENCY

4.1. 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.

Injury/Illness Reporting Policy

Authority: Chief Operating Officer	**Date Ratified:** January 29, 2021
	Next Review Date: February, 2024
Previous Amendments: February 16, 2018; October 30, 2012	
Related Document(s): Appendix: Injury/Illness Reporting Form	

PURPOSE:

The purpose of this document is to outline a procedure to follow in reporting injuries and illnesses.

1. SCOPE

1.1. This policy applies to all USC employees, volunteers, and visitors.

1.2. 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.

2. DEFINITIONS

2.1. **"Injury"** is physical harm to an employee.

2.2. **"Illness"** is a deviation from the normal, healthy state of the body.

3. RESPONSIBILITIES

3.1. Workers

3.1.1. Must report an injury or illness to a supervisor or manager immediately;

3.1.2. 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.

3.2. Managers / Supervisors

3.2.1. Upon being notified of an injury or illness,

1. Promptly ensure that first aid is administered;
2. Ensure the affected worker is given subsequent medical treatment if necessary; and that such treatment is recorded;
3. Notify additional rescue / response teams as necessary; and,
4. Notify appropriate company personnel promptly.

3.3. First aid provider

3.3.1. Record given treatment and advice in the First Aid Log; and,

3.3.2. Assist in ensuring that an injured or ill worker receives subsequent medical attention as required.

4. PROCEDURES

4.1. Reporting an injury or illness must be done

4.1.1. Immediately verbally and using the Injury/Illness Reporting Form;

4.1.2. By the supervisor/manager with the assistance of the worker, who will

1. Rate the incident;
2. Form an action plan;
3. Implement the action plan; and,
4. Notify the necessary parties through the Health & Safety Coordinator.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Injury/Incident Investigation Policy and Procedure

Authority: Board of Directors	**Date Ratified:** January 16, 2023
	Next Review Date: January, 2026
Previous Amendments: November 15, 2011; November 16, 2010;	
Related Document(s): Injury/Illness Investigation Form, Continuous Improvement Plan	
Review Committee(s): JHSC	

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. SCOPE

1.1. 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. POLICY

2.1. 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:

- 2.1.1. Fatalities
- 2.1.2. Critical Injuries
- 2.1.3. Lost Time
- 2.1.4. Medical Aid
- 2.1.5. Occupational Illness
- 2.1.6. Property Damage
- 2.1.7. Fire
- 2.1.8. Environmental Release
- 2.1.9. Workplace Violence and Harassment

2.2. **First Aid Reports and Reports of Near Misses will be reviewed on a quarterly basis by the Joint Health & Safety Committee (JHSC).**

3. PROCEDURES

3.1. INJURY / INCIDENT (NON-CRITICAL):

3.1.1. Should an occupational injury or incident occur, the injured worker shall report the incident immediately to her Supervisor.

3.1.2. The Supervisor shall report the injury or incident to the Health and Safety Coordinator and Certified Worker Representative on the JHSC immediately. The Health and Safety Coordinator and Certified Worker Representative will investigate immediately the incident together with the injured worker and complete the Illness/Injury Investigation Form . This report can be found either on the USC Shared Directory or may be obtained from the Health and Safety Coordinator.

3.1.3. The following points shall be noted during the investigation and included on the Injury/Illness Investigation Form .

1. Date & hour of injury & reporting
2. If a delay was incurred in reporting the reasons
3. 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
4. **Process:** What was the worker doing & what effort was involved?
5. **Equipment/Materials:** What are the particulars of the equipment or materials involved?
6. What part/side of the body was involved-was the onset of pain gradual or sudden, was it a sharp pain or dull ache?
7. **Environment:** Where did the accident occur – be specific as to location
8. Use photographs, sketches and drawings of the incident scene indicating sizes, distances, and weights of objects where applicable
9. **People:** Name and addresses of all witnesses as well as interviews with all witnesses as soon as possible after the incident
   a. Identify who conducts the interviews
   b. When the interview occurred

c. Where the interview took place
d. Witness statement must be recorded

10. Was there a pre-existing condition which contributed to the injury?

11. 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

12. What conditions contributed to the accident?

13. Recommendations for corrective action

3.1.4. The Health and Safety Coordinator has a digital camera available for use, which may be utilized for attaching any required photos to the report.

3.1.5. 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.

3.1.6. The Health and Safety Coordinator will complete and submit reports as required by the Workplace Safety and Insurance Board. They will also generate a statistical analysis related to accidents/incidents as required.

3.2. INJURY/INCIDENT (CRITICAL):

3.2.1. Critical injury investigations involve unique and strict procedural protocols as prescribed by legislation.

3.2.2. 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:

1. Places life in jeopardy;
2. Produces unconsciousness;
3. Results in substantial loss of blood;
4. Involves the fracture of a leg or arm, but not a finger or toe;
5. Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
6. Consists of burns to a major portion of the body; or
7. Causes the loss of sight in an eye.

3.2.3. 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 Chief Operating Officer , the Joint Health & Safety Committee Co-chairs and the applicable trade union. The Chief Operating Officer shall notify the next of kin.

3.2.4. 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:

1. Saving life or relieving human suffering;
2. Maintaining an essential public utility service or a public transportation system; or
3. 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.

3.2.5. 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.

3.2.6. 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.

3.2.7. 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.

3.2.8. The University Students' Council Injury/Illness Investigation Form shall be completed by the Health and Safety Coordinator as part of the corporation's investigation process.

3.2.9. 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:

1. Name & address of employer;
2. Nature & circumstances of the occurrence and injuries sustained by the worker;
3. A description of any equipment or machinery involved;
4. Time & place of occurrence;
5. Name & address of the person who was killed or critically injured;
6. Names & addresses of all witnesses to the occurrence; and,

7. Name & address of the physician or surgeon, if any, by whom the person was or is being attended for the injury

3.2.10. The accident scene will remain secured and no work activity will be performed in the area until the Senior Manager, People and Development has been notified by the Ministry of Labour that the investigation is complete and the resumption of normal work activities can be initiated.

4. TRAINING

4.1. JHSC members shall be trained in injury/incident investigation techniques & principles by the Health & Safety Coordinator.

4.2. 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. ROLES AND RESPONSIBILITIES

5.1. Management responsibilities are to

5.1.1. Assure immediate medical assistance where required; and,

5.1.2. Report the injury or incident to the Health & Safety Coordinator and JHSC Worker Representative immediately so that the investigation can be conducted and actions can be taken to prevent future similar accidents/injuries.

5.2. Joint Health & Safety Committee Worker Representatives responsibilities are to

5.2.1. When the Joint Health & Safety Committee determines it to be necessary, a certified worker representative will investigate critical injuries and other serious accidents/incidents with the Health and Safety Coordinator ;

5.2.2. The certified worker representative will complete and review the Injury/Illness Investigation Form and make recommendations for corrective actions to management;

5.2.3. Support the implementation of this policy by discussing injury trends, where known, with People and Development ;

5.2.4. Protect the privacy of employees with respect to injury/illness/accident/incident information in their possession; and, 5.2.5. 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.

5.3. Health and Safety Coordinator Responsibilities are to

5.3.1. 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 Injury/Illness Investigation Form . Such investigations are to include assessing the scene of accidents and interviewing of witnesses;

5.3.2. Assist when occupational health and safety expertise is needed in completing corrective actions identified by the supervisor;

5.3.3. Ensure that training is provided in accident/incident investigation and reporting, as needed;

5.3.4. Assist service areas, as needed, in meeting reporting requirements (i.e. to WSIB, MOL, JHSCs, Unions);

5.3.5. Establish corporate guidelines for accident/incident investigation and reporting;

5.3.6. Establish corporate supervisory training standards and monitor implementation;

5.3.7. Review accident/incident trends to assist in identification and initiation of appropriate prevention efforts in order to prevent a recurrence;

5.3.8. Document the recommendations for improvements and corrections as generated by the JHSC as well as date of implementation; and,

5.3.9. Communicate any changes in the system as a result of improvements following an injury/incident investigation.

6. COMMUNICATION

6.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

7. EVALUATION

7.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Interim and Final Reports Procedure

Authority: USC President (Executive); USC Board of Directors	**Date Ratified:** July 16, 2023
	Next Review Date: July, 2026
Previous Amendments: February 16, 2018; May 8, 2015	

1. PURPOSE

1.1. 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 for people who are employed in the positions in the future. The interim and final reports should:

1.1.1. Reflect the Mission Statement, By-Laws, and Policies and Procedures of the USC;

1.1.2. 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,

1.1.3. Adhere to these guidelines to be considered an official document of the USC.

2. 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, 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. STYLE AND CONTENT

3.1. All reports shall:

3.1.1. Be clear and concise;

3.1.2. 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;

3.1.3. Not be confidential in its entirety. If a report is to contain confidential information, a non-confidential report shall also be made available;

3.1.4. 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;

3.1.5. Be written in a professional manner using professional language;

3.1.6. Be written in a professional and tasteful manner devoid of immaterial personal opinions;

3.1.7. References to individuals within specific positions should state the name of the position and not the name of the person;

3.1.8. Non-professional language includes, but is not limited to, racist, sexist, or potentially offensive language, personal attacks, and potentially libelous statements;

3.1.9. 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. FORMAT

4.1. All reports must be submitted in electronic form (Word format).

4.1.1. 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. NON-COMPLIANCE

5.1. Failure to adhere to these guidelines shall result in a report not being approved by the member responsible for reviewing and approving reports as well as forfeiture of any attached honoraria or remuneration as referred to in their terms of reference.

6. DEADLINES

6.1. 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.

6.2. The USC Executive shall submit a final report no later than August 31st following the end of their employment with the USC. The final executive report stipend will be withheld until August 31st at which time, the USC Board of Directors will approve payment during their

September board meeting. . No late reports will be accepted beyond the August 31st deadline.

6.3. The USC Executive member or supervisor/manager responsible for 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.

7. PROCESS OF APPROVAL

7.1. Members of USC management are responsible for reviewing USC Executive and Gazette Front Office reports. USC Management will submit the reports for approval by the USC Board of Directors. The Board reserves the right to approve a report in whole or in part.

7.1.1. 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 5.6(1) should be consulted for clarification on what constitutes confidential information.

7.2. The USC Executive shall report approval or disapproval decisions at the next meeting of the Board of Directors.

7.3. Each report shall be reviewed by the People and Development department after being approved by the Executive or Board of Directors for confidential information prior to being made available to the public.

7.4. 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 message to the individual affected.

8. 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 People and Development 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.

Intern and Associate Vice-President Scope of Responsibilities

Authority: Board of Directors	**Date Ratified:** January 16, 2023
	Next Review Date: January, 2026
Previous Amendments: November 29, 2019; May 8, 2015;	

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. SCOPE

1.1. This policy applies to all USC Interns and Associate Vice-Presidents as defined by the USC Executive of a USC corporate department.

1.1.1. 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.

1.2. 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. HIRING AND SUPERVISION

2.1. Hiring: All AVPs shall be hired by a panel which consists of the incoming Executive member and a member of the People and Development Department. All Interns shall be hired by a panel which consists of the supervisor and/or manager and a member of the People and Development Department. Additional resource members may be added to panels at the discretion of the Executive member or manager/supervisor, if additional perspectives or expertise are required.

2.2. 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.

2.3. Conduct and Discipline: The People and Development department shall have oversight of all AVPs and Interns with regards to workplace conduct, discipline, and enforcement of certain USC Policies and Procedures.

2.4. 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.

2.5. Duties: All AVP and Intern job descriptions shall be maintained by the People and Development department, and are subject to review and update as determined by the Executive member or manager/supervisor.

2.6. Confidentiality: All Interns and AVPs are subject to the USC's Confidentiality policy and shall sign an agreement upon their hiring.

3. STUDENT DEVELOPMENT AND PERFORMANCE MANAGEMENT

3.1. 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, Equity Diversity and Inclusion, Social Media Acceptable Use Policy, Workplace Conduct, and other training to welcome and orient them to their new workplace.

3.2. 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 during first semester and once during second semester. This process is coordinated by the People and Development department and delivered by the Executive member or manager/supervisor.

3.3. 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 manager/supervisor will employ a progressive discipline approach under the guidance of the People and Development department.

