

NIPISSING UNIVERSITY STUDENT UNION

AMENDED as of July 26th, 2016

Executives of the Corporation Policy

1. Election of Executives

1.1. The Members shall elect the President, Vice-President Finance, Vice-President Governance & Legal Affairs, Vice-President Services and Vice-President Communications.

2. Responsibilities of Each Executive

2.1. Each Executive shall produce a report in the months of September, November, January, and March to be presented to the Board of Directors detailing the actions of the same Executive over the course of the month.

2.2. Without derogating from the powers of each Executive, no Executive shall exercise any power not delegated to them in the Governing Documents without the explicit consent of the Executive Committee or the Board of Directors.

3. Duties of the President

3.1. The President is the chief executive officer of the Corporation and in that capacity is charged with the general management and supervision of the Corporation and shall establish the goals and objectives of the Executive Committee in conjunction with the other Executives.

3.2. The President must service as the chairperson for all meetings of the Executive Committee and of the Board of Directors.

3.3. During the absence or inability of any other Executive, either due to a Conflict of Interest or otherwise, the President may exercise the duties and powers of that office.

3.4. The President shall be responsible for representing the Corporation on the Nipissing University Board of Governors.

3.5. The President shall be responsible for representing the Corporation on the Nipissing University Academic Senate.

3.6. The President is required to either sit on, or deliver reports to, the boards and committees on which they hold a position.

3.7. The President shall endeavor to fill all seats on all Committees during the Board of Directors' orientation session of each calendar year.

3.8. Unless otherwise expressly set out in the Governing Documents, the President is authorized to make unilateral decisions on behalf of the Corporation, subject to the following criteria:

3.9.1. After diligent and reasonable efforts, the President is unable to convene a meeting of the Board of Directors or the Executive Committee, as applicable; and

3.9.2. It is unavoidable and absolutely necessary that the decision be made as per the current Nipissing University Student Union By-laws before a meeting of the Board of Directors or Executive Committee, as applicable, can be convened, such that, failing to make an immediate decision would result in irreparable harm to the Corporation; and

3.9.3. The President is not in a Conflict of Interest with respect to the decision in question; and

3.9.4. The decision is reported to the Board of Directors, and the Executive Committee, and the next meeting of each entity.

3.10. The President shall notify the Members of any General Meeting.

3.11. The President is responsible for addressing political matters on a municipal, provincial, national and international level that affect the Members or the Corporation, and for transmitting any related information to the Board of Directors, the Executive Committee, the Committees, Clubs, or other student groups, as applicable or appropriate.

3.12. The President is responsible for maintaining a line of communication with the Board of Governors and the Nipissing University administration.

3.13. The President is the primary point of contact and shall be responsible for all relations with municipal, provincial, national, and international student organizations, and shall transmit information relation to the Corporation to these groups as applicable or appropriate, unless decided otherwise by the Executive Committee.

3.14. The President or their designate is the primary liaison between the Executive Committee and all Staff, and shall be the only member of the Executive Committee that has the authority to issue directives to the Staff through the Chief Administrative Officer on behalf of the Executive Committee, provided that those directives have been authorized by the Executive Committee.

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3.15. The President shall be responsible for preparing application packages and advertising for the positions of NUSU Speaker and Recording Secretary.

3.16. The President is responsible for advertising to fill any and all positions on the Elections Committee; including but not limited to the CRO.

3.17. If the Board of Directors is not available to meet to direct the Elections Committee the President shall so direct. For clarity, it is the President's responsibility to ensure that the Governing Documents are being following with respect to the Elections Committee.

3.18. The President, together with another Executive, is responsible for signing any Material Agreement, as approved by the Board of Directors. For clarity, two signatories shall be required to endorse any such Material Agreement. If the President unavailable, or the office is vacant, any other Executive may sign.

3.19. The President is responsible for the appropriate use of the President's discretionary line in the budget for the current fiscal year.

