



**Board of Directors Meeting Minutes – Nipissing University Student Union**  
 Tuesday, August 23, 2016– 5:30 pm  
 B217, Nipissing University

Call to Order – Tuesday, August 23, 2016

5:40 pm– Chairperson Jordan Andrews, President, called the Board of Directors meeting to order.

**1. Attendance**

President:	Jordan Andrews	Present
Vice-President Communications:	Brittaney Kent	Present
Vice-President Governance & Legal Affairs:	Jordan Dempster	Present
Vice-President Finance:	Markus Hawco (telephone)	Present
Vice-President Services:	Dave Ratcliffe	Present
Director at Large:	Alex Cadotte	Present
Director at Large:	Rebecca Dubeau	Present
Director at Large:	Sydney Lamorea	Present
Director at Large:	Josh Loeffler	Present
Director at Large:	Ray Mulville (telephone)	Present
Director at Large:	Cat Ridsdale	Present
Director at Large:	Jordon Staroba	
Director at Large:	Jasmin Beal	Regrets
Director at Large:	J'aime Brunet	Regrets
Director at Large:	Destiney Murtaugh	Regrets

CHAIR / SPEAKER: Jordan Andrews – NUSU President  
 RECORDED BY: Erin Edge – Secretary to the Board

Chair said that quorum has been reached.

**2. Adoption of Agenda**

**MOTION #17: ANDREWS/RATCLIFFE**

Be it resolved that the Board of Directors Meeting Agenda for August 23, 2016 be adopted as presented.

**MOTION CARRIED**

### **3. Adoption of Minutes**

**MOTION #18: ANDREWS/DEMPSTER**

Be it resolved that the Board of Directors Meeting Minutes for July 26, 2016 be adopted as presented.

**MOTION CARRIED**

### **4. Executive Updates**

a) **Report from the President**

See Attached (Appendix A)

b) **Report from the Vice-President Governance and Legal Affairs**

See Attached (Appendix B)

c) **Report from the Vice-President Communications**

See Attached (Appendix C)

d) **Report from the Vice-President Finance**

See Attached (Appendix D)

e) **Report from the Vice-President Services**

See Attached (Appendix E)

**FIRE ALARMS SOUNDS & INTERRUPTS MEETING at approximately 6:45 pm.**

**MEETING RESUMES at 7:31 pm outside.**

Brittaney Kent & Alex Cadotte are not present.

### **5. Renewed Building Project Budget Approval**

See Attached (Appendix F)

**MOTION #19: HAWCO/LOEFFLER**

Be it resolved that the Board of Directors approve the building project budget be increased to \$14 million dollars.

**MOTION CARRIED**

### **6. Reading Week**

See Attached (Appendix G)

**MOTION #20: LOEFFLER/STAROBA**

Be it resolved that the Board of Directors approve to close the NUSU office each Tuesday during reading weeks at Nipissing University and give executives and full-time salary staff the Tuesday off with full pay. Hourly staff will not be paid as the office is closed.

Abstain: RATCLIFFE/DEMPSTER/ANDREWS/HAWCO

**MOTION CARRIED**

**7. Approval of Policies**

a) Board of Directors Policy

See Attached (Appendix H)

**MOTION #21: DEMSPTER/LOEFFLER**

Be it resolved that the Board of Directors accept and immediately implement the Board of Directors Policy as presented.

**MOTION CARRIED**

b) Technology Sign Out Policy

See Attached (Appendix I)

**MOTION #22: DEMPSTER/LOEFFLER**

Be it resolved that the Board of Directors accept and immediately implement the Technology Sign Out Policy as presented.

**MOTION CARRIED**

c) Elections Policy

See Attached (Appendix J)

**MOTION #23: DEMPSTER/RATCLIFFE**

Be it resolved that the Board of Directors accept and immediately implement the Elections Policy as presented.

**MOTION CARRIED**

d) Clubs Policy

See Attached (Appendix K)

**MOTION #24: DEMPSTER/RACLIFFE**

Be it resolved that the Board of Directors accept and immediately implement the Clubs Policy as presented.

**MOTION CARRIED**

e) Sexual Violence Policy

See Attached (Appendix L)

**MOTION #25: DEMPSTER/RATCLIFFE**

Be it resolved that the Board of Directors table the sexual violence policy for an email vote at a later date.

**MOTION CARRIED**

f) Conference Policy

See Attached (Appendix M)

**MOTION #26: DEMPSTER/RIDSDALE**

Be it resolved that the Board of Directors accept and immediately implement the Conference Policy as presented.

**MOTION CARRIED**

**8. Other Business**

No new business presented.

**9. Adjournment**

**MOTION #27: ANDREWS/DEMPSTER**

Be it resolved that the Board of Directors meeting adjourn.

**MOTION CARRIED**

8:32 pm – Meeting adjourned.

  
\_\_\_\_\_  
JORDAN ANREWS, CHAIR

  
\_\_\_\_\_  
ERIN EDGE, SECRETARY

## APPENDIX A

### Report from the President for the August 23, 2016 meeting of Board of Directors

Since the last meeting of the Board, the Special Governance Commission has begun its work as was mandated after the Faculty Labour Dispute by the Nipissing University Board of Governors and the Nipissing University Academic Senate. The commission has been composed of two Nipissing University Board of Governors members to represent the university's administrative management, two Academic Senators to represent the university faculty and one student representative. In late 2015, the Vice-President Internal was elected by the NUSU Executive Committee to serve on the Commission and the position was to continue when the VP Internal was elected President.

The mandate of this commission has been to review the governance practices of the university and to recommend to the Board of Governors and Academic Senate best practices and improvements to the governance of the university.

Since then, the Commission composing of Mr. Steve Portelli and Mr. Tom Curry representing the Board of Governors, Drs. David Borman and David Tabachnick representing the Academic Senate and the President of the Student Union have been meeting on a semi-monthly basis and conducting the business of the commission via email. It was decided that the best way to complete the work and gather data would be to conduct an opinion survey of the interested parties of the university, namely the faculty, staff and students. It was decided that the NUSU President should be in charge of administering the survey to the students. Upon consultation with the commissioners and the NUSU Executive Committee, it was decided that rather than send the survey to all 5000 students, it would be more useful to send the survey to a select group that are currently involved or have been involved in the past with the governance of the university. This would serve a myriad of advantages, namely that targeting certain students would render higher quality answers and data for the survey. Simply put, asking 25 students with involved experience with university governance would be preferable to asking 5000 students who have little to no knowledge of the matter. It would also result in the commission having a smaller, more manageable pool of higher quality data. The deadline for submitting the questionnaire is the first of September when the commission will meet again, evaluate the data and decide how to proceed. The final report from the Special Governance Commission is due to the Academic Senate and the Board of Governors by October 1, 2016.

On the matter of the Building Project Trust Fund, some progress has been made in over the previous month. Currently, there has been little communication between the interested parties of the matter save through correspondence of lawyers. The VP Finance and International of Canadore College approached the NUSU Executive to discuss the matter of the Trust Fund. In a sit-down meeting with the President and the NUSU Vice President Services, the options for releasing the trust fund through an application to Scotia Bank were discussed. This would entail NUSU and Canadore

College making a joint application to Scotia Bank's trust fund department to set up two separate trust accounts, one for Canadore and one for NUSU. It was said that if this were to be done, NUSU would then be free to do what it wished with its money, as it would not be legally tied to Canadore's portion any longer. It was also discussed that if Canadore and NUSU worked together the money could be freed up relatively quickly. Canadore's reasoning for going with Scotia Bank was that it was the college's opinion that the Public Guardian Trustee would not accept an application to free up the trust funds unless it were to be going under the care of a third party that is in no way tied to either the college or the university.

The NUSU Executive Committee has been discussing the advantages and disadvantages of this option. The primary advantage is that this option is a solution that would result in the trust fund being released for use in the building project as originally intended. The primary disadvantage is that this option will result in more funds from the trust being used to pay the administrative fees of Scotia Bank. NUSU must however come to a decision soon.

As a development project within the city of North Bay, there are a series of development charges that are to be applied to the Student Centre Building Project totalling roughly \$150,000. Historically, it has been possible for these fees to be waived do to specifications in the bylaws for the city. Canadore College has in fact had the fees waived for the construction of their residence complexes. The NUSU President wrote a letter to the City Council formally requesting the waiving of these fees with support from Dr. Mike DeGagne and Mitchell Architects. Unfortunately, the request was denied through an email to Mitchell Architects. The NUSU Executive will be meeting with President DeGagne to speak about the matter in the hopes that the decision may be appealed.

As the university's twenty-fifth anniversary will be approaching in approximately a year's time, a committee has been struck to discuss the events. The NUSU President sits on this committee. So far, the group has met twice and several ideas have been suggested including the revision of the three paintings of historical figures (Shakespeare, Einstein and the Mona Lisa) and the possibility of three new paintings being commissioned for use in the event. The current consensus of the group is that the anniversary will take place over the course of an entire year with several events to celebrate the milestone. Another important event will be the unlocking of the Nipissing University time capsule. These events and more will be planned in more specific detail as the committee continues.

The primary focus of the office continues to be the preparation for Frosh Week as August draws to a close. As well, NUSU regrets that office assistant Jacob Baisley will be ceasing his employment with the student union after filling the position for several years. He will be missed as he leaves to pursue his placement and NUSU wishes to express its deepest thanks for all of his devoted service. Two new office assistants will be have been hired and their training is taking place over the week of August 22.

Thus completes the report from the President for the July 26, 2016 meeting of Board of Directors.

## APPENDIX B

Vice- President Governance & Legal Affairs' Update for the Board of Directors  
Prepared by: Jordan Dempster  
August 23rd, 2016

### Introduction

This document outlines my update to the Board of Directors of the tasks I have completed since the July 26th, 2016 Board of Directors meeting.

### Annual General Meeting (AGM)

I have finalized the date for our Annual General Meeting for our membership. It will be on Wednesday, October 5<sup>th</sup>, 2016 from 4pm-6pm in F213 (the Nipissing Theatre). We have the room from 3:30pm-6:30pm for set-up/tear-down. Jordan Andrews and I will be finalizing the agenda, and relevant business that needs to be carried out for our AGM. I have completed a drafted notice for the AGM that will be sent out to the membership in September. Typically, the AGM involves delivery of the summer report from all the Executives, deciding which auditors we will be using for this current fiscal year, and any other business that needs to be carried out. This year will not be as intense as last year, since the last AGM was focused primarily on the ratification of the new By-laws.

### Policy Update

There are 6 policies for approval for this Board meeting (Elections Policy, Clubs Policy, Sexual Violence Intervention & Response Policy, Conference Policy, Board of Directors Policy, and Technology Sign-Out Policy). There still several policies that are ready for the policy focus group, which I explained in my last report.

### Elections

Reminder of finalized election dates:

Student Senator By-elections – September 19<sup>th</sup> to October 4<sup>th</sup>, 2016

Executive position for the 2017/2018 academic year – January 16<sup>th</sup> to February 1<sup>st</sup>, 2016

Directors/Student Senator positions for the 2017/2018 academic year – February 27<sup>th</sup> to March 15<sup>th</sup>.

As previously stated, there is an Elections policy for your approval that I have created which will help govern how all elections will be ran, which is attached with a template nomination elections package for future members of the Elections Committee to use for their elections.

I also would like to have three (3) Board members be elected to the Elections Committee for the upcoming year, which we will complete during this meeting. According to the terms of reference, the CRO will be myself (VP Governance & Legal Affairs), and Brittany Kent (VP Communications) will serve as the DRO.



### Directors Handbook

As stipulated in my last report, both Jordan Andrews and I were working on relevant documents that we will be putting together in a handbook for all the Directors, which will be handed out during this meeting. I explained in my last report what this handbook would include. The handbook will also include an acknowledgment form that all Directors will sign and hand in to me that acknowledges that they have read and understood the contents in this handbook.

### New Office Assistant (OA) Part-Time Hires

After two and half days of interviews, the OA hiring committee that consisted of Markus Hawco, Erin Edge, Jacob Baisley, and myself had the Executive Committee approve the recommendation of hiring Tori Bellar, and Danielle Forest to be the new part-time OA's for this upcoming school year. They will both start training with Jacob, and Erin from August 22<sup>nd</sup>-August 26<sup>th</sup>, and will be ready to start on September 6<sup>th</sup>. Unfortunately Jacob, who has devoted many years to NUSU, will be leaving us on September 2<sup>nd</sup>, as he will be focusing on his last year of teacher's college. Jacob has been a very valuable asset to NUSU, and his commitment, hard work, and his charisma will certainly be missed. We wish him nothing but the best as he moves forward with his academic and future endeavors!