4. REMUNERATION

4.1. All AVPs 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 People and Development Department.

4.2. AVPs shall not exceed 15 hours or work per week as per our Collective Bargaining Agreement with CUPE. They may work a variety of hours during the summer.

4.3. Each AVP will be required to complete a Final Report as per the Interim and Final Reports Procedure. AVPs 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.

4.4. All Interns will be paid a competitive salary for their services. This salary shall be set annually as part of the budgetary process upon the recommendation of the People and Development Department.

5. LIMITATIONS OF ACTION

5.1. If an 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.

5.2. An Intern or AVP cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

6. POLICY AND PROCEDURE ADHERENCE

6.1. All Interns and AVPs shall adhere to all applicable USC documents, including any relevant Policies and Procedures.

6.2. 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.

- 6.2.1. All USC By-Laws.
- 6.2.2. USC Employee Code of Conduct
- 6.2.3. Interim & Final Reports Procedure
- 6.2.4. AVP or Intern Job Description
- 6.2.5. Conflict of Interest Policy
- 6.2.6. Human Resources Policies
    1. Discrimination, Harassment and Violence Prevention
    2. Social Media
    3. Media Spokesperson
    4. Health and Safety
    5. Workplace Conduct
    6. Acceptable Use
    7. USC Part-time Staff Scope of Responsibilities Policy
    8. USC Part-time Staff Orientation and Training Policy
    9. USC Part-time Staff Progressive Discipline Policy

Joint Health and Safety Committee Terms of Reference

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: January 16, 2015; 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 polices which must be followed in order to assist the Joint Health and Safety Committee in meeting their Legal and Corporate responsibilities.

1. SCOPE

1.1. This policy applies to all USC employees.

2. DEFINITIONS

2.1. In these Terms of Reference, the terms below have the following meanings:

2.1.1. **"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 a 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.

2.1.2. **"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.

2.1.3. **“Management Representative**” an Employee who exercises managerial/supervisory functions that has been selected by either the Chief Operating Officer, or their Superior or that has volunteered to participate on the Joint Health and Safety Committee.

2.1.4. **“Worker Representative”** means an Employee who represents workers that has been approved by their peers to participate on the Joint Health and Safety Committee.

2.1.5. “**Work Refusal”** means a situation where a Worker refuses to complete work because they have a reason to believe that their health and safety is at risk.

3. ROLE OF THE JHSC

3.1. To identify, evaluate and recommend solutions on matters pertaining to the health and safety of the workplace to members of Management;

3.2. 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;

3.3. To create and maintain an active interest in health and safety concerns;

3.4. To make written recommendations to Management on the continuous improvement of the Safety program and any hazards present in the workplace;

3.5. To complete workplace inspections on a monthly basis to identify any potential hazards in the workplace;

3.6. To identify a Worker Representative to accompany any Ministry of Labour Inspector while they carry out inspections of the workplace;

3.7. To identify a Certified Worker Representative to investigate work refusals along with the Senior Manager, People and Development, or their designate;

3.8. To address matters related to the “designated substances” regulations, where applicable;

3.9. To review any accident/injury record summaries on an annual basis; and,

3.10. To identify a Certified Worker Representative to investigate any critical injury or fatality in the workplace along with the Health and Safety Coordinator, or their designate.

4. JHSC MEMBERSHIP

4.1. 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.

4.2. Member Selection:

4.2.1. Worker Representatives will volunteer to be part of the JHSC.

4.2.2. 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.

4.2.3. Should a JHSC worker or management representative need to be replaced, the selection process shall be followed as noted above.

4.3. Failure to select will result in:

4.3.1. Running an awareness campaign to heighten response; and/or

4.3.2. Approaching the Union to elect a Worker JHSC Representative as per the terms of reference in the CUPE Local 2820 collective bargaining agreement.

4.4. Term: Members of the JHSC will serve a three year term with a possibility of renewal.

4.5. 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.

5. JHSC CO-CHAIRS

5.1. 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 of 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.

5.2. 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.

5.3. Should a worker or management Co-Chair need to be replaced, the selection process shall be followed in 5.01 above.

6. MEETINGS

6.1. 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.

6.2. Co-Chairs: The worker and management Co-Chairs will normally alternate duties as meeting chairperson.

6.3. Minutes of Meeting:

6.3.1. 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.

6.3.2. 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, Chief Operating Officer 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.

6.3.3. Outstanding health and safety issues will be tracked until they are resolved as determined by the JHSC.

6.4. 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.

6.5. Attendance: If a member is unable to attend a scheduled meeting, they must notify one of the JHSC Co-Chairpersons at least one week prior to the meeting.

6.6. 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 taken to effectively control identified hazards.

6.7. Decision-Making/Voting: Every effort will be made to research and discuss items so the JHSC can reach a consensus. On occasions 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.

6.8. 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.

6.9. 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.

6.10. Recommendations: Recommendations will be made by members of the JHSC. The respective committee members will forward in writing, a Notice of Recommendation Form or equivalent 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.

6.11. JHSC Meeting Guest(s): Additional persons may attend Committee meetings at the invitation of the JHSC or suggestion of a JHSC member with the approval of both Co-Chairs.

7. CERTIFICATION OF JHSC MEMBERS

7.1. 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.

7.2. 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 their designate.

8. WORKPLACE INSPECTIONS

8.1. 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.

8.1.1. This schedule will be created at the January JHSC meeting and forwarded to all committee members by the Health and Safety Coordinator.

8.2. Workplace Cooperation: All USC employees will provide JHSC inspections with appropriate information and assistance for the purpose of carrying out inspections.

8.3. 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.

8.4. All occupational health and safety concerns found during the inspections shall be recorded on the Workplace Inspection Report Form.

8.5. Training needs for the JHSC members will be assessed on an annual basis on hazard recognition, assessment and control specific to workplace inspections.

8.6. The completed inspection form shall be forwarded to the Health and Safety Coordinator within two working days following the inspection.

8.7. 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 Chief Operating Officer will be notified in writing. The Chief Operating Officer, or their designate, will communicate directly to the Chairperson in writing or verbally to the entire JHSC, with regard to recommendations of the JHSC by giving their 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.

9. PROVIDING INFORMATION TO THE JHSC

9.1. The JHSC shall be notified of any significant health and safety matter including, butnot 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, their designate; and, 9.2. Reports regarding workplace health and safety including accident 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, their designate.

10. INVESTIGATIONS

10.1. The Worker Representatives will designate one Certified Worker Representative to investigate cases where a worker is killed or Critically Injured at the workplace from any cause. The designated Certified Worker Representative shall report the findings to the JHSC and to the Ministry of Labour; and,

10.2. Where a JHSC member is designated to conduct investigations, they will receive accident investigation training.

10.3. 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.

11. WORK REFUSALS AND WORK STOPPAGE

11.1. 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.

11.2. 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.

12. ENTITLEMENT TO TIME AND PAYMENT

12.1. All time spent by JHSC members in connection with:

12.1.1. Preparing for and attendance at Committee meetings;

12.1.2. Performing duties prescribed by the OHSA or these terms of reference; and,

12.1.3. 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.

13. GENERAL

13.1. 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.

13.2. 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.

13.3. The committee may amend these terms of reference at any time, as deemed necessary to facilitate the ongoing effective operation of the Committee.

Lock-Out Tag-Out Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 03, 2022; November 15, 2011; March 10, 2017	

PURPOSE:

The purpose of this document is to ensure worker safety by isolating energy from machines that are undergoing service or maintenance.

1. SCOPE

1.1. This policy applies to all USC employees, volunteers, and visitors.

2. DEFINITIONS

2.1. **Continuous improvement Plan**: A document which addresses the health and safety goals to be achieved by USC and outlines the steps to be taken to achieve those goals.

2.2. **Lock-out tag-out**: A procedure to isolate energy. The lock prevents a machine from accidentally being connected to power. The tag explains why the machine is isolated, who did so and on what date.

2.3. **Lock box**: A method of fixing multiple locks to the same device when more than one person is working on it.

3. EXPECTATIONS AND RESPONSIBILITIES

3.1. USC Workers

3.1.1. Never remove lock-out tags; and,

3.1.2. Report immediately to their manager any questionable situations such as open locks or tags laying on the floor.

3.2. 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.

4. PROCEDURES

4.1. UWO Facilities Management workers (and their contractors) may handle these locks and tags according to UWO's Lock-out Tag-out Policy (WP-18) .

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Media Spokesperson Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: November 6, 2020; September 1, 2011	

PURPOSE

This Policy provides guidelines for staff conduct in relation to media.

1. SCOPE

1.1. This Policy applies to all part-time, including Associate Vice-Presidents, Coordinators, and Interns; and full-time USC employees, including Executives, and the Board of Directors.

1.2. This Policy does not restrict the conduct of Gazette staff members.

2. DEFINITIONS

2.1. **"Internal Media"** means the Gazette, CHRW, Western News, and the Alumni Gazette.

2.2. **"External Media"** means all media outlets other than internal media outlets.

2.3. **"Authorized spokesperson"** means a person permitted under this policy to provide attributable quotes to media outlets.

2.4. **"Background information"** means factual information that will not be attributed to an individual.

3. AUTHORIZED SPOKESPEOPLE

3.1. **President**

3.1.1. The President is authorized to speak to the media on all matters.

1. As common practice, the President will refer comment on matters falling within the portfolios of the Vice-Presidents, and may refer certain corporate matters to the Chief Operating Officer or her designates.

3.2. **Vice-Presidents**

3.2.1. The Vice-Presidents are authorized to speak to the media on all matters falling within the mandate of their portfolio.

1. They may authorize volunteers within their portfolio, such as Associates and Coordinators, to speak on their behalf.

3.3. **Management and Staff**

3.3.1. Management and staff are not authorized as spokespeople and shall not provide attributable quotes to the media unless authorization has been received from the Vice-President Communication and Public Affairs.

3.3.2. Management and staff may act as background resources to media if requested by the President or Vice-Presidents.

3.4. **Board of Directors Chairperson**

3.4.1. The Board of Directors Chairperson is authorized to speak to the media on all matters falling within their mandate as outlined in By-law 1.

3.5. For tracking purposes, authorized spokespeople shall inform the Vice-President Student Engagement after they have had contact with media.

4. INTERNAL MEDIA

4.1. Internal media requests may be made directly to authorized spokespeople without coordinating with the Vice-President Student Engagement.

4.1.1. For tracking purposes, authorized spokespeople shall inform the Vice-President Student Engagement after they have had contact with internal media.

5. EXTERNAL MEDIA

5.1. External media requests shall be coordinated by the Vice-President Student Engagement.

6. MEDIA SPOKESPERSON PROCEDURE

6.1. The Incoming Executive shall review Media Spokesperson Procedure annually during transition to outline how they would like to manage media relations.

6.2. The Media Spokesperson procedure will not apply to the Board of Directors Chairperson.

Media Spokesperson Procedure

Authority: Executive Council	**Date Ratified:** November 29, 2019
	Next Review Date: November, 2022
Previous Amendments: September 1, 2011	

PURPOSE:
This Procedure is created under the Media Spokesperson Policy, and outlines a process for handling internal and external media requests.
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.

1. SCOPE

1.1. This Procedure applies to full-time USC employees, including Executives.

1.2. Authorized spokespeople are defined in the Media Spokesperson Policy.

2. INTERNAL MEDIA REQUESTS

2.1. Authorized spokespeople shall do their best to provide the media with relevant quotes and information, and do so with extreme sensitivity to media deadlines.

2.2. If an authorized spokesperson receives a request that falls outside of their portfolio mandate, she shall refer the journalist to the correct individual.

2.3. If an authorized spokesperson receives a request that falls within their portfolio, but believes that a member of management or an Associate or Coordinator would be better able to respond to the request, the authorized spokesperson may authorize a member of management or an Associate or Coordinator to speak on their behalf.

2.4. 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.

2.5. 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.

2.6. Management and staff may act as background resources to internal media in order to provide them with factual information, data, or conduct research requests.

   2.6.1. 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.

2.7. Media releases to internal media shall list the authorized spokesperson as the primary point of contact.

3. EXTERNAL MEDIA REQUESTS

3.1. External media requests shall be coordinated through the Communications Officer.

   3.1.1. 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.

