



KING'S
STUDENTS' UNION

OPERATIONS POLICY

Operations Policy of The Society of the Students' Union of the University of King's College
As amended March 30th, 2017

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Section I – GENERAL

- 1.1 This document may be amended by Special Resolution at Council or a General Meeting.

Section II – STANDING COMMITTEES OF COUNCIL

Search Committees

- 2.1 All search committees will be struck in accordance with Section IX (9) of the Bylaws:
- a) Each committee will be chaired and coordinated by a member of the Executive Committee;
 - b) Search committee chairs will contact the nominees for confirmation of acceptance;
 - c) As far as possible, the membership of the committee will be a fair reflection of the Union at large. The chair of the committee must take all reasonable steps to inform members of and include them in the proceedings of the committee. In the event that some committee members cannot attend, the committee may sit with a minimum of five (5) members (the ex-officio advisor may be counted as a member for the purposes of this clause). The committee will collect input from Union members with special knowledge of the position, who may act as advisors;
 - d) The membership of the committee, including any advisors, must be posted in the office of the King's Students' Union immediately after being passed by Council;
 - e) The chair of the committee will make every effort to inform all applicants as soon as a decision has been made;
 - f) If the incoming and outgoing officers are one and the same, additional members may be drawn from the Union as appropriate. The aim of the committee is to select and recommend to Council a candidate for said position.
- 2.2 If any member of a search committee feels that there is a conflict of interest, they may remove themselves from the committee and will be replaced by a member-at-large drawn from the membership of the Union.
- 2.3 There is hereby constituted a Chair Search Committee, consisting of:
- a) The incoming President, who will chair and call this committee;
 - b) The outgoing Student Life Vice-President;
 - c) Three (3) other Union members, excluding the current Chair who will sit on the committee in the ex-officio capacity of a non-voting advisor.
- 2.4 There is hereby constituted a Campus Safety Coordinator Search Committee, consisting of:
- a) The incoming External Vice-President, who will chair and call this committee;
 - b) The outgoing External Vice-President;
 - c) Three (3) other Union members, excluding the current Campus Safety Coordinator who will sit on the committee in the capacity of ex-officio non-voting advisor.
- 2.5 There is hereby constituted an Orientation Week Coordinator Search Committee, consisting of:
- a) The incoming President, who will chair and call this committee;
 - b) The outgoing President;

- b) The incoming Student Life Vice-President;
 - c) The First Year Representative;
 - d) Three (3) other Union members, excluding the current Orientation Week Coordinators who will sit on the committee in the capacity of ex-officio non-voting advisors.
- 2.6 There is hereby constituted a Chief Returning Officer Search Committee, consisting of:
- a) The incoming Communications Vice-President, who will chair and call this committee;
 - b) Four (4) other Union members, excluding the current Chief Returning Officer who will sit on the committee in the capacity of ex-officio non-voting advisor.
- 2.7 There is hereby constituted a CUBE Coordinator Search Committee, consisting of:
- a) The incoming Student Life Vice-President, who will chair and call this committee;
 - b) The Residence Representative;
 - d) Three (3) other Union members, excluding the current CUBE Coordinators who will sit on the committee in the capacity of ex-officio non-voting advisors.
- 2.8 There is hereby constituted a Sustainability Officer Search Committee, consisting of:
- a) The incoming External Vice-President, who will chair and call this committee;
 - b) The outgoing External Vice-President;
 - c) Three (3) other Union members, excluding the current Sustainability Officer who will sit on the committee in the capacity of an ex-officio non-voting advisor.
- 2.9 There is hereby constituted a Scribe Search Committee, consisting of:
- a) The incoming Communications Vice-President, who will chair and call this committee;
 - b) The outgoing Communications Vice-President;
 - c) Three (3) other Union members, excluding the current Scribe who will sit on the committee in the capacity of ex-officio non-voting advisor.
- 2.10 There is hereby constituted a Staff Person Search Committee, consisting of:
- a) The outgoing President, who will chair and call this committee;
 - b) The incoming President;
 - c) The incoming Financial Vice-President;
 - d) A representative from Wardroom Staff who will be chosen by the President but recommended by the Wardroom Operations committee;
 - e) Three (3) other Union members to be elected by Council.

The outgoing staff person may sit as an observer on the search committee if deemed appropriate by the President.

- 2.11 There is hereby constituted a Graduation Committee Selection Committee, sitting before October 15, consisting of:
- a) The President, who will chair and call this committee;

- b) The Financial Vice-President;
- c) Three (3) other graduating Union members to be elected by Council.