### Phase 3 Team Sponsorship Update

This has concluded for the summer. The only corporate sponsor that we were able to get was GoodLife Fitness. As stipulated previously, the objective of the Phase 3 team was to attain corporate sponsorship, which was a bonus.

### Terms of Reference – Academic Committee

I have currently put this on hold, however I may re-visit this at a later date to see if it is feasible to create a committee of this nature.

### Temporary Administrative Assistant

Our lovely Erin Edge will be leaving us on maternity leave for the year in October. We will be looking to hire a temporary Administrative Assistant in her absence. We are still currently finalizing all details for this temporary position and looking to start the interview process in late September. We thank Erin for her hard work thus far, and we look forward to seeing her return when her maternity leave is over!

### Board of Governors

The school year is vastly approaching, and with that, the University's Board of Governors will be starting up this September. As a voting member of the Board of Governors, I will not only be able attending the BOG meetings throughout the year but

also attending other supplementary events. A few events to note – The New Board Member Orientation will be occurring on the morning of September 2<sup>nd</sup>, 2016. This will consist of new Board members including myself who will be brought up to speed on how the BOG functions, etc. The BOG retreat will be occurring on the weekend of September 30<sup>th</sup> –October 1<sup>st</sup> at the Ecology Centre. The retreat consists of discussing the upcoming year for the University, its goals, etc., and an opportunity for all Board members to meet.

## APPENDIX C

Vice-President Communications Update for the Board of Directors  
Prepared by: Brittaney Kent  
August 23rd, 2016

### Campaigns

I have created a Facebook page that will have all of the information that I mentioned at the last meeting so the NUSUtalks page does not get flooded too often. I have been working on getting that done for the first portion of the semester.

I will be a part of a working group with Jen Gordon that will be looking at the current Nipissing University Sexual Violence Prevention Policy and Prevention Protocol, as well as Bill 132 and the recommendations that have been determined by the government. All Universities are required to have this completed by January 2017. We are also working together to coordinate a few events throughout the year.

We have completed a sexual violence statement that we would like to display at opening ceremonies at Frosh week, as well as our own protocol, which we are very proud of.

Sarah and I have met with CIBC, Community Living and Kiwanis to discuss possible partnership to provide students with life experience and opportunities to improve their resumes to further their development and set them up better for post-graduation.

### Marketing

The website has been doing well and we're continuously trying to make the website better whenever we can.

Currently we have a rate of 64.8% new users and 35% returning visitors. As of this afternoon, we have 3252 page views and an average of 2.86 pages per session. We will be attempting to look all of the analytics of our website as often as possible, to look into marketing strategies to continuously improve the foot traffic on the website.

Our app is ready for download, which we also have an analytics account for. It has multiple discussion platforms for students to connect on matters that include buy and sell, lost and found, housing, news, and ride sharing. You are able to add your courses and connect with other students in that course, manage a calendar and connect it with the NUSU events calendar. It also hosts almost all of the information students would need to know such as the services we offer, groups and clubs, as well as our health plan.

We have one more meeting left with Ali to discuss marketing strategies and ways to keep momentum with our app and ensure that a majority of our students have this app downloaded and connected to NUSU.

## Health Plan

Our representative from ACL/WeSpeakStudent, Jon Hillis, has now provided us with the data analysis information that Markus and I will now be able to look at and determine a health plan that will best provide for Nipissing Students' needs. Our goal is to have this finished prior to the AGM as we may need to meet referendum and we would like to launch a 5 month campaign at the AGM (only if we need to raise the overall health plan coverage by more than 20%).

I have a meeting with Sarah Cantin and possibly the Student Intervention Specialist and Casey Philips (Assistant Vice-President, Students) to participate in a webinar on Ceridian LifeWorks. This is a student lifeline that the students pay \$3.95 for. Sarah and I have a few concerns about this service and are looking more into if this service is worth paying for or if Nipissing University already provides the same services at no charge.

## Welcome BBQ

The pond area has been confirmed. We have multiple vendors that will be in attendance like CIBC, Shoppers, and ACL. It is well on it's way to being finalized. We have ordered the t-shirts, the food is taken care of, there are only minor details to confirm and finalize.

## APPENDIX D

### VP Finance Director Report: August 21<sup>st</sup>

First of all, I would like to apologize for my absence at the last meeting, but I am glad to see the policies being passed and good work getting done.

This month has been busy with summation of operations for the school year and the building project.

#### **Building Project**

With Richard Simm commitment well under way I have been in regular bi-weekly phone calls where I am assigned different tasks in order to complete the finance model for the requisition of loans for the building.

I have been in constant communication with Laurie from KPMG, Cheryl Sutton and the lawyers for trying to settle this trust fund ordeal and may have discovered a way yet. With simple change of semantics, we may have discovered to not only save students another building related tax but also change the tone of conversation to remove the trust fund money in a quick and secure process. We will keep you informed as this goes along.

Finally, a grimmer note we have crunched the numbers for an annual operating cost of the building. The anticipated operating cost upon immediate move in is roughly \$916,000 and with all positions filled within the organization structure close to 1,151,015 annually. This has sparked conversation for funding the building as current ancillary fees are not sufficient in doing so. What this looks like the executives will figure out and return to the board with more information.

#### **Audit**

The auditors did come in to complete the audit and we are still waiting on their reports to review and present to the board and later the AGM.

#### **Government**

We have put forward our applications to FedNor and NOHFC applications with all under the review process now.

We have heard back from FedNor Economic application and unfortunately the building does not meet the requirement

#### **Nursing Games**

The nursing games have taken a considerable amount of my resources to assist with as they have been in search for a bank account within the University and gain access to utilizing the charity number to issue charitable receipts. Reason being for this is that this allows the Nursing Games to reach out to bigger corporations and obtain larger sums by offering a tax write off receipt. As of this week I have completed the paperwork to start a regular account in the University so they can place deposits and invoices too. I am still working on the parameters and regulations in order to utilize the charity side of the University. This of course will take time as the CRA have charity receipts highly regulated.

## **Sponsorship**

Sponsorship for general operations is coming to a close. With all contracts signed and finalized we have our sponsors for Frosh week, and the handbook. In regards to the website, Safe Ride Home, Events and the NUSU Perk card those are continual as more businesses can utilize these marketing services we offer. With that Frosh week has received an even higher number of sponsors than previous years with all meals being provided by restaurants, top frosh prizes being yearlong memberships to Goodlife, product from Shear Oasis, Popeye's supplements, and more.

Although it'll be added to my summer report the handbook has yet again decreased in advertising revenue which begs the question if we should continue with the handbook or reallocate those resources.

The NUSU Perk card phase 1 map has been made with all its current sponsors, as more get added to the card the map will be updated. We are sitting at 15 locations for the perks card that are exclusive.

## **Budget**

I released the first monthly report for "July" which entails all spending to date in their respective budget lines. This can be found on the website.

## **Business department**

Connected with NUSU my work with NUBC is allowing a better connected business department with the faculty and students. By keeping faculty involved and updated they will be able to support the club and other university wide events. What is of importance is with NUBC properly functioning it has created a Marketing Society which will be program that allows marketing students to pick up 'marketing contracts' from different places in the school (NUSU) and market on their behalf/criteria. This could potentially alleviate the workload on the communications department as it will allow us to accrue a team of well-informed volunteers to complete marketing and advertising tasks for NUSU at a low expense cost (supplies.)

## **Overall**

It is sad to see the summer near completion however a lot of work has been done and previous records broken. We already see of course the surplus budget, highest sponsorship pull yet, and expense reductions across the board. I am confident that by the end of the term if this forecast remains the same we will be in even better shape financially.

## APPENDIX E

### **Vice-President Services Update Nipissing University Student Union Board of Directors**

#### **1. Frosh Week**

Frosh Week will be shortly upon us, as it is just under a week away. Before that happens however, our Frosh Leaders arrive for their training in order to better represent NUSU, and this university as student leaders. The training the Frosh Leaders will receive this year includes the following:

- Bringing in the Bystander facilitated by Jen Gordon
- Anti-Oppression facilitated by Dennis Chippa
- Social Media Awareness facilitated by Sarah McGowan and Brittaney Kent
- Consent facilitated by Jacob Baisley
- Team Building Exercise led by Markus Hawco
- Dance Training led and planned by Taryn Ross, Nicole Moser, and Spencer Garel.

We are making every effort possible to make sure we are fully prepared for Frosh Week this year. This includes a large amount of collaboration between all of our staff and executives as we work towards making sure this week is a success. We have planned for a total number of 440 students attending Frosh Week this year, and at this time we are sitting around 400 Frosh Kits sold.

Frosh Week preparations are almost complete, in large a massive thank you to our staff whom have had a heavy hand in those preparations. Everything we need is booked and firmed up. As of this moment we are on course to hit our total \$50,000 budget for Frosh Week - which is significant as it is drastically less than was spent last year.

#### **2. Shinerama**

Our Shine Day this year is Saturday, September 3rd, 2016. As always, Shine Day falls on the Saturday on Frosh Week, and we greatly encourage our Frosh Week students to participate in this event. For those who are unaware, our annual Shinerama campaign raises funds for Cystic Fibrosis Canada, and all proceeds go towards life saving research. Our monetary goal this year is \$20,000. It is our hope that between our Shine Day and the Shinerama Softball Tournament that we can hit this goal.

#### **3. Halloween Haunt**

This year, we are advertising Halloween Haunt as a student activity. This date for this event is Saturday, October 20, 2016. We are charging \$59.99 with tax, which includes students' tickets into the park as well as round trip bus ride to and from Wonderland. We have planned for the bus to leave from Nipissing at 2 PM on Saturday, October 20 and return to the University on Sunday, October 21 at approximately 4 AM.

We have the capacity to take 210 students down to Haunt with us, though we can return any tickets we do not use without incurring a charge for them.

#### **4. Student Activities**

Following up after Frosh Week, I will be planning student activities for the remainder of the academic year. This includes all student activities, movie nights, concerts, bar nights, etc.. My goal is to plan activities that cater to the variety of student interests on campus.

#### **5. NUSU Clubs**

NUSU Club Days fall from September 19-23 this year, and are a week long event. Club Days tables will be placed in the hallways outside of the Nipissing/Canadore bookstore. This is a great opportunity to Clubs to be able to advertise and to recruit members of this academic year.

Prior to Club Days, Markus and I will be hosting a Clubs Summit for all of the Club Executive. The purpose of this is to familiarize ourselves with the Club Executives, discuss new policies and bylaws, and to make the overall Clubs' program more effective on campus.