   3.1.2. Calls or electronic communications coming directly to an authorized spokesperson must be referred to the Communications Officer before proceeding with an interview.

   3.1.3. Media releases to external media shall list the Communications Officer as the primary point of contact.

3.2. 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.

3.3. Management and staff may not act as background resources to external media without first liaising with the Communications Officer.

   3.3.1. If the Communications Officer approves an employee to act as a background resource, the employee shall act in accordance with 3.06 (1)

3.4. 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.

4. DISCIPLINE

4.1. If an employee fails to adhere to the above procedures, they may be disciplined as per established human resources practices.

Non-Routine Work Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 3, 2022; November 15, 2011; March 10, 2017	
Review Committee(s): Board of Directors	

PURPOSE:

The purpose of this policy is to establish procedural guidelines to diminish the risk(s) associated with unfamiliar work.

1. SCOPE

1.1. This policy applies to all USC employees and volunteers.

2. DEFINITIONS

2.1. **Non-Routine Work** is any activity that is not generally performed on a regular basis. Examples include year-end inventory, and hanging holiday lights.

3. RESPONSIBILITIES

3.1. Managers, before assigning non-routine work to a person, must hold a pre-work meeting to review the activities of the work for hazards.

4. PROCEDURE

4.1. The pre-work meeting shall:

4.1.1. Include the manager, the person being assigned non-routine work, and any supervisor overseeing the non-routine work;

4.1.2. Aim to identify hazards in the non-routine work; and

4.1.3. Seek to implement controls for identified hazards. Acceptable controls include the following:

1. Training the person in safe operating procedures already in place; and/or
2. Developing new safe operating procedures, and then training all persons affected.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the continuous improvement plan.

Operating and Capital Budget Approval Policy and Procedure

Authority: Board of Directors	**Date Ratified:** May 1, 2016
	Next Review Date: May, 2023
Previous Amendments: N/A	

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. 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

1.3.1. The Board shall approve the entire budget, but shall be primarily responsible for reviewing the corporate and capital budgets.

1.3.2. The Council shall approve the entire budget, but shall be primarily responsible for reviewing the president and vice president (PVP) budget.

1.3.3. 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. BUDGET PROCEDURES

2.1. Annual Operating and Capital Budget Approval Process

2.1.1. The annual budgetary process shall require:

1. A presentation to the Board of Directors of an initial detailed budget for approval;
2. A presentation to the Long-Term Plan and Budget Standing Committee of Council for recommendation to Council;
3. A presentation to Council, whereby Council shall be given at least five (5) days to consider the budget and prepare amendments;
4. 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**;
5. That the budget be approved no later than March 15th of each year.

2.2. Council-Board of Directors Budget Dispute Resolution Procedure

2.2.1. Dispute Resolution Process

1. 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. TASKFORCE COMPOSITION

3.1. The Budget Taskforce shall be established before the fourth (4th) meeting of the Council.

3.1.1. The composition shall be:

1. The USC President, ex-officio, voting (Chair)
2. Four (4) Ordinary Members, which shall include the LTPB Chair, voting
3. Four (4) members of the Board of Directors, voting, and
4. The Secretary-Treasurer, ex-officio, non-voting.

4. 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:

4.2.1. The Board may approve budget adjustments when considering a quarterly financial update, or outside of a quarterly update in an emergency situation;

4.2.2. 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.

1. Adjustments related to personnel decisions are confidential in nature, and shall not be brought forward to the Council for its information.

4.2.3. 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. 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 ⅔ majority from both bodies for approval.

Part-Time Staff Orientation and Training Policy

Authority: Chief Operating Officer	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: February 3, 2022;	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE:

The USC maintains a strong commitment to its Part-Time Staff by ensuring they are prepared for the operational, health and safety, and organizational requirements of their role. As part of this commitment, the USC offers orientation and training upon joining the organization and prior to starting on the job. The USC also provides opportunities for USC Part-Time Staff 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.

This Policy is created under the Human Resources Directive of Council. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.SCOPE

1.1. This policy applies to all Part Time Staff as outlined in this policy. A Part Time Staff member is defined as an hourly employee who works less than 24 hours per week averaged over 3 consecutive USC quarters, within the University Students' Council at Western University. This includes all paid USC employees identified in this policy including those compensated through honoraria (Part-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, and Members of the Gazette).

1.2. This policy is concerned with the implementation of effective orientation and training for USC Part Time Staff.

2.ORIENTATION

2.1. Prior to starting with the USC, all part-time employees will be required to complete mandatory USC operational training and HR training modules. Upon hiring, the details will be communicated regarding the time, location, and format of all mandatory USC training.

2.2. USC part-time employees will be compensated for training either as part of their honoraria or as an hourly rate.

2.3. The purpose of the Human Resources session will be to familiarize Part-Time Staff with the culture and structure of the organization, the general expectations of USC part-time staff, Health & Safety training, and the relevant USC policies that will apply to them during their employment.

2.4. All HR training modules shall be led by a member of the People and Development department.

2.5. A record of participation and proof of quiz completion in an orientation session shall be kept in each student's file for future reference.

3.ROLE-SPECIFIC TRAINING

3.1. All USC Part Time Staff shall participate in role-specific training with their supervisor.

3.2. Role-specific training shall be focused on helping Part Time Staff understand their specific responsibilities and expectations, as well as any specific Health and Safety information pertinent to the position.

3.3. A record of participation in role-specific training shall be kept on file.

4.COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.

4.1.1. All Members will be trained on this policy annually.

5.EVALUATION

5.1. This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies.

Part-Time Staff Progressive Discipline Policy

Authority: Chief Operating Officer	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: February 3, 2022;	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE:

The USC is committed to giving its Part-Time Staff 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 help develop their skills throughout their term. This policy reflects that commitment and details how the organization plans to use a progressive discipline model to give its Part-Time Staff opportunities for education wherever possible.

This Policy is created under the Human Resources Directive of Council. This Policy should be read in context with the Human Resources Directive, which further defines terms used in this document.

1.SCOPE

1.1. This policy applies to all Part Time Staff as outlined in this policy. A Part Time Staff member is defined as an hourly employee who works less than 24 hours per week averaged over 3 consecutive USC quarters, within the University Students' Council at Western University. This includes all paid USC employees identified in this policy including those compensated through honoraria (Part-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, and Members of the Gazette).

1.2. This policy is concerned with the enforcement of progressive discipline procedures.

2.PRINCIPLES

2.1. The USC is committed to on-the-job learning and shall seek to provide Part-Time Staff with opportunities to improve skills and job performance before taking disciplinary action.

2.2. The USC shall make all expectations of its Part-Time Staff clear at the start of their involvement with the organization as per the USC Part-time Scope of Responsibilities Policy.

2.3. The USC shall act early to identify potential areas of improvement for Part-Time Staff and shall seek to correct the identified areas through additional training and mentorship.

2.4. Wherever possible, the USC shall strive to acknowledge factors that lead to a need for progressive discipline. These factors shall include but are not limited to the following.

2.4.1. Whether or not the problem has arisen as an intentional action/inaction on the part of the Part-Time Staff.

2.4.2. Whether or not the Part-Time Staff accepts responsibility for their actions.

2.4.3. Whether or not the problem is recurring.

2.4.4. The prior job performance of the Part-Time Staff.

2.5. The USC shall keep a written record of any and all corrective and disciplinary efforts on behalf of the portfolio or operational supervisor for future reference. This record shall be considered to be sensitive material and shall be subject to Human Resource confidentiality standards.

3.DISCIPLINE CRITERIA

3.1. Progressive discipline procedures shall be commenced in the following circumstances.

3.1.1. Unsatisfactory Performance: A Part-Time Staff fails to perform their job in a satisfactory manner as determined by their supervisor.

3.1.2. Misconduct: A Part-Time Staff engages in conduct that is contrary to the following policies; Acceptable Use, Confidentiality, Conflict of Interest, Social Media and Workplace Conduct and any other Human Resource Policies that apply to all Part Time Staff, or compromises the safety of the workplace as determined by their supervisor or Human Resources.

3.1.3. Negligence: A Part-Time Staff is consciously or unconsciously negligent. This includes unconscious negligence that results in a Part Time Staff's failure to perform their job to a satisfactory level and conscious negligence where a Part Time Staff knowingly neglects a duty resulting in either unsatisfactory job performance or workplace misconduct.

4.PROGRESSIVE DISCIPLINARY PROCESS

4.1. Unsatisfactory performance will be addressed with the Part-Time Staff member by their supervisor. The supervisor shall conduct an informal, face-to-face meeting with the Part-Time Staff to discuss how to rectify the situation.

4.2. The supervisor and the Part-Time Staff shall identify any development or additional training that is necessary and set out an expectation of how the performance will improve.

4.3. If job performance does not improve, the supervisor shall deliver a written warning of unsatisfactory performance to the Part-Time Staff and shall identify any steps that may be taken to correct the problem which could include a suspension for a period of time.

4.4. Should problems with job performance persist, the portfolio supervisor will make a decision about whether or not to dismiss the Part-Time Staff. Dismissal should be seen as a last resort after all other corrective avenues have been pursued.

4.5. Depending on the severity of the misconduct, immediate dismissal of the Part-Time Staff may be necessary.

4.6. 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 2.05.

5.COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.

5.1.1. All Members will be trained on this policy annually.

6.EVALUATION

6.1. This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies.

Part-Time Staff Scope of Responsibilities Policy

Authority: Chief Operating Officer	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: February 3, 2022;	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PURPOSE:

The following Policy is created under the Human Resources Directive of Council in order to ensure that there is consistency applied to all USC Part-Time staff when it comes to requirements, expectations, and role descriptions.

1.SCOPE

1.1. This policy applies to all Part Time Staff as outlined in this policy. A Part Time Staff member is defined as an hourly employee who works less than 24 hours per week averaged over 3 consecutive USC quarters, within the University Students' Council at Western University. This includes all paid USC employees identified in this policy including those compensated through honoraria (Part-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, and Members of the Gazette).

1.2. This Policy outlines the responsibilities, expectations and requirements of Part-Time Staff relative to the USC in addition to the specific roles and responsibilities of each position as laid out in their job descriptions.

2.JOB DESCRIPTIONS

2.1. All requirements of Part Time roles will be communicated in writing.

2.1.1. These requirements will include bona fide demands of the role, remuneration and hours of work.

1. These requirements will include that successful applicants will be an undergraduate or professional level student defined by Western University.

2.2. Part-time eligibility requirements for holding more than one position with the USC at a time will be determined by the USC's Conflict of Interest Policy. All Part Time Staff contracts shall be no more than 12 months in length within one school year.

2.3. All Part Time Staff shall be assigned a direct supervisor who will be responsible for providing feedback regarding job performance, information and resources, and day-to-day direction.

3.POLICY AND PROCEDURE ADHERENCE

3.1. All Part Time Staff are required to comply with USC Human Resources policies including but not limited to; Acceptable Use, Confidentiality, Conflict of Interest, Social Media, Workplace Conduct and any other Human Resource Policies that apply to all Part Time Staff.

3.2. All Part Time Staff shall respect the authority and expectations as outlined in USC role requirements/job descriptions and day to day direction as provided by the Supervisor.

4.COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.

4.1.1. All Members will be trained on this policy annually.

5.EVALUATION

5.1. This policy shall be reviewed annually and as needed through the Continuous Improvement Policy for Human Resources Policies. of this Policy.

Performance Appraisal Procedure

Authority: Board of Directors	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: February 2, 2024; December 1, 2017	

1. PURPOSE:

1.1. To utilize a performance appraisal program to maximize employee's overall job performance and professional development in order to:

1.1.1. 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.

1.1.2. Assist management in making thorough, objective and factual appraisals of the performance of employees under his/her supervision.

1.1.3. 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.

1.2. Performance appraisals provide both, supervisors and employees, the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths, and discuss positive and purposeful approaches to meeting goals. In summary, the objective of the performance appraisal is to:

1.2.1. Determine if training is needed

1.2.2. Identify areas where improvement may be needed

1.2.3. Revise or update individual goals

1.2.4. Evaluate job performance in terms of meeting goals and job responsibilities

1.2.5. Compensate for merit or promotional increases

2. DEFINITIONS

2.1. **(COO) Chief Operating Officer** or **General Manager:** 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.