3.20. The President shall produce a written "Summer Report" at the beginning of the first semester that must be submitted to the Executive Committee to be included in the Executive Committee report to the NUSU Board of Directors. Said report shall include:

3.20.1. All material work or business carried out on behalf of the corporation;

3.20.2. An evaluation of the success of any projects undertaken; and

3.20.3. Tentative plans for the remainder of the academic year.

3.21. The President shall produce a written "Final Report", which must be submitted to the incoming executives by April 30th of every year. Said final report shall include:

3.21.1. General summary of the President's term in office;

3.21.2. An account of any material issues encountered by the President during their term in office and how they were addressed; and

3.21.3. Recommendations for the incoming President and Executive Committee.

3.21. The President shall attend at least one (1) provincial meeting of the Canadian Federation of Students.

3.22. The President shall perform any other duties as assigned by the Board of Directors.

4. Duties of the Vice-President Finance

4.1. The Vice-President Finance is the Treasurer of the Corporation.

4.2. The Vice-President Finance is responsible for making recommendations to the Executive Committee with respect to any decision related to the finances of the Corporation. For clarity, the Executive Committee shall have jurisdiction, unless otherwise set out in the Governing Documents, over the finances of the Corporation.

4.3. The Vice-President Finance shall work in conjunction with the Director of Finance and or Bookkeeper to ensure that the finances of the Corporation are handled according to the Governing Documents.

4.4. The Vice-President Finance shall endorse all cheques and purchase order as the primary signing authority, along with the President, or if the President is not available, one other Executive.

4.5. The Vice-President Finance shall report to the Board of Directors any financial decisions made on behalf of the Board of Directors by the Executive Committee.

4.6. The Vice-President Finance shall seek approval for all expenditure in excess of two hundred (200) dollars not already allocated for in existing budgets, from the Executive Committee, as appropriate.

4.7. The Vice-President Finance shall be responsible for the management of the Health Plan fees and shall be the main point of contact for the Health Plan provider.

4.8. The Vice-President Finance shall present the year-to-date financial statements and the budget of the Corporation at the Annual General Meeting and any subsequent Board of Directors Meetings.

4.9. The Vice-President Finance shall be responsible for the appropriate use of the Vice-President Finance discretionary line in the budget for the current fiscal year.

4.10. The Vice-President Finance shall, in conjunction with the Director of Finance and or Bookkeeper, prepare a Draft Budget for the Corporation no later than the last business day of February. This draft budget shall not be released to any Member until the Executive Committee has approved the draft budget.

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4.11. After the Draft Budget has been approved by the Executive Committee, the Vice-President Finance shall be responsible for preparing and presenting the Corporation's budget for the upcoming fiscal period to the Board of Directors no later than the second-to-last Board of Directors meeting of the Academic Year.

4.12. The Vice President Finance shall attend at least one (1) provincial meeting of the Canadian Federation of Students.

4.13. The Vice-President Finance shall produce a written "Summer Report" at the beginning of the first semester that must be submitted to the Executive Committee to be included in the Executive Committee report to the NUSU Board of Directors. Said report shall include:

4.13.1. All material work or business carried out on behalf of the corporation;

4.13.2. An evaluation of the success of any projects undertaken; and

4.13.3. Tentative plans for the remainder of the academic year.

4.14. The Vice-President Finance shall produce a written "Final Report", which must be submitted to the incoming executives by April 30th of every year. Said final report shall include:

4.14.1. General summary of the Vice-President Finance's term in office;

4.14.2. An account of any material issues encountered by the Vice-President Finance during their term in office and how they were addressed; and

4.14.3. Recommendations for the incoming Vice-President Finance and Executive Committee.

4.15. The Vice-President Finance shall perform any other duties as assigned by the Board of Directors.

4.16. The Vice-President Finance shall be responsible for representing the Corporation on the Nipissing University Board of Governors in an observer capacity.

5. Duties of the Vice-President Governance & Legal Affairs

5.1. The Vice-President Governance & Legal Affairs shall be the Secretary of the Corporation.

5.2. The Vice-President Governance & Legal Affairs may exercise the duties and powers of the President in his or her absence or inability to perform their duties.

5.3. Unless decided otherwise by the Board of Directors or the Executive Committee, the Vice-President Governance & Legal Affairs is the primary Executive authorized to consult with individuals or groups with academic grievances.

5.4. The Vice-President Governance & Legal Affairs is the primary Executive authorized to communicate with Nipissing University's Vice-President Academic and Research.

5.5. The Vice-President Governance & Legal Affairs shall be responsible for representing the Corporation on the Nipissing University Academic Senate, and act as the Chief Student Senator.