## APPENDIX F

**Nipissing University Student Union  
New Building, North Bay  
Project Budget  
19-Aug-16**

ITEM	SO BUDGET	DO BUDGET	VARIANCE	
<b>HARD COSTS</b>				
<b>ON-SITE CONSTRUCTION (Building and Site Development)</b>				
Building Construction	\$9,679,000	\$10,649,500	\$970,500	as per DO Estimate (Rev 1) including cost-saving measures
Construction Contingency @ 5%	\$483,950	\$319,485	-\$164,465	Reduced to 3% contingency
<b>Sub-Total</b>	<b>\$10,162,950</b>	<b>\$10,968,985</b>	<b>\$806,035</b>	
<b>FURNITURE AND EQUIPMENT</b>				
Furniture & Equipment	\$500,000	\$300,000	-\$200,000	estimate only
Site Furniture	\$0	\$0	\$0	costs to be confirmed/reconciled
Audio Visual Systems	\$0	\$431,000	\$431,000	
<b>Sub-Total</b>	<b>\$500,000</b>	<b>\$731,000</b>	<b>\$231,000</b>	
<b>TOTAL HARD COSTS</b>	<b>\$10,662,950</b>	<b>\$11,699,985</b>	<b>\$1,037,035</b>	
<b>PROFESSIONAL SERVICES &amp; FEES</b>				
Architecture/Engineering/Cost Consultant (6.5% fee)	\$638,278	\$678,096	\$39,818	
Additional Preliminary Architecture Services	\$25,818	\$25,818	\$0	
Academic Wing Study	\$7,000	\$7,000	\$0	
Programming & Site Selection Services	\$9,900	\$9,900	\$0	
Planning / Land Surveying	\$7,315	\$7,315	\$0	
Additional Land Surveying	\$4,735	\$4,735	\$0	
Severance Resubmission	\$1,900	\$1,900	\$0	
Traffic Study	\$8,500	\$8,500	\$0	
Geotechnical/Environmental Engineering	\$12,775	\$12,775	\$0	
Civil (Site) Engineering - fixed fee	\$29,350	\$29,350	\$0	
Audio Visual Design	\$30,600	\$30,600	\$0	
Food Services Consultant	\$28,750	\$28,750	\$0	
Landscape Architect	\$30,000	\$30,000	\$0	
Furniture and Equipment Design	\$50,000	\$57,820	\$7,820	
Commissioning Agent Services	\$25,000	\$25,000	\$0	
Real Estate Appraisal	\$2,034	\$2,034	\$0	
Business Consultant	\$11,968	\$11,968	\$0	
Environmental Assessment Study	\$0	\$0	\$0	Costs paid by University
Tree Clearing	\$8,173	\$8,173	\$0	
Legal Fees	\$20,000	\$20,000	\$0	client to provide estimate
Miscellaneous Fees (municipal approvals, etc.)	\$10,000	\$10,000	\$0	estimate only
Professional Expenses	\$33,400	\$33,400	\$0	
Soft-cost contingency (10%)	\$99,550	\$104,313	\$4,764	
<b>Sub-Total</b>	<b>\$1,095,043</b>	<b>\$1,147,447</b>	<b>\$52,402</b>	
<b>FINANCING</b>				
Interest charges				client to provide estimate
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>TAXES</b>				
HST (13%)	\$1,528,539	\$1,670,166	\$141,627	
Less HST Rebate (100%)	-\$1,528,539	-\$1,670,166	-\$141,627	client to confirm applicable tax rebate
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL</b>	<b>\$11,757,995</b>	<b>\$12,847,432</b>	<b>\$1,089,437</b>	

## APPENDIX G

### Background Information for the Decision to Have the NUSU Office Remain Open or Closed During Reading Week

#### Preamble

There currently is no standing policy or ruling regarding the status of the NUSU office during the Reading Weeks of the academic year. It has largely been left up to the staff and executive committee to decide whether or not to close the office during these weeks or to offer a reduced work schedule. The main issues that are faced involve forcing staff and executives to use vacation time to close the office, or to pay staff and executives while they are not working. Alternatively, with a reduced student population to serve during the week and less work to be done, the question of effective use of wages and time is raised. Previously, staff and executives have argued for and against having the office closed or open during this time. For example, the argument has been made to keep the office open only after vacation time was requested during the week under the assumption that the office would be open. This is clearly a biased argument and this situation puts all NUSU staff and executives in a conflict of interest. It has been, therefore that the Board of Directors shall dictate the state of the office during Reading Week. The following document lays out advantages and disadvantages of various cases to inform the Board's decision. The NUSU executives shall not be a part of the discussion.

#### Closing the Office

Closing the office can provide an opportunity for all NUSU employees a chance to re-cooperate from the stressful, and busy school year. Staff, in particular, work full time and could use this time as a source of relaxation in order re-cooperate. NUSU have student positions that are all attending Nipissing full time. They certainly need to utilize the break in order to finish assignments and stay on track with their academics. As a student-led organization, and predominately comprised of students, they should receive the benefits of being a student.

It is proposed that we close down the office for both reading weeks, and pay all NUSU employees their full salaries. Part-time employees (i.e. the OA's) will not be paid since they are hourly and it would mean that we would have to force a student to stay here for reading week.

#### Keeping the Office Open

All NUSU staff and employees are under salary-based compensation. What this means is that no matter the number of hours worked each employee will receive the same amount annually minus the office assistant. Therefore, closing the office and everyone taking a vacation week means we lose 40 hours' work of work from each staff and executive during this time.

In a numbers sense, 360 hours' work of work would be lost with all 9 employees taking this vacation. It is also equivalent of \$4849.60. That's not including EI, CPP or any other benefits employees get. Of course a well this for one reading week, take into account two and we have nearly \$10,000 vacation decision (9,699.20 to be exact).

With students gone staff and executives would be able to have the equivalent productivity of that in the summer without student interruption. This would allow projects to be completed, start new projects and catch up on the overall demanding tasks that the role requires.

Finally, it would allow executives to return to 40-hour work weeks allowing them to be productive and stretch the student dollar to an efficient amount once again.



**APPENDIX H**

**DRAFTED Board of Directors Policy**

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## **I. PREAMBLE**

The purpose of this policy is to provide a framework for the Board of Directors to operate from. This policy is meant to act as supplementary material to the established bylaws of NUSU and Robert's Rules of Order. If there is any disagreement between the formerly mentioned documents and this policy, the formerly mentioned documents shall prevail.

## **II. BOARD CONDUCT**

1. All Directors are bound by a Privacy & Confidentiality Agreement, which shall be given and signed by all Directors prior to the inaugural meeting of the Board.
2. Without limiting to Section 2 below, the conduct of each Director must conform to the rules, procedures, principles, policies, and guidelines set out in the NUSU Bylaws and this policy.
3. Each Director Agrees to:
  - a. Personally observe high standards of conduct that, at all times, preserves the integrity, dignity, and values of the Corporation;
  - b. Utilize the prestige of the office solely for the interests of the Corporation and neither favour special interests inside or outside the Corporation, nor allow personal relationships to affect official conduct or judgment;
  - c. Ensure that all official decisions taken and judgments exercised support the best interests of the Corporation;
  - d. Appropriately and diligently delegate additional responsibilities as required;
  - e. Support an environment conducive to the professional growth of all Members, including volunteers and staff;
  - f. Maintain the integrity of the Board by only exercising authority as a member when acting on behalf of the Board and ensure that all actions reflect the will of the Board;
  - g. Abide by all decisions of the Board;
  - h. To not misappropriate, damage, or possess without authorization any property of NUSU.

## **III. ATTENDANCE AT BOARD MEETINGS**

1. Regular attendance of Board Members is required to ensure a quorum and to expedite carrying out the Board's business.
2. Members who find themselves unable to attend a regular meeting of the Board in person or by teleconference shall notify the Secretary of the Board at least twenty-four (24) hours in advance of the meeting.
3. The Secretary of the Board shall advise the Chair of the Board of all such notices at the meeting of the Board.
4. Three (3) consecutive absences and/or five (5) total meetings will result in the Chair of the Board contacting the Member and may result in disciplinary action including termination from the Board.
5. If a Director cannot attend a meeting, efforts should be taken by that Director to attend via teleconferencing or other such means;
6. A paid staff person shall serve as recording secretary of the board. For closed sessions, the VP Governance and Legal Affairs shall act as the Recording Secretary. If the VP Governance and Legal Affairs cannot fill the position, the Board shall nominate a director to act as the recording secretary for that meeting.

## **IV. GENERAL RULES OF PROCEDURE AT BOARD MEETINGS**

The rules of procedure for Board meetings shall follow Robert's Rules of Order Newly Revised (1984). For any are not covered in this policy, refer to Robert's Rules of Order Newly Revised (1984).

1. to adjourn - debatable as to time only; majority vote required for adoption
2. to take a recess - not debatable; majority vote required for adoption
3. to raise a point of order or a question of privilege - personal - not debatable; admissibility of question is ruled upon by the Chair of the Board
4. to table a motion - not debatable; majority vote required for adoption

5. to take a motion from the table - not debatable; majority vote required for adoption
6. to postpone to a definite time applied to a pending question - debatable as to merit of postponing only; majority vote required for adoption
7. to amend - debatable; majority vote required for adoption

## **V. MOTIONS**

A motion must be moved and seconded before the subject matter of the motion is open for debate. When discussion on a motion takes place, Board Members will be placed on a Speakers' List by raising their hand to display their intention to speak. Each speaker will be given two (2) minutes to speak on the motion without interruption. Another Board member may only interrupt a speaker if that other member raises an appropriate Point of Order. The Chair of the Board may limit the number of speakers at their discretion.

## **VI. AMENDMENTS TO MOTIONS**

1. An amendment to a motion must fall within one of the following categories:
  - I. the deletion of certain words
  - II. the addition of certain words
  - III. the deletion of certain words and the substitution of others in their place
2. An amending motion that would nullify the original motion is not an amendment and cannot be introduced.
3. There cannot be more than two amendments before the meeting at one time. The second amendment must be an amendment of the first amendment. When an amendment has been accepted or rejected, another amendment may be introduced but only if it is different in purpose from the one previously defeated.
4. Voting is as follows:
  - I. on the amendment to the amendment or the second amendment
  - II. on the amendment on the motion if amendments have been defeated or on the motion as amended if an amendment has carried

## **VII. VOTING**

1. Each Member of the Board is entitled to one vote, subject to the provisions of (3) and (4) below. Unless otherwise provided, approval by a majority of the Members voting or by consent without objection shall be sufficient to carry a motion.
2. Voting shall be by show of hands unless a vote by ballot is demanded by any member present. When necessary, votes shall be counted and recorded; in favour, against, and abstentions.
3. The Chair of the Board may only cast a vote on a motion: a) to break a tie, or b) negatively, to create a tie, thereby defeating the motion.
4. A tie vote will defeat a pending motion.

## **VIII. POINT OF ORDER**

Only on a point of order or privilege can a member interrupt another member who is speaking (except that, with the consent of the speaker, questions may be asked). If a member feels that improper language has been used, irrelevant argument introduced or a rule or procedure broken, the member is entitled to "rise to a point of order", interrupting the speaker. The point of order must be stated clearly and concisely. The Chair of the Board shall decide without debate, though they may ask opinions. The resulting ruling may be appealed by no less than two other Board members (one making the appeal and the other seconding it). If appealed, the Chair of the Board states their decision and the point of appeal and then puts the question, which is not debatable: "Shall the decision of the Chair of the Board stand as the judgment of this meeting?" A simple majority determines the issue. This merely settles a point of procedure and is not a vote of confidence in the Chair of the Board.

## **IX. QUESTION OF PRIVILEGE**

If a member feels that a statement reflects on their reputation or that of the Board, the committee or Student Union, the Member is entitled to raise a "question of privilege". The procedure is the same as for a point of order.

#### **X. WITHDRAWAL OF MOTIONS**

General custom permits the withdrawal of a motion by consent of the mover and seconder, but if either objects, the motion must be put to a vote. This applies to both substantive motions and amendments.

#### **XI. ADJOURNMENT OF MEETINGS**

A motion to adjourn may be moved at any time. The motion requires a simple majority and, if passed, the meeting ends; if rejected, business continues.

#### **XII. BOARD COMMITTEES**

From time to time, Directors may be required to serve on different committees to make recommendations to the Board. Every committee, unless otherwise specified in this policy shall be subject to the following general regulations:

1. Regular meetings shall be held in the NUSU Board Room, or at such place or places as may be specified in notice of the meeting. Where feasible, all committees should prepare a regular meeting schedule and present the schedule to the Secretary of the Board.
2. Meetings other than regular meetings may be held at the call of the chair of the committee or, in their absence, at the call of the vice-chair of the committee. The meeting shall be held at such places and at such times as the chair or vice-chair of the committee respectively may appoint. On the requisition of any three members of a committee, the chair of that committee shall call a meeting of that committee. Notice of every meeting so called shall be delivered or emailed to each Member not less than forty-eight (48) before the meeting is to take place.
3. A meeting may also be held at any time and at any place without notice, if all the Members of the committee are present and consent thereto, or if, either before or after the meeting is held, those absent signify, in writing, their consent to the meeting being held in their absence.
4. A resolution signed by all Members of a committee shall have the same force and effect as if passed at a regularly constituted meeting. Voting conducted via email shall also serve this purpose.
5. The chair of the committee shall preside at meetings, and in their absence, the vice-chair of the committee shall preside. If both the chair and the vice-chair of the committee are absent, the Members present shall appoint one of their number acting-chair to preside at the meeting.
6. A simple majority (51%) of a committee, not including the President/Vice-Chancellor and the Chancellor, shall constitute a quorum.
7. Each voting Member of the committee present at a meeting shall be entitled to one vote on any given motion.
8. All motions at a meeting shall be decided by a majority of the votes of the Members present. The chair or acting chair may vote on all motions, and any motion on which there is a tie shall be deemed to be a failed motion.
9. Minutes shall be kept at every meeting of each committee, and it is the responsibility of the Recording Secretary of the Board to receive a report from each chair of the committee of such proceedings following the meeting.
10. In the event of a vacancy of a committee chair, the Executive Committee will bring a recommendation to the next Board meeting.
11. At the September Board meeting, elections will take place for representatives to fill the vacancies on the University committees as required.
12. Each committee must have a Terms of Reference that is approved by the Board. If there is a disagreement between any committee's Terms of Reference and this policy, the policy shall prevail.