2.2. **Performance Appraisal:** A systematic evaluation process conducted bi-annually to assess an employee's job performance, strengths and weaknesses.

2.3. **Professional Development:** Activities and opportunities that enhance an employee's skills, knowledge, and competencies for better job performance and career growth.

3. SCOPE

3.1. This Policy applies to all full time members of the USC including union and non-union members.

4. ADMINISTRATION

4.1. 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.

4.1.1. Union employees shall receive a Union Performance Assessment in addition to a Performance Appraisal and Planning Appraisal bi-annually. The mid-year appraisal period will take place between June and December with an appraisal completed in January. The year-end appraisal period will take place between January and May with an appraisal being completed in June.

4.1.2. Non-union employees shall receive a Performance Appraisal and Planning Appraisal bi-annually. The mid-year appraisal period will take place between June and December with an appraisal completed in January. The year-end appraisal period will take place between January and May with an appraisal being completed in June.

4.1.3. The COO shall receive a Performance Appraisal and Planning Appraisal bi-annually. The mid-year appraisal period will take place between April and October with an appraisal completed in November and presented to the Board before calendar year end at the last board meeting before December 31st . The year-end appraisal period will take place between November and March with an appraisal being completed in April and presented to the Board at the last Board meeting of the fiscal year.

4.2. 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.

4.3. 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.

5. EXPECTATIONS AND RESPONSIBILITIES

5.1. Supervisors shall:

5.1.1. Ensure that the performance of each staff employee is reviewed and recorded in accordance with the prescribed procedure, a minimum of twice per year.

5.2. The Senior Manager, Human Resources shall:

5.2.1. Provide a systematic procedure to ensure that a viable performance appraisal program is ongoing.

5.2.2. Monitor the performance appraisal procedure to ensure consistency in application throughout the USC.

5.2.3. 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.

6. PERFORMANCE APPRAISAL FREQUENCY AND REPORTING

6.1. Mid Year Review: Supervision will meet with and formally review mid-year performance of each regular employee recognizing the review period of June - December.

6.2. Annual Review: Supervision will meet with and formally review the performance of each regular employee in coordination, annually and by the end of June.

6.3. 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.

6.4. 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.

6.5. COO Performance Appraisal: The President and Board Chair shall meet and formally review mid-year performance and annual performance with the COO. The mid-year review shall recognize the review period from April - October. The annual performance review shall recognize the review period from November - March. The President and Board Chair shall seek approval and input from the Board of Directors for the COO mid and annual performance appraisal. The year end performance appraisal will also include a merit increase of 3-5% as recommended by the President and Board Chair to the Board based on the COO's performance.

6.5.1. The President will recommend a merit payment threshold based on the following scale:

1. 3% - Meets majority of expectations
2. 4% - Meets all expectations
3. 5% - Exceeds expectations

6.5.2. "Expectations" are defined through the "goals and objectives" section in the COO performance appraisal and reviewed through the results and achievements section.

6.5.3. The President and Board Chair''s recommendation for the COO's merit threshold as defined above will be passed by the Board of Directors along with the year-end COO performance appraisal.

7. PREPARATION AND DISPOSITION OF THE EMPLOYEE APPRAISAL REPORT

7.1. 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.

7.2. Following all reviews and signatures, the completed appraisal form will become a permanent part of the employee's personnel file.

7.3. 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

8. GUIDELINES FOR PREPARING FOR THE PERFORMANCE APPRAISAL INTERVIEW

8.1. All sections in the appraisal instrument have a specific employee developmental purpose and must be completed in detail.

8.2. Provide the employee with the opportunity to include results and accomplishments.

8.3. Establish a date that is acceptable to the employee and that will permit adequate and uninterrupted time for discussion.

8.4. 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.

8.5. 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.

8.6. Encourage open and free discussion during the appraisal interview to maximize beneficial results of the appraisal.

Personal Information Protection Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2024
Previous Amendments: November 29, 2019; January 4, 2011	
Related Document(s):	
Review Committee(s):	
Delegates:	

PURPOSE:
The primary objective of this policy 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. SCOPE

1.1. 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.

1.1.1. 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.

1.1.2. 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.

1.1.3. "Privacy Administrator" shall be the individual within the Corporation responsible for the administration of this policy. The administrator shall be the Government Services Officer.

1.1.4. 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.

1.2. This Policy does not affect:

1.2.1. Personal information collected, used, or disclosed by an individual for personal or domestic purposes, and not for any other any other purpose; or,

1.2.2. Personal information collected, used or disclosed by the USC for journalistic, artistic or literary purposes and not for any other purpose.

2. INSTANCES IN WHICH PERSONAL INFORMATION MAY BE COLLECTED

2.1. 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.

2.1.1. Information needed from some members of a group shall not arbitrarily be requested from all members of the group.

2.1.2. The USC shall never request or otherwise compel any Student, employee, volunteer, or elected official to identify their sexual orientation.

1. Notwithstanding the above, information about sexual orientation may be collected where the anonymity of individuals is assured.

2.2. 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.

2.2.1. Utilization of collected information for a substantially different purpose requires that consent again be obtained.

2.2.2. 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.

2.3. Instances where the collection of personal information is recognized as valid include:

2.3.1. 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;

2.3.2. Requesting a resume and personal statement (i.e. cover letter) from individuals seeking a position within the USC;

2.3.3. Collecting emergency contact information;

2.3.4. Collecting information required for insurance purposes; and,

2.3.5. Collecting information about an individual's future availability, for the purposes of scheduling a business meeting or activity.
   1. 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. STORAGE & SECURITY OF COLLECTED PERSONAL INFORMATION

3.1. Records of personal information may exist in a variety of mediums, each with its own security considerations.

3.2. Records stored on a Computer

3.2.1. Computer files must be secured in accordance with the Information Technology Security Policies and Procedures.

3.3. Records not stored on computers

3.3.1. 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.
   1. 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.

   2. Any USC employee supervising a room holding personal information records must be trained by the Privacy Administrator.

3.3.2. 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:
   1. locking the records inside of a drawer or filing cabinet inside of a room that is locked or supervised as described above; or,

   2. maintaining a records storage room that only the Privacy Administrator, and trained designates of the Privacy Administrator have the ability to access.

4. USE OR DISCLOSURE OF INFORMATION

4.1. Personal information may never be used or disclosed without consent.

4.1.1. 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 occur if the USC wishes to use information for a purpose substantially different than the one for which it was originally collected.

4.2. 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.

4.2.1. Express consent is required to disclose an email that is of a highly personal nature.

4.2.2. 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.

4.2.3. 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.

4.3. Even where consent exists, it is strongly discouraged for employees, volunteers, and elected officials to use or disclose personal information without meaningful purpose.

4.3.1. 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.

4.4. USC affiliated fundraisers may collect student information beyond name and e-mail address.

4.4.1. The fundraiser must provide written agreement that they will adhere to the USC Personal Information Protection Policy.

4.5. 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):

4.5.1. The 3rd party shall be required to agree to a confidentiality clause that protects the personal information from being further distributed; and,

4.5.2. Whenever practical, steps shall be taken to increase the anonymity of data being processed.

5. DESTRUCTION OF RECORDS

5.1. 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.

5.1.1. This includes, for instance, the resumes and cover-letters of individuals applying for USC positions after the selection process has concluded.

5.1.2. With consent, the personal information may be kept on record for a longer period of time.

5.2. Information which is intrinsically valuable as a historical record, but which is embedded with personal information, may be kept indefinitely.

5.2.1. If it is practical, the personal information should be excised, or made anonymous.

5.2.2. Historical records of this nature shall be treated as confidential.

5.3. Paper files that are destroyed must be shredded.

5.4. Digital files to be destroyed must be permanently deleted. Any copies of the original file on other devices must also be deleted.

6. DOCUMENTATION

6.1. 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.

6.1.1. Documentation may be digital or physical, but must be retrievable by the Privacy Administrator.

6.2. 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 with this policy, the records of consent must be maintained for at least six (6) months.

7. RIGHTS OF INDIVIDUALS

7.1. Any individual may request to know what personal information records the USC has on file about them, and may:

7.1.1. request to see the record(s);

7.1.2. request a correction a record to ensure its accuracy;

7.1.3. withdraw consent and request that the record be destroyed.

7.2. Excepting extreme or unusual circumstances, the USC commits to responding to requests within thirty (30) calendar-days.

7.3. 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. PROCEDURAL AUTHORITY

8.1. Further procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary.

8.1.1. The scope of such Procedures is limited to the scope of this policy.

8.1.2. In the event of any conflict, this Policy supersedes any Procedures created under it.

8.1.3. Any new Procedures or amendments to existing Procedures must be ratified by the Executive Council before taking effect.

8.2. Any Procedures ratified by the Executive Council, or any subsections therein, may be repealed by a resolution of Council.

Personal Protective Equipment Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: February 26, 2016; November 15, 2011	
Related Document(s):	
Review Committee(s):	
Delegates:	

PURPOSE:

The purpose of this document is to ensure worker safety by requiring personal protective equipment (PPE) be used by workers when applicable.

1. SCOPE

1.1. This policy applies to all USC employees, volunteers, and visitors.

2. DEFINITIONS

2.1. **"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.

3. EXPECTATIONS AND RESPONSIBILITIES

3.1. Workers will use PPE as directed by their manager.

3.2. Managers will ensure their workers are trained to use PPE as part of job specific training as per the USC Health & Safety Orientation Policy.

3.3. Managers will provide training on the following:

3.3.1. Proper fit, inspection, maintenance and replacement; and,

3.3.2. Equipment use and limitations.

4. PROCEDURES

4.1. The USC provides PPE to workers in most cases, as listed in the Appendix "List of PPE at USC."

4.2. For any part-time worker who is required to wear CSA Green Patch Safety Shoes/Boots, the USC will reimburse up to $150 per academic year (September 1 to August 31) of the purchase cost as per Item 20.02 under Article 20 of the Collective Agreement between the USC and CUPE Local 2820.1.

4.3. For any full-time worker who is required to wear CSA Green Patch Safety Shoes/Boots, the USC will reimburse them upon request.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Physical Demands Information Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: November 19, 2013; 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. SCOPE

1.1. 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.

2. RESPONSIBILITIES

2.1. **Employer:**

2.1.1. Management is responsible for providing the time required for any worker to participate in the process

2.2. **Employee:**

2.2.1. Employees are required to participate in all required components of the Physical Demands Analysis process

2.2.2. Employees are responsible for assisting with any information that is requested or required by the HR Representative/Manager in order to perform the PDA

2.3. **Human Resources:**

2.3.1. An HR Representative is required to facilitate the PDA process

2.3.2. An HR Representative is responsible for contacting the appropriate individuals in order to collect the relevant information through the PDA process

2.4. **Employee Supervisor:**

2.4.1. The Employee Supervisor is required to participate in all required components of the PDA process

3. PROCEDURES

3.1. 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

3.2. The PDI Form shall be completed by the Senior Manager, People and Development 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.

3.3. The PDI Form will objectively quantify and evaluate the environmental conditions, use of machines, equipment, tools, work aids and physical demands of each task.

3.4. The PDI Form will be summarized by job duties and the amount of time spent per day performing each duty.

3.5. A PDI Form for an individual's job which has changed should be updated to reflect the appropriate modifications.

3.6. All PDI Forms shall be kept in the HR File Room.

3.7. There are 4 components to the PDI Process:

3.7.1. Determine the job function: The worker or supervisor and the HR Representative will discuss existing information of the job title and job description.

3.7.2. 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 the information collected.

3.7.3. Quantify the physical demands of each job function: Objectively quantify the physical and environmental requirements for each task/duty.

3.7.4. 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.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Pre-Use Inspection Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 03, 2022; November 15, 2011; March 10, 2017	
Related Document(s): Appendix: Equipment List	
Review Committee(s): Board of Directors	

PURPOSE:

The purpose of this document is to ensure equipment is safe to use before it is relied upon.