5.6. The Vice-President Governance & Legal Affairs is required to either sit on, or deliver reports to the Boards and Committees on which they sit.

5.7. The Vice-President Governance & Legal Affairs shall be responsible for executing elections on behalf of Nipissing University such as, but not limited to, Student Senator elections, Valedictorian elections and Ancillary Fee referenda.

5.8. The Vice-President Governance & Legal Affairs shall be the chairperson of the Academic Committee.

5.9. The Vice-President Governance & Legal Affairs shall be responsible for the duties of the Academic Committee when that Committee is not in session.

5.10. The Vice-President Governance & Legal Affairs is responsible for the appropriate use of the Vice-President Governance & Legal Affairs discretionary line in the budget for the current fiscal year.

5.11. The Vice-President Governance & Legal Affairs shall be responsible for recommending to Executive Committee a budget for the office of the Vice-President Governance & Legal Affairs for the upcoming year.

5.12. The Vice-President Governance & Legal Affairs shall produce a written "Summer Report" at the beginning of the first semester that must be submitted to the Executive Committee to be included in the Executive Committee report to the NUSU Board of Directors and the Annual General Meeting. Said report shall include:

5.12.1. All material work or business carried out on behalf of the corporation;

5.12.2. An evaluation of the success of any projects undertaken; and

5.12.3. Tentative plans for the remainder of the academic year.

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5.13. The Vice-President Governance & Legal Affairs shall produce a written “Final Report”, which must be submitted to the incoming executives by April 30th of every year. Said final report shall include:

- 5.13.1. General summary of the Vice-President Governance & Legal Affairs term in office;
- 5.13.2. An account of any material issues encountered by the Vice-President Governance & Legal Affairs during their term in office and how they were addressed; and
- 5.13.3. Recommendations for the incoming Vice-President Governance & Legal Affairs and Executive Committee.

5.14. The Vice President Governance & Legal Affairs shall attend at least one (1) provincial meeting of the Canadian Federation of Students.

5.15. The Vice-President Governance & Legal Affairs shall perform any other duties as assigned by the Board of Directors.

5.16. The Vice-President Governance & Legal Affairs shall be responsible for representing the Corporation on the Nipissing University Board of Governors.

6. Duties of the Vice-President Services

6.1. The Vice-President Services shall either sit on, or deliver reports to, the boards and Committees on which they hold a position.

6.2. The Vice-President Services shall be responsible for the planning and promotion of the North Bay Campus Orientation, including but not limited to New Student Orientation Days, New Student Transition Days, Orientation Week, and Fall and Spring Open House events.

6.3. The Vice-President Services shall direct and facilitate social and academic events in North Bay with the help of a Social Committee.

6.4. The Vice-President Services shall be responsible for ensuring that the NUSU Food Bank remains stocked at all times.

6.5. The Vice-President Services shall be responsible for managing the Clubs Program on campus.

6.6. The Vice-President Services shall be the chairperson of the Social Committee.

6.7. The Vice-President Services shall be responsible for the duties of the Social Committee when that Committee is not in session.

6.8. The Vice-President Services shall be responsible for the appropriate use of the Vice-President Services discretionary line in the budget for the current fiscal year.

6.9. The Vice-President Services shall be responsible for recommending to Executive Committee a budget for the office of the Vice-President Services for the upcoming year.

6.10. The Vice-President Services shall produce a written “Summer Report” at the beginning of the first semester that must be submitted to the Executive Committee to be included in the Executive Committee report to the NUSU Board of Directors and the Annual General Meeting. Said report shall include:

- 6.10.1. All material work or business carried out on behalf of the corporation;
- 6.10.2. An evaluation of the success of any projects undertaken; and
- 6.10.3. Tentative plans for the remainder of the academic year.

6.11. The Vice-President Services shall produce a written “Final Report”, which must be submitted to the incoming executives by April 30th of every year. Said final report shall include:

- 6.11.1. General summary of the Vice-President Services term in office;
- 6.11.2. An account of any material issues encountered by the Vice-President Services during their term in office and how they were addressed; and
- 6.11.3. Recommendations for the incoming Vice-President Services and Executive Committee.