## APPENDIX I



### DRAFT Technology Sign-out Policy

#### **Purpose**

In some instances, NUSU employees may need to use the NUSU laptop or other such NUSU IT equipment in order to complete various tasks. This includes, but is not necessarily limited to, taking minutes at meetings, completing approved work out of office, or used when away at conferences or meetings. The purpose of this policy is to outline the proper procedure and protocol of signing out the NUSU laptop or other NUSU IT equipment.

#### **Policy**

1. Employees (including staff, volunteers and executives) must reserve equipment in advance, and are also responsible for cancelling bookings when they no longer need the equipment as soon as possible. Equipment must be booked twenty-four (24) hours in advance of being signed out using the sign-out sheet. There must be Executive Committee approval if any bookings are made with less than this required notice period.
2. The borrower will be responsible for any and all damages to equipment while that equipment is in their possession provided the employee has taken reasonable caution to ensure the borrowed property's safety.
3. The borrower is responsible for the equipment until it has been checked back in. The borrower must not leave any equipment unattended.
4. No department or employee will be given priority when signing out equipment. Priority may be determined on a case-by-case basis by the Executive Committee depending on reasons for borrowing.
5. Anyone found to be abusing the equipment while it is in their possession may lose borrowing privileges for any period of time that shall be determined by the Executive Committee on a case-by-case basis. Inappropriate uses of the equipment include, but are not limited to, personal uses such as personal emailing not related to NUSU business, social media unrelated to NUSU business, personal financial transactions, personal internet browsing, any illegal activity or any activity not related to the purpose for which the equipment was signed out.
6. Borrowers failing to adhere to this policy, or who fail to return equipment in good working order, or fail to return the equipment, will be invoiced by NUSU for the full value of repairs and/or replacement on a case-to-case basis determined by the Executive Committee.



## **APPENDIX J**



### **DRAFTED Elections Policy**

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7.0	CAMPAIGN PERIOD
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## Definitions

For the purposes of this policy, definitions are as follows:

1. “All Candidates Meeting” means *the mandatory and initial meeting after the nomination period for candidates of the specified election is completed;*
2. “Board” means *the NUSU Board of Directors;*
3. “By-elections” means *any election of Directors, Executives, and Student Senator representatives that is not a general election and is completed in order to fill positions that are vacant;*
4. “By-laws” means *the NUSU By-laws;*
5. “College” means *Canadore College;*
6. “CRO” means *Chief Returning Officer;*
7. “CSC” means *Canadore Student Council;*
8. “DRO” means *Deputy Returning Officer;*
9. “Elections” means *any election for a NUSU position including Executives, and Directors, and other positions such as Student Senators and Valedictorians;*
10. “Elections Committee” means *the committee that is responsible for the administration and facilitation of all NUSU elections;*
11. “Election Official” means *one of the five members of the Elections Committee;*
12. “Elections Policy” means *the policy that is outlined herein;*
13. “Executive Committee” means *the Executives of NUSU;*
14. “Members” means *any registered Nipissing University student, outlined by the NUSU By-laws;*
15. “NUSU” means *Nipissing University Student Union;*
16. “University” means *Nipissing University.*

## 1. Introduction

### 1.1 Purpose

The purpose of this policy is to outline the proper procedures that are applicable to all Elections and By-elections in order to ensure fair and nonpartisan administration of these elections, which shall be facilitated by the Elections Committee. This policy acts as supplementary material to the NUSU By-laws, specifically Article 9.0. In the case of any disagreement between the By-laws and this policy, the By-laws shall prevail.

### 1.2 Policy Amendment

1.2a. The Elections Committee has the ability to make and propose amendments to the Board on all relevant elections’ policies, including this one stated herein, as long as they are in accordance with the NUSU By-laws.

1.2b. The Elections Committee, in conjunction with the Board, shall conduct an annual review of this particular policy.

## 2. Elections Schedule

## **2.1 Schedule Approval**

2.1a. The Elections Schedule must be presented to the Board at least fourteen (14) days before the first day of nominations.

2.1b. In the event that a By-election must occur in the fall, the Elections Committee must present an amended schedule as soon as practicable.

## **2.2 Call of an Election**

2.2a. NUSU shall advertise the start of the nomination period for an election at least fourteen (14) days in advance.

2.2b. The information provided by NUSU shall contain, but not necessarily limited to, the Elections' schedule, the list of available positions, nomination packages, and this particular Elections Policy.

2.2c. NUSU shall use their website, all relevant social media outlets, and any appropriate channels to advertise the elections.

## **2.3 Nomination Period**

2.3a. Nomination periods for elections shall be in accordance with the NUSU By-laws, article 9.0.

2.3b. Student Senator positions shall adhere to the same NUSU By-laws as both the Executive and Director-at-Large positions, according to article 9.0.

## **2.4 Campaign Period**

2.4a. The campaign period must not start before the All Candidates Meeting, and shall commence no sooner than 9:00 am on the following business day after the All Candidates Meeting for the election is complete.

2.4b. Campaign periods shall not last longer than ten (10) days after the All Candidates Meeting, and must last for a minimum of five (5) days after the All Candidates Meeting.

2.4c. The campaign period shall still continue through the voting period.

## **2.5 Voting Period**

2.5a. The voting period shall run over a minimum of two (2) days.

2.5b. The CRO is responsible for arranging the online ballot system via Blackboard to notify the Members of the corporation that the voting period has commenced, and the link to vote for their respective candidates.

## **3.0 Election Officials**

The NUSU Elections Committee shall consist solely of the Election Officials.

### **3.1 NUSU Elections Committee**

The Elections Committee shall comprise of five (5) NUSU Ex Officio members as follows:

1. The Vice-President Governance & Legal Affairs, or a designate (Chief Returning Officer – CRO);

2. The Vice-President Communications, or a designate (Deputy Returning Officer – DRO);
3. Three (3) Directors elected by the Board.

### **3.2 Chief Returning Officer (CRO)**

3.2a The CRO shall be the head administrator for all NUSU elections, and shall be the Chair of this committee. Any concerns or questions about elections may be sent to the Elections Committee at [election@nusu.com](mailto:election@nusu.com).

3.2b. The CRO shall be responsible for:

1. Administering the nomination packages for the respective election;
2. Reporting to the Executive Committee with updates from the Elections Committee;
3. Ensuring all By-laws and policies pertaining to elections stated herein are enforced;
4. Authorizing public and media notices via the Communications department that pertains to the elections to notify the membership of the corporation;
5. Organize and conduct the All Candidates Meeting for the various elections; and
6. Any other tasks assigned by the Board.

3.2c. Meeting minutes must be recorded for all Elections Committee meetings and provided to the Board.

### **3.3 Deputy Returning Officer**

3.3a. The DRO shall assist the CRO on all pertinent election matters as assigned by the CRO and/or Elections Committee.

3.3b. The DRO shall be responsible for:

1. Ensuring all By-laws and policies pertaining to elections stated herein are enforced;
2. Assuming the duties of the CRO if the CRO is absent or unable to continue and facilitate their duties that are stipulated within this Policy; and
3. Any other tasks assigned by the Board.

### **3.4 Qualifications**

3.4a. Election Officials shall:

1. Act impartial in fulfilling their duties; and
2. Not be a candidate or involved on a campaign team in any of the elections that they facilitate.

3.4b. If an Election Official intends to run in any of the elections or as part of a campaign team that said individual must supply written notice of conflict for that respective election to both the Executive Committee, and the Elections Committee. A new member must be elected by the Board to fill the temporary vacancy on the Elections Committee in order to meet quorum.

3.4c. Quorum for all Elections Committee decisions is a simple majority.

## **4.0 Eligibility of Candidates**

Any Member of NUSU, in accordance to the NUSU By-laws, shall be eligible to be a candidate in a NUSU election.

## 5.0 Nominations

### 5.1 Nomination Packages

5.1a. The CRO, along with the Elections Committee, will create nomination packages that pertain to the particular election that will be available at the NUSU office, and on the NUSU website at the start of the nomination period.

5.1b. The nomination package for all elections shall include (see appendix):

1. Acknowledgment and Authorization Form;
2. Contact Information Form;
3. Campaign Team Members Form;
4. All-Candidates Meeting Attendance Exemption Form;
5. Student Signatures for Nomination Form;
6. Candidate Budget Form;
7. Campaign Rules;
8. Link to both the Elections Policy, and NUSU By-laws; and
9. Elections Calendar or Schedule;
10. Elections Committee Contact Information.

### 5.2 Nomination Protocol

Members involved in running for a position must:

1. Obtain the nomination package;
2. Fully review and understand all contents within the package;
3. Return their completed packages to the NUSU office prior to the All Candidates Meeting;
4. The NUSU employee who receives that package shall sign, and mark the time and date that the packages was received, and pass the package along to the CRO;
5. The CRO shall store the signed forms of the nomination packages in a secured area, along with any other confidential information.

### 5.3 Nomination Signatures

In order to be nominated for any of the positions as stipulated below, the potential candidates must acquire a certain number of signatures from the Members, along with their printed name, student number, and their University student email.

1. Executive position (President, Vice-President Governance & Legal Affairs, Vice-President Finance, Vice-President Services, and Vice-President Communications) - 25 Member signatures;
2. A Director-At-Large position – 10 Member signatures;
3. A Student Senator position (Arts & Science, Applied & Professional Studies, Education, and Graduate) – 10 Member signatures;
4. Signature requirements for other positions (i.e. Valedictorian) shall require 10 Member signatures.

### 5.4 Approval of Candidacy Eligibility

5.4a. The CRO shall complete all verification of the nomination packages within forty-eight (48) hours of the close of the nomination period. Upon the completion of the verification process, the CRO shall determine the eligible candidates.

- 5.4b. A Member who returns their nomination package after the completion of the nomination period will not be considered and will be ineligible for candidacy.
- 5.4c. In the event that a nomination form contains an error or an omission or is determined to be invalid, the CRO shall provide the Member with a twenty-four (24) hour period to correct and submit their nomination package.

## **6.0 All Candidates Meeting**

### **6.1 Meeting Time**

The CRO will facilitate and organize the All Candidates Meeting for all NUSU elections at the end of the nomination period and before the start of the campaign period.

### **6.2 Candidate Attendees**

- 6.2a. The approved candidates must attend the All Candidates Meeting.
- 6.2b. In the event that the candidate cannot attend the All Candidates Meeting, the All-Candidates Meeting Attendance Exemption Form from the nomination package must be filled in and approved by the CRO.
- 6.2c. If either the candidate or a representative for a candidate fails to attend the All Candidates Meeting, that candidate will automatically be disqualified from the Election.

### **6.3 Agenda for the All Candidates Meeting**

The All Candidates Meeting shall contain the following agenda items:

1. The introduction of Elections Committee members;
2. The introduction of the candidates;
3. A review all pertinent policies and rules;
4. The provision of contact information for Elections Committee members;
5. A review of the election appeals process; and
6. An opportunity for candidates to ask questions or address concerns.

## **7.0 Campaign Period**

### **7.1 Candidate List**

The Elections Committee, in conjunction with the NUSU Communications department, shall advertise a list of all the election candidates and the positions they are running for through the NUSU website, and on NUSU social media platforms.

### **7.2 Campaign Rules**

The following guidelines outline how a campaign shall be ran fairly, and legitimately by a candidate:

1. Campaigning is any message or activity that promotes or highlights a candidate;
2. All candidates shall act with integrity and professionalism during their respective campaign;
3. A candidate under no circumstances shall slander another candidate, or produce libelous content towards any other candidates;

4. Only the candidates and the verified campaign team members are permitted to engage in campaigning;
5. Campaigning shall not take place in either the NUSU office or any shared spaces between the University, and the College;
6. No candidate is permitted to use or wear any clothing materials that contain any University logo, any NUSU logo, or any of the University or NUSU slogans in the course of their campaign;
7. No candidate shall use any of the University or NUSU resources for the purpose of their campaign. This includes, but not necessarily limited to, any University or NUSU social media channels, office materials, etc.;
8. Current NUSU employees who decide to run for candidacy must take an unpaid leave of absence for the duration of the campaign/voting period.
9. Any current NUSU employee or director is prohibited from endorsing any of the candidates, and shall not help in a candidate's campaign in any way;
10. NUSU volunteers cannot campaign on behalf of any candidate while acting in the capacity of a NUSU volunteer; and
11. For campaigning in Residence complexes (Governors House, Chancellors House, Founders House, and Townhouse Residence Complexes), the CRO shall contact the residence officials to establish the guidelines in these complexes, and notify all candidates of such guidelines.

