

STUDENT ASSOCIATION OF GPRC POLICY MANUAL



STUDENTS
ASSOCIATION
OF
GRANDE
PRAIRIE
REGIONAL
COLLEGE



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