Graduation Committee

- 2.12 There is hereby constituted the Graduation Committee, consisting of:
- a) A President;
 - b) A Secretary;
 - c) A Treasurer;
 - d) All potential King's graduates of the school year who wish to join.
- 2.13 The aim of the committee is to raise funds for the Graduating Class, to select a Valedictorian, Honorary Class President, Baccalaureate Preacher, and class gift, and to organize Graduation Week activities. These positions will be filled at a General Meeting of the Graduating Class called by the President of the Graduating Class, to be held no later than the first of February.
- 2.14 The duties of the Graduation Committee members are as follows:
- a) The President will preside over meetings and oversee the affairs of the Graduation Committee;
 - b) The Secretary will keep records of the committee proceedings;
 - c) The Treasurer will manage Graduation Committee funds.
- 2.15 Meetings will require three (3) days' advance notice. At least one (1) open meeting of the graduating class will be held each month after December. The first meeting will be held in the month of October.

Academic Committee

- 2.16 There is hereby constituted the Academic Committee, consisting of:
- a) The Student Life Vice-President, who will serve as chair;
 - b) The Arts Representative;
 - c) The Science Representative;
 - d) The Journalism Representative;
 - e) A Foundation Year Program Representative;
 - f) The President of the Contemporary Studies Society;
 - g) The President of the Early Modern Studies Society;
 - h) The President of the History of Science and Technology Society;
 - i) Three (3) other Union members to be elected at the Fall General Meeting.

The seat designated in 2.16.e above will be held by the First Year Representative, unless the First Year Representative is not enrolled in the Foundation Year Program. In this case, an ad-hoc committee, to be appointed by council, will select a representative from among Foundation Year Program students.

- 2.17 The duties of the Academic Committee are:
- a) To monitor changes in the curriculum;
 - b) To formulate and present a Union position on issues of an academic nature;
 - c) To keep the Union informed of changes occurring in academic areas;
 - d) To advance concerns over matters of curriculum brought forward by members of the Union;
 - e) To take responsibility for other matters which Council deems to be of academic concern.

Finance Committee

- 2.18 There is hereby constituted the Finance Committee, consisting of:
- a) The Financial Vice-President, who will serve as chair;
 - b) Four (4) other non-executive Union members to be elected at the first Council meeting of the academic year.
- 2.19 The Finance Committee, acting for and on behalf of Council through the Financial Vice-President, will:
- a) Advise Council on all expenditures and financial policy;
 - b) Ensure that all financial transactions, maintenance of financial books and records and the accountability of the Union funds are carried out in accordance with the Societies Act of Nova Scotia and these Bylaws, and the Union fiscal year of April 1 - March 31;
 - c) Ensure that the Bar Manager presents the Wardroom's books annually to an accounting firm, designated by Council, for a yearly audit;
 - d) Receive in the Spring all financial statements such as balance sheets, cancelled cheques, bankbooks, and other documents as are necessary to validate expenditures and purchases;
 - e) Hold at least one meeting of the Finance Committee per month wherein the Bar Manager is required to attend in order to present a written balance sheet of the Bar's revenue and expenditures;
 - f) Ensure that the books are presented annually to a Public Accountant of the Province of Nova Scotia for an audit;
 - g) Receive applications and consider all requests from King's Students' Union societies and other organizations for grants, inquire as to the need and expected use of each requested grant, and report findings to Council;
 - h) Scrutinize the proposed budget during a period not exceeding two (2) weeks, and then report to the General Meeting when the Executive presents the budget for approval.
- 2.20 The Finance Committee may at any time, with three (3) days' written notice to a person or group receiving Union funds, require a detailed explanation. Should an adequate explanation fail to be presented, the Financial Vice-President will immediately inform the President

orally, followed by a written explanation to Council within forty-eight (48) hours giving full circumstances and calling a Special Resolution if necessary.

