



## Operational Policy Ratification

### Introduction

At the 2015 Annual General Meeting (“AGM”) of Nipissing University Student Union (“NUSU”), NUSU adopted new By-Laws that were formally accepted and ratified by the Membership, which now governs our organization.

The change in the By-laws occurred in order to provide more flexibility to the organization to make day-to-day decisions without always having to engage the Membership for their approval.

The ratification of the new By-Laws has left a void in terms of the day-to-day operational policies and procedures that are meant to regulate and manage our office.

The purpose of this document is to highlight the operational policies that have been either approved or amended by the Board since the 2015 AGM. This document explains why such policies were created and approved by the Board. We are seeking ratification of the items noted herein from the Membership at the 2016 AGM.

It is important to note that there will be policies to be added throughout the year.

The policies included in this document are as follows:

1. NUSU Executive Procedural Policy
2. Hours of Operation Policy
3. Employee Conduct Policy
4. Overtime Policy
5. Shopify E-Commerce Policy
6. Company Vehicle Operating Policy
7. Time in Lieu Procedure Policy
8. Board of Directors Policy
9. Elections Policy
10. Clubs Policy
11. Technology Sign-Out Policy
12. Sexual Violence intervention and Response Policy

A new and Board approved “Mission/Vision Statement” is also noted herein which now solidifies both the operation and direction of NUSU.



## 1. NUSU Executive Procedural Policy

The purpose of this policy is to outline the duties and responsibilities of each Executive member of NUSU. With the new By-Laws and the closure of the Bracebridge campus, all five Executive positions are now located in North Bay. The five Executive positions now include the President, the Vice-President Governance & Legal Affairs, the Vice-President Finance, Vice-President Communications, and the Vice-President Services. The duties and responsibilities were formulated from the previous By-Laws that stipulated the duties and responsibilities of the old Executive positions, and were delegated required to the new Executive positions. During this past summer there was one amendment made to this particular policy, which was section 12 that relates to the signing privileges of NUSU Executives.

## 2. Hours of Operation Policy

The purpose of this policy, as it stipulates, is provide guidelines to NUSU employees (both Executives and staff) regarding work hours that meet operational requirements. This includes the hours of operation of our office, the dates and times that the Executives have to meet, minimum work hour requirements for staff, and anything that relates to hours worked within the office generally.

## 3. Employee Conduct Policy

The purpose of this policy is to provide NUSU employees with guidelines on how they shall conduct themselves both within the office and in public in order to promote both a safe and enjoyable work space environment, as well as protect the rights of all NUSU employees. This policy sets out inappropriate behaviour that an employee may face disciplinary action for while also setting out the various types of disciplinary action(s) and procedures that may result.

## 4. Overtime Policy

This policy was created to outline the procedures regarding overtime pay, and to recognize that there will be occasions when overtime will be necessary to meet the needs of our NUSU. This policy is in compliance with the Employment Standards Act of Ontario (2000).

## 5. Shopify E-Commerce Policy

This policy was created with the launch of our new website that now possesses an e-commerce portal (Shopify) where the public will be able to buy NUSU merchandise. This policy includes three (3) sub policies that include the Refund Policy, Privacy Policy, and



the Terms of Services. It was important to have a policy in place that defines the rules and procedures of our E-Commerce portal, which is typical for most websites.

#### 6. Company Vehicle Operating Policy

NUSU possesses a company vehicle that is used strictly for work purposes such as events, or when NUSU employees have to attend meetings in North Bay or outside of North Bay within reasonable driving distances. The purpose of this policy is to outline how NUSU employees operate the company vehicle appropriately, and safely.

#### 7. Time in Lieu Procedure Policy

NUSU continues to recognize that NUSU employees may have to work outside of office hours to complete various tasks. This policy was created primarily to allow NUSU Executives and NUSU Management positions the ability to use time in lieu as a form of overtime since such positions are not entitled to overtime pay. This policy is also prepared in compliance with the Employment Standards Act of Ontario (2000).

#### 8. Board of Directors Policy

The purpose of this policy, as stipulated in the policy is to provide a framework for the Board to operate from. This policy acts as supplementary set of rules to compliment the established bylaws of NUSU and Robert's Rules of Order. It provides more insight on how all Board members shall conduct themselves at Board meetings in order to carry out the business of NUSU through a democratic process.

#### 9. Elections Policy

The Elections Policy was intended to outline the rules and procedures of how any NUSU election shall be ran appropriately, and to ensure fair and nonpartisan administration of these elections. NUSU is a student led organization that is primarily consisted of students. Elections play an integral role in filling these positions, and we felt that we needed an in-depth policy, in accordance with our By-Laws, that will facilitate such elections.

#### 10. Clubs Policy

Clubs on our campus play a vital role in increasing extracurricular activities, and provide an opportunity for students to engage in certain clubs of their interest. This policy outlines the rules and procedures surrounding how a club can be certified as a NUSU approved club; how a club must operate; what approved clubs are entitled to; and how to de-certify a club can if required.



### 11. Technology Sign-Out Policy

The purpose of this policy is to recognize that NUSU owns various technologies that NUSU employees can use in order to complete various tasks. This policy was created to formally govern how NUSU technology shall be signed out, and provide the responsibilities that NUSU employees have when they are in possession of such technology.

### 12. Sexual Intervention and Response Policy

All members of the Nipissing University community have a right to work and study in an environment that is free from any form of sexual violence. The purpose of this policy is to outline the proper procedures and protocol for all NUSU employees, Board members, and volunteers in the event that an individual experiences sexual violence or harassment. NUSU, in itself does not have the resources and the capability to facilitate services to help anyone who has been involved with sexual violence. This policy shows how any who is involved with NUSU on how to properly guide a conversation with an individual who has experienced sexual violence, either through a disclosure, or reporting. The policy explains what a disclosure is and what reporting is, and how they shall be dealt with accordingly.

### Mission/Vision Statement

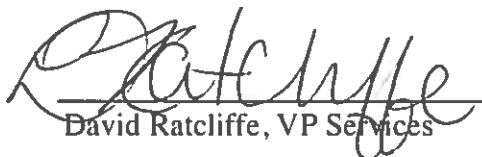
The mission/vision statement was created in order to solidify the operation and the direction of our organization. We felt it was important to emphasize that we are a student-lead organization that is for the students, and to highlight the key aspects of what we do as an organization (promoting academic excellence and social growth), through some of our values.




**THIS DOCUMENT HEREBY** dated on this day 23 of September 2016 shall be presented by the Board to the Membership of NUSU at the AGM for the ratification of the operational policies that are stated herein.

**Executive Committee**

  
\_\_\_\_\_  
Jordan Andrews, President

  
\_\_\_\_\_  
David Ratcliffe, VP Services

  
\_\_\_\_\_  
Jordan Dempster, VP Governance & Legal Affairs

  
\_\_\_\_\_  
Markus Hawco, VP Finance

  
\_\_\_\_\_  
Brittaney Kent, VP Communications