### **7.3 Campaign Teams**

- 7.3a. A campaign team member is any current University student who assists the candidate in any aspect of their campaign.
- 7.3b. The candidate is responsible for the actions of each of their campaign team members during the course of the election.
- 7.3c. All campaign team members must fill out the necessary information on the Campaign Team Members Form that is provided in the candidate's nomination package before the start of the campaign period.
- 7.3d. Candidates shall notify the CRO if they are adding or removing a campaign team member. The CRO must approve in writing the decision of the candidate's request.
- 7.3e. No candidate shall affiliate with each other in the form of a party, coalition, team, or slate.

### **7.4 Campaign Materials**

- 7.4a. Campaign materials refer to any item or message that promotes a candidate. This includes, but is not necessarily limited to, posters, stickers, buttons, banners, distributed flyers, and communications through websites and social media platforms.
- 7.4b. All physical campaign materials (i.e. posters) must be approved by the Elections Committee and initialed by both the CRO and DRO before usage.
- 7.4c. All campaign materials shall be removed from around campus within twenty-four (24) hours after the end of the voting period.

### **7.5 Guidelines for Campaign Materials**

- 7.5a. Campaign posters shall be submitted electronically to the CRO and DRO for approval in a PDF format or brought to the NUSU office prior to the start of the campaign

period. A candidate at any point during the campaign period can add a new poster as long as it has been approved and initialed by both the CRO and DRO. Candidates may not exceed seventy-five (75) 8.5" x 11" posters, and must only use white sticky tack for placing posters and other authorized campaign materials on campus surfaces (i.e. an authorized wall).

7.5b. Campaign handouts must be submitted electronically to the CRO and DRO for approval in a PDF format or brought to the NUSU office prior to the start of the campaign period. A candidate at any point during the campaign period can add a new handout as long as it has been approved and initialed by both the CRO and DRO. Candidates are entitled to unlimited amount of handbills, as long as they do not exceed 4.25" x 5.5" in size.

7.5c. Candidates are permitted to send their platforms electronically in a PDF format to CRO for approval. Once approved, in conjunction with the Communications department, the CRO shall place the platforms on the NUSU website, and social media channels.

7.5d. Candidates are permitted to use social media channels as a form of campaigning. They are entitled to use one Facebook event page, and may actively send unlimited messages and posts to this Facebook page. The candidate must provide NUSU with the link of their Facebook event page to be posted on the NUSU website and NUSU social media platforms. The candidates may also use their personal Facebook page for the duration of the campaign period. The Facebook events page must cease to exist seven (7) days after the election has been completed.

7.5e. In continuation of section 7.5d., candidates may also use Twitter for campaigning purposes. Candidates are entitled to either use a current Twitter account, or create one (1) new Twitter account for campaigning. However, they are prohibited to use both simultaneously. In the event that a new Twitter account was created for the sole intended use of campaigning by the candidate, that account must cease to exist within seven (7) days after the election has been completed.

7.5f. Candidates are permitted to use videos, if they choose to do so, during the campaign period. The video(s) must be sent to the CRO and DRO for approval, which must be completed within twenty-four (24) hours of the submission. Videos are prohibited to use coarse language, contain alcohol or the promotion of alcohol consumption, the use or promotion of drug use, and/or display any logos affiliated with the University, the College, NUSU, and/or CSC.

7.5g. The use of campaign materials in classrooms is strictly forbidden. This includes, but is not necessarily limited to, posters, handouts, and videos. Verbal campaigning, with the permission of the instructor, in a classroom is, however, permitted.

## **7.6 Campaign Budget**

7.6a. Each candidate is entitled to a maximum of two-hundred (200) dollars to use for their campaign.

7.6b. The candidate must submit the complete Candidate Budget Form, accompanied with all itemized receipts of the expenditures to the CRO or DRO within twenty-four (24) hours of the end of the voting period.

7.6c. Any in-kind good(s) or service(s) given to a campaign/candidate will be assigned a "market-value" price as determined by the Elections Committee and will be included as part of the total campaign spending limit. The candidate must provide written proof of the



potential “market-value” to act as an itemized receipt, and also fill out that “in-kind” good(s) or service(s) on the Candidate Budget Form.

## **8.0 Voting Period**

### **8.1 Eligible Voters**

Eligible voters are members who are outlined in the By-laws.

### **8.2 Voting Process**

8.2a. The CRO is responsible to send in all candidate information such as the name and position of the candidate to the respective individuals at the University who control Blackboard for voting.

8.2b. The Member shall receive an email through their student email addresses on voting instructions and the link to Blackboard to vote. Each Member is entitled to one (1) vote per position. For Student Senator positions, only the Membership of each faculty shall vote for the candidate running for their respective faculty’s Student Senator representative.

8.2c. In the event that the online voting system fails to function properly, the Elections Committee, in conjunction with the Executive Committee, shall decide an alternative for voting. Refer to s.8.3-8.6 for voting by ballot system.

### **8.3 Polling Stations**

8.3a. Polling stations, if used, shall be opened no later than 9:00am, and closed no earlier than 6:30pm.

8.3b. The polling station(s) shall be constructed in way that allows privacy for all voters.

8.3c. The polling station(s) shall be staffed by at least one (1) election official from the Elections Committee.

8.3d. The polling station(s) shall be located in prominent and approved areas of the University.

### **8.4 Polling Restrictions**

8.4a. Candidates shall remain a fair distance away from all designated polling station(s) except to vote.

8.4b. Candidates shall remove any campaign materials that are within a fair distance from all designated polling station(s). That distance shall be determined and monitored by the CRO.

### **8.5 Ballots**

8.5a. Members will vote by completing ballots.

8.5b. Each ballot, created by the Elections Committee, shall identify each of the positions contested in the election, list the candidates’ names in alphabetical order for each position, and a check box beside their name, along with a checkbox with “Spoil” for each position as well. For an uncontested position the checkboxes shall be “Yes” and “Spoil”.

8.5c. When a Member completes their ballot vote, they shall seal their ballot and place the ballot in the ballot box supervised by the elections official at the polling station(s).

### **8.6 Counting Ballots**

8.6a. At the end of each voting day, the Election Officials shall drop off the ballot box to the CRO. The Elections Committee shall collectively count the ballots at the end of each day, and the CRO shall handle and properly secure all ballots. The CRO shall keep records of the ballot counts.

8.6b. The CRO shall keep all ballots for at least seven (7) days in case of a re-count appeal. A re-count, if called, is a one-time only procedure.

8.6c. Each candidate can send a scrutineer to the ballot count at the end of each day in order to ensure proper counting.

## **8.7 Results**

Election results of the ballot count, whether online or by ballot, must be released within twenty-four (24) hours of the close of the voting period.

## **8.8 Ties**

8.8a. In the event of a tie between candidates for a position, a by-election shall occur within seven (7) days of the close of the voting period. This by-election shall consist of one (1) voting day. The voting system for the one (1) voting day shall be administered online via Blackboard, however in the event the Blackboard system is not functional, the voting system shall be by ballot, and follow the procedures outlined by s.8.3 – s.8.6.

8.8b. The tied candidates will be able to campaign after the CRO announces the one (1) voting day, and are entitled to campaign until the end of that voting day.

## **8.9 Election Outcomes**

8.9a. The candidates for Executive positions with the most votes by the members shall be declared the winner of their respective position.

8.9b. The candidates for the Director-At-Large positions with the most votes by the members shall be declared the winner(s).

8.9c. The candidates for the Student Senator positions with the most votes by the members of their respective faculty shall be declared the winner of their respective position.

## **8.10 Disqualification of Winning Candidate**

8.10a. For the seven (7) day period following the close of the voting period, in the event that a successful candidate in an election is disqualified, the runner-up of that respective position shall be the new successful candidate. After the 7 day period, vacancies will be dealt with in accordance with the By-laws.

8.10b. If the respective position is a single candidate position, a By-election shall be held at a later date in order to fill that position.

8.10c. Refer to s.9.6 to see how a candidate can be disqualified.

## **9.0 Complaints and Penalties**

### **9.1 Authority**

9.1a. The CRO, in conjunction with the Elections Committee, shall have the authority to issue penalties to candidates as stated in section 9.5 of this policy.

## **9.2 Submission of Complaints**

9.2a. A member may issue a complaint to the Elections Committee in accordance to matters relating to this Elections Policy.

9.2b. The complaint shall be submitted in writing to the CRO via email which must include the member's contact information, their student number, the full details of their complaint(s), and must be sent from their student email address.

## **9.3 Investigation of Complaints**

9.3a. The CRO, in conjunction with the Elections Committee, shall investigate submitted complaints and decide whether or not action is required.

9.3b. The CRO shall notify the individual who sent in the complaint within forty-eight (48) hours of the receipt of such complaint and inform the complainant if action was deemed necessary.

9.3c. If action is deemed necessary, the CRO shall send the full summary of the complaint to the accused candidate within forty-eight (48) hours of the complaint submission. The

accused candidate shall be given reasonable opportunity to be heard by the CRO, in conjunction with the Elections Committee, before a final decision is made.

9.3d. There shall be no public acknowledgment of a submitted complaint to anyone other than the complainant, the subject of the complaint, and the Elections Committee.

9.3e. In the event that the CRO, in conjunction with the Elections Committee, rules that a candidate has failed to comply with this policy, the By-laws, or any other governing documents, then a final, written decision via email shall be sent to the accused candidate with a rationale.

## **9.4 Cause for Penalty**

Causes for penalties issued to a candidate shall include, but are not necessarily limited to:

1. Failure to follow this Elections policy, the By-laws, and any other governing documents;
2. Improper campaign materials and/or improper use of campaign materials;
3. Bullying or coercion of other candidates and/or Members;
4. Any sabotage of other candidates' campaigns;
5. Failure to submit a campaign budget with proper requirements;
6. Campaigning in unauthorized areas and;
7. Campaigning before the start of the campaign period.

## **9.5 Types of Penalties**

The CRO, in conjunction with the Elections Committee, may issue the following types of penalties to candidates:

1. Restrictions on future campaigning, and future campaign expenditures;
2. Disqualification from the Election;
3. Monetary fines;
4. Any combination of these penalties.

## **9.6 Disqualification**

Violations of the following nature will result in an automatic disqualification of the candidate:

1. Non-attendance by the candidate or pre-designated representative at the mandatory All-Candidates Meeting;

2. Where the candidate is not a member of the corporation, as defined in the NUSU By-laws;
3. Any candidate spending over the maximum spending limit of \$200.00 during campaign;
4. A candidate accruing the amount of \$150.00 in fines, or greater;
5. A candidate receives three (3) written strikes from the Elections Committee;
6. Any attempted interference in the process of voting in an election;
7. Entry beyond the front desk of the NUSU office during the campaign period *without express permission* from the Elections Committee; and/or
8. Any criminal activity that a candidate performs during campaigning.

## 10.0 Appeals

### 10.1 Appeals Body

10.1a. All appeals shall be heard collectively by the Elections Committee.

10.1b. All appealed decisions made by the Elections Committee are final and non-appealable.

### 10.2 Appeals of Election Results

10.2a. Any candidate has the right to challenge the validity of the elections results through a written submission via email within forty-eight (48) hours of the release of the unofficial elections results.

10.2b. All written submissions for an appeal must contain the appellant's name, student number, contact information, and a detailed explanation of the reason for challenging the results. This must be sent via their student email.

10.2c. The Elections Committee shall investigate the appeal, and provide a decision with rationale within forty-eight (48) hours of the receipt of the written appeal.

### 10.3 Appeals of CRO Decisions

10.3a. Any candidate reserves the right to challenge the CRO's decision under this Elections policy within twenty-four (24) hours of such decision being made.

10.3b. All written submissions for an appeal must contain the appellant's name, student number, contact information, and a detailed explanation of the reason for challenging the results. This must be sent via their student email.

