

# Students' Association of Red Deer Polytechnic

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## POLICY

## ELECTIONS

Amended August 8<sup>th</sup>, 2023  
Council  
Motion #: 23-24-24-C

### ELIGIBILITY:

For eligibility requirements for Council and Executive Council positions, please refer to the Association Bylaws.

### POLICY STATEMENT:

1. As per the PSLA and Association Bylaws, an election shall be held to elect Councillors and members of Executive Council.
2. Association Elections are maintained with the highest standards of fairness, equality, and transparency. The Association expects all those involved in the elections to adhere to the Elections Policy and Procedures.
3. Elections shall be conducted in a timely, efficient, and legitimate manner. Council and Executive Elections are conducted on-line; if necessary, a paper ballot process may be utilized.

### DEFINITIONS:

1. The definitions in the Association Bylaws ("Bylaws") are applicable in this Policy.
2. Candidate is defined as an eligible Member who has put their name forward for Executive Council or Council Position.
3. Campaigning is defined as working in an organized and active way to influence persons to vote for and/or against a particular candidate and/or platform.
4. Official Agent is defined as a Member appointed by the Candidate as an official representative of their campaign team.
5. A Campaign Team shall be defined as the Official Agent and/or persons chosen by a Candidate and registered with the Association for the purpose of publicly endorsing and/or campaigning on behalf of said candidate. Election teams must be comprised of Members of the Association.

### POLICY:

1. Nominations
  - 1.1 General Election: Nominations shall open no later than February 1 and remain open for at least seven (7) days.
  - 1.2 By-election: Nominations shall open no later than November 15 and remain open for at least seven (7) days.
  - 1.3 Nomination Packages shall be available at the Association office. Each nomination

package shall include:

- 1) Chief Returning Officer (CRO) contact information and office hours
- 2) Election Calendar
- 3) Candidacy Endorsement Form
- 4) Self-Declaration form
- 5) The Election section of the Bylaws and Policy
- 6) Other materials deemed necessary by the CRO

1.4 Nomination Package must be submitted to either the CRO or their designate. Nomination Package shall be considered complete and valid if they contain the following and have been validated by the CRO:

- 1) A signed Self-Declaration Form including a statement of consent to act if elected, and agreement to abide by the Bylaws and Association policies.
- 2) A Candidacy Endorsement Form with the name, signature, and corresponding valid student ID number of no less than twenty (20) current Red Deer Polytechnic students.
- 3) Name, signature, and student ID number of the candidate.
- 4) Date of nomination
- 5) Name, student ID number (must be a member of the Association), and contact information, of any Official Agents, if applicable.
- 6) Candidate's phone number and email address.
- 7) Required academic documentation:
  - a. For Councillor positions, proof of current enrolment at the Institution or a Collaborative Institution
  - b. For Executive Council positions, proof of current enrollment at the institution, and a copy of the candidate's transcript for the applicable academic term at the Institution.

1.5 All nominated candidates and/or their official agent must attend the mandatory All-Candidates Meeting.

## 2. Insufficient Nominations

2.1 In the event that there are twelve (12) or fewer nominations for Councillor positions, those candidates shall each be put to a "Yes/No" vote on the ballot.

- 1) The candidate must garner at least 65% "Yes" votes in order to be acclaimed to the position.
- 2) In the event that there are insufficient acclamations to fill all Councillor positions, said positions shall be filled as per the Vacancy Policy.

2.2 In the event that there is only one nomination for an Executive Council position, the said candidate shall be put to a "Yes/No" vote on the ballot.

- 1) The candidate must garner at least 65% "Yes" votes in order to be acclaimed to the position.
- 2) In the event that the said candidate fails to garnish sufficient support, said position shall be filled as per Vacancy section of the Association Bylaws.

## 3. Chief Returning Officer (CRO)

3.1 The Executive Director or their designate is responsible for ensuring a CRO is in place for all Association Elections and Referenda. The Executive Director or their designate shall determine the length of the CRO's term, which shall last until at least the end of the contestation period.

3.2 The CRO is responsible for upholding the Association Bylaws, Policies, procedures, and election regulations.

- 3.3 The CRO or designate shall have discretion on all campaign issues not specifically referenced in the Association Bylaws, Policies, procedures, and regulations.
- 3.4 The CRO must be neutral and does not need to be a Member of the Association.
- 3.5 The CRO or designate shall:
  - 1) Appoint at least one (1) non-partisan Deputy Returning Officer (DRO), at least one week prior to the close of nominations;
  - 2) Prior to the opening of nominations, review and/or create nomination packages;
  - 3) be responsible for scrutinizing and approving nominations;
  - 4) confirm eligibility for all candidates;
  - 5) approve the online ballot and confirm that the online voting system is available to all eligible voters;
  - 6) chair the All-Candidates Meeting;
  - 7) oversee the candidate conduct during campaigning;
  - 8) approve and monitor election activity;
  - 9) review, investigate, and adjudicate any election complaint reports received;
  - 10) review, investigate, and adjudicate any contestation reports received from a candidate; and
  - 11) submit a report to Council outlining the information from the election as well as policy and operational recommendations.

#### 4. Deputy Returning Officer (DRO)

- 4.1 The CRO Shall determine how many DROs are needed for each election period. Current Councillors, Executive Council members, and full-time Association employees are not permitted to be a DRO.
- 4.2 At least one DRO must be an eligible voting Member of the Association. Said DRO shall cast the tie-breaking vote for all positions in order of preference.
- 4.3 The CRO shall determine the length of the DRO's term; however, it must last until at least the end of the contestation period.
- 4.4 At least one DRO shall assist the CRO with arbitrating complaints and reports of contestation.
- 4.5 The DRO shall also perform duties as assigned by the CRO.

#### 5. Campaigning

- 5.1 Campaigning shall last for a period of at least eight (8) days.
- 5.2 Official campaigning shall begin once nominations close and after the CRO or designate has held the mandatory All-Candidates Meeting.
- 5.3 Association full time employees and members of the Executive Council – including those seeking re-election – are not permitted to be an Official Agent or a member of any campaign team for any candidate.
- 5.4 Current Association part time employees are prohibited from endorsing any candidates or their campaign(s) while on shift. Current Association part time employees who are candidates are prohibited from campaigning while on shift.
- 5.5 Candidates with pre-existing social media relationships with Association full and part time

employees, Councillors, Executive Council Members, and other candidates are permitted to retain these relationships during campaigning -- provided Association full time employees, Councillors and Executive Council Members do not publicly endorse or promote the candidate's campaign.

- 5.6 The Candidate and their Official Agent shall be the only official representatives for the candidate's campaign for the purposes of administration and regulation.
- 5.7 The Association does not recognize campaign slates, where a *Slate* consists of a group of Candidates running in the election with the expectation that if one candidate wins their position, all candidates on that slate also win their positions.

## 6. Candidates Conduct

- 6.1 This Policy applies to Candidates, their Official Agents, and members of their campaign teams during the Election's campaigning period until the end of the Election Contestation period has passed, and includes, but is not limited to:
  - 1) Internal meetings;
  - 2) External meetings;
  - 3) Classroom Visits;
  - 4) Table Hours;
  - 5) Hallway conversations; and/or
  - 6) External Functions and/or events.
- 6.2 Campaigns are to be conducted in a conscientious and diligent manner with integrity, accountability, and transparency.
- 6.3 Fit for Work: Candidates are required to be fit for work at all times while campaigning and shall never be impaired while campaigning. Impairment can be caused by a range of causes and includes impairment from the use of drugs (including the use of prescription or non-prescription drugs, and/or the use of legal or illegal drugs), the consumption of alcohol, or by any other impairment (i.e., fatigue).
- 6.4 All Candidates have a responsibility for maintaining high standards of personal behaviour and for ensuring that others have the opportunity to exist in an atmosphere free of harassment, discrimination, or violence.
- 6.5 The Association prohibits discrimination based on the grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and/or sexual orientation as per the Alberta Human Rights Commission.
- 6.6 The Association has zero tolerance regarding messages or activities of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and prejudice.
- 6.7 Any proven allegations of violence, intimidation, harassment, bullying, obscenity, defamation, slander, discrimination, and/or prejudice will result in immediate disqualification.
- 6.8 Each Candidate must sign an Acknowledgment of Election Conduct Form (Appendix A). Official Agents cannot sign on their behalf

## 7. Ballots

- 7.1 Ballots are constructed through an online platform.

