



**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 30, 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. The aim of each committee shall be to select and recommend to Council a candidate for the position in question;
 - b. Each committee will be chaired and coordinated by a member of the Executive Committee;
 - c. Search committee chairs will contact the nominees for confirmation of acceptance;
 - d. 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 three (3) members. The committee will collect input from Union members with special knowledge of the position, who may act as advisors;
 - e. 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;
 - f. The chair of the committee will make every effort to inform all applicants as soon as a decision has been made;
 - g. If the incoming and outgoing officers are one and the same, additional members will be elected at Council or a General Meeting.
- 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 President;
 - c. Three (3) other Union members;
 - d. The current Chair, who may sit on the committee in the ex-officio capacity of a non-voting advisor.
- 2.4. There is hereby constituted an External Commissioner 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;
 - d. The current Campus Safety Coordinator, who may 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 incoming Student Life Vice-President;
 - c. Three (3) other Union members;
 - d. The the outgoing President, who may sit on the committee in the capacity of an ex- officio non-voting advisor.
 - e. The current Orientation Week Coordinators, who may 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. The outgoing Communications Vice-President;
 - c. Three (3) other Union members;
 - d. The current Chief Returning Officer who may 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 outgoing Student Life Vice-President;
 - c. Three (3) other Union members;
 - d. The current CUBE Coordinators (2), who may 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;
 - d. The current Sustainability Officer, who may 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;
 - d. d) The current Scribe, who may sit on the committee in the capacity of ex-officio non- voting advisor.
- 2.10. There is hereby constituted a Staff Person Review & Search Committee, consisting of:
- a. The incoming President, who will chair and call this committee;
 - b. The incoming Financial Vice-President;
 - c. Three (3) other Union members to be chosen by Council;
 - d. The current Services and Campaigns Coordinator may sit on the committee in the capacity of ex-officio non-voting advisor if deemed appropriate by the incoming President.

- e. The current Hospitalities Coordinator may sit on the committee in the capacity of ex- officio non-voting advisor if deemed appropriate by the incoming President.
 - f. The outgoing President, who may sit on the committee in the capacity of an ex-officio non-voting advisor.
- 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, herein referred to as the GC, consisting of:
- a. The Financial Vice-President;
 - b. A GC President, who shall chair and call the committee;
 - c. A GC Secretary;
 - d. A GC Treasurer;
 - e. All potential King's graduates of the school year who wish to join.
- 2.13. The duties of the GC shall be as follows:
- a. Report to the Executive through the Financial Vice-President, and be supervised by the Financial Vice-President;
 - b. To raise funds for the Graduating Class gift and Graduation Week activities;
 - c. To select through an official election process (including an election forum):
 - i. an Honorary Class President
 - ii. a Graduation Class gift
 - iii. a Valedictorian
 - d. To organize Graduation Week activities.
 - e. To hire a piper for the graduate procession.
 - f. Providing the KSU and University archives with materials produced and accumulated during the week.
 - g. Liaising between students, the King's Advancement Office, the King's President's office, and King's Registrar's Office regarding Graduation Week and other such information pertinent to graduating students;
 - h. Arranging for graduation photos and graduation rings to be available for students on campus.
 - i. Communicating the schedule of Graduation Week to graduating students prior to the first of May.
- 2.14. The positions of Valedictorian and Honorary Class President shall be filled at a General Meeting of the Graduating Class called by the GC President of the Graduating Class, to be held no later than February 1st.
- 2.15. The duties of President of the GC shall be as follows:
- a. To act as a signing authority on the GC bank account;