6.12. The Vice President Services shall attend at least one (1) provincial meeting of the Canadian Federation of Students.

6.13. The Vice-President Services shall perform any other duties as assigned by the Board of Directors.

7. Duties of the Vice-President Communications

7.1. The Vice-President Communications shall be responsible for ensuring the production of the Handbook is done in a timely and financially responsible manner.

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7.2. The Vice-President Communications shall be responsible for communications such as, but not limited to the Corporation's website and social media websites and any and all related media platforms.

7.3. The Vice-President Communications or their designate shall attend all general meetings of the Canadian Federation of Students (CFS), and shall be the primary liaison between the Corporation and the CFS.

7.4. The Vice-President Communications shall be responsible for the organization and coordination of all awareness campaigns.

7.5. The Vice-President Communications shall be responsible for the promotion of and the addressing of student concerns regarding the Health Plan usage and any related services.

7.6. The Vice-President Communications shall assist the Director of Communications with their duties as in so far as they help to further the mission of the Corporation.

7.7. The Vice-President Communications shall work with the President, the Chief Administration Officer and the Director of Communications (as well as other employees deemed necessary by the aforementioned members for the given task) with any and all public relations and media relations including but not limited to press releases, official statements, the stances on matters by the Corporation etc.

7.8. The Vice-President Communications shall produce a written "Summer Report" at the beginning of the first semester that must be submitted to the Executive Committee to be included in the Executive Committee report to the NUSU Board of Directors and the Annual General Meeting. Said report shall include:

7.8.1. All material work or business carried out on behalf of the corporation;

7.8.2. An evaluation of the success of any projects undertaken; and

7.8.3. Tentative plans for the remainder of the academic year.

7.9. The Vice-President Communications shall produce a written "Final Report", which must be submitted to the incoming executives by April 30th of every year. Said final report shall include:

7.9.1. General summary of the term in office;

7.9.2. An account of any material issues encountered by the Vice President Communications during their term in office and how they were addressed; and

7.9.3. Recommendations for the incoming Vice President Communications and Executive Committee.

7.10. The Vice-President Communications shall be responsible for the appropriate use of the Vice President Communications discretionary line in the budget for the current fiscal year.

7.11. The Vice-President Communications shall be responsible for making recommendations to the Treasurer with respect to the Vice-President Communications Nipissing University Student Union Governing Documents 02.23.14 30 budget.

7.12. The Vice President Communications shall attend at least one (1) provincial meeting of the Canadian Federation of Students.

7.13. The Vice-President Communications shall perform any other duties as assigned by the Board of Directors.

8. Terms of Office

8.1. The term of office for all executive positions shall commence May 1 and continue to April 30 the following year.

8.2. In addition to their membership in the Executive Committee, Executives shall also be members of the Board of Directors.

8.3. Executives shall act as Officers of the Corporation.

8.4. The Executive Committee shall carry out the business and management of the Corporation during Office Hours. All Executives shall endeavor to be in the NUSU Offices for as much of that time as possible.

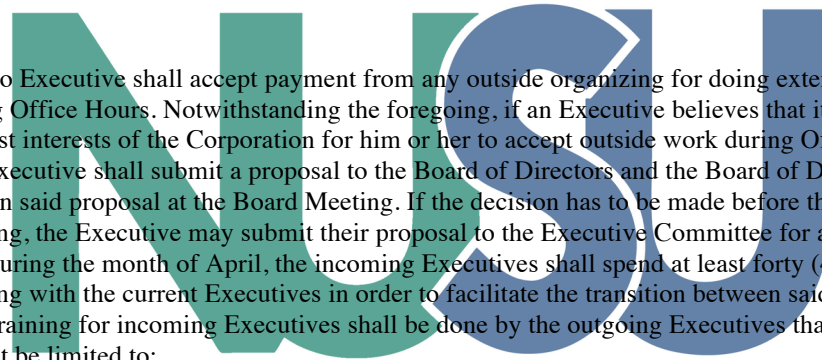
8.5. All Executives shall fulfill the following office hour requirements:

8.5.1. All Executives shall perform a minimum of forty (40) hours per week during the summer months.

8.5.2. During the months of the academic year, the Vice-Presidents shall perform a minimum of twenty (20) hours per week.