- 7.2 A single paper ballot shall be constructed for the purpose of the DRO's tie-breaking vote(s).
- 7.3 Each ballot shall:
- 1) Contain the names of all candidates as submitted in the Nomination Package, corresponding with the position sought.
  - 2) Be arranged alphabetically in order of surnames for each respective position. If two (2) or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in order of their given names.
- 7.4 The withdrawal deadline for all positions is 4:00 p.m. on the last Friday preceding the start of polling. Withdrawals must be in writing and addressed to the CRO. Candidates who withdraw after this deadline may appear on the ballot; votes for said candidate shall not be valid. Only valid ballots shall be acknowledged in the official results.

## 8. Voting

- 8.1 Voting shall be conducted through an online voting platform by way of a secret ballot.
- 8.2 Only Members of the Association shall be eligible to vote.
- 1) In the event that a student is not on the eligible voters list, is unable to access the online voting platform, and believes themselves to be eligible, the student must provide proof of registration directly to the CRO or their designate. The CRO shall then make arrangements for that member to access a ballot.
- 8.3 Eligible voters may vote for:
- up to twelve (12) Councillors, and
  - one (1) candidate for each Executive Council position.
- 8.4 Access to the voter's list shall be restricted to the CRO or designate and the Association Executive Director.
- 8.5 The voting period must be no less than 48 business hours. The voting period shall be published by the first day of nominations.
- 8.6 Voting by proxy is prohibited.
- 8.7 Voter intimidation, voter suppression, voter impersonation, and vote buying are strictly prohibited, and any proven allegations will result in immediate disqualification.
- 8.8 Candidates and their Official Agents are prohibited from providing devices to voters for the purpose (either directly or indirectly) of accessing the ballot and voting.
- 8.9 The CRO may make arrangements for dedicated voting stations on campus during the voting period.
- 1) Candidates and their Agent(s) are prohibited from loitering at voting stations.
  - 2) Only the CRO, the DRO, election staff, and verified volunteers may remain at voting stations.

## 9. Ballot Counting and Results

- 9.1 Ballots shall be tallied by and according to the online voting platform at the close of voting.
- 9.2 The results document shall be accessed and downloaded from the online voting platform

by the CRO and witnessed by the Association Executive Director. A copy of the results shall be submitted to the Association's third-party auditing firm for reporting purposes.

- 9.3 Election results shall remain confidential until announced to the Membership by the CRO or designate.
- 9.4 Election Results will remain unofficial until the end of the Contestation period has passed without incident, or until any and all Contestations and/or Complaints have been finalized.
- 9.5 Any Member of the Association may request a copy of the results document once the results have been deemed official.

#### 10. Tied Vote

- 10.1 A designated DRO shall cast their ballot for candidates prior to the opening of voting via a paper ballot. The Executive Director shall be the custodian of the DRO's ballot.
- 10.2 In the event a tie vote is confirmed, the DRO's vote shall be considered the deciding vote.

#### 11. Campaign Complaints

- 11.1 The CRO may issue sanctions to Candidates or any Official Agents who are deemed to be in violation of any election related Bylaws, Policies, and regulations.
- 11.2 Official Complaints must be submitted in writing to the CRO no later than 4:00 p.m. one (1) day after the close of voting.
- 11.3 Any Member of the Association may bring forward a suspected violation as per the following process:
  - 1) Read and understand the Election Policy and applicable Bylaws, and/or regulations.
  - 2) Read and understand the Investigation Procedure ([Appendix C](#)).
  - 3) Complete, sign, and submit the Contestation/Complaint Form ([Appendix B](#)) to the CRO and/or Governance Coordinator prior to the end of the contestation period.
  - 4) Upon receipt, the CRO and/or Governance Coordinator will evaluate whether the complaint requires further action as per the Investigation Procedure ([Appendix C](#)).
- 11.4 Frivolous or vexatious complaints will not be tolerated.
- 11.5 Any complaints regarding the CRO or other Election staff must be submitted to the Executive Director.

#### 12. Penalization and/or Disqualification

- 12.1 Any candidate in contravention of the Association Bylaws, Policies, regulations, or procedures set by the CRO, may be penalized and/or disqualified by the CRO or designate.
- 12.2 Any activities or actions deemed inappropriate by the CRO may result in penalization and/or disqualification.
- 12.3 Penalties for contravention of Association Bylaws, Policies, and/or election regulations may include, but are not limited to:
  - 1) a written warning;
  - 2) suspension from campaigning;
  - 3) confiscation or deletion of campaign materials;

- 4) the imposition of limitations or prohibitions on any or all campaign activities; for a specified period of time; or
- 5) disqualification

12.4 Any decision made by the CRO that results in penalization up to, but not including, disqualification, is final and cannot be appealed.

12.5 Any decision made by the CRO that results in disqualification may be appealed to the Judicial Review Committee as per the Terms of Reference.

### 13. Contested Elections

13.1 Elections may be contested on the following grounds:

- 1) Deliberate violation of Election Bylaws, policy, and/or regulations;
- 2) Candidates Eligibility;
- 3) Counting irregularities;
- 4) Mistakes in the electoral roll; and
- 5) Any activities that may call into question the integrity of the voting process.

13.2 Contestations must be submitted in writing to the CRO no later than 4:00 p.m. one (1) day after the close of voting.

13.3 Only Candidates may contest an election as per the following process:

- 1) Read and understand the Election Policy and applicable Bylaws, and/or regulations.
- 2) Complete, sign, and submit the Contestation/Complaint Form ([Appendix B](#)) to the CRO and/or Governance Coordinator prior to the end of the contestation period.
- 3) Upon receipt, the CRO and/or Governance Coordinator will evaluate whether the contestation requires further action as per the Investigation Procedure ([Appendix C](#)).
- 4) Read and understand the Election's Investigation Procedure ([Appendix C](#)).

13.4 Frivolous or vexatious complaints will not be tolerated.

### 14. Election Report

14.1 The CRO must submit a report to the Executive Director no later than two (2) weeks after the election results are deemed official.

### 15. Deletion of Voter Information

15.1 Once the election results are deemed official, the Executive Director shall ensure all voter information is removed from the online voting platform and the DRO's ballot is destroyed.

Related Documents:

Appendix A - Acknowledgement of Election Conduct Form

Appendix B - Election Complaint/Contestation Form

Appendix C – Investigation Procedure



## Appendix A – Acknowledgement of Election Conduct Form

As an Candidate participating in an Association Election, I hereby acknowledge that I have read and understood the Association Election Policies and relevant Bylaws and regulations, and I agree to adhere and follow these in my behaviour and actions at all times during the election period.

I understand that I am responsible for the conduct of my Campaign Team for the duration of the election.

I understand that I should consult the Chief Returning Officer and/or Governance Coordinator if I have any questions about or am unclear about any item in the Election Policies, relevant Bylaws, and regulations.

I acknowledge that revisions to the Election Policies, relevant Bylaws, and regulations may occur from time to time and all such changes will be communicated through formal means. I understand that such revised or updated information supersedes existing policies, practices, or processes.

I understand that violations of the Election Policies, relevant Bylaws, and regulations may result in immediate and serious disciplinary action up to and including disqualification from the election.

I certify that this is a true and correct statement by my signature below:

_____ Name of Candidate	_____ Date	_____ Signature
_____ Name of CRO	_____ Date	_____ Signature

cc: Chief Returning Officer or Designate  
Individual signing the document

## Appendix B – Election Complaint/Contestation Form

### PREAMBLE

All Members of the Red Deer Polytechnic community have the right to make a complaint regarding an Election Candidate, their Campaign Team Members, and the Election Staff.

Only Election Candidates have the right to Contest an election.