1. SCOPE

1.1. This policy applies to all USC employees and volunteers.

2. RESPONSIBILITIES

2.1. A pre-use inspection must be made according to the list in the appendix of,

2.1.1. Equipment;

2.1.2. Frequency of inspection, in addition to before its first use; and,

2.1.3. Responsibility to inspect.

2.2. Managers will

2.2.1. Keep records of inspections; and,

2.2.2. Use an inspection reporting form that includes the following information:

1. Equipment inspected;
2. Inspectors signature or initials;
3. Date of inspection;
4. List of components to be inspected and the minimum standard expected;
5. Description of any hazards discovered; and,
6. Recommendations for corrective action.

3. PROCEDURES

3.1. Equipment-specific inspection procedures will be kept by managers.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Preventative Maintenance Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: March 10, 2017; November 15, 2011	

PURPOSE:

The purpose of this document is to ensure equipment is kept in safe working condition.

1. SCOPE

1.1. This policy applies to all USC employees and volunteers.

2. RESPONSIBILITIES

2.1. Preventative maintenance must be conducted according to the list in the appendix of

- 2.1.1. Equipment;
- 2.1.2. Frequency of maintenance; and,
- 2.1.3. Responsibility to maintain.

2.2. Managers will

- 2.2.1. Keep records of maintenance; and,
- 2.2.2. Use a maintenance reporting form that includes the following information:
  1. Equipment inspected/maintained;
  2. Inspectors signature or initials;
  3. Date of inspection/maintenance;
  4. Description of the work performed;
  5. Reporting of any deficiencies;
  6. Recommendations for correcting deficiencies identified; and,
  7. Action taken (who, what, when).

3. PROCEDURES

3.1. Managers will ensure equipment-specific maintenance is performed by qualified persons.

4. COMMUNICATION

4.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5. EVALUATION

5.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Procurement Safety Policy

Authority: Chief Operating Officer	**Date Ratified:** December 6, 2024
	Next Review Date: December, 2027
Previous Amendments: February 3, 2022; November 2015; 26 March 26, 2016	
Related Document(s): General Purchasing Policy	
Review Committee(s): USC Board of Directors	

PURPOSE:
The purpose of this document is to ensure newly obtained equipment is in safe working condition.

1. SCOPE

1.1. This policy applies to all equipment purchased for or by the USC.

2. EXPECTATIONS AND RESPONSIBILITIES

2.1. 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

2.2. 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.

2.2.1. This assessment procedure:

1. Applies to any modifications of existing processes or equipment
2. Includes any health and safety risks the proposed purchase may pose
3. Includes identifying if and what training is required, and for whom
4. Must be done in consultation with the end user and/or the Joint Health and Safety Committee (JHSC)
5. Address if a safe operating procedure (SOP) is needed

3. COMMUNICATION

3.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4. EVALUATION

4.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Purchasing Policy & Purchasing Administrative Regulations

Authority: Board of Directors	**Date Ratified:** March 31, 2021
	Next Review Date: March, 2024
Previous Amendments: September 21, 2015	

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. GENERAL POLICIES

1.1. 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:

1.1.1. 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.

1.1.2. All purchasing transactions shall ensure equal opportunity, due process and fairness to suppliers.

1.1.3. 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.

1.1.4. In all cases where the acquisition price exceeds $50 000 in an emergent situation outside of the amount budgeted, approval of the award recommendation shall be obtained from the Board of Directors prior to purchase. For purchases of a value less than $50 000 outside of the amount budgeted, signing authority shall be established and delegated by the COO and the President. The signer in all cases is assuming the responsibility for ensuring the proper purchasing practices have been employed during the course of purchase.

1.1.5. 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.

1.1.6. 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 COO 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.

1.1.7. 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.

1.1.8. The COO 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 and brought as "For Information" to the September Finance committee meeting of Board every year.

Referendum Policy

Authority: Board of Directors	**Date Ratified:** November 21, 2023
	Next Review Date: September 2026
Previous Amendments: N/A	
Related Document(s):	
Review Committee(s): Elections Governance Committee, Governance Committee	

1. DEFINITIONS

1.1. **CRO** shall also be known as the Chief Returning Officer and is accountable for student elections and referendums;

1.2. **Elections Calendar** is the timeline for elections released each year as outlined in By-Law 2.

2. GENERAL

2.1. The administration of this policy is vested with the CRO, who may delegate to a Deputy Returning Officer at their discretion.

2.2. The results of any referendum shall be binding on the USC unless the results affect the **Letters Patent** 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.

2.2.1. To change the USC's corporate objectives via referendum, first Council must pass a motion supporting the change.

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

2.3.1. Declined and spoiled ballots shall count toward the vote count for quorum The number of students in the student body shall be the November FTE count provided by the Western University Registrar.

2.4. The passing of a referendum motion by Council will trigger the creation of a Referendum Subcommittee of the Elections Governance Committee.

2.5. All referendums will be included in the Spring Election and follow the same timeline for nominations, campaigging and balloting as outlined in the Election Calendar.

2.5.1. Council may resolve to hold a special referendum on a timeline that differs from the timeline outlined in the Election Calendar if, at the discretion of Council, the referendum topic requires immediate action.

2.6. Voting for all referendums shall use the same service provider as the USC Elections.

3. INITIATION OF REFERENDUMS

3.1. All referendums are initiated by Council.

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

3.2.1. The process for initiating a referendum is as follows:

1. A Councillor or group of Councillors must consult a minimum of 200 students across a minimum of three faculties. The referendum proposal presented to Council must include proof and results of consultation. Signatures of participating students should be included in the proposal.

2. The Councillor or group of Councillors seeking to bring forward their referendum proposal must consult with the USC President, the Chair of the Board of Directors, and the Senior Manager, Advocacy and Government Services before bringing forward their proposal. Note that this consultation process does not guarantee support for the referendum or the proposal's success.

3. The Councillor or group of Councillors must present a referendum question in the form of a yes or no question.

3.3. A referendum must be brought no later than the November Council cycle.

4. REGISTERED INTEREST PARTY

4.1. Registered interested parties are entitled to campaign for any side in any referendum or plebiscite. More than one registered party may represent each official side.

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

4.2.1. They are Western University undergraduate student(s) approved by the Committee, autonomous from the USC

4.3. Non-Western students and other third parties are not permitted to join a registered interest party.

4.4. All applications for status as a registered interest party must be submitted to the CRO by the end of the candidate nomination period, as noted in the Elections Calendar released by the CRO.

4.4.1. The Committee will refer to the **Registered Interest Party Procedure** when approving applications.

4.5. Subject to the following, all registered interest parties, including the USC, when applicable, are deemed candidates and bound by the campaign rules in By-law 2, Elections Governance Committee Policy and by this policy when representing their side of the issue.

4.5.1. All Campaign Materials produced by a registered party, including electronic materials, must clearly indicate that a registered interest party authors them.

5. USC-SPONSORED SIDE

5.1. Where the USC is interested in the outcome of a referendum, the Council can campaign or appoint someone to campaign on behalf of a particular side.

6. INFORMATION-BASED CAMPAIGN

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

7. FINANCES

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

7.2. Each official side shall be entitled to funding up to 100% of the Presidential campaign limit as established.

7.3. Registered interest parties shall be entitled to spend 20% of their allowed budget on research material and administrative costs.

7.4. All official sides and registered interest parties shall present a complete financial statement to the CRO within 72 hours of the close of balloting.

8. APPEALS OF REFERENDUM RESULTS

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

8.1.1. Notice and grounds for appeal shall be submitted in writing to the Appeals Board no later than 4:30 PM, two (2) days after referendum results are released to the public.

Registered Interest Party Procedure

Authority: Council	**Date Ratified:** April 26, 2023
	Next Review Date: April, 2026
Previous Amendments: N/A	
Related Document(s): Bylaw #2, Elections Governance Committee Violations Policy	
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: CRO; Senior Manager, Government Services	

1. PURPOSE

A Registered Interest Party is any group that requests recognition to advocate for a particular side in a referendum. This procedure serves to indicate how a registered interest party is formed to campaign in a referendum.

2. FORMATION

2.1. 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.

2.2. All applications for status as a registered interest party must be submitted to the CRO by the end of the candidate nomination period.

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

2.3.1. They are a Western University student group, or party approved by the Committee, autonomous from the USC;

2.3.2. They do not include non-Western students or other third parties; and

2.3.3. They have an official spokesperson designated to the CRO.

2.4. For status as a Registered Interest Party are to be approved by the EGC based on the merit of an application, with the decision being subject to appeal to the USC Appeals Board.

3. GUIDELINES

3.1. 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.

3.2. Once a Registered Interest Party has been approved they are treated as a candidate and are therefore bound by the campaign rules in PART A of Bylaw #2, Elections Governance Committee Violations Policy and by the rules and procedures governing referendums.

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

3.4.

Reserve Fund Policy

Authority: Board of Directors	**Date Ratified:** November 29, 2019
	Next Review Date: November, 2022
Previous Amendments: February 26, 2016	

1. PURPOSE

1.1. The USC shall maintain a reserve fund to hold and invest surplus funds.

1.2. The reserve fund shall serve the following purposes:

1.2.1. To smooth the impacts of changes to student fee revenues during times of change or short term uncertainty.

1.2.2. To absorb the cost of emergency expenditures that were not included in the budget.

1.2.3. To finance certain capital projects and other major financial obligations.

1.2.4. To allow unused funds to generate additional revenue for the corporation via investment returns.

1.2.5. To allow organizational survival into the medium-term in the event that the corporation suffers a serious impairment to one of its revenue sources.

1.2.6. To cover unpaid obligations in the event of organizational dissolution.

2. SOURCES AND USES OF FUNDS

2.1. Subject to cash flow requirements, the USC shall move surplus funds into the reserve fund.

2.2. All withdrawals from the reserve fund must be authorized by a resolution of the Board of Directors.

3. RESERVE TARGETS

3.1. The Reserve Fund shall have a target of $5,000,000 in 2019 Canadian funds.

3.2. In the event that the reserve fund is short of target, a reserve fund contribution of at least 10% of the shortfall shall be included in the annual budget.

3.3. The Vice-President Student Services shall periodically issue recommendations to the Board regarding the target for the reserve fund.

Right to Disconnect Policy for USC Paid Employees

Authority: Chief Operating Officer	**Date Ratified:** October 7, 2022
	Next Review Date: October 2025
Related Document(s): Acceptable Use Policy; *Employment Standards Act, 2000; Occupational Health and Safety Act; Ontario Human Rights Code; Working for Workers Act, 2021*	
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

PREAMBLE

The University Students' Council ("The USC") values the health and well-being of our employees. Disconnecting from work helps us achieve a healthy and sustainable work-life balance. We want to create an inclusive environment encouraging your wellness, so you feel supported, safe, engaged, motivated and respected.

This procedure is subject to and interpreted according to all applicable legislation, including Ontario's *Employment Standards Act, 2000* ("ESA"), the *Occupational Health and Safety Act* ("OHSA"), the *Human Rights Code* ("Code"), collective agreements, USC policies and procedures, and complies with the *Working for Workers Act, 2021* ("WWA").

1. SCOPE

1.1. This policy applies to all paid USC employees identified in this policy including those compensated through honoraria (Full-time Staff, Coordinators, Associate Vice-Presidents, Interns, Orientation Staff, Executive Officers, and Members of the Gazette).

2. DEFINITIONS

2.1. **Disconnecting from work:** Means not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages; to be free from the performance of work.

2.2. **Normal Hours of Work:** Hours of work are set by the USC and may vary by Department, Division and Position Type. Your hours of work are defined by practice, an employment contract or by collective agreement terms.

3. ADMINISTRATION

3.1. 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.

3.2. All issues pertaining to matters of the Right to Disconnect as defined in this policy should be brought forward to the Senior Manager, People and Development.

3.3. The responsibility for application, enforcement, training, and communication of this policy shall lie with the Senior Manager, People and Development.

4. GENERAL STATEMENT

4.1. This procedure supports you in your ability to disconnect from work outside of your normal hours of work, subject to the exceptions noted in section 5.2 below.

5. EXPECTATIONS AND RESPONSIBILITIES

5.1. General

5.1.1. We respect our employees' needs to disconnect from work outside of normal hours of work.

5.1.2. We encourage you to review and follow the information contained within this procedure to ensure you take the time to disconnect from work when it is appropriate to do so.