- b. To ensure that all members of the GC are fulfilling their proper duties, and to bring the matter before the FVP if these duties are not being fulfilled;
 - c. To perform other such duties as the GC may determine;
- 2.16. The duties of Secretary of the GC shall be as follows:
- a. To ensure that accurate, complete, and updated information concerning GC activities is placed on appropriate bulletin boards, the Union website, and other appropriate places;
 - b. To organize the official election process for the selection of an Honorary Class President, Valedictorian, and Graduating Class gift;
 - c. To record accurately the proceedings of the GC;
 - d. Provide the KSU and University archives with materials produced and accumulated during the week.
 - e. To organize and promote General Meetings of the GC;
 - f. To perform other such duties as the GC may determine;
- 2.17. The duties of Treasurer of the GC shall be as follows:
- a. Under the supervision of and in cooperation with the FVP, to be responsible for the care and custody of the funds of the GC;
 - b. To, without restricting the generality of 3.5.a:
 - i. Receive and account for money belonging to the GC;
 - ii. Arrange payment of all expenses incurred by the GC;
 - iii. Deposit the funds of the GC in a chartered bank designated by the KSU;
 - iv. Submit documents to the FVP in order maintain complete and accurate books of accounting.
 - c. To act as a signing authority on the GC bank account;
 - d. To present an operating budget of the GC for approval at a meeting of the GC no later than the first of March;
 - e. To perform other such duties as the GC may determine;
- 2.18. Meetings shall require three (3) days' advance notice. At least one (1) open meeting of the graduating class shall be held each month after December. The first meeting shall be held in the month of October.

Academic Committee

- 2.19. 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.

2.20. 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

2.21. 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.

2.22. 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.

2.23. 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.
- 2.24. The Finance Committee has no power to approve or reject reports or budgets unless otherwise specified in the Bylaws.
 - 2.25. 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.
 - 2.26. 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.
 - 2.27. 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.
 - 2.28. Any expenditure designated contingent that exceeds \$100 will be reported at the next Council meeting.
 - 2.29. 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

- 2.30. 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;
 - d. A Day Students' Society Representative, appointed by the Day Students' Society Executive;
 - e. A Patrol Supervisor;
 - f. The Wardroom Staff Manager;
 - g. Any Union member who wishes to serve on this committee.
- 2.31. 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

- 2.32. 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.
- 2.33. 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

- 2.34. 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;
 - c. Four (4) Union members at large, to be chosen at the Spring General Meeting;
 - d. 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.
- 2.35. 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.

Sustainability Committee

- 2.36. There is hereby constituted the Sustainability Committee, which will meet at least twice monthly during the academic year under reasonable circumstances, and will consist of:
- a. The Vice President (External), as chair;
 - b. The Sustainability Officer;
 - c. The Resident Representative;
 - d. Any other Union member who wishes to sit on the committee;
- 2.37. The Sustainability Committee will have a mandate to formulate Union environmental policy, recommend policies and practices to the wider community, and run workshops and campaigns to encourage sustainable living on campus and in the broader community.

WUSC Levy Board

- 2.38. 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 IV 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’s Students’ Union;
 - iii. Ensure that the meaning of all transcribed items is clear and accurate, and that the minutes are thoroughly edited 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 atheletic 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 executive officers will be released in 7 equal installments. One payment will be released in April, one in September, one in October, one in November, one in January, one in February and one in March. This article does not apply to summer honoraria.3.7 Honoraria decisions of Council can be appealed to a General Meeting via Special Resolution.
- 4.7. 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