### INSTRUCTIONS

To submit a complaint regarding an Election Candidate or campaign team member, or to contest an election, please:

1. Read the Association's Election Policy, Bylaw, and regulations.
2. Contact the Association's Governance and Student Support Coordinator at (403) 342-3200 or [sagov@rdpolytech.ca](mailto:sagov@rdpolytech.ca) for assistance in filling out this form.
3. Ensure that the contact information that you provide on this form, including email, phone, and/or mailing address are accurate. The contact information you provide on the form will be the method used to communicate with you.
4. Complete the form with as much detail as possible, including any supporting documentation.
5. Follow all instructions on the form.
6. Email the completed and signed form to the Chief Returning Officer at [cruz-martin@outlook.com](mailto:cruz-martin@outlook.com) or the Association Governance and Student Support Coordinator at [sagov@rdpolytech.ca](mailto:sagov@rdpolytech.ca) or drop it off in an addressed and sealed envelope marked "Atten: CRO - Confidential" at the Association Office located in room 2010.

### Contact Information

Last Name	First Name	Middle Name
Phone Number	RDP ID Number (If Student)	
Email Address		
Is this a Contestation or Complaint?		

### Information

Who are you making the allegation against? (Please include as much information as possible. i.e., name, role/title, etc.)
When and where did the incident occur? (Please include date, time, and location)
What Association Policy, Bylaw, or regulation has been breached by the individual? (Include policy name and number if known)
Provide an account of the incident, including what happened and when it occurred.

(Provide as much detail as possible in your description of the events, attach additional pages if necessary)

Please describe any attempts at informal resolution.

NOTE: Informal resolution may not be appropriate for every situation. If you did not seek informal resolution, please leave blank.

Were there any witnesses to the incident? If so, please list. (Include names and contact information, if known)

Have you discussed the incident with any other individuals? If yes, who?

Do you require any accommodations? (Including a support person)

Signature

Date

Acknowledgement of receipt (for use of SA Staff)

Received By

Date

Procedure

INVESTIGATION

Council

Adopted August 8<sup>th</sup>, 2023

**Purpose**

The purpose of this procedure is to outline the investigative process followed by the Chief Returning Officer and Election Staff when an allegation is made regarding a breach of election related Bylaws, Policies, procedures, and/or Regulations.

**Definitions**

1. The definitions in the Association Bylaws (“Bylaws”) are applicable in this Policy.
2. Candidate is defined as an eligible Member who has put their name forward for an Executive Council or Council Position.
3. Official Agent is defined as a Member appointed by the Candidate as an official representative of their campaign team.
4. For the purpose of this procedure, an individual who submits a Complaint/Contestation Form may be referred to as a “complainant” during the investigation process.
5. For the purposes of this procedure, an individual who is alleged to have breached Association Bylaws, Policies, and/or election regulations may be referred to as a “respondent” during the investigation process.

**Process**

1. Following receipt of a Complaint/Contestation Form, the CRO and relevant members of the Elections team will assess the complaint to determine if the complaint and /or contestation has grounds to proceed. This determination will be made within one (1) business day.
2. An investigation will be initiated when the allegations potentially violate the Association Bylaws, Policies, or election regulations and there is sufficient information upon which to base an investigation.
3. The CRO will function as an investigator to fact find and is responsible for determining if there is a breach.
4. Determining culpability and discipline will be the responsibility of the CRO.

**Investigation**

1. An investigation must be resolved within ten (10) business days.
2. To conduct a fair and thorough investigation, the respondent will be provided the complainant’s name and the particulars of the complaint. The respondent will be offered an opportunity to respond.
3. Both the complainant and the respondent will be interviewed separately by the CRO and any relevant members of the Elections team.

4. Individuals who have relevant information regarding the investigation (witnesses) will also be interviewed.
5. Each interviewee has the right to be accompanied by a support person if they wish.
6. If deemed necessary, the CRO may issue a Notice to the Membership to request information.
7. When the investigation is complete, the investigator will submit a report to the Executive Director, which includes the allegations, the parties' responses, findings of fact, and any decision made by the CRO.
8. In consideration of applicable privacy laws, the CRO will provide a copy of the decision to the complainant and respondent via a decision letter which will include reasons for the decision, a summary of the investigation, and any recourse to be taken. A copy of the decision letter will also be given to the Executive Director.
9. Investigations will be concluded within the prescribed timeline unless documented and extenuating circumstances warrant an extension.

**Accommodation**

If anyone involved in the investigation process has accommodation needs, they are encouraged to disclose their requirements to the Association and/or investigator.

## **POLICY**

## **EXECUTIVE COUNCIL TERM REPORTS**

Amended

Council February 13<sup>th</sup>, 2023

Motion #: 22-23-115-C

### **Policy**

For the purpose of continuity and information sharing, each member of Executive Council shall complete Term Reports

### **Procedure**

1. Each Executive Council Member shall be responsible for submitting two term reports per year.
2. A midterm report is to be delivered during the Annual General Meeting. The focus of this report shall be to update the Membership regarding:
  - i. Progress on their Council Approved Work Plans;
  - ii. Advocacy efforts and progress;
  - iii. Committee Work (both Internal and External); and
  - iv. Upcoming Initiatives for the Winter term.
3. An end of term report must be submitted by April 30<sup>th</sup>. The focus of this report shall be to inform incoming Councillors and Executives members and reflect
  - i. An overview of their term;
  - ii. Committee work summary and recommendations;
  - iii. Any information, pending projects, and/or issues deemed relevant;
  - iv. Advocacy efforts and progress;
  - v. Recommended for future work plans
3. Failure to submit an Executive Council term report by prescribed deadlines will result in loss of reimbursement for tuition/fees for each term.

## **POLICY**

## **COUNCIL TERM SURVEYS**

Adopted March 13<sup>th</sup>, 2023

Council

Motion #: 22-23-139-C

### **Policy**

For the purpose of continuity and information sharing, each member of Council shall complete two Term Surveys.

### **Procedure**

1. Each Council Member shall be responsible for completing two Surveys per year.
2. A midterm survey is to be completed prior to November 30<sup>th</sup> each year. The Midterm survey shall be anonymous. The focus of this midterm survey is to give feedback on the Executive Council team regarding:
  - i. Progress on their Council approved workplans;
  - ii. Advocacy efforts and progress;
  - iii. Committee work
  - iv. Conduct; and
  - v. Approachability
3. An end of year survey is to be completed prior to April 15<sup>th</sup> each year. The focus of this end of year survey is to give feedback regarding:
  - i. Council orientation, onboarding, and training;
  - ii. Professional development sessions;
  - iii. Relevant information on engagement with the membership and attendance at Association events/initiatives; and
  - iv. An overview of their term as a Councillor and recommendations for future Councils, pending issues, and other concerns deemed relevant.
4. Failure to complete a term survey will result in a loss of Honoraria, as per Association Honoraria Policy.

**POLICY**

**COUNCILLOR VACANCIES**

Amended February 6<sup>th</sup>, 2024  
Council  
Motion #: 23-24-110-C

**Policy:**

The Association shall make all possible attempts to fill any Councillor vacancies in a timely and efficient manner.

**Procedure**

1. Notice of all vacancies shall be published for at least one week.

Regarding Insufficient Nominations during the General Election:

2. A General Election shall be held for twelve (12) Councillor positions no later than March 30.
3. In the event there are less than four (4) Councillors elected through the General Elections: No later than April 30, the Council shall elect enough Councillors to meet quorum requirements between May 1 and September 30.

Regarding Vacancies:

4. In the event that Councillor positions become vacant after the General Election but before August 31, nominations shall open and remain open until such time quorum requirements are met. Once eligibility has been confirmed, Council shall interview and elect enough Councillors to meet quorum requirements between May 1 and September 30.
5. In the event that Councillor positions become vacant after August 31, nominations shall open and remain open until such time quorum requirements are met. Once eligibility has been confirmed, Council shall interview and elect enough Councillors to meet quorum requirements between October 1 and April 30.