5.1.3. You will not be penalized or face reprisal for complying with this procedure.

5.1.4. The roles and responsibilities of our leaders and employees are outlined below.

5.1.5. This procedure is consistent with and does not change employee rights and entitlements under other ESA rules and regulations, including:

1. Hours of Work and Eating Periods

2. Vacation with PayPublic Holiday rules

As an employer, we have an obligation to follow the rules under the ESA unless exemptions or special rules apply.

5.2. Exceptions

5.2.1. Due to the nature of the services we provide, work outside of established normal hours of work may be required from time to time.

5.2.2. Occasionally you may need to be contacted outside your normal hours of work due to:

1. An emergency
2. An unforeseen situation
3. Operational requirements
4. Helping or filling in on short notice
5. Other unusual incidents as they arise
6. If your position requires work or work-related communications outside of your normal hours of work
7. Overtime, on-call, or standby according to applicable collective agreements or established procedures.
8. Those who received a cell phone stipend are required to stay in regular contact as per operational demand.

5.3. Roles and Responsibilities

5.3.1. Senior Leadership Team

1. Ensure all employees are encouraged to disconnect from work in accordance with this procedure.

2. Show support, lead by example, and respect the needs of others to disconnect.

3. Communicate with your Department/Portfolio to review the best ways to disconnect from work.

5.3.2. Managers and Supervisors

1. Take necessary steps allowing employees to disconnect from work outside of their normal hours of work subject to the exceptions in section 5.2 above.

2. Be open to communication from your employees related to this procedure, listen to their concerns and try to provide resolutions.

3. Regularly evaluate expectations, workload, and productivity.

4. Provide employees with information regarding exceptions where they may be required to work outside of their normal hours of work.

5. Be aware of and clearly communicate the hours of work for your Department.

6. Ensure your employees take allotted breaks.

7. Avoid penalizing or taking actions of reprisal against employees who have questions about this procedure or request compliance with it. Reasonable direction and corrective actions are not considered reprisal.

5.3.3. Employees

1. Avoid checking communications outside of normal hours of work.
2. Communicate with your Manager or Supervisor if you have problems maintaining a work-life balance.
3. Be mindful of the needs of others to disconnect.
4. Take allotted breaks and vacation time.
5. Be aware when you may be required to work as outlined in the Exceptions section 5.2 above.
6. Notify your Manager or Supervisor if you feel pressure to respond to issues outside of your normal hours of work.

5.3.4. People and Development

1. Provide guidance and support in administering this procedure.
2. Provide new employees with a copy of this procedure within 30 days of their start date.
3. Review and amend this procedure as per the Board Policy review cycle or as required.
4. Provide all employees with an amended version of this procedure within 30 days of the amendment.
5. Retain a copy of this and any revised version of this procedure for three years after it ceases to be in effect.

5.4. Communications, Meetings and Calls

5.4.1. We do not want you to feel obligated to send or respond to messages when you are not working. Work-related communications should be sent and reviewed during normal hours of work, subject to the exceptions in section 5.2 above.

5.4.2. As some employees have different working hours, you may receive work-related communications outside your normal hours of work. Subject to 5.2 above, there is no expectation you will respond until you return to work.

5.4.3. Meetings and calls, both in-person and virtual, should be booked during normal hours of work, subject to the exceptions in section 5.2 above.

5.4.4. For additional tips on handling communications, meetings, and calls, refer to Appendix A: Disconnecting from Work Tips and Appendix B: Technical Tips.

5.5. Mental Health Support

5.5.1. Recognizing disconnecting from work plays an important role in managing mental health, we will assist and support your mental health by:

1. Promoting work-life balance

2. Recognizing mental health is equally important as physical health in ensuring a safe and healthy workplace

3. Minimizing work-related sources of stress as much as possible

4. Providing access to supportive people, resources, and programs (e.g., LifeSpeak, LifeWorks, Wellness Wednesdays)

5.6. Questions and Concerns

5.6.1. Talk to your Manager or Supervisor if you have any questions or concerns about this procedure.

5.6.2. If your question or concern cannot be resolved, you can bring the issue forward to the Senior Manager, People and Development for further discussion.

6. COMMUNICATION

6.1. This policy will be explained as needed to workers through orientation or task-specific training, and will be included in new hire paperwork.

7. EVALUATION

7.1. This policy shall be reviewed as needed through the Continuous Improvement Policy for Human Resources Policies and complies with the ESA, OHSA, Code, and the WWA.

Risk Identification Policy

Authority: Board of Directors	**Date Ratified:** March 1, 2024
	Next Review Date: March, 2027
Previous Amendments: November 29, 2019; December 1, 2017;	

OBJECTIVE

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.

1. APPLICATION

1.1. This Policy applies to all actions of the USC.

2. ADMINISTRATIVE

2.1. Yearly, the Board of Directors, via the Chief Operating Officer, will ensure proper execution of this policy.

3. RISK IDENTIFICATION

3.1. Each year during the onboarding for the new Board of Directors the document containing all the identified risks and mitigation strategies, referred to as the risk register, will be presented to the Board as an orientation document.

3.2. By the final fall Board Meeting each year an updated Risk Register will be presented to the Board of Directors for their review including mitigation strategies for each risk.

3.3. Management is expected to present any material risks that it deems time sensitive to the board as soon as possible.

Schedule of Posted Health and Safety Materials

Authority: Board of Directors	**Date Ratified:** January 16, 2023
	Next Review Date: January, 2026
Previous Amendments: November 15, 2011;	
Related Document(s): Checklist for Posted Health and Safety Materials, Continuous Improvement Plan	
Review Committee(s): JHSC	

PURPOSE:

The purpose of this document is to list the materials which are to be posted on the USC's health & safety boards.

1. SCOPE

1.1. This applies to all USC health & safety boards.

2. RESPONSIBILITIES

2.1. The Health & Safety Coordinator will ensure the materials listed in the appendix are posted on health & safety boards, as noted.

3. COMMUNICATION

3.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

4. EVALUATION

4.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Social Media Policy

Authority: Board of Directors	**Date Ratified:** January 16, 2023
	Next Review Date: January, 2026
Previous Amendments: November 29, 2019; July 10, 2012; May 23, 2012	

PURPOSE:
This Policy provides guidelines for staff and volunteer conduct in relation to social media communications.

While the USC encourages the use of social media to better connect with external audiences, it is also important that the USC is consistently represented across all social media platforms.

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.

1. SCOPE

1.1. 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 associates, coordinators, and committee members. Volunteers do not include elected members of Council, those being voting members as defined by the By-laws, student Senators, and student Board of Governors representatives.

1.2. This Policy does not apply to the use of social media by the Gazette or CHRW.

1.3. This Policy specifically contemplates the use of blogs, Facebook, Instagram, and Twitter, as these are presently the most popular tools of social media. However, the general principles established also extend to other social media platforms.

1.4. Employees and volunteers are also responsible for adhering to the USC Corporate Online Systems Acceptable Use policy when using social media.

2. PRINCIPLES

2.1. Transparency: When posting comments or material related to employment or volunteer responsibilities with the USC, staff and volunteers must identify their relationship to the USC. It is unacceptable to assume an anonymous identity when initiating or responding to a topic related to the USC.

2.2. Accuracy: When publishing information related to the USC, staff and volunteers must ensure that they provide accurate information and clearly identify the source of that information. Further, staff and volunteers shall keep commentary focused on their area of responsibility or expertise.

2.3. Non-Discrimination: Staff and volunteers shall not transmit messages with derogatory remarks about a person’s race, colour, sex, age, disability, religion, national origin, physical attributes and sexual preference.

2.4. Professionalism: While using social media as a USC employee or volunteer, staff and volunteers shall ensure that their profile and content is consistent with how one would represent themselves towards colleagues and clients.

2.5. Confidentiality: No messages disclosing sensitive, confidential, restricted, non-public, or proprietary information involving trade secrets can be transmitted over social media.

3. SEPARATION OF PERSONAL/WORK ACCOUNTS

3.1. 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.

3.1.1. Executive members of the USC as defined by the By-Law are exempt from this clause.

3.2. Staff members and volunteers should not use their personal social media accounts to comment upon USC related topics.

4. OWNERSHIP

4.1. 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.

4.2. The USC may transfer accounts to other individuals, or may delete accounts upon the departure of an employee or volunteer as per established procedures.

5. VIOLATIONS

5.1. Failure to comply with this policy may result in disciplinary action up to and including termination.

6. AMENDMENTS

1.1. The corporation may amend this Acceptable Use Policy from time to time as is necessary. All users will receive prompt notice of any amendments.

Visitor Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: January 16, 2015; November 15, 2011	

PURPOSE:

The purpose of this document is to outline the responsibilities of visitors.

1. **SCOPE**
    1.1. This policy applies to all persons with scheduled appointments for a business function, and to all USC employees.

2. **DEFINITIONS**
    2.1. **“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.

3. **RESPONSIBILITIES**
    3.1. All visitors must
        3.1.1. Check-in upon arrival at our reception desk;
        3.1.2. Always be escorted by their designated USC host while in USC Spaces;
        3.1.3. Remain in designated areas;
        3.1.4. Immediately report any illness or injury suffered while visiting the USC to their host; and,
        3.1.5. Wear applicable personal protective equipment.
        3.1.6. Notify your USC host if you require special assistance in the event of an emergency evacuation.
    3.2. All USC employees must enforce this policy.

4. **PROCEDURES**
    4.1. A visitor begins by checking in at the reception desk indicating who they are here to meet..
    4.2. The Executive Assistant or designate will contact the USC Host to escort the visitor to the designated meeting location.
    4.3. The host will be responsible for updating their calendar to include any external visitors that they meet with for the purposes of records management.
    4.4. 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.

4.5. If a visitor refuses to follow any USC procedures as directed by their host, then the host will

   4.5.1. Ask the visitor to leave; and

   4.5.2. Report the incident to their manager.

5. COMMUNICATION

5.1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6. EVALUATION

6.1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.

Volunteer, Part-time Staff & Intern Purchasing Policy

Authority: USC Board of Directors	**Date Ratified:** November 8, 2024
	Next Review Date: November 2027
Previous Amendments: July 17, 2022	
Related Document(s):	
Review Committee(s): Human Resources Committee	
Delegates:	

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 has been created to ensure part-time employees and interns follow sound, efficient and standardized practices when making purchases on behalf of the corporation.

1. DEFINITIONS

1.1. **Volunteer:** Any unpaid member of the USC. This includes: The Board of Directors, PurpleCare Trust, Council, and members of USC services (Theatre Western, Peer Support, Food Support, etc.).

1.2. **Part-time Staff:** Any paid employee of the USC, whether being paid hourly (24 hours or less per week) or through honoraria. This includes roles such as: AVP, Coordinator, USC Productions, Wave/Spoke, Info Source, Executive Assistants, CRO/DCRO, and Speaker/Deputy Speaker.

1.3. **Intern:** Any USC Intern working full or part-time. This includes: Orientation Staff, Graphic Design, Photo Video, Social Media, Advocacy Research, Human Resources, Organizational Support, Student Feedback and Web Development.

1.4. **Manager:** Anyone in a full-time supervisory role in the department or portfolio.

2. GENERAL POLICIES

2.1. 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:

2.1.1. 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.

2.1.2. All purchasing transactions shall ensure equal opportunity, due process and fairness to suppliers.

2.2. All purchases made by Volunteers, Part-time Staff and Interns must be approved by the Manager in their portfolio or department.

2.2.1. Any purchase made without the written approval of their Manager will not be reimbursed.

2.2.2. No Volunteer, Part-time Staff, or Intern has the authority to authorize spending or reimbursement. All approvals must be given through the Full-time Manager or Executive of that department or portfolio.

2.3. Any purchases 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.

Whistleblower Policy

Authority: Board of Directors	**Date Ratified:** April 28, 2025
	Next Review Date: April, 2028
Previous Amendments: n/a	
Related Document(s): Chief Operating Officer Policy; Whistleblower Procedure	
Review Committee(s): Human Resources Committee of the Board	
Delegates: Chief Operating Officer Senior Manager, People and Development	

PURPOSE

The USC requires directors, executives, and employees to observe high standards of personal and professional ethics in the conduct of their duties and responsibilities. This policy outlines the responsibilities of all paid employees of the USC in reporting suspected fraud or other misconduct.

Staff, board members, volunteers, and community members are encouraged to report suspected fraudulent or dishonest conduct so that the USC can address and correct inappropriate conduct and actions. This policy supplements, and does not replace, any procedures required by law.