Services and Campaigns Coordinator

- 5.1. There is hereby constituted the position of Services and Campaigns Coordinator, who shall:
- a. Submit a report to Council detailing the SCC's activities for each academic term (Summer, Fall, Winter), including updates on documented sick days, updates on projects or assignments, issues or incidents, and such other information as shall be required from time to time by Council acting through the President, at the end of each fall, winter and summer Academic Term, totalling 3 reports per year;
 - b. Report to the Executive through the President, and be supervised by the President;
 - c. Provide administrative support to the KSU generally, and maintain regular office hours at the KSU at the direction of the President;
 - d. Assist members of the Executive with special projects, or lead and/or undertake special projects, at the direction of the President;
 - e. Keep current the directors' and officers' liability insurance of the Employer, and any other insurance policies of the Employer, and to execute or cause to be executed all documents required to do so;
 - f. Keep current all such filings, registrations, registers, and submissions of the KSU as required by the Societies Act. R.S.N.S. 1989, c. 435, as amended from time to time, any successor legislation thereto, and all such statutes and regulations that apply to the KSU. For greater certainty, but without limiting the generality of the foregoing, the SCC shall keep current, paid, and filed, as the case may be, the annual registration and fee for the KSU, the register of members, the list of directors, and financial statement as required by the said Act.
 - g. Facilitate in a professional manner the operations of the extended health care plan and any successor plans. This shall include but not be limited to the following:
 - i. Managing and fairly promoting the "Opt-out" procedure between those students with extended coverage and the health plan provider;
 - ii. Managing health care claims;
 - iii. Facilitating communication between students and the KSU Health Plan provider or providers;
 - iv. Being familiar with the Health Plan and, provide any information concerning the Health Plan as may be required by the Executive or Council;
 - v. Respecting each and every Member's health records as confidential;
 - vi. Being responsible for reporting to the President at least once a month on the status and administration of the Health Plan; and
 - vii. Including in the Term Report a report on the status of the Health Plan, including opt-out and general statistics, and other such information as shall be required from time to time by the President.

- h. Assist in the operations of the Wardroom and the Galley as may be required from time to time, including, but not limited to, the receipt of shipments of inventory and supplies for the Wardroom and the Galley in the absence of the Hospitalities Coordinator. The Employee shall work with the Hospitalities Coordinator as may be required with respect to activities in relation to the Wardroom and the Galley.
- i. Be responsible for the administration of the International Student Identity Card program, which shall include but not be limited to correspondence with the Canadian Federation of Students or its affiliates, and the distribution of cards.
- j. Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of SCC, including, but not limited to, providing a detailed explanation, in person and in writing as appropriate.
- k. Upon the election of a new President, participate in the changeover process for members of the Executive in order to ensure that the incoming President is fully apprised of the affairs of the KSU within the scope of the SCC's duties.

Hospitalities Coordinator

- 5.2. There is hereby constituted the position of Hospitality Manager, who shall:
- a. Submit a report to Council detailing the HC's activities for each academic term (Summer, Fall, Winter), including updates on documented sick days, updates on projects or assignments, issues or incidents, and such other information as shall be required from time to time by Council acting through the President, at the end of each fall, winter, and summer Academic Term, totalling 3 reports per year.
 - b. Report to the Executive through the President, and be supervised by the President;
 - c. Be responsible for the overall and day-to-day management of the Wardroom, which shall include but not be limited to the following duties;
 - i. To ensure the maintenance and good standing of the Wardroom's liquor license(s), and that the business complies with all legislation pertaining to liquor control & food safety, permits, and licenses as required for the operation of the business;
 - ii. To keep current any and all insurance policies of the Wardroom, and to execute or cause to be executed all documents required to do so;
 - iii. To keep proper books of account, and to report to the President on a monthly basis on the finances of the Wardroom and to meet with the President when necessary;
 - iv. To conduct the business of the Wardroom in a transparent and fiscally responsible manner;
 - v. Upon request, to make the financial records and reports of the Wardroom available to any member of the Executive or Council;