## **POLICY**

## **EXECUTIVE JOB DESCRIPTIONS**

Council

Amended January 30<sup>th</sup>, 2023

Motion #: 22-23-97-C

Policy:

The Executive Council shall perform, to the best of their abilities, all duties necessary for effective administration of the Association and the betterment of its Members

**PRESIDENT:**

In addition to Article 7 of the Association Bylaw, the President is expected to:

1. Guide Executive Council and Council towards establishing long and short-term goals.
2. In conjunction with the Executive Director, monitor the academic status of all Executive Council and Council Members by reviewing the transcripts of said Members.
3. Discuss all communication, written or verbal, representing the opinion or political position of the Association with Executive Council.
4. Be the primary signing authority on statements or letters representing the opinion and political position of the Association.
5. Be the official representative of the Association at formal and ceremonial functions. In the event the President is unable to attend, Executive Council shall attempt to find an alternate.
6. Be a student member on the Institution's Board of Governors.
7. Meet with the BOG student member at large prior to each BOG meeting.
8. Provide a verbal and written report to Council after each public meeting of the BOG.
9. Have regular meetings with the Institution President.
10. Along with the Executive Director, oversee major business expansion and renovation projects.
11. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
12. Participate in activities involving engagement with the Membership.
13. Ensure that meetings for the Bylaw Amendment Review Committee be set for the fall semester by September 30<sup>th</sup> and for the winter semester by January 31<sup>st</sup>.
14. Be enrolled as at the Institution as credit student during the Fall and Winter terms. The President must be enrolled in a minimum of 3 academic credits to a maximum of 9 academic credits during the Fall and Winter terms.
15. Maintain a GPA of 2.0.
16. Ensure that all new members of Executive Council and Students' Association Council sign a confidentiality agreement (appendix item).

**VICE PRESIDENT ACADEMIC:**

In addition to Article 7 of the Association Bylaw, the Vice President Academic is expected to:

1. Be responsible for recruiting students to serve on Academic Council, as well as committees pertaining to academic policy and curriculum development and review.
2. Chair Academic Council Student Caucus and be responsible for holding caucus meetings for student Academic Council members prior to Academic Council meetings.
3. Be a member of the Institution's Awards Advisory Committee.
4. Have regular meetings with the Institution's Vice President Academic.
5. Submit reports to Council regarding Academic Council and other academic-related committees.
6. Communicate regularly with the Membership via the Association's communication channels

- and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
7. Participate in activities involving engagement with the Membership.
  8. Ensure that meetings for the Equity, Diversity, Inclusion, and Indigenization Committee be set for the fall semester by September 30<sup>th</sup> and for the winter semester by January 31<sup>st</sup>.
  9. Be enrolled at the Institution or a collaborative institution as a credit student during the Fall and Winter terms. The Vice President Academic must be enrolled in a minimum of 3 academic credits to a maximum of 9 academic credits during the Fall and Winter terms.
  10. Maintain a GPA of 2.0.

#### VICE PRESIDENT EXTERNAL

In addition to Article 7 of the Association Bylaw, the Vice President External is expected to:

1. Make arrangements for Executive Council to meet with the local Member of Parliament and Members of the Legislative Assembly. Make arrangements to meet with appropriate Municipal politicians and community leaders as needed.
2. With the President, be responsible for developing the external advocacy priorities for the Association and engage with relevant external stakeholders on matters concerning the Association and its members (including elected government and municipal officials, as well as the Institution).
3. Be the official representative of the Association with any lobby group of which the Association is a member.
4. Maintain an effective line of communication between the Association and any lobby group of which the Association is a member.
5. Ensure Council is consulted regarding lobby membership with appropriate lobby groups.
6. Organize events and activities of a political nature, with the understanding that the Association is a non-partisan organization (i.e. Get Out the Vote, provincial and federal candidates' forums).
7. Relay pertinent and current information to Executive Council, Council, and the Membership regarding political decisions and/or issues relevant to the Association and its Members.
8. Be responsible for communication and coordination between the Association and the College regarding international student supports.
9. Lead the Association's sustainability and environmental initiatives, including involvement with appropriate campus and community groups.
10. Communicate regularly with the Membership via the Association's communication channels and the Association's Marketing and Communications department, including but not limited to submitting at least one article in the Fall and Winter terms.
11. Participate in activities involving engagement with the Membership.
12. Ensure that meetings for the Mental Health Committee be set for the fall semester by September 30<sup>th</sup> and for the winter semester by January 31<sup>st</sup>.
13. Be enrolled at the Institution or a collaborative institution as a credit student during the Fall and Winter terms. The Vice President External must be enrolled in a minimum of 3 academic credits to a maximum of 9 academic credits during the Fall and Winter terms.
14. Maintain a GPA of 2.0.

**POLICY**

**EXECUTIVE COUNCIL WORK HOURS**

Amended January 11 2021  
Council  
Motion #: 20-21-91-C

**Policy**

Executive Council members shall maintain regular work hours as per Association Bylaws and Policy.

**Procedure**

1. Council approves Executive Council salaries and hours while considering Executive Council Compensation.
2. Executive Council shall have posted work hours during the Association's regular business hours.
3. As per Executive Job Descriptions, meetings outside of Association regular business hours are an expectation of the position and are not considered when posting office hours.
4. Executive Council members shall maintain their Association Outlook calendars, and keep calendars up to date. Executive Council members shall share their calendars with each other, the Executive Director, and other Association employees as deemed necessary.
5. It shall be the responsibility of the President to ensure posted hours are maintained and honoured. The remaining members of Executive Council shall be responsible for ensuring the President's hours are maintained and honoured.

## **POLICY**

## **EXECUTIVE COUNCIL COMPENSATION**

Amended March 7 2022  
Council  
Motion #: 21-22-141-C

### **Policy**

Council shall consider and approve Executive Council Compensation for the next fiscal year.

### **Procedure**

1. The Executive Director shall submit an Executive Council Compensation proposal to Council during the Winter Academic term, no later than March 15.
  
2. The proposal shall contain the following for the President and the Vice Presidents:
  - 2.1 Hours of work for Summer (May to August) and Winter (September to April)
  - 2.2 Summer and Winter salary amounts; increases shall be equal to the Consumer Price Index (CPI), to a maximum of 5%
  - 2.3 Vacation entitlements
  
3. The proposal shall also include a benefit package including, but not limited to:
  - 3.1 Tuition fees (max 9 credits per Fall & Winter terms)
  - 3.2 SA membership fees (max full-time rate per Fall & Winter terms)
  - 3.3 Institution service fees (max 9 credits per Fall & Winter terms)
  - 3.4 Parking/transportation
  - 3.5 Student Health & Dental
  - 3.6 SA jacket (max \$250)
  - 3.7 Gym Membership
  - 3.8 Cell phone allowance
  - 3.9 RRSP (5% of salary)
  
4. All salaries and benefits are pro-rated if an Executive Council member begins their term of office later than May 1 or leaves their term in office before April 30.
  
5. Tuition and other fees shall be paid at the end of the Fall and Winter terms, once transcripts have been submitted to the President and Executive Director, and upon receipt of Executive Term Reports, as per Council Term Reports Policy. Tuition and other fees shall not be paid for courses yielding a WD or Fail.

## **POLICY**

## **ACADEMIC COUNCIL STUDENT MEMBERS**

Council

Amended August 8<sup>th</sup>, 2023

Motion #: 23-24-25-C

Policy:

As per the PSLA, the Association must elect no more than ten (10) students to the Institution's Academic Council.

The Association is committed to conducting these elections in a timely, efficient, and legitimate manner.

Eligibility:

Any member of the Association may let their name stand for a position on Academic Council.

By virtue of their office, the Vice President Academic must be a student member on Academic Council.

Procedure:

1. Elected members shall be appointed to Academic Council for a one-year term that runs from October 1 to September 30.
2. Nominations for Academic Council Student Member positions shall open on the first day of classes for the Fall semester and remain open until all positions are filled.
3. Nomination forms for Academic Council shall be available at the Association office.
4. Council shall interview all eligible nominees for the student positions immediately after the close of nominations. Academic Council Student Members shall be elected by Council during a Council meeting, and their names forwarded to Academic Council via the Vice President Academic for appointment.
5. All Student Members must be appointed for each term that they serve. Members may not be appointed by acclimation.
6. All Student Members serving on Academic Council must:
  - Read and understand the Academic Council Constitution;
  - Attend all Academic Council Meetings;
  - Attend all Academic Student Council Caucus Meetings;
  - Be prepared for all meetings, including reading, and understanding, all agenda materials; and
  - Attend any training and orientations.