1. DEFINITIONS

2. REPORTING RESPONSIBILITY

2.1. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the USC's approved policies or suspected violations of law or regulations that govern the USC's operations.

3. NO RETALIATION

3.1. It is contrary to the values of the USC for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the USC.

3.2. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

4. ACTING IN GOOD FAITH

4.1. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

4.2. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

5. CONFIDENTIALITY

5.1. Violations or suspected violations may be submitted on a confidential basis by the complainant.

5.2. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. This may include disclosure to third party legal counsel as required to conduct the investigation.

6. HANDLING REPORTED VIOLATIONS

6.1. Suspected violations of approved USC policy, fraud, or other misconduct should be reported to the Chief Operating Officer.

6.1.1. If the report includes an allegation against the Chief Operating Officer, the violation shall be reporting to the Senior Manager, People and Development.

6.1.2. If a report includes an allegation against a member of the USC's Executive, the report shall be made in accordance with the Executive Officer Accountability and Discipline Policy.

6.2. All reports will be promptly investigated and appropriate corrective action taken if warranted, in accordance with the Whistleblower Procedure.

Workplace Conduct Policy

Authority: Board of Directors	**Date Ratified:** February 2, 2024
	Next Review Date: February, 2027
Previous Amendments: May 28, 2013;	

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. SCOPE

1.1. This policy is intended to govern the conduct of USC Staff in relation to other Staff, volunteers, and the workplace environment.

1.2. This policy applies to the interactions of Staff and USC representatives at USC functions outside of the USC Main Office space.

1.3. This policy shall apply to USC volunteers where specified below.

2. GENERAL

2.1. All Staff and volunteers shall:

2.1.1. Treat all people equally and fairly, according to the circumstances, and respect each individual's personal space and belongings;

2.1.2. Recognize each individual's right to due process and respect the outcomes of decision-making processes insofar as the process itself is fair;

2.1.3. Recognize each individual's right to equal opportunity;

2.1.4. Act with integrity and guard against conflict of interest or its appearance;

2.1.5. Report fraud, misconduct, and corruption where it occurs; and

2.1.6. Comply with any applicable code of conduct of the USC or UWO outside of this policy.

3. INTERPERSONAL INTERACTIONS

3.1. 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.

3.2. Individuals shall maintain a respectful tone and use respectful language in all interpersonal interactions regardless of the subject matter being discussed.

3.3. All Staff and volunteers shall endeavour, wherever possible, to avoid the use of language or gestures that may be construed as offensive.

3.4. Individuals shall refrain from the use of personal insults and other derogatory language.

3.5. 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. WORKPLACE ENVIRONMENT

4.1. All Staff and volunteers shall refrain from making comments or performing actions that compromises the political impartiality of the USC as a corporation.

4.2. All individuals shall endeavour to keep their personal work area clean and professional-looking.

4.3. 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.

4.4. All individuals shall respect the work spaces of others and refrain, wherever possible, from the use of others' belongings without permission, explicit or otherwise.

4.5. All Staff and volunteers shall endeavour to utilize the workplace environment for professional purposes only.

4.6. 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. PROCEDURAL AUTHORITY

5.1. Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Human Resources Department.

5.1.1. The scope of such Procedures is limited to the scope of this policy.

5.1.2. In the event of any conflict, this Policy supersedes any documents created under it.

5.1.3. Any new Procedures and amendments to any existing Procedures must be ratified by the Board of Directors before taking effect.

5.1.4. Any Procedures ratified by the Board of Directors, or any subsections therein, may be repealed by a resolution of Council.

EXECUTIVE COUNCIL

Common Space Acceptable Use Procedure

Authority: Executive Council	**Date Ratified:** January 31, 2022
	Next Review Date:
Previous Amendments: June 21, 2021	

PREAMBLE

The University Students' Council seeks to create common spaces that welcome creative expression and constructive discussion while recognizing that reasonable limits must be put in place. This procedure provides the specifics that the Community Standards Policy section 2.1 requires of the Executive Council. In attempting to reach these goals, this procedure is twofold. First, the Policy is to ensure that common spaces within the University Community Centre (UCC) are 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 free from harassment and discrimination. This Policy, therefore, applies to students involved in the USC and persons booking space through the USC Reservations Office.

1. **DEFINITIONS**
   1.1. "Act" or "Act of Expression" include but are not limited to:
      1.1.1. Distribution of material physical or digital to people within USC controlled space.
      1.1.2. Using speech or other forms of communication or causing any person to speak or use other forms of communication.
   1.2. "Booked Space" means any common area space reserved through the USC Reservations department.
   1.3. "Common space" means any area within the UCC that the USC manages as mandated within the occupancy agreement ;
   1.4. "Group" means an association of persons including USC clubs;
   1.5. "Infringer" means a person in violation of or accused of violating this Policy;
   1.6. "Person" means any individual or corporate entity.
2. **APPLICATION**

2.1. This Policy shall apply to:

2.1.1. All persons and groups that use, or attempt to use, common space for the purpose of acts of expression;

3. **PROHIBITED CONDUCT**

3.1. Acts of expression within UCC commom space are strictly prohibited if such acts:

3.1.1. 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.

1. 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;

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

3. Causes a disruption by preventing the free flow of people past the space assigned to the individual in question, or if an individual's actions prevent another group from sharing their acts of expressions.

4. Misconduct against persons or dangerous activity as defined as;
    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.

5. Violates published University policies, rules or regulations (appendix A);

6. Failure to comply with any sanctions imposed by the Executive Council or Clubs Governance Board;

7. 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. **ACTS OF EXPRESSION THAT CONTRAVENE THIS PROCEDURE BY USC RATIFIED CLUBS**

4.1. During an Act:

4.1.1. Immediate Authority: The Manager of Reservation and Building services will be the first point of contact for all acts of expression in the UCC. They will be responsible for consulting, at their discretion the USC Chief Operating Officer, the Vice-President Governance and Finance, and Vice-President Student Engagement have the authority to decide whether an act of expression infringes this policy and to terminate the act immediately.

1. The Clubs Policy Coordinator shall make a recommendation to the Clubs Governance Board 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 Policy Coordinator; and,

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

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

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

4.2. After an Act any complaints can be submitted to the clubs governance board in accordance to the club hearings and sanctions policy

5. **ACTS OF EXPRESSION NOT BY CLUBS**

5.1. During an Act:

5.1.1. Immediate Authority: The Manager of Reservation and Building services will be the first point of contact for all acts of expression in the UCC. They will be responsible for consulting, at their discretion the USC Chief Operating Officer, Senior Manager

Communications & Commercial Partnerships the Vice-President Governance and Finance , and Vice-President Student Engagement have the authority to decide whether an act of expression infringes this policy and to terminate the act immediately.

5.1.2. Disciplinary Authority: All decisions related to terminating an act will come before the Executive Council within two weeks to allow the Executive Council to decide whether to take further disciplinary action:

1. The Executive Council shall inform the infringer that a hearing is being held to decide whether further action shall be taken.

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

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

4. 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.

5.2. After an Act:

5.2.1. Any person or group may file a complaint under this Policy with the USC President

1. 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.

5.2.2. The USC President shall inform the infringer that a complaint has been issued against her and that a hearing will be conducted by the Executive Council.

5.2.3. The USC President must bring the complaint before the Executive Council for discussion and decide the appropriate course of action.

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

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

3. 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. **SANCTIONS**

6.1. 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 Board under this Policy.

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

6.2.1. 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;

6.2.2. 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,

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

7. **APPEALS**

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

Appendices

Appendix A

[Code of Student Conduct]

Social Responsibility Audit Policy

Authority: Executive Council	**Date Ratified:** November 29, 2019
	Next Review Date: November, 2022
Previous Amendments: May 26, 2012	

PURPOSE:
This Policy establishes a social responsibility audit format, to be conducted annually, on each of the USC Operations and programs.

1. OPERATIONS

1.1. Senior. Management will ensure annually that each Operation Manager conducts an annual social responsibility audit of their operation.

1.2. Each Operation must be audited annually.

1.3. The audits will be submitted to the Senior. Management team and brought for review and approval to Executive council.

1.3.1. 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. PRESIDENT AND VICE-PRESIDENT PORTFOLIOS

2.1. Each member of Executive Council shall conduct an annual social responsibility audit of their own portfolio.

2.2. Each Executive Portfolio must be audited annually.

2.3. The audits must be presented and brought for review and approval at an Executive Council meeting.

2.3.1. 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. SOCIAL RESPONSIBILITY AUDITING PROCEDURE

3.1. 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.

3.2. The USC Social Responsibility Auditing procedure will be reviewed annually by the Student Programs Officer in conjunction with the Government Services Department.

3.3. Any changes made to the USC Social Responsibility Auditing procedure will be presented to and approved by Executive Council.

4. USC SOCIAL RESPONSIBILITY AUDIT RESULTS

4.1. The results of the annual social responsibility audit shall be compiled annually into a report and presented to council by the Student Programs Officer.

4.2. The Social Responsibility Audit Report will be published on the USC website annually no later than January 30th of each year.

Student Awards Rules of Procedure

Authority: USC President	**Date Ratified:** February 12, 2018
	Next Review Date: February, 2023
Previous Amendments: N/A	

PREAMBLE

The University Students' Council aims to reward those students who have put forth exemplary volunteer or community effort in the form of USC sponsored awards.
Award winners are regarded as role models and leaders, so it is important that the award selection process recognize the achievements of a diverse group that reflects a breadth of excellence. Diversity in award recognition gives visible evidence of the USC's commitment to equity.

1. THE AWARDS COMMITTEE

1.1. The Awards Committee

1.1.1. The Student Recognition Coordinator will assemble a committee to assist in the process of determining the recipients of the USC Student Awards.

1.1.2. The committee shall consist of the USC President, Two (2) USC Councilors, Two (2) Students-At-Large (Undergraduate) and the Student Recognition Coordinator (non-voting).

1.1.3. Appoint diverse selection committees and committee chairs. Diverse committees provide access to a wider set of networks from which to cultivate nominations, and several recent studies have shown that more diverse groups with a greater breadth of perspectives make better decisions.

1. Committee members and chairs from underrepresented groups may cushion against unintentional stereotyping. Do not expect committee members from under-represented groups to advocate for diversity - it is everyone's responsibility.

1.1.4. The committee shall be responsible for reviewing all applications, and participating in all deliberations as directed by the Student Recognition Coordinator and/or their representative.

1.1.5. The Student Recognition Coordinator and/or their representative will provide committee members with suitable training prior to reviewing the applications and decision-making.

1.2. Confidentiality

1.2.1. Committee members may speak only to the information contained in the Award application package.

1.2.2. Committee members should restrict their discussion of selection proceedings to third parties. Although transparency is valued, a modest explanation of the process is preferred.

1.3. Restrictions

1.3.1. Committee Members are prohibited from:

1. submitting nominations or writing supporting letters for an award they will be reviewing;

2. from receiving an award they will be reviewing; and

3. evaluating or voting for applicants with whom they share a conflict of interest

1.4. Conflicts of Interest

1.4.1. At the beginning of the application evaluation, committee members should make clear any connection they may have with a person under consideration for an award, and come to a decision that is agreeable with other committee members with respect to their participation in further discussions. Committee Members are not eligible to evaluate or vote on a nominee if there is a conflict of interest such as:

1. Being a member of the same portfolio as the nominee

2. Having been or being a supervisor or student of the nominee

3. Other conflicts as determined by the Student Recognition Coordinator and VR Manager

2. APPLICATIONS & NOMINATIONS

2.1. Before receipt

2.1.1. Applicants must be full-time undergraduate students at Western University.

2.1.2. Applications must be submitted in hard-copy or online by mid-February.

2.1.3. The application period shall be open for a minimum of two weeks.

2.1.4. Applications shall be available online via the USC website.

2.1.5. Applications should be submitted to the USC Office (UCC 340)

2.1.6. An individual may apply for more than one award.

2.1.7. An individual may not receive more than one award in a year, nor may an individual receive more than one award for the same body of work (i.e. in future years).

2.2. After Receipt

2.2.1. Only complete applications and nominations will be considered by the committee.

1. Incomplete applications and nominations will not be eligible.
2. Excessive documentation will not be distributed to the selection committee.