10.3c. The Elections Committee shall investigate the appeal, and provide a decision with rationale within forty-eight (48) hours of the receipt of the written appeal.

### 10.4 Retraction

An appellant who has submitted a written appeal of any nature may retract their appeal at any time by submitting a written request via their student email, addressed to the Elections Committee.

## 11.0 Appendix

### **NUSU [POSITION] Nomination Package [TERM OF POSITION (IE 2015/2016)]**

**Nominations Open:** [FULL DATE]

**Nominations Close:** [FULL DATE]

*Packages must be handed in by 4:30pm to the NUSU Reception Desk at the NUSU Office. No late submissions will be permitted.*

**All-Candidates Meeting:** [FULL DATE]

[EXACT LOCATION], @ [EXACT TIME]

*Attendance at the All-Candidates Meeting is mandatory!*

#### **Positions Available:**

- [POSITION 1]
- [POSITION 2]
- ...

#### **By-Law Information:**

The governing legislature of the elections process for the Nipissing University Student union is available online at: <http://nusu.com/page/governing-documents>

The Elections Committee will discuss and review relevant By-law articles and operational policies at the mandatory All-Candidates Meeting.

Good luck on your nomination process. We will see you ALL, on [FULL DATE AND TIME] for the All-Candidates Meeting!

Best of luck,

The Elections Committee

[NAME] (CRO)

[EMAIL]

[NAME] (DRO)

[EMAIL]

[NAME]

[NAME]

[EMAIL]

[EMAIL]

[NAME]

[EMAIL]

### **Important Dates**

**Nominations Open:** [FULL DATE] at [EXACT TIME]

**Nominations Close:** [FULL DATE] at [EXACT TIME]

**All Candidates Meeting:** [FULL DATE] at [EXACT TIME]

**Campaign Period Open:** [FULL DATE] at [EXACT TIME]

**Campaign Period Close:** [FULL DATE] at [EXACT TIME]

**Debate [IF APPLICABLE]:** [FULL DATE] at [EXACT TIME]

**Online Voting Dates:** [FULL DATE] at [START TIME]  
[FULL DATE] at [END TIME]

### **Nomination Process Rules**

1. Nominators must be a student currently attending Nipissing University with a valid student number and student e-mail address. PLEASE NOTE: In order for students to receive an email, deeming them eligible to vote, their preferred email in WebAdvisor MUST BE their Nipissing University e-mail.
2. During the nomination process, potential candidates may communicate their platform, on a one-on-one verbal basis with potential nominators.
3. Attendance at the All-Candidates Meeting is mandatory for all those seeking election. If the candidate themselves cannot attend the meeting, they must submit the appropriate form attached to the nomination package by 12:00pm (noon) on [EXACT DATE]; the day of the All-Candidates Meeting to be reviewed and approved at the direction of the Elections Committee, and send a Campaign Team member replacement in their absence, if approved.
4. Students may only seek nomination for one of the advertised positions.
5. All candidates in the election must sign a waiver, stating that they meet all qualifications, and allowing the Chief Returning Officer to access the information necessary to verify that they meet the required qualifications as set out in the By-laws governing the position

they seek.

**Please hand in the following pages from this package before the close of nominations on [FULL DATE AND TIME]:**

1. Acknowledgement and Authorization
2. Contact Form
3. All-Candidates Meeting Attendance Exemption Form (if necessary)
4. All Student Signature pages (however many)

### **Campaign Rules**

Candidates should refer to Article 9.1 through 9.10 (Elections and Referenda of the NUSU By-Laws) for basic campaigning and election rules, as well as the NUSU Elections Policy. Enforcing reasonable sanctions on any such candidate may be determined as per the rules set out in this document or discussed at the All-Candidates Meeting.

Strikes will be given to candidates who offend, break or violate the rules outlined below. Three strikes will result in immediate disqualification, via the Elections Committee.

Questions and concerns can be directed to the Elections Committee at [CRO EMAIL] and/or [DRO EMAIL].

### **General Rules:**

1. No candidate shall slander another candidate or produce campaign materials which are libelous towards any other candidates.
2. No candidate shall show support towards individual candidates for ANY position.
3. No candidate may use NUSU resources during the course of their campaigning.
4. Candidates may not use the Nipissing University or NUSU logos, or Nipissing University or NUSU slogans in the course of their campaigning.
5. Candidates must be as diligent as possible about eliminating litter caused by their campaign materials in all buildings, and on university/campus grounds. An excessive amount of litter (as judged by the Election committee) that is caused by campaign materials will result in a fine.
6. Candidates may not use stickers.
7. Candidates may not actively campaign inside any spaced shared with Canadore College, such as the library, the Education Centre, or the large cafeteria. Candidates may not solicit students while in these areas; however, candidates will be permitted to wear campaign materials in these areas (to a reasonable extent, outlined by the Elections Committee during the All-Candidates Meeting) while entering these spaces as a student. In regards to Residence, Candidates must follow Residence rules for campaigning. Tables will be permitted in hallway outside The Campus Bookstore for the duration of the campaign period (February 1<sup>st</sup>-10<sup>th</sup>).
8. Expenses of all campaign materials for each candidate must be recorded on the attached budget form, and is to be handed in to the NUSU Reception Desk by [FULL DATE AND TIME]; NO LATER.
9. Current NUSU employees running for any NUSU position will take an unpaid leave of

- absence during the campaign period and will not be allowed in the NUSU Office.
10. No NUSU affiliated staff/directors/senators/working volunteers shall endorse or support any candidate during the campaign. This includes:
    - a. Putting up posters
    - b. Handing out handbills
    - c. Social Media promotion or support
    - d. Campaign Team support and promotion

*All campaigning will begin at [FULL DATE AND TIME] and all campaigning will cease on [FULL DATE AND TIME].*

#### **Poster Rules:**

1. Candidates must submit all campaign poster designs to the Elections Committee for approval (submit to [EMAIL]). Please submit files in a PDF format. Handmade posters (Bristol boards, banners, etc.) *MUST* be signed in pen by the CRO and DRO.
2. Candidates are asked to submit electronic copies of their posters to the Elections Committee at [EMAIL] no later than [FULL DATE AND TIME]. Posters submitted after this time will be accepted, but must not be placed around the university until approved by the Elections Committee.
3. Candidates may not exceed seventy-five 8.5" x 11" (or equivalent) posters.
  - a. Posters will be inspected each day of the campaign period.
  - b. Poster locations will be made public at the All-Candidates Meeting to the election candidates.
  - c. White sticky tack is to be used for placing posters and campaign materials, and nothing else.
4. Candidates are responsible for all posters displayed around campus after the campaigning period has ended. Candidates may not place posters once the campaign period has ended.
5. Candidates must remove their posters NO LATER than [FULL DATE AND TIME].

#### **Handbill Rules:**

1. Candidates must submit electronic copies of all handbill designs to [EMAIL] for approval before [FULL DATE AND TIME]. After this point, handbills will be accepted; however, they will not be cleared for distribution until approval.
2. Handbills must not exceed 4.25" x 5.5" (or equivalent) in size.
3. Candidates are responsible for printing and distributing their own handbills.
4. Candidates may not distribute handbills in classrooms, in the large cafeteria, or in the Harris Learning Library.
5. Candidates are responsible for all handbills displayed around campus after the campaigning period has ended. Candidates may not distribute handbills once the campaign period has ended.

#### **Website Rules:**

1. Each candidate will be allowed one campaign website, if they so choose; on which, they must post a link to the election information found on [www.nusu.com](http://www.nusu.com)
2. Candidates shall not tease, or launch their website until the campaign period has officially begun.



3. Candidates may leave their websites live after campaigning has ceased, if they so choose.

#### **Facebook Rules:**

1. Candidates will be permitted one Facebook event page and one public Facebook group page, if they so choose.
  - a. Candidates are permitted to send unlimited numbers of messages and posts to event and group page members.
2. Candidates are permitted to use their personal Facebook pages to campaign
  - a. Candidates must provide a link to the election information on [www.nusu.com](http://www.nusu.com) from their Facebook event page and Facebook group page.
3. Facebook event pages and group pages may remain live after the close of campaigning and voting.
4. Candidates are permitted to use personal Facebook pages to promote voting during the voting period.
5. Candidates may not “like”, “follow”, or “join” any other candidate’s pages, so to not endorse other candidates.

#### **Twitter Rules:**

1. Each candidate may either create a new Twitter account to use for the duration of their campaigns, or they may continue using a current Twitter account, if they so choose. Candidates will not be permitted to use both for campaigning purposes.
2. There is no limit to the number of Tweets candidates can make during the campaign period.
3. Candidates’ Twitter accounts may stay open after the end of campaigning and voting.
4. Candidates are permitted to use campaign Twitter accounts to promote voting during the voting period.
5. Candidates may not interact with other candidates via Twitter, so not to endorse them.

#### **Video Rules:**

1. Videos that candidates wish to use for the campaign period must be sent to the Election Committee for approval. The committee will review the video and approve it within 24 hours of submission.
2. Videos may not: use coarse language, use or showcase the use of alcohol or alcohol-like substances, use or showcase the use of drugs or drug-like substances, use or showcase any sexual themes or sexualized content.
3. Candidates may not endorse other candidates through video footage. This includes production, editing, filming, acting, and “sharing” of the video footage.

#### **Classroom Rules:**

1. The use of posters or campaign materials within classrooms is strictly forbidden; however, supporters of candidates and candidates themselves will be permitted to have buttons visible in classrooms, and nothing else.
2. Verbal campaigning within the classrooms requires permission of the presiding faculty member.

#### **Campaign Team Rules:**

1. Candidates are responsible for the actions, verbal, physical or digital, of their campaign

- team.
2. Candidates must submit the names, if any, of all campaign team members no later than [FULL DATE AND TIME].
3. Any changes, if any, to a candidate's campaign team must be submitted immediately in writing, email is permitted, to the Chief Returning Officer (CRO) and is subject to the approval or denial of the Elections Committee.

**Budget Rules:**

1. The total cost of a candidate's campaign shall have a value of no greater than \$200.00 Canadian dollars.
2. Any in-kind good(s) or service(s) given to a campaign/candidate will be assigned a "market-value" price as determined by the Elections Committee and will be included as part of the total campaign spending limit.
3. An itemized account of all expenditures must be submitted to the Chief Returning Office (CRO) and the Deputy-Returning Officer (DRO) within twenty-four (24) hours after the closing of the polls, and these accounts must include a written receipt or bill for each separate item of campaign material.

**Violation of Campaign Rules:**

1. Charges of violations shall be submitted in writing to the Elections Committee who shall rule on the charge.
2. The Elections Committee may also lay charges of violations of campaign rules on its own initiative.
3. Charges of violation must be laid in writing within twenty-four (24) hours of the close of voting to the Chief Returning Officer (CRO). If charges are laid after the twenty-four (24) hour period, the Elections Committee shall make inquiries and/or disciplinary action where necessary.
4. The Elections Committee shall meet accordingly to discuss any charges of violations, and to decide on the appropriate actions to be taken.
5. For a decision of the Elections Committee to be valid, two (2) of the Elections Committee members and the Chief Returning Officer (CRO) must be present at a meeting and the decision must have simple majority.
6. A written report of any Elections Committee minutes will be made available to members on written request within a forty-eight (48) hour period. Any discussion that may lead to a candidate being disqualified from the election shall be done in camera.
7. The Chief Returning Officer (CRO) must inform a candidate of any fines received via email within twenty-four (24) hours of the Committee's decision. The candidate will be considered to have been informed 6 hours after the email is sent. The email must inform the candidate of their right to appeal.
8. Fines shall be assessed on the following basis:
  - a. A poster outside the regulated Elections Committee display area: \$5.00 per poster collected/reported.
  - b. Pre-campaigning: \$20.00 per incident.
  - c. Any other fine related decision of the Elections Committee made by a unanimous vote.
9. Violations of the following nature will result in **AUTOMATIC DISQUALIFICATION** of the candidate(s):
  - a. Non-attendance by the candidate or pre-designated representative at the mandatory All-Candidates Meeting
  - b. Where the candidate is not member of the corporation, as defined in the NUSU

Governing Documents/By-laws.