Vacancies:

1. Should a student position on Academic Council become vacant, such vacancy shall be published for at least one week.
2. Council shall interview all eligible nominees. Academic Council Student Members shall be elected by Council during a Council meeting, and their names forward to Academic Council for appointment via the Vice President Academic.

Removal:

1. The Vice President Academic may recommend that a student member be removed from Academic Council, as per the Red Deer Polytechnic's Academic Council Constitution.

## POLICY

## BOARD OF GOVERNORS STUDENT MEMBER AT LARGE APPOINTMENT

Council

Amended March 7 2022

Motion #: 21-22-143-C

Policy:

As per the PSLA, the Association shall nominate two students to be members on the Institution's Board of Governors for a two (2) year term.

By virtue of their position, the Association President shall be automatically nominated as one of the student members. The President's term on the BOG takes effect May 1.

The Association is committed to conducting the BOG student member at large nomination in a timely, efficient, and legitimate manner.

Procedure:

1. Nominations for the student member at large BOG position shall open as needed and remain open for at least seven (7) days. Nomination forms shall be available at the Students' Association office. Nominations shall be open to all Members of the Association.
2. Completed self-nomination packages must contain the following:
  - 1 A signed self-nomination form including a statement of consent to act if appointed, and agreement to abide by all Association Bylaws and Policies.
  - 2 Name, signature, and ID number of nominee
  - 3 Date of nomination
  - 4 A copy of the nominee's official or unofficial transcript for the applicable academic terms from Red Deer Polytechnic
  - 5 Candidate's contact information (phone, email)
  - 6 Dated signature of the President
  - 7 Statement of intent, resume and biography
3. Executive Council shall prepare a series of interview questions that will be asked of each candidate. During the interview process, Councillors will have the opportunity to submit a written question to the Chairperson for approval. If approved, the member can then ask the question.
4. The President shall make arrangements for Council to conduct interviews with all BOG Student Member at Large candidates. The candidates will be interviewed one at a time during an in-camera proceeding. Each nominee shall demonstrate a brief familiarity with the Association and BOG structure and policies.
5. Council shall decide which nominee is recommended to the Minister for appointment. The specifics of the vote will be held in-camera while the name of the successful candidate will be public record. The President shall notify the successful candidate no later than April 30.
6. The President shall notify the Minister, via the Board of Governors, no later than April 30. The president shall also forward a copy of the successful candidate's resume and biography to the Minister, via the Board of Governors.

## **POLICY**

## **HONORARIA**

Amended March 13<sup>th</sup>, 2023  
Council  
Motion #: 22-23-140-C

### **Policy**

The Association shall pay an honorarium to individuals who serve on Council and Academic Council. Honoraria shall be paid based on meeting attendance, report submissions and/or adherence to Association Bylaws and Policies.

### **Procedure**

1. Honoraria amounts shall be determined through the annual budgeting process.
2. The following members are eligible to receive an honorarium:
  - i. Councillors
  - ii. BOG Student Member at Large
  - iii. Academic Council Student Members
3. From September 1<sup>st</sup> to April 30<sup>th</sup>, a Councillor will receive half of their honoraria for meeting attendance and half for completing and submitting their Term Surveys.
4. From May 1<sup>st</sup> to August 31<sup>st</sup>, a Councillors will receive their full honorarium for meeting attendance.
5. A Councillor is said to have been in attendance if present for at least  $\frac{3}{4}$  of the Council meeting.
6. The BOG Student Member at Large honoraria is based on meeting attendance.
7. Academic Council Student Members shall receive half of their honoraria if in attendance at a Student Caucus Meeting held by the Vice President Academic; the other half payable if in attendance at an Academic Council meeting. An Academic Council Student Member is said to have been in attendance if present for at least  $\frac{3}{4}$  of a Student Caucus or an Academic Council meeting.
8. Honoraria is payable three times a year: August 31, December 31, and April 30.

## POLICY

## REFERENDA

Council  
Amended March 8, 2021  
Motion #: 20-21-150-C

### Policy:

A referendum vote may be held as a method to submit a question to the Membership.

### Procedure

1. As with other Association Elections, all Referenda shall be held online.
2. Referenda shall be held during the Winter academic term only (January-April).
3. If Council deems it appropriate, the referendum may be held at the same time as the General Elections.
4. A Referendum may only be held on the same issue once per academic year.
5. **If the Referendum originates with Council**, two readings of the proposed question shall occur in Council before proceeding with the Referendum.
6. **If the Referendum originates with a petitioner/s**, it is advisable that the petitioner consults with the Executive Council or Council in advance of initiating the petition as Council has the power to turn back a petition that is not appropriately worded.
  - 1 Each page of the petition must have the Referendum question clearly stated at the top of the page and include the date the petition was initiated. The signers must include their signature, student ID numbers and print their name legibly for verification of Association membership.
  - 2 Petitioners must complete their collection of signatures within a one month period of when the petition was initiated. At least 10% of the current members of the Association must sign the petition in order for Council to consider the petition.
  - 3 When presenting a petition to the Association, the petitioners must provide the names and student IDs of those responsible for initiating the petition. Only current members of the Association will be allowed to present a petition.
  - 4 The Association shall take reasonable and timely steps to verify the authenticity of the signatures on the petition and having done so, the President will place the item on the agenda for the next regularly scheduled Council meeting.
  - 5 The petition will receive one reading at Council. Council may accept the petition and proceed to Referendum or, if the Referendum brought forward by petition does not meet the following requirements, Council will reject it.
    - The question must be clear and unambiguous,
    - The question must be capable of being answered “yes” or “no” where “yes” is the desired outcome
    - The outcome must be within the Association’s jurisdiction.
7. The Executive Director shall ensure a Chief Returning Officer (CRO) is in place to oversee all referenda.
8. **Chief Returning Officer (CRO)**
  - 1 The CRO will ensure that notification to the Membership of a Referendum is published at least 21 days prior to the Referendum.



- 2 The CRO will be responsible for overseeing all aspects of the Referendum including providing appropriate venues for both sides to present their views, advertising the Referendum and supervising the vote and the ballot count.
  - 3 The CRO shall publish the results of the Referendum including the numbers of those voting either to support or reject the Referendum.
  - 4 The CRO shall submit a final report to Council including recommendations for future Referenda.
9. If the Referendum is successful, the Association shall defer to the Association Bylaws to determine a course of action. The Association shall take action as soon as practically possible.

## POLICY

## LOBBY EFFORTS

Council  
Adopted March 8, 2021  
Motion #: 20-21-156-C

### Policy:

By virtue of the Association's existence under the Post Secondary Learning Act, all voting members of Executive Council Students' Association Council are deemed lobbyists in the Province of Alberta. Additionally, the Association shall be a member of ASEC (Alberta Student Executive Council), a provincial lobby organization for post secondary students in the Province of Alberta.

### LOBBYIST REGISTRATION:

1. The President and the Executive Director are responsible for maintaining the Association's registration as lobbyists with the Province of Alberta.
2. The Association shall adhere to all guidelines and deadlines set out by the Alberta Lobbyist Registry.
3. The Association's lobbyist registration allows the Association to lobby the Institution, local municipalities, and provincial government officials on behalf of the Membership.

### ASEC MEMBERSHIP:

1. The Vice President External shall be the Association's voting delegate with ASEC.
2. Other members of Executive Council and/or Council are encouraged to participate on ASEC committees.
3. Upon approval from Executive Council, members of Executive Council or Association staff members may put their names forth for a seat on ASEC's Board of Directors.
4. Before December 31 each year, the Vice President External shall ask Council to formally confirm the Association's continued membership with ASEC.
5. Should Council decide to discontinue the Association's membership with ASEC, the Association must notify ASEC of said decision as per ASEC's bylaws.

## POLICY

## STUDENT INSURANCE PLANS

Council

Adopted April 15<sup>th</sup>, 2024

Motion #: 23-24-148-C

Policy:

The Association shall provide Health Insurance & Dental Insurance for eligible students. The Association shall provide Interim Health Insurance and Repatriation Insurance for eligible International students.

### Background Notes re: Health & Dental Insurance

February 1999: The membership supported, through a referendum, the implementation of a mandatory Health and Dental Plan for Association members.

February 13, 2002: the membership supported, through a referendum, a 4% per annum increase to cover premium and administrative cost adjustments.