2.2.2. It is prudent for the VR Intern to digitalize all eligible candidate's names and emails for notification purposes.

3. INITIAL DELIBERATION

3.1. Initial Deliberation

3.1.1. Initial deliberation shall be held following the application deadline and the compilation of all eligible applications submitted.

3.1.2. Initial deliberation is not required if there are ≤10 applicants for any one award. In this event, proceed to the final deliberation

3.1.3. The initial deliberation shall produce strong applications

3.1.4. Committee members are restricted from evaluating applicants with whom they share a conflict of interest, if they do not feel can do so objectively.

1. In this case, the rating average from the other members will be adopted as their contribution

3.2. Application distribution

3.2.1. Each committee member will create a list of top applicants/nominees before hearing the recommendations of any other members. This avoids the undue influence of one member and ensures that the list of viable nominees is as large as possible before discussion begins.

3.2.2. If there are <30 applications for one award, each member will receive all applications (e.g., 25 Honour W applications → all members will evaluate 25 applications).

3.2.3. If there are ≥30 applications for one award, each member will receive half of the applications (e.g., 30 Honour W applications → three members will each evaluate 15 applications; three members will each evaluate the other 15).

3.2.4. If there are >50 applications for one award, each member will receive a third of the applications (e.g., 51 Honour W applications → two members will evaluate 17 applications; two members will evaluate another 17 and the last two members will receive 17 applications)

3.2.5. Each application must be read by at least two members

3.2.6. Members may bring the applications home for evaluation

3.3. Screening

3.3.1. The Student Recognition Coordinator and/or representative shall explain the screening process and rating criteria to the committee in an explicit and thorough manner, prior to the start of deliberations.

3.3.2. Each committee member will create a list of top applicants/nominees before hearing the recommendations of any other members.

1. This avoids implicit bias that can enter via unintentional "criteria-shifting" after nominees are discussed.

3.3.3. Award criteria will be marked qualitatively (i.e. strong or weak)

3.3.4. Applications will be ranked from strong-weak, and short-listed

1. All strong applications will be short-listed for final deliberations

2. If less than 10 strong applications exist, others may be accepted for a total of 10 applications in the final deliberation (e.g. 5 consistently strong applications and 5 applications with both strong and weak components)

3.3.5. The committee will then compare short-lists for each award, and create a comprehensive list for final deliberation

4. FINAL DELIBERATION

4.1. Final Deliberation

4.1.1. Final deliberations shall be held in early March following the conclusion of initial deliberations.

4.1.2. The final deliberation shall produce nine (9) Award winners.

4.1.3. Committee members are restricted from evaluating applicants with whom they share a conflict of interest, if they do not feel can do so objectively.

1. In this case, the rating average from the other members will be adopted as their

contribution

4.2. Application distribution

4.2.1. If there are ≤15 applications for one award, each member will evaluate all applications (e.g., 15 Honour W applications → all members will evaluate 15 applications).

4.2.2. If there are ≥16 applications for one award, each member will evaluate half of the applications (e.g., three members will each evaluate 8 applications; three members will each evaluate the other 8 applications).

4.2.3. Each application must be read by at least two members

4.2.4. Members may bring the applications home for evaluation

4.3. Screening

4.3.1. Verifiers will be contacted to speak on behalf of the nominee/applicant's:

1. Student government involvement
2. Athletics
3. Music, dance or fine arts
4. Philanthropy
5. Leadership
6. Proficiency in sport

4.3.2. Each committee member will verify the accomplishments and claims of 20% of the total number of candidates

4.3.3. The Student Recognition Coordinator and/or representative shall explain the screening process and rating criteria to the committee in an explicit and thorough manner, prior to the start of deliberations.

4.3.4. Each committee member will create a list of top applicants/nominees before hearing the recommendations of any other members.

1. This avoids implicit bias that can enter via unintentional "criteria-shifting" after nominees are discussed.

4.3.5. Applications will be scored quantitatively based on the strength of each award criteria using a matrix specific to the published criteria of each award.

4.3.6. The committee members will then compare and average the scores of each applicant.

1. Applications with significantly divergent scores will be identified and discussed.
2. Winners may be chosen based on who has the highest average score
3. Create short(er) lists via inclusive rather than exclusive methods. For instance, select candidates that are outstanding, rather than finding reasons to eliminate candidates from consideration.
4. Ensure that every committee member's voice is heard. Do not let any committee members remain silent.
5. Take adequate time to make a decision. Research has shown implicit bias is mitigated when committees have time for thoughtful reflection and discussion, instead of making snap judgments.

4.3.7. The methods used to further narrow down winners are at the discretion of the committee

1. When voting is required, the committee should consider whether a rank-order vote or majority vote may be employed.

4.3.8. Committee Members are not eligible to vote on a candidate with whom they share a conflict of interest, if they do not feel can do so objectively.

1. In this case, the rating average from the other members will be adopted as their contribution

5. DISTRIBUTION OF AWARDS

5.1. Distribution Of Awards

5.1.1. Once the nine (9) recipients are decided, it is the Student Recognition Coordinator or their representative’s responsibility to contact the individual by telephone to congratulate them.

1. At this time, they must also confirm the recipient’s email and student number
2. They may also inform them of an email request to take a photo for the Awards presentation
3. If applicable, let the recipient know that their check will be available on the day of the ceremony

5.1.2. The Western Alumni Association is responsible for sending invitations to the recipients

5.1.3. The Student Recognition Coordinator is responsible for emailing the candidates who were not chosen.

5.1.4. The Student Recognition Coordinator is responsible for drafting the summary of each winner's accomplishments; they are to be read at the ceremony. These must also be forwarded to the Alumni Association

5.1.5. All awards shall be given out at the annual USC Awards Ceremony in late March. This Ceremony is held in conjunction with the Awards of Excellence in Undergraduate Teaching.

5.1.6. The VR Department, in conjunction with the Vice-President Finance, shall coordinate the distribution of the monetary awards through the USC Finance department.

5.1.7. The Student Recognition Coordinator is responsible for printing and framing award certificates; these must be signed by the USC President

5.1.8. The Student Recognition Coordinator is responsible for engraving the award recipient's names on the trophies/plaques in the USC display case.

6. MARKETING

6.1. Marketing

6.1.1. The Student Recognition Coordinator shall be responsible for coordinating advertising for the applications

6.1.2. Applications shall be advertised in print, online, and through WesternTV and Western Film.

6.1.3. Main campus, affiliate colleges and student-residences should also be considered for outreach

6.1.4. Any other promotions methods shall be at the discretion of the Student Recognition Coordinator and the committee

6.1.5. Increasing awareness of the award among all USC members has the benefit of increasing interest in the award and making the selection process more transparent and inclusive.

1. Generate a large and diverse pool of nominees. Awards are selected based on established criteria, so this step is crucial to ensuring that the pool of nominees

contains as many eligible candidates as possible (especially those whose work is outstanding but less well-known).

6.1.6. Once awards have been distributed, an announcement of award should be sent to The Gazette and to any other publications appropriate to the particular awardee (e.g. Inform Western Mustangs of the Student-Athlete awardee)

ELECTIONS GOVERNANCE COMMITTEE

Elections Governance Committee Nomination Procedure

Authority: Elections Governance Committee	**Date Ratified:** November 8, 2024
	Next Review Date: November, 2027
Previous Amendments: September 29, 2021, December 4, 2015, January 1, 2013	

1. SCOPE

1.1. This document outlines the proper procedures for receiving, processing, reviewing, and verifying nomination 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. Definitions

2.1. **Signature:** An endorsement that verifies the support or consent of the signer.

2.1.1. **Electronic Signature:** A digitally signed endorsement that mimics a handwritten signature. This can be achieved by using a stylus, mouse or web application to create a digital version of the handwritten signature, or by scanning a handwritten signature and uploading it to the digital document. Typed names entered into a name field will not be accepted.

2.1.2. **Handwritten Signature:** A physical signature, manually written on a paper document using a pen or other writing instrument.

3. PREPARATION OF FORMS

3.1. The CRO shall work with the DCRO (Secretary-Treasurer) and designated USC staff , to produce a nomination form for prospective candidates.

3.1.1. There shall be separate forms for the President, Constituency President, Constituency Councillor, and Vice-Presidents External and University Affairs. All forms for Senate and Board of Governors elections shall be produced and handled by the University Secretariat.

1. The Secretariat shall establish specific nomination requirements and procedures for Senate and Board of Governors candidates, which may differ from the standard USC nomination procedures.

3.1.2. The USC shall not produce forms for elections that it does not administer.

3.2. Nomination forms shall include fields for prospective candidates to provide the following information:

3.2.1. Full, legal name.

3.2.2. Preferred name, optional.

3.2.3. Pronouns, optional.

3.2.4. Student number and Western email (for purposes of verifying eligibility).

3.2.5. Alternate email (if preferred email is not Western).

3.2.6. Phone number.

3.2.7. London address.

3.2.8. Constituency (in which the individual is registered and running in).

3.2.9. Signatures, student numbers, and emails of students acting as nominators.

3.3. Required Nominators

3.3.1. A Presidential nomination form must be signed by fifty (50) students from any constituency to be valid.

3.3.2. A Constituency President Nomination form must be signed by twenty-five (25) students in the relevant constituency to be valid.

3.3.3. A Vice-President External or University Nomination form must be signed by twenty-five (25) students from any constituency to be valid.

3.3.4. A Constituency Representative Nomination form must be signed by five (5) students in the relevant constituency to be valid.

3.4. Nomination forms shall contain the following agreements for the individual to fill out and sign:

3.4.1. An agreement to have the individual's name placed on the ballot and for the individual to abide by the electoral rules and procedures.

3.4.2. An agreement to allow candidate information as it appears on the form to be released by the USC for the purpose of elections.

3.4.3. 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.

3.4.4. 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.

3.5. 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.

4. AVAILABILITY OF FORMS

4.1. 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.

4.2. The CRO shall work with relevant USC staff to develop a strategy for advertising the availability of nomination forms to the public.

4.3. 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.

4.3.1. The information can be found by logging into Student Centre and following the links to “My Program.”

5. FORM COLLECTION

5.1. All nomination forms shall be submitted to the USC, CRO, or her designate. Records outlining the time a nomination form was officially submitted will be kept by the CRO to ensure they are received on or before the nomination deadline.

5.2. The CRO may collect forms at any time during the nomination period. The CRO shall be responsible for the safekeeping of all forms.

5.3. Any forms collected regardless of when they were collected, shall be kept on file by the CRO until thirty (30) days following the close of balloting.

6. CANDIDATE VERIFICATION

6.1. At the start of the nomination period the CRO shall, in conjunction with the USC’s Information Services 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.

6.1.1. 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).

6.1.2. The CRO shall request that all students currently away on exchange at other institutions be included on the list.

6.2. 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.

6.2.1. The CRO shall ascertain that the individual appears in the list and has filed a nomination form in the proper constituency.

6.2.2. The CRO shall ascertain that the individual has met all of the eligibility requirements as outlined in By-law #2.

6.3. 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.

6.3.1. 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.

6.3.2. The Registrar's Office shall inform the CRO whether the prospective candidates could be verified before the start of the campaign period.

6.4. The CRO shall work towards contacting all prospective candidates prior to the start of the campaign to inform them that their nomination form has been verified; however, there may be delays in confirming nomination forms that are submitted on the final day of the nomination period. 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.

6.4.1. 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.

6.4.2. There will be a 12 hour grace period for students after the close of nominations to amend any clerical errors on forms that have already been submitted prior to the close of nominations.

7. FINAL CANDIDATES LIST

7.1. The CRO shall provide a list of verified candidates, sorted by division, to the following persons and/or groups:

7.1.1. Personnel overseeing the USC Front Desk.

7.1.2. A designated USC Staff member overseeing the elections process.

7.1.3. Campus media outlets (i.e., The Gazette, CHRW, Western TV, etc.).

7.2. The CRO shall ensure the list of verified candidates appears on the website and on the USC's elections portal.

8. CANDIDATE PERSONAL INFORMATION

8.1. The CRO shall provide designated USC elections staff 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 designated Staff Member(s) shall return all forms to the CRO after the information has been processed.