- c. Any candidate spending over the maximum spending limit of \$200.00 during campaign.
  - d. A candidate accruing \$150.00 in fines or greater.
  - e. A candidate receives three (3) written strikes from the Elections Committee.
  - f. Any attempted interference in the process of voting in an election.
  - g. Entry beyond the front desk of the NUSU office during the campaign period *without express* permission from the Elections Committee.
  - h. Any criminal activity that candidates perform during the campaign period.
10. For the 7-day period following the close of the voting period, in the event that any candidate in the election is disqualified, the runner-up will take the place of the disqualified candidate.
- a. If there was no runner-up in the election for the disqualified candidate, a by-election will take place at a later specified date.

**Appeals of the Elections Committee Decisions:**

1. A candidate is deemed to have been informed of an Elections Committee decision six (6) hours after the decision is emailed.
2. Appeals regarding decisions made and/or sanctions levied by the Elections Committee shall be made in writing to the Chief Returning Officer (CRO) within forty-eight (48) hours of the candidate being informed of the decision.
3. Appeals from an Election Committee decision shall be made in writing to the Board of Directors (BOD) only after an appeal to the Executive Elections Committee has been made. Appeals to the BOD shall be made in writing within three (3) days of being informed of the results of their appeal to the Executive Elections Committee. The Board shall investigate in reference to the rules outlined in this document.

**Appeals of Election or Referendum Results:**

1. Any student may challenge the validity of an election result in a written submission to the Elections Committee within two (2) days after the close of voting.
2. Written submissions appealing election or recount results shall contain the appellant's name, student number, telephone number and address, as well as a detailed explanation of the reason(s) for challenging the result(s).
3. The Elections Committee shall investigate the appeal and decide on the appropriate action.
4. No record of vote shall be destroyed until thirty (30) days, after the close of voting.

**Acknowledgement and Authorization**

I, \_\_\_\_\_, being a nominee for the position of:

- [POSITION 1]
- [POSITION 2]
- ...

of the [ENTITY POSITION BELONGS TO (IE NUSU)], do acknowledge:

- i. That I am a member of the corporation, as defined in the NUSU Governing Documents/By-laws;
- ii. That I am currently enrolled in at least one course, and therefore a member of the Nipissing University Student Union, in the [CURRENT YEARS] academic year, in accordance with the NUSU By-Laws Article 5.1;
- iii. That I will be enrolled in at least one course, and therefore a member of the Nipissing University Student Union, in the [UPCOMING YEARS] academic year, in accordance with the NUSU By-Laws Article 5.1;
- iv. That I authorize the Nipissing University Student Union (NUSU) to verify statements i. ii. and iii. above;
- v. Further, I agree to be bound by the rules of the Governing Documents of the Nipissing University Student Union (NUSU) and to abide by all the decisions of the Elections Committee.

Dated at North Bay, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

(Nominee)

---

(Witness)

---

(Chief Returning Officer)

**[TYPE OF ELECTION] Elections [YEAR] Contact Form**

Please ensure this form is filled out in its entirety, as this will be the means for contact during the electoral process for information and questions.

**Nominee Name:** \_\_\_\_\_

**Nominee Email:** \_\_\_\_\_

**Nominee Phone/Cell Phone #:** \_\_\_\_\_

**Campaign Team Information***(if applicable)*:

<b>Name:</b>	<b>Email:</b>	<b>Phone Number:</b>

---

(Nominee)

---

(Chief Returning Officer)

**All-Candidates Meeting Attendance Exemption Form**

*\*Must be submitted, no later, by [FULL DATE AND TIME]*

**Candidate's Name:** \_\_\_\_\_

**Reason for Not Attending:**

- Academic Engagement
- Family Event
- Employment
- Other: \_\_\_\_\_

**Campaign Team Member Replacement:**

\_\_\_\_\_

**Campaign Team Member Replacement Phone #:**

\_\_\_\_\_

We, the undersigned, acknowledge that the candidate is unable to make the scheduled "All-Candidates Meeting", and that the Campaign Team Member Replacement will be responsible for relaying all information to the candidate and their campaign team. Furthermore, the candidate acknowledges that any information missed as a result of lack of candidate's presence is not considered to be a valid excuse for the ignorance of the infractions.

\_\_\_\_\_

(Candidate's Signature)

\_\_\_\_\_

(Campaign Team Member Replacement's Signature)

**Election Committee Approval:**

- APPROVED
- DENIED

\_\_\_\_\_

(Chief Returning Officer's Signature)

\_\_\_\_\_

(Deputy Returning Officer's Signature)

**[TYPE OF ELECTION] Election [YEAR] - Student Signatures for Nomination**

Candidates *must* have, a minimum of [MINIMUM] signatures from students currently attending Nipissing University with a valid student number and student email address to be nominated.

	<b>Student Name:</b>	<b>Student #:</b>	<b>Student Email:</b>	<b>Student Signature:</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**[TYPE OF ELECTION] Election [YEAR] Budget Form**

Please keep track of all expenditures and hand this form in to the NUSU Reception Desk, no later than, **[FULL DATE AND TIME]**.

Item/Description	Sub-Total	HST	TOTAL
		Total Initial Costs:	
		Total HST:	
<b>Note: \$200.00 Budget</b>		Total Financing:	

I, the below signee, acknowledge that this budget form is, to the best of my knowledge and ability, a proper representation of the expenses incurred during my campaign.

---

(Candidate Signature)



## **APPENDIX K**



### **DRAFTED Clubs Policy**

#### **Table of Contents**

1.0	INTRODUCTION
2.0	EXPECTATIONS OF A CLUB
3.0	REGULATIONS
4.0	CLUBS' GOVERNANCE
5.0	APPROVED CLUBS
6.0	DE-RATIFICATION OF A CLUB

## Definitions

For the purposes of this policy, definitions are as follows:

1. "Activity" means *an internal meeting of the members of a club*;
2. "Approval" means *the process by which a club is formally approved by the NUSU Vice-President Services, and is recognized as a bonafide club within the NUSU structure and community*;
3. "Club Executive Officer" means *an executive from a NUSU approved club*;
4. "Clubs Policy" means *the policy that is outlined herein*;
5. "Club's Week" means *a week where all NUSU approved clubs are able to advertise their club to University students*;
6. "Director" means *a NUSU Director-At-Large*;
7. "Event" means *an organized occasion that is marketed by a club to Nipissing University students and the community*;
8. "Executive Committee" means *the Executives of NUSU*;
9. "Meeting" means *a regularly scheduled meeting of the members of a club*;
10. "Members" means *any registered Nipissing University student, outlined by the NUSU By-laws*;
11. "NUSU" means *Nipissing University Student Union*;
12. "Sponsorship" means *receiving any benefit from an organization or business in return for access to the student market. This includes, but is not limited to, money or in-kind donations*;
13. "University" means *Nipissing University*.

## 1. Introduction

### 1.1 Purpose

The purpose of this policy is to outline the responsibilities and benefits of clubs, protect the interests of both NUSU and its recognized clubs by mandating their responsible creation and administration.

### 1.2 Rationale

Clubs play an extremely vital role in the hosting of extracurricular activities for students on the University campus. The clubs provide both engaging and social environments for students to interact, build relationships, foster a sense of community, and build their skills in an area of interest.

NUSU will provide clubs with basic funding to assist them in facilitating both activities and events that fit within the NUSU mission and vision, and to present a feeling of

community for the student population. NUSU is responsible for governing and supporting clubs by overseeing their startup and appeals processes; membership eligibility and recruitment; constitutions and executive officers; rights and responsibilities; grants, Events, travel and finances; disciplinary measures and club closure.

## 2.0 Expectations of a Club

The following list entails the expectations of a NUSU approved club:

1. The existence and activities of clubs must not impose a legal liability on, or damage the interests of NUSU;
2. Events are subject to NUSU approval, and the discretion of the Vice-President Services;
3. Clubs ensure that a majority of their membership is composed of University students;
4. Clubs maintain that their only financial resources are in accounts managed by NUSU;
5. Clubs are responsible for compiling and submitting an annual report to the Vice-President Services, as well as the Vice-President Finance at the end of each fiscal year;
6. Clubs receive benefits including;
  - a) The opportunity to apply for grants to support club operations and event initiatives;
  - b) Assistance with club administration, financial resources, and event planning and promotion; and
  - c) Assistance in obtaining resources from University.

## 3.0 Regulations

### 3.1 Starting a Club

A club may be approved by the Executive Committee if it:

1. Is open to University students;
2. Proposes carrying out activities that obey federal and provincial laws, municipal bylaws, University regulations, NUSU bylaws, policies and procedures, is non-commercial, and does not infringe on the rights or privileges of others;
3. Does not duplicate an existing University or NUSU service or NUSU club; and
4. Submits a completed Club Status Application Form to the Vice-President Services.

### 3.2 Appeal Process

3.2a. In the event that a club is not approved, the club may appeal to the Executive Committee.

3.2b. A club must have addressed the concerns outlined by the Executive Committee and must have taken steps to rectify these concerns prior to requesting an appeal.

3.2c. The Executive Committee must respond to an appeal in writing and inform the applicant within 30 days.

3.2d. The result of the appeal process is final.

3.2e. Clubs may re-submit an application one year from the date of the original submission.

### 3.3 Club Naming

Clubs are prohibited to use the word “union” in their name.

### 3.4 Membership Eligibility

3.4a. All members are eligible for club membership.

3.4b. Clubs may charge a membership fee if the fee is approved by the Club's Executive Officers, the Vice-President Services, the Vice-President Finance and the University.

3.4c. Clubs may have exclusive membership based on their mandate, with supporting rationale, subject to Approval by the Vice-President Services.

### **3.5 Membership Recruitment**

Acceptable recruitment methods include:

1. Advertising at Club's Week;
2. Distributing posters, banners or flyers adhering to University and NUSU guidelines, with general information or inviting prospective members to information meetings, social gatherings or other events;
3. Accepting members through sign-up campaigns;
4. Awareness days or weeks;
5. Participating in University events;
6. Promotion in University classrooms (instructor pre-approval is mandatory);
7. Promotion through Social Media platforms; and
8. Other methods approved by the Vice-President Services.

## **4.0 Clubs' Governance**

### **4.1 Club's Constitution**

A club's constitutions must:

1. Outline the name and purpose of the club, descriptions of its Club Executive Officer positions, meeting requirements and procedures, procedures for the democratic election of its Club Executive Officers, a constitutional amendment process, a list of which Club Executive Officers may act as signing authorities, and a breakdown of any applicable membership fees;
2. Be filed within two (2) months of approval;
3. Be approved by the Vice-President Services;
4. Adhere to federal and provincial laws, municipal bylaws, University regulations, and NUSU bylaws, policies and procedures; and

5. State that is not an agent or representative of NUSU and that its views and actions in no way represent NUSU.

#### **4.2 Executive Officers**

4.2a. Each club is required to have no more than four (4) Club Executive Officers (i.e. President, Vice-President, Treasurer and Programmer)

4.2b. An individual student may not occupy more than one executive position at one time within the same club.

4.2c. A list of the Club Executive Officers including names, student ID numbers, titles, telephone numbers, and student email addresses must be provided to the Vice-President Services. Any changes to the Club Executive Officers of the respective club must be submitted, via an Executive Officer Update Form, to the Vice-President Services within one (1) week of the change.

4.2d. All clubs must hold annual elections for their Club Executive Officers.

4.2e. Elections must be conducted at a meeting that is open to all members.

4.2f. Voting for Club Executive Officers can take place at the same Meeting that nominations are called.

4.2g. Club Executive Officers must be University students.

4.2h. The Executive Committee and Directors are not permitted to be signing authority for clubs.

### **5.0 Approved Clubs**

#### **5.1 Clubs' Rights**

Upon approval from the Vice-President Services, a club is entitled to:

1. Advertise as an official NUSU club;
2. Be advertised on the NUSU website;
3. Recruit members and collect membership fees that shall not exceed \$10.00 CDN and are subject to approval by the Vice President Services and the University;
4. Access University facilities (as per university regulations and existing NUSU/ University agreements) for provision of facilities and services;
5. Participate in Club's Week;
6. Request assistance from the Vice-President Services for an Event or consultation on any club related issue or concerns;
7. Request NUSU club locker space (if available).
8. Request access to club funding;
9. Post approved materials on designated club posting/NUSU bulletin boards;

10. Create it's own social media accounts, the names of which must be given to the Vice-President Services. All social media accounts must be open groups;
11. Receive coverage under the NUSU insurance policy while conducting sanctioned club events.