### Background Notes re: International Insurance

March 2021: Council approved mandatory Interim Health and Repatriation insurance for International students; these plans were administered by the Institution until July 2023.

July 2023: The Association assumed the role of administrating the International Interim Health & Repatriation Insurance plans.

Procedure:

1. The Executive Director is responsible for the continuance and administration of the Association Student Insurance Plans.
2. The Executive Director shall choose a brokerage firm(s) to manage the Student Insurance Plans.
3. The provisions of each Student Insurance Plan shall be established by the Executive Director (or designate) and the brokerage firm(s), including, but not limited to: eligibility criteria, coverage periods, benefit coverage, change and opt-out criteria and change deadlines. All parties shall abide by the provisions of plan contracts and agreements.
4. The Executive Director (or designate) shall ensure timelines and deadlines regarding changes to the Association Insurance Plans are broadly communicated to students throughout the year.
5. Health Insurance is mandatory for all eligible students.  
Dental Insurance is mandatory for all eligible students.  
Interim Health Insurance is mandatory for all eligible international students.  
Repatriation Insurance is mandatory for all eligible international students.
6. All Student Insurance Plan fees will be collected at the same time as the Association Membership fees, as per the *MAIN AGREEMENT* with the Institution.
7. By March 31 each year, the Executive Director shall inform Council of any changes in the Student Insurance Plans fee structures for the upcoming fiscal year. Annual increases shall not exceed four percent (4%).
8. Any net revenue realized from the Student Insurance Plans each year shall be directed to a Student Insurance Reserve Fund for the future benefit of those participating in the Student Insurance Plans.

## **POLICY**

## **ANNUAL BUDGET**

Amended January 11 2021  
Council  
Motion #: 20-21-96-C

### **Policy**

Association funds shall be administered and distributed as per the annual budget.

### **Procedure**

1. It is the responsibility of the Executive Director to develop the annual budget for submission to Council.
2. The Executive Director shall seek input from Executive Council and Association staff members responsible for budget items when developing the annual budget.
3. Between January 1 and March 15, the Executive Director shall submit the following items to Council for approval:
  - 3.1 Executive Council Compensation budget for the next fiscal year
  - 3.2 Council Honorarium budget for the next fiscal year
  - 3.3 Association Membership fees for the next academic year
  - 3.4 Interim Capital Projects budget for the period of May to August
  - 3.5 Interim Operations budget for the period of May to August
4. Between May 1 and August 31, the Executive Director shall submit the Annual Budget to Council for approval.

## **POLICY**

## **ASSOCIATION MEMBERSHIP FEES**

Amended March 7 2022

Council

Motion #: 21-21-144-C

### **Policy**

All credit, apprenticeship and collaborative students shall be levied a mandatory Association Membership Fee.

### **Procedure**

1. Fees for the next academic year shall be reviewed and considered by Council.
2. Credit students shall be levied a flat fee per academic term. Apprenticeship students shall be levied a flat fee per session.
3. Fees may be increased annually to a maximum of 5%. Increases above this maximum require approval from the Membership.
4. Association Membership fees shall be expended according to the annual budget.
5. Association Membership fees are collected as per the *MAIN AGREEMENT* between the Association and the Institution.
6. Association Membership fees are collected from collaborative members as per agreements between the Association and the respective collaborative student organizations.

## POLICY

## BUILDING FUND RESERVE

Council  
Amended March 8, 2021  
Motion #: 20-21-153-C

### Policy:

The Association shall administer and maintain a Building Fund Reserve for the purpose of maintaining Association-owned buildings, leased spaces, and planning for future expansion.

### Procedure:

1. Funding Source:  
The primary source of funding for the Building Fund Reserve shall come from the annual Association Membership Fees, the amount not to exceed 25% of fees collected.
2. Any external funds received or donated specifically to the Building Fund Reserve shall remain in the fund and not be used for any other purpose.
3. Purpose of the Fund:
  - a) Future expansion of the Association facilities:
    1. Additions to the existing building
    2. Construction of a new building as part of future expansion of the Institution as a joint venture with the Institution or as a project solely initiated and sponsored by the Association
    3. Additions of leasehold spaces on campus
  - b) Renovations to the existing building or leasehold spaces
  - c) Purchase or lease of capital equipment
  - d) General building operating and maintenance expenses including:
    1. Repairs and maintenance
    2. Utilities
    3. Janitorial services
    4. Property taxes
    5. Insurance
    6. Associated wages and benefits
    7. Land lease payments
    8. Leasehold payments
4. In any year, Council may deem it necessary to suspend all or part of the Building Fund Reserve allocation, if the funds are required for the efficient operation of the Association.

## **POLICY**

## **INVESTMENTS**

Council  
Adopted March 8, 2021  
Motion #: 20-21-155-C

### **Policy:**

The Association may invest excess funds for the purpose of maximizing revenue.

### **Procedure:**

1. The Executive Director shall be responsible for the administration of all Association investments.
2. All monies shall be invested in a manner that will maximize income and minimize risk.
3. Association funds may be invested in:
  - 3.1 Guaranteed Investment Certificates (GICs) of Canadian Banks, Treasury Branches and/or Credit Unions.
  - 3.2 Debentures or securities of the Government of Canada or any Province in Canada
  - 3.3 Debentures or securities, the payment of which is guaranteed by the Government of Canada or any Province in Canada.
4. The maximum amount of any one investment shall not exceed \$300,000 CDN.
5. The maximum term of any one investment shall not exceed 24 months.
6. Purchase amounts and maturity dates of investments shall not impede cash flow or interfere with the efficient operation of the Association.

## **POLICY**

## **RESTRICTED FUNDS**

Council  
Adopted  
April 15<sup>th</sup>, 2024  
Motion #: 23-24-150-C

### **Policy:**

The Association shall administer and maintain restricted funds for the purpose for which they were established. Such funds are not available for the general purposes or operation of the Association.

### **BUILDING FUND RESERVE:**

1. This fund shall be administered as per the Building Fund Reserve Policy.

### **CULTURAL ACTIVITIES TRUST FUND:**

1. This fund shall be administered as per the CAT Fund Terms of Reference (appendix item)
2. Fund Allocation: The Association's annual contribution to the CAT Fund shall be determined through the annual budgetary process, the amount not to exceed \$6,000.
3. All surplus funds shall be directed to the Cultural Activities Trust Fund for use in future years.

### **FOOD BANK RESERVE:**

1. Purpose: The Food Bank Reserve was established to address food insecurity on campus and ensure the Association's ability to respond to student needs.
2. Funding Sources: The Food Bank Reserve is primarily funded through external donations. When deemed necessary, the Association may allocate funds to the reserve through the annual budgetary process.
3. All donations and budget allocations to the Food Bank Reserve are restricted for the purpose for which the Food Bank Reserve was established.
4. Use of the Fund:
  - 1 Purchase groceries to prepare food hampers
  - 2 Purchase gift cards for non-perishable food items
  - 3 Purchase supplies for the Soup Program
  - 4 Purchase supplies for the Breakfast Program
  - 5 Address increased demand for additional food insecurity supports
5. Administration of the Fund: The Executive Director or designate shall be responsible for the operation of the Student Food Bank. The Association shall work closely with the Institution's student funding office to identify student need and maintain confidentiality.
6. All surplus funds (contributions less expenses) shall be directed to the Food Bank Reserve at year end.

### **STUDENT INSURANCE PLANS RESERVE**

1. Purpose: The Student Insurance Plans Reserve was established to ensure the continuation of the student insurance plans, respond to premium and administration cost adjustments, and to enhance student insurance plan benefits.
2. Funding Sources: The Student Insurance Plans Reserve is funded through insurance fees paid by eligible students at the Institution.
3. Use of the Fund:
  - 1 Insurance premiums
  - 2 Enhancement of health & dental benefits  
Enhancement of interim health and repatriation benefits (international)
  - 3 Purchase of health and wellness tools, and related programs



- 4 Staffing and administrative costs
- 5 Related consulting and professional fees
- 4. All surplus funds (revenues less expenses) shall be directed to the Student Insurance Plans Reserve at year end.
- 5. If deemed necessary for the continued operation of the Association, Student Insurance Plans Reserve funds in excess of \$500,000 may be allocated to operations, restricted funds or initiatives, upon approval from Council; the amount not to exceed \$200,000 per allocation.