- vi. To assist in the planning and implementation of special events taking place in the bar or under the liquor license(s);
 - vii. To supervise the Wardroom General Manager, and other such staff positions of the Wardroom as shall be established from time to time, and ensure they have sufficient resources to fully function;
 - viii. With the assistance of the Wardroom General Manager, to hire, train, and supervise the employees of the Wardroom, and be responsible for resolving employee concerns, complaints, and disciplinary matters, including dismissals in tandem with the Wardroom General Manager;
 - ix. To be available on-call to on-duty Wardroom staff at least two days per week, as determined from time to time by the Employee.
 - x. To process payroll for all Wardroom employees;
 - xi. To process and remit all HST payments for the Wardroom;
 - xii. To ensure the filing of the Wardroom's income tax return(s);
 - xiii. To supervise the tracking and tallying of inventory;
 - xiv. To assist the President with drafting, implementing and interpreting Wardroom Policy;
 - xv. To attend and participate in meetings of the Wardroom Board of Management;
 - xvi. To prepare the Wardroom's budget, and to submit the same to the President for review and approval;
 - xvii. To review with the President all contracts and negotiations with outside parties;
 - xviii. To be in charge of making liquor orders and receiving deliveries, at times with assistance from the Wardroom General Manager and other such staff positions of the Wardroom as shall be established from time to time;
 - xix. To be in charge of ordering supplies and receiving deliveries with assistance from the Wardroom General Manager and other such staff positions of the Wardroom as shall be established from time to time;
 - xx. To serve as a signing officer on the bank account(s) of the Wardroom;
 - xxi. To be responsible for the till and petty cash of the Wardroom and to liaise with the Wardroom's bank(s) as required; and
 - xxii. To include a full report on the financial and operational performance of the Wardroom in each Term Report.
- d. Be responsible, under the direction of the President in their capacity as President of King's Galley Incorporated, for the overall and day-to-day management of the Galley, which shall include but not be limited to the following duties;
- i. To ensure that the business complies with all legislation pertaining to food safety, permits, and licenses as required for the operation of the business;
 - ii. To keep current any and all insurance policies of the Galley, and to execute or cause to be executed all documents required to do so;

- iii. To keep current the filings, registers, and submissions of the Galley pursuant to the Companies Act, R.S.N.S. 1989, c. 81, and the Corporations Registration Act, R.S.N.S. 1989, c. 101, and to execute or cause to be executed all documents required to do so.
- iv. To ensure that proper books of account are kept and to report to the President on a monthly basis on the finances of the Galley and to meet with the President when necessary;
- v. To conduct the business of the Galley in a transparent and fiscally responsible manner;
- vi. To supervise the Galley General Manager, and other such staff positions of the Galley as shall be established from time to time, and ensure they have sufficient resources to fully function;
- vii. With the assistance of the Galley General Manager, to hire, train, and supervise the employees of the Galley, and be responsible for resolving employee concerns, complaints, and disciplinary matters, including dismissals;
- viii. To process payroll for all Galley employees;
- ix. To process and remit all HST payments for the Galley;
- x. To ensure the filing of the Galley's income tax return(s);
- xi. To supervise the tracking and tallying of inventory, at times with assistance from the Galley General Manager and other such staff positions of the Galley as shall be established from time to time;
- xii. To assist the President with drafting, implementing and interpreting Galley Policy;
- xiii. To attend and participate in meetings of the Galley Board of Directors;
- xiv. To prepare the Galley's budget, and to submit the same to the President for review and approval;
- xv. To review with the President all contracts and negotiations with outside parties;
- xvi. To be in charge of ordering supplies and receiving deliveries with assistance from the Galley General Manager and other such staff positions of the Galley as shall be established from time to time;
- xvii. To serve as a signing officer on the bank account(s) of the Galley;
- xviii. To be responsible for the till and petty cash of the Galley and to liaise with the Galley's bank(s) as required;
- xix. To include a full report on the financial and operational performance of the Galley in each Term Report;
- xx. To be available on-call to on-duty Galley Staff at least two days per week, as determined from time to time by HC;
- e. Upon the designation and appointment of a successor, facilitate in a professional manner a changeover procedure to ensure that the successor is properly prepared to assume the role of Hospitalities Coordinator, including, but not limited to, providing a detailed explanation, in person and in writing as appropriate.

- f. Upon the election of a new President, participate in the changeover process for members of the Executive in order to ensure that the incoming President is fully apprised of the affairs of the KSU within the scope of the Hospitalities Coordinator's duties.

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;
- 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;
- 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.