- 2.21 The Finance Committee has no power to approve or reject reports or budgets unless otherwise specified in the Bylaws.
- 2.22 There will be at least one (1) meeting of the Finance Committee during each month of the academic year, except in the case of the December meeting, which may be forgone by a motion passed at the preceding meeting.
- 2.23 The Union budget will be drawn up by the Financial Vice-President, approved by the Executive, and presented to the Finance Committee before its presentation to a General Meeting.
 - a) The budget must be posted for seven (7) days before it is presented for approval to a General Meeting.
- 2.24 The Finance Committee is charged with reviewing all King's Students' Union society funding, which may be designated as either:
 - a) "Contingent": reimbursed after the Financial Vice-President receives a receipt of purchase. All King's Students' Union societies without bank accounts before the original allocation of funding in October are to receive contingent funding;
 - b) "Non-contingent": King's Students' Union societies with bank accounts will receive full funding upon request.
- 2.25 Any expenditure designated contingent that exceeds \$100 will be reported at the next Council meeting.
- 2.26 All expenditures, whether designated as contingent or non-contingent, will be reported to the Finance Committee by those to whom the funds have been designated at the end of the fiscal year.

Campus Safety Committee

- 2.27 There is herein constituted the Campus Safety Committee, consisting of:
 - a) The External Vice-President, who will act as chair;
 - b) The Campus Safety Coordinator;
 - c) The Residence Representative;
 - e) A Day Students' Society Representative, appointed by the Day Students' Society Executive;
 - f) A Patrol Supervisor;
 - g) The Wardroom Staff Manager;
 - h) Any Union member who wishes to serve on this committee.
- 2.28 The Campus Safety Committee has a mandate to:
 - a) Meet at least twice per academic year;

- b) At these meetings, collect feedback and provide a forum for discussion in relation to campus safety programs;
- c) Submit a report to Council after their last meeting of the academic year, summarizing the feedback that they received that year and making any recommendations that they deem necessary.

External Action Committee

2.29 There is hereby constituted the External Action Committee, consisting of:

- a) The External Vice-President, who will act as chair;
- b) The Residence Representative;
- c) The Campus Safety Coordinator;
- d) The Sustainability Officer;
- e) Any Union member who wishes to serve on this committee.

2.30 The External Action Committee has a mandate to organize group action and prepare materials, in support of Union and CFS campaigns and in solidarity with external bodies. It will also work to educate students about these campaigns and issues through outreach, communication, and events.

Equity Affairs Committee

2.31 There is hereby constituted the Equity Affairs Committee, which will meet at least once per term, and will consist of:

- a) The Vice President (Student Life), as chair;
- b) The Residence Representative;
- d) Four (4) Union members at large, to be chosen at the Spring General Meeting;
- e) A representative of any society which petitions Council for a voting seat on the committee by October 15, to be granted at the discretion of Council.

The committee will meet at least once per academic term.

2.32 The Equity Affairs Committee will have a mandate to formulate and draft Union policy on issues of equity relating to race, gender, religion, physical and mental disability and sexual orientation. While not a disciplinary body, the Committee will receive and evaluate general equity complaints regarding the Union and the wider University. Complaints regarding individuals will be forwarded to the appropriate University bodies.

Environmental Affairs Committee

2.33 There is hereby constituted the Environmental Affairs Committee, with a mandate to formulate Union environmental policy and recommend policy to the wider University. It will meet at least once per term, and shall consist of:

- a) The Vice President (External), as chair;
- b) Sustainability Officer;
- c) The President of Alexandra Hall;

- d) The Chair of Bays;
- e) Two (2) Union members at large, to be chosen at the Spring General Meeting;
- f) A representative of any society which petitions Council for a voting seat on the committee by October 15th, to be granted at the discretion of Council.

WUSC Levy Board

2.34 There is hereby constituted a WUSC Levy Board mandated with controlling the spending of the WUSC Levy. It will meet once per term and consist of:

- a) The President of the WUSC Society;
- b) The Financial Vice-President of the WUSC Society;
- c) The External Vice-President of the King's Students' Union;
- d) The Faculty advisor of WUSC;
- e) Another member of the King's Students' Union.

Section III – UNION HIRED POSITIONS

3.1 The following are positions hired by the King's Students' Union:

- a) The Chair, whose role is outlined in Section V of the Bylaws;
- b) The Chief Returning Officer, whose role is outlined in Section VI of the Bylaws;
- c) The Scribe;
- d) The two (2) CUBE Coordinators.