## **5.2 Clubs' Responsibilities**

5.2a. Upon approval, a club must:

1. Undertake all dealings in accordance with applicable NUSU bylaws, policies and procedures;
2. Adhere to its mandate as stated in its club constitution;
3. Abide by the Clubs Policy;
4. Abide by the municipal and provincial regulations regarding alcohol;
5. Inform the Vice-President Services of Club Executive Officer changes to the club;
6. Inform the Vice-President Services and the Vice-President Finance of any fundraising activities or sponsorships they are applying for;
7. Have their Sponsorship approved by the Vice-President Services and Vice-President Finance;
8. Reply to all correspondence within five (5) business days;
9. Hold at least one (1) general membership meeting per fall and winter semester;
10. Forward all constitutional amendments to the Vice-President Services within five (5) business days of being approved by the club membership;
11. Ensure the club's name is clearly visible on all club advertising or publications;
12. Only participate in inclusive activities and events;
13. Work respectfully within the University community;
14. Send two (2) Club Executive Officers to the annual clubs training;
15. Keep financial records;
16. Pay debts within thirty (30) days of notification;
17. The Vice-President Services must review and approve a contract before entering;
18. Receive appropriate permission(s) when using any logo;
19. Require Club Executive Officers to meet with the Vice-President Services at least two (2) times per academic year; and
20. File an annual report no later than April 30th.

5.2b. Following approval, a club can collect student identification numbers of any of its members for the purpose of verifying status as a University student, given consent by those students.

### **5.3 Club Grants**

5.3a. Clubs may apply for funding as outlined in the Clubs Handbook.

5.3b. Funding opportunities are available to clubs once per academic year, not including event grants, and includes an operations grant of \$200.00 CDN.

5.3c. Clubs must expect at least 75% of event attendees to be current University students in order for the club to receive an event grant from NUSU.

5.3d. Certain clubs may be restricted from receiving clubs funding. These include, but are not limited to, clubs that are politically affiliated, religiously based, or are otherwise exclusive in their membership.

### **5.4 Club Events**

5.4a. Clubs must notify the Vice-President Services prior to hosting or advertising an Event.

5.4b. Clubs are permitted to host bake sales or potluck events on campus, provided that they follow the guidelines established in the University policies and in the NUSU Clubs Handbook.

5.4c. Clubs that are purchasing food for their Events must follow the University food service requirements.

### **5.5 Club Travel**

5.5a. Clubs must adhere to NUSU practices regarding travel.

5.5b. Clubs are not covered under NUSU insurance for travel.

5.5c. Clubs are responsible for acquiring the personal insurance necessary to adequately account for all of their travel insurance needs.

5.5d. Insurance costs may be included as part of a clubs' grant request.

### **5.6 Club Advertising**

5.6a. Clubs must receive approval of advertisement from the Vice-President Services before advertising.

5.6b. Club promotions, advertising, and communications, in conjunction with the NUSU Communications Department, must comply with the NUSU advertising standards practices.

### **5.7. Club Finances**

5.7a. Clubs must use NUSU's Finance Department, in conjunction with the Vice-President Services and follow the club accounting practices outlined in the Clubs Policy.

5.7b. A completed NUSU Club Cheque Requisition Form must be submitted to the Vice-President Services and the Vice-President Finance for reimbursement. The Club Cheque Requisition Form must have supporting documentation and itemized receipts attached (if

available). Funds are not released until the appropriate documentation has been submitted to the Clubs Department.

5.7c. NUSU reserves the right to conduct financial reviews periodically, at the discretion of the NUSU Finance Department, to examine the financial integrity and operations of a club. Reviews and findings will be made available to the Vice-President Services.

5.7d. Any unused NUSU Event grant money is withdrawn from a club's account and returned to the NUSU Club Event Grant budget line by the end of the fiscal year.

5.7e. Clubs cannot enter into a deficit position.

5.7f. If a club goes into debt, they are not eligible to receive further grant money until their debt has been repaid.

5.7g. The NUSU Finance Department withdraws funds from a club account that owes a debt for any NSF cheque. It is the club's responsibility to re-solicit or acquire funds from an individual or the business that has written them an NSF cheque.

5.7h. Funds remaining in a closed or de-ratified Club Account will be transferred into the Club Holding Account after 30 days unless otherwise directed by the club's executive and the Vice-President Services.

## **5.8 Room Bookings**

All clubs' classroom and venue bookings are vetted through the Vice-President Services and the Administrative Assistant.

## **5.9 Clubs and Liability**

NUSU clubs must obtain event coverage insurance at least two (2) weeks prior to the event and file a copy of the insurance with the Vice-President Services. Failure to provide proof of such insurance will result in immediate revocation of NUSU's approval for the Event.

## **5.10 Club Probation**

5.10a. At the recommendation of the Vice-President Services, the Executive Committee will review breaches of responsibilities outlined in this policy and makes recommendations as to how a club must rectify its error and the timelines within which these changes must be made.

5.10b. The Vice-President Services may place a club on probation.

5.10c. Clubs that are placed on probation must be notified of their probationary status, in writing, within two (2) business days of the Executive Committee's decision.

5.10d. While on probation, a club has their financial account frozen and no longer has the rights and privileges of a NUSU approved club.

5.10e. Any club that fails to rectify the issues for which it was put on probation, within a timeframe of one (1) month, will have its approval revoked.



## **6.0 De-ratification of a Club**

### **6.1 De-ratification Procedure**

- 6.1a. A written notice to de-ratify a club must be submitted to the Executive Committee
- 6.1b. The Vice-President Services has the final authority to de-ratify a club.
- 6.1c. De-ratified clubs will be notified of de-ratification by email within two (2) business days.
- 6.1d. Reasons for de-ratification will be communicated in this email.
- 6.1e. De-ratified clubs may appeal this decision in writing to the Executive Committee within ten (10) business days of notification of the de-ratification.
- 6.1f. De-ratified clubs must wait one year before reapplying for club status.

### **6.2 Club Closure**

- 6.2a. A club may dissolve itself by completing a Club Closure Form.
- 6.2b. The Vice-President Services may initiate a club closure due to one year of inactivity.
- 6.2c. The Vice-President Services has the final authority to close a club.
- 6.2d. The Vice-President Services communicates closed status to a club's Executive Officers by email within two (2) business days.
- 6.2e. Unused funds from a club account may be used toward the original club mandate or be donated to a not for profit organization.
- 6.2f. A closed club cannot be re-opened; however, a new club may use a closed club's former name.

## APPENDIX L



### DRAFTED Sexual Violence Intervention and Response Policy

#### **Purpose**

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, directors, and volunteers in the event that an individual has experienced sexual violence.

#### **Introduction**

The Nipissing University Student Union stands with survivors of sexual violence, regardless of circumstance. We pledge to believe and listen to all survivors. We stand with Nipissing University and their commitment to address sexual violence - both on campus and in the community - through awareness, education, outreach, and the provision of materials to support survivors.

In partnership with Nipissing's #NUPerspective campaign, NUSU will continue its efforts to promote and facilitate campus-wide conversations regarding sexual violence and prevention. NUSU - in conjunction with the #NUPerspective team - will be organizing a variety of events and initiatives to end sexual violence through prevention and education.

NUSU will allow the following principles to guide us in the creation of a safe campus.

1. Survivors will be believed and respected as the final decision-makers regarding their own best interests.
2. We respect the choices of survivors surrounding what and how much they disclose about their experience.
3. We will strive to provide academic accommodations to support survivors.
4. We will respect the formal procedure in place for responding to incidents of sexual violence.
5. The institution will engage in public education and prevention initiatives.
6. The statement applies to everyone who lives, works, or studies on campus.

Sexual violence means any sexual act or act targeting an individual's sexuality, whether physically or psychologically, that has harmful implications to the overall well-being of an individual. This includes, but is not necessarily limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without their consent, and cyber harassment or cyberstalking of a sexual nature.

## **Procedures**

### **Disclosure**

An individual who has experienced sexual violence may decide to disclose their situation to another individual. Disclosing sexual violence is different from making a report of sexual violence. In a disclosure, the survivor is telling someone about what has happened in order to receive supports, services, safety planning and/or academic accommodations. People most often disclose in order to access Supports and Services (both informal and formal).

In the event that someone discloses their experience to a NUSU employee or volunteer, here is the procedure to follow which shall guide their conversation:

1. Believe them – it is important for the NUSU representative to believe them and remind them that the experience is not their fault;
2. Respect Confidentiality – The NUSU representative must respect and fully ensure that the information shall remain in confidence unless otherwise specified by the survivor;
3. Ask them what support looks like for them. Remember that not every individual wants to report to the police or authorities. It is important to establish how they want to proceed with regards to support and services;
4. Value their boundaries – It is important that the NUSU representative does not pry or press for additional details from their experience;
5. Empathize – individuals deal with trauma differently. It is important to recognize that you may not have an answer or solution to the problem. Remind them that you are there to support them.

The following list provides several examples of what NOT to do when receiving a disclosure:

1. Do not react with disbelief, disgust, or anger at anything they tell you;
2. Do not do/say nothing;
3. Do not give advice. As a NUSU representative, it is not in our capacity to provide advice with respect to sexual violence;
4. Do not insist or persuade them into any course of action (i.e. report to University counselors);
5. Do not contact the police against their will;
6. Do not conduct a personal investigation into their experience, or pursue further details on your own.

Ultimately, how they want to proceed after disclosing their experience is up to the individual, and that shall be respected and practiced by NUSU representatives.

### **Reporting**

Reporting is the formal procedure that occurs when an individual discloses their experiences with sexual violence to an authority. This includes, but is not necessarily limited to, reporting the experience to Nipissing University Residence Life, Nipissing University, Campus Security, North Bay Police Services, Medical Assistance and Forensic Medical Exam, Civil Claim (civil suit against a perpetrator for damages suffered), and/or Community Counselors.

In the event an individual would like to proceed with a formal report, here is the procedure as follows:

1. Provide the individual with the necessary contact information. This includes all relevant contact information for the services stated above. The NUSU representative can refer the individual to our website to find such information.
2. The NUSU representative must continue to be supportive, empathetic, and provide a reasonable amount of assistance while respecting professional boundaries.
3. The NUSU representative shall also respect confidentiality unless otherwise advised by the individual in question.

### **Intra-Office Procedure**

In the event that an experience of sexual violence occurs within the NUSU office, all reports should be made to the President and Vice-President Communications, who will follow through on the report as required by law. Should the President or the Vice-President Communications be the one who experiences sexual violence, they shall report to the other. If both parties are involved in an incident, the report should be brought to Nipissing University's Human Resources Department.

## APPENDIX M



### DRAFTED Conference Policy

#### **Purpose**

The purpose of this policy is to recognize that some NUSU employees will have to attend business conferences/meetings outside of North Bay for an extended period of time. This policy will outline the protocol and procedures for out of town conferences/meetings.

#### **Hotels**

Professional conferences or meetings that occur outside of North Bay may require booking of accommodations.

1. NUSU representatives that are attending a professional conference are responsible for the booking and confirmation of hotel accommodations ahead of time, unless the conference hosts provide accommodations for their conferences.
2. Conferences typically occur at hotels; however the NUSU delegate is not required to stay at that particular hotel. It is expected that the NUSU delegate(s) complete every effort to acquire reasonably priced accommodations within a reasonable distance to the location of the conference.
3. The NUSU delegate will use their corporate credit card to book the hotel room, if need be. The delegate is responsible for any additional charges to the room that is outside of the price of the accommodation.

#### **Per Diem**

NUSU employees shall not be required to bear the full burden of the cost of meals on business related trips. A NUSU employee shall be entitled to fifteen dollars (\$15.00) per day in order to offset meal costs outside of the actual conference or meeting itself. The per diem amount does in fact include any applicable tip.

A NUSU employee may choose one of the following methods to claim a per diem reimbursement:

1. An employee who possesses a NUSU corporate credit card may purchase up to the amount listed per day, when other meals are not provided. The cardholder must provide an itemized receipt for each per diem transaction, along with the conference itinerary/schedule. Alcohol purchases on the corporate card are strictly prohibited. In the case that an alcohol purchase is made on the corporate credit card, NUSU shall be reimbursed, and the employee may face disciplinary action. A picture of the receipt will suffice as proof if the original, itemized receipt is misplaced.
2. In the event that a NUSU employee does not possess a corporate credit card and has to use their personal funds, that employee shall provide the itemized receipts to NUSU for reimbursement. A picture of the receipt will suffice as proof if the original, itemized receipt is misplaced.