8.5.3. During the months of the academic year, the President shall perform a minimum of twenty-five (25) hours per week.

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8.6. No Executive shall accept payment from any outside organization for doing external work during Office Hours. Notwithstanding the foregoing, if an Executive believes that it would be in the best interests of the Corporation for him or her to accept outside work during Office Hours, that Executive shall submit a proposal to the Board of Directors and the Board of Directors shall vote on said proposal at the Board Meeting. If the decision has to be made before the next Board Meeting, the Executive may submit their proposal to the Executive Committee for approval.

8.7. During the month of April, the incoming Executives shall spend at least forty (40) hours working with the current Executives in order to facilitate the transition between said offices.

8.8. Training for incoming Executives shall be done by the outgoing Executives that shall include, but not be limited to:

- 8.8.1. Introduction of Staff
- 8.8.2. Tour of NUSU Space
- 8.8.3. Signing all necessary papers
- 8.8.4. Reviewing of the Governing Documents
- 8.8.5. Reviewing the inner workings of the NUSU Office
- 8.8.6. Reviewing of Committees on which each Executive sits
- 8.8.7. Important dates to remember
- 8.8.8. Proper procedures for any event

8.8.8.1. If an Executive does not perform Section 8.8 to the satisfaction of the incoming Executive Committee, the CAO shall withhold the final paycheque of the same Executive until such time that the Executive completes Section 8.7 to the satisfaction of the incoming Executive Committee. The decision to withhold payment shall be pursuant to the approval of the Board of Directors.

9. Conduct of Executives

9.1. Without limiting Section 9.2 below, the conduct of each Executive must conform to the rules, procedures, principles, policies and guidelines set out in the Governing Documents.

9.2. Each Executive agrees to:

- 9.2.1. Personally observe high standards on conduct that, at all times, preserves the integrity, dignity, and values of the Corporation;
- 9.2.2. Utilize the prestige of the office solely in the interests of the Corporation and neither favour special interests inside or outside of the Corporation, nor allow personal relationship to affect official conduct or judgment;
- 9.2.3. Ensure that all official decisions taken and judgments exercised support the best interests of the Corporation;
- 9.2.4. Appropriately and diligently delegate additional responsibilities as required;
- 9.2.5. Support an environment conducive to the professional growth of all Members, including volunteers and Staff;
- 9.2.6. Maintain the integrity of the Executive Committee by only exercising authority as a member when acting on behalf of the Executive Committee and ensure that all actions reflect the will of the Executive Committee;
- 9.2.7. Abide by all decision of the Executive Committee; and
- 9.2.8. To not misappropriate, damage, or possess without authorization any property of the Corporation.

10. Benefits

10.1. Members of the Executive Committee are entitled to curtailed benefits associated with their positions, these are:

10.2. Ten (10) Business Days paid vacation, provided that:

- 10.2.1. North Bay Executives shall avoid booking vacation in a manner that would have all five absent from the North Bay NUSU Offices simultaneously;
- 10.2.2. The Board of Directors may grant additional days if requested by an Executive, up to a maximum of fifteen (15) Business Days;

10.3. One (1) parking pass, or an equivalent in bus passes; and

10.4. Reasonable use of all property of the Corporation, when available and necessary to fulfill the duties of the Executive set out in this policy.

11. Disciplinary Procedures for Misconduct

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11.1. Without derogating from the authority of the Board of Directors, failure to adhere to this policy or the Governing Documents shall result in progressive disciplinary measures, resulting in the following measures in accordance with the severity of the infraction:

11.1.1. Verbal warning issued by the Chairperson, after consulting with the remaining Executives;

11.1.2. Written warning issued by the Chairperson, after consulting with the remaining Executives, sent to the Board of Directors, who shall decide if the offence warrants a censure; and finally

11.1.3. Written recommendation from the Chairperson, after consulting with the remaining Executives, to the Board of Directors for an impeachment hearing, who shall review the recommendation at the next Board Meeting.

11.2. All repercussions pursuant to this Section shall be carried out in good faith, and in the best interests of the Corporation. For clarity, failure to act in good faith shall constitute a breach of this Section.

12. Signing Privileges

All authorized and approved cheques and contracts by the Executive Committee are to be signed by two (2) members of the Executive Committee.