#### MENTAL HEALTH RESERVE

- 1. Purpose: The Mental Health Reserve was established to address the stigma surrounding mental health issues and offer mental wellness supports to Association members.
- 2. Funding Sources: The Mental Health Reserve is funded through external donations, sponsorships and/or Association contributions determined during the annual budgetary process.
- 3. Use of the Fund:
  - 1 Promotion of mental health initiatives determined by the Mental Health Initiatives Committee
  - 2 Support related workshops, speakers, projects
  - 3 Purchase supplies and swag for mental health events
  - 4 Associated staffing costs
- 4. All surplus funds (revenues less expenses) shall be directed to the Mental Health Reserve at year end.

#### TUTORING RESERVE

- 1. Purpose: The Tutoring Reserve was established to address gaps and accessibility of peer tutoring on campus.
- 2. Funding Sources: The Tutoring Reserve is funded through external donations, sponsorships and/or Association contributions determined during the annual budgetary process.
- 3. Use of the Fund:
  - 1 Purchase of annual tutoring platform
  - 2 Related banking and service fees
  - 3 Subsidize tutoring for students in need
  - 4 Related consulting and professional fees
  - 5 Associated staffing and administrative costs
- 4. All surplus funds (revenues less expenses) shall be directed to the Tutoring Reserve at year end.

#### STUDENT GROUP FUNDS PAYABLE

- 1. Student Group Funds are classified as a short-term liability on the Association Balance Sheet.
- 2. These funds shall be administered through the Association, on behalf of the individual Student Groups.
- 3. All funds held on behalf of Association Student Groups shall be considered restricted for the purposes for which each Student Group has established.
- 4. Student Groups must abide by all Association policies regarding financial accountability.

#### OPERATIONS RESERVE

- 1. Purpose: The Operational Reserve was established by Council in the 2020 – 2021 Academic year to cover potential operational losses that may occur due to unforeseen or unprecedented events, such as a global pandemic, a surge in inflation, or a steep decline in enrolment. With Council's approval, a portion of this fund may also be used to support the establishment and/or expansion of programs and services, or the launch of any new Association Initiatives.
- 2. Funding Sources: Allocations from Retained Earnings are considered during the Association's

annual budgeting process, the amount not to exceed \$200,000 per year.

3.

Use of the Fund:

1. Expenditures necessary to the continued operation of the Association, its businesses and/or delivery of Association programs and services, including associated staffing and administrative costs.
2. Expenditures necessary to the launch of any new Association initiatives or the expansion of existing programs or services, the amount not to exceed \$50,000 per year to a maximum of two years, including associated staffing and administrative costs.
3. The fund shall not be depleted to less than \$200,000 to support the launch of new initiatives or the expansion of existing programs.

## **POLICY**

## **ASSOCIATION CREDIT CARD**

Council  
Accepted June 9<sup>th</sup>, 2023  
Motion #: 23-24-26-C

### **Policy:**

The Association shall maintain a credit card account, which shall have two (2) credit cards. One (1) issued in the name of the Executive Director and one (1) issued in the name of the President.

### **PROCEDURE**

1. Credit cards shall only be used for business pertaining to the Association.
2. Personal purchases of any type are not permitted.
3. Use is restricted to the individual(s) issued the card.
4. The credit cards shall be kept in a secure location while not in use.
5. All transactions must be reported to the Executive Director and the Operations Manager, and receipts are to be submitted for reconciliation each month.
6. The Credit Card balance must be paid in full monthly.
7. In the event that a card is lost or stolen, the cardholder must report the loss immediately to the card provider and the Executive Director.
8. Where no documentation is available to support a particular transaction, the cardholder will be required to provide the details of the expense and confirm the purchase is business related.
9. Cardholders may not use their credit card to obtain cash advances from banks, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank cheques, traveler's cheques, and electronic cash transfers.
10. Credit limits are not to be exceeded.
11. When the individual ends their term in office, the cardholder will immediately return the credit card and ensure the credit card account is properly reconciled and submitted for payment. The card shall be physically destroyed, and the account locked out until new cardholders have been updated appropriately.
12. Each individual that has a credit card issued in their name must sign a Cardholder Agreement (Appendix A), to be kept on file with the Executive Director.

Related documents:

Appendix A: Cardholder Agreement

Appendix A:

**CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the following Association credit card:

Credit Card Provider: \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
Security Code: \_\_\_\_\_

I understand that improper use of this company credit card may result in disciplinary action, as outlined in the Students' Association of Red Deer Polytechnic' ("Association") Executive Handbook, Association Credit Card Usage Policy, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including Association policies.

I acknowledge receipt of said Agreement and policy and confirm that I have read and understand the terms and conditions. I understand that by using this company credit card, I will be making financial commitments on behalf of the Association and that the Association will be liable to the credit card provider for charges made on this company credit card.

I will strive to obtain the best value for the Association when purchasing supplies and/or services with the company credit card. I understand that where inappropriate expenditures occur, the card will be withdrawn and render the cardholder liable to disciplinary, possible legal action, and the value of the expenditure shall be recovered from the cardholder.

As a holder of an Association company credit card, I agree to accept the responsibility and accountability for the protection and proper use of the company credit card, as enumerated above. I will return the company credit card to the Association upon demand, during the period of my employment. I further agree to return the company credit card upon termination of employment or completion of my term in office. I understand that the company credit card is not to be used for personal purchases. If the company credit card is used for personal purchases or for purchases for any other entity, the Association will be entitled to reimbursement from me of such purchases. The Association shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Cardholder)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Executive Director)

<b>Office Use Only</b> Date _____ Amount approved \$ _____ Signature & Title _____
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## **POLICY**

## **COUNCIL ORIENTATION AND TRAINING**

Amended January 29<sup>th</sup>, 2024  
Council  
Motion #: 23-24-102-C

### **Policy:**

Mandatory orientation and training shall be provided for all elected Officials for the purpose of Association on-boarding, governance practices and continuity.

### **Procedure**

1. The Executive Director or their designate shall be responsible for organizing orientation for elected Councillors.
2. Orientation shall begin in May each year.
3. This orientation shall include, but not to be limited to:
  1. Governance training
  2. Overview of Council duties and responsibilities
  3. Association Overview (Vision, Values, Mission, Organizational Chart)
  4. Overview of Robert's Rules of Order
  5. Overview of Association governance documents
  6. Leadership development
4. Should any Council Position be filled as per Association's Vacancy Policy after the initial orientation has taken place, said Councillors shall also receive training to the same standard.
5. Should subsequent orientation sessions be required or requested, all elected officials must attend.

## Policy

## ASSOCIATION REPRESENTATIVES CODE OF CONDUCT

Summer Council  
Motion #: 16-17-21-S

Amended August 11, 2016

### Policy

The Students' Association of Red Deer College wishes to ensure an environment that promote success, respect for self and others, personal safety, and the safeguarding of property. Being a part of the Students' Association requires strong leadership skills and the ability to act as role model for the student population. All members must act accordingly to foster the values set forth in the By-laws of the Association.

The Association Representatives Code of Conduct promotes the values and vision of the Students' Association in the various aspects of its operation. The Association Representatives Code of Conduct is a preventive and proactive tool that is designed to foster freedom and individuality. It increases freedom by defining and clarifying expected personal conduct, and by providing a safe, fair and expedient method of approach to a situation that may be negatively affecting the reputation, operation or performance of the organization.

#### 1. Name:

- 1.1 The name of the organization is the Students' Association of Red Deer College, which may also be known as the Association.
- 1.2 The name of this policy is the Association Representatives Code of Conduct, which may be known as the ARCC.

#### 2. Definitions:

- 2.1 Association means the Students' Association of Red Deer College.
- 2.2 ARCC means the Association Representatives Code of Conduct.
- 2.3 Executive Council means the members of the Association's Executive Council
- 2.4 Individuals are persons who are not representing the Association.
- 2.5 Judicial Review Committee (JRC) is the appeal body for a decision made by the Executive Council, Students' Association Council, or an Election Committee on behalf of the Association.
- 2.6 Member is a person who paid student fees to the Association.
- 2.7 Representatives are those whom represent the Association and to whom the ARCC applies to (Principles of Conduct).
- 2.8 Students' Association Council (SA Council) means members of the Association's Council, which is the highest governing body of the Association.