3.2 The Duties of the Union Hired Positions include, but are not limited to, the following:

- a) The Scribe will:
 - i. Record written minutes at all meetings of the Council of Students,
 - ii. Record written minutes at all General Meetings of the King' Students' Union;
 - iii. Ensure that the meaning of all transcribed items is clear and accurate, and that the minutes are edited thoroughly with no obvious errors before submitting them to the Communications Vice-President no less than seven (7) days before the next regular meeting of Council.
- b) The two (2) CUBE Coordinators will:
 - i. Plan, organize, and execute athletic evening activities to take place at least once per week;
 - ii. Ensure the availability of proper facilities and equipment for these activities;
 - iii. Post notices extensively on social media and on King's campus detailing the time, place, and nature of all CUBE events;
 - iv. File an advisory report with the Student Life Vice-President at the end of the second academic term to provide future CUBE coordinators with information necessary to improving the activities of CUBE.

Section IV – UNION POLICY FOR HONORARIUM AND STIPEND-BASED POSITIONS

- 4.1 An honorarium is a voluntary payment made for services where no fee is legally required.
- 4.2 For each paid position approved by Council for which monies are set aside by the KSU, a written contract with the parties explicitly denoting the terms and conditions of receiving the monies will be established within two weeks of their appointment.
- 4.3 For each paid position in a given year, a fixed amount will be allocated in the budget of that year as a base salary to be voted upon by Council upon completion of duties as set out in the contract.
- 4.4 Honoraria for all KSU Hired Positions will be voted on by Council after the completion of the contract or at the last Council meeting of the year, unless otherwise specified in the contract.
- 4.5 The Chair and Chief Returning Officer will be paid by stipend upon the completion of duties as outlined in their contracts.
- 4.6 Honoraria for the outgoing executive officers will be voted on by Council at its first meeting after March 15.
- 4.7 Honoraria decisions of Council can be appealed to a General Meeting via Special Resolution.
- 4.8 Payment (of honoraria) for all Union Hired Positions is to be recommended to Council by the Executive Committee based on completion of their jobs and receipt of a report.

Section V – STAFF

- 5.1 There is hereby constituted the position of Services and Campaigns Coordinator, whose duties consist of:
- a) The provision of reception in the KSU office;
 - b) The administration of the Health Plan.
- 5.2 There is hereby constituted the position of Hospitality Manager, whose duties consist of:
- a) Management of the HMCS Wardroom;
 - b) Management of the King's galley;
 - c) Maintaining the books of accounting of the King's Galley and the HMCS Wardroom.

Section VI – SPACE GOVERNANCE

- 6.1 The King's Students' Union Executive hereby reserves the right to serve as the governing body of the following spaces:
 - a) The Pit;
 - b) The Dark Room.
- 6.2 The King's Students' Union Executive also reserves the right to distribute the jurisdiction of the aforementioned spaces accordingly:
 - a) The Pit to the Executive of the King's Theatrical Society;
 - b) The Dark Room to the Executive of the King's Visual Arts Society.
- 6.3 The societies must present an annual inventory of all items pertaining to space to Council.
- 6.4 The above societies must:
 - a) Maintain general upkeep of their respective spaces;
 - b) Ensure their availability to the members of the King's Students' Union.
- 6.5 Should the above societies fail to ratify by October 1, or fail to successfully perform according to Section 8 of the Bylaws, the King's Students' Union Council is empowered to give the Executive of the King's Students' Union the ability to redistribute the jurisdiction of these spaces.

Section VII – SOCIETY FUNDING

- 7.1 For better administration of finances and the activities of the Union, Council may require any society to present to Council a written report of its activities. The report will be filed with the Student Life Vice-President, who will present it at the next Council meeting.
- 7.2 Any society that wishes to apply for alcohol funding from the King's Students' Union will make application for special designation to Council and will conform in its Constitution to the Bylaws and to any regulations made by Council pursuant to their Constitution. Special designation is reserved for societies that:
 - a) Fulfill all mandates regarding society recognition as per the above articles and have conformed to society policy;
 - b) Maintain a balanced bank account and have done so for at least two years.
- 7.3 Council may recognize a society under special designation by a majority vote.
- 7.4 Council may revoke the special designation of a society by a two-thirds (2/3) vote at a meeting for which two (2) weeks public notice and notice to the society of such a resolution has been given.
- 7.5 Special designation of a society is only in effect until the end of the academic year in which it is granted.
- 7.6 The funding of alcohol by the King's Students' Union is limited to:
 - a) Societies recognized by the King's Students' Union Council to be of Special Designation as per Section 6 of the King's Students' Union Operations Policy;
 - b) Events held in establishments that are fully licensed to serve alcohol, as well as events held in the private residences on campus that are not student residences.
- 7.7 The King's Students' Union does not condone the consumption of alcohol by minors at any society event and will not provide funding to any society for such activity.