#### 3. Objectives:

The ARCC provides opportunities for the betterment of the social welfare of its Members; without restricting the generality of the preceding, these objectives shall include:

- 3.1 Promoting a high standard of practice within the organization and uphold the values set forth in the By-laws of the Association.
- 3.2 Providing a safe and constructive working environment for all of the employers, employees and consumers.
- 3.3 Allowing representatives to be free to act morally and ethically within the organization whether on or off Association property.

#### 4. Application

- 4.1 The ARCC applies to:
- Executive Council
  - SA Council Members
  - Association Volunteers
  - Association Committee Members
  - Student Group Executives
- 4.2 The ARCC only applies when they are representing the Association, otherwise they will be considered as individuals.

## 5. Principles of Conduct

All representatives shall:

- 5.1 Be responsible for understanding and abiding by the Association's By-laws, policies, and procedures. In addition, they must remain aware of the vision, values, and mission of the Association. It is also their responsibility to keep up with all changes and reforms.
- 5.2 Maintain the integrity, confidence, and dignity of the position they hold.
- 5.3 Follow Association By-laws, policies and procedures while acting in the best interest of the Association.
- 5.4 Act as a role model and demonstrate ethical and moral decisions in all acts.
- 5.5 Be conscientious in the preparation and presentation of self and subject matter for all representative functions according to the standards of the specific function.
- 5.6 Consider the mission and values of the Association as the primary factor influencing the planning, implementation, and evaluation of a directive.
- 5.7 Exhibit honesty and fairness in all of their actions.

## 6. Ethical Conduct

Representatives shall:

- 6.1 Encourage constructive criticism and suggestions for improvement.
- 6.2 Act honestly and comply with all agreements set forth in the Association's By-laws, policies and procedures.
- 6.3 Respect the property of the Association; removing property without proper authority, gaining entry to, and/or utilizing a facility without proper authority will not be tolerated.
- 6.4 Be courteous of the objects that the Association owns, the representatives must not damage or destroy the equipment or facilities of the Association.

Representatives shall not:

- 6.5 Engage in any activity or encourage any activity that is physically, socially, or psychologically traumatic to a person or group of persons. This includes, but is not limited to bullying, hazing, teasing, violence, and inappropriate social contact.
- 6.6 Make libellous or indecent statements, unfounded allegations, or any other statements that may be seen as being harmful to personal dignity.
- 6.7 Participate in or condone malicious statements or actions that in any way affect the membership, staff or integrity of the Association.
- 6.8 Perform discriminatory activities, statements, or behaviours of any kind, including but not limited to: age, sex, race, colour, national origin, religion, creed, political affiliations, sexual orientation, marital status, physical or mental ability.

## 7. Representing the Association:

All representatives, whether on Association property or elsewhere, shall:

- 7.1 Recognize that it is their duty to represent the Association.
- 7.2 Speak on behalf of the Association only with the consent of the Executive Council. If you are ever uncomfortable answering a question or you aren't aware of the answer, then contact one of the Executives.
- 7.3 Perform their duties and responsibilities with diligence, courtesy, fairness and integrity.

- 7.4 Not misrepresent their position. The Association By-laws, policies and procedures are clear and specific on who can commit the organization to legal agreements, conduct business affairs of the Association, or act for the Association in its dealings with the institution or outside organizations.
- 7.5 Not engage in illegal activities, consume or be under the influence illegal substance. In addition, the abuse of a legal and/or controlled intoxicating substance may be deemed inappropriate.
- 7.6 Not consume or be under the influence of alcohol while performing an Association duty, unless attending a function where consumption is appropriate. The representative shall be conscientious in the presentation of self according to the standards of that specific function.
- 7.7 Consult with a member of the Executive Council before speaking with any media personnel. Media relations are ultimately the responsibility of the President of the Association.

## 8. Online Conduct

In addition, representatives, when engaging in online activity, shall:

- 8.1 Refrain from commenting on official Association business without the express prior consent of the Executive Council.
- 8.2 Respect the thoughts and opinions of others and refrain from engaging in any debate that could be deemed damaging to any person(s), the Association, or the Association's relationship with the community. Items of debate should be directed to the President of the Association to be handled in private.
- 8.3 Ensure that the reputation of the Association is not damaged in any way through personal online activity.

## 9. Confidentiality

All representatives shall uphold all confidential material, discussions, or ideas to their respectful owners. Representatives shall:

- 9.1 Respect and maintain stated or implicit confidentiality regarding Association matters.
- 9.2 Make sure all record keeping and financial reporting is kept confidential, and only the people who need to know are privy to that information.

## 10. Reporting Misconduct:

When reporting misconduct a representative shall:

- 10.1 First speak to the individual of discretion to handle the situation with a rational and calm mindset. If a common ground is unable to be found, proceed to item 11.3

## 11. Course of Action:

- 11.1 The ARCC does not supersede the Criminal Code of Canada or Provincial or Municipal law, and the Association reserves the right to refer an incident to the RCMP at any time.
- 11.2 The ARCC does not supersede Red Deer College policies or other existing Association policies and the Association reserves the right to refer an incident to the proper college authorities at any time.
- 11.3 A violation will be rectified as fairly and expediently as possible within the following procedure.
  - 11.3.1 A violation will come to the office of the Association President and/or Association Executive Director in the form of a verbal and/or written report. A reasonable effort will be made to rectify the situation before formal action is taken. The decision may be appealed.
  - 11.3.2 Upon the appeal, a written notification from the office of the Association President or Association Executive Director will then be given to all parties



involved stating that there has been a violation of the ARCC. A meeting with mediation will then be set up. Non-Association mediation may be called in at this point. If no agreement can be made upon a course of action, the issue will be referred to Executive Council to recommend appropriate disciplinary action.

- 11.3.3 Executive Council will meet and recommend appropriate disciplinary action. The recommendation will then go to Council for consideration.
- 11.3.4 Council will have the power to make a decision on the recommendation provided. This decision will be reached by a vote made by secret ballot. The decision may be appealed in writing to the chair of the JRC (see JRC Policy).
- 11.3.5 Upon receipt of a written appeal, a JRC will be struck. A decision of the JRC that has been ratified by Council cannot be appealed.

## 12. Appeal Process:

- 12.1 In the event that a representative is disciplined in accordance with the ARCC, one shall have 10 days from the date of discipline to appeal the decision.
- 12.2 All appeal decisions shall lie with the JRC, shall be in writing, and shall set out, in detail, the nature of the events giving rise to the discipline as well as the precise discipline imposed, and the remedy sought.
- 12.3 Upon receipt of a Letter of Appeal, the JRC shall, in its sole discretion, determine whether to uphold, modify, or revoke the discipline imposed, and shall, within 30 days of receipt of the Letter of Appeal, advise the defendant, in writing, of that decision. There shall be no further right of appeal following the written decision of the JRC having been issued.
- 12.4 In the event that a Letter of Appeal is initiated by a member of the JRC on their own behalf, the process for the appeal shall be the same as described above with the exception that the effected member of the JRC shall be excluded from the review process and such review shall be conducted by the alternates for that position (see JRC Policy).

## 13. Disciplinary Action:

- 13.1 Possible corrective actions will include, but not be limited to, the following:
  - 1. A verbal warning
  - 2. A letter of reprimand
  - 3. Demand for a formal verbal or written apology
  - 4. Demand for payment of damages to equipment or facilities
  - 5. Suspension or expulsion from duties or facilities
  - 6. Expulsion of membership (see Article 3 of the Association By-laws)
  - 7. Proposal for resignation
  - 8. Removal from position (see Article 6 of the Association By-laws)
- 13.2 The selected corrective action will be entirely dependent on the severity of the offence and will be left to the judgement of Executive Council or the JRC, depending on which comes last.

## 14. Amending the Association Representatives Code of Conduct

Any amendments to the Association Representatives Code of Conduct shall be the responsibility of Council. Yearly review is to be completed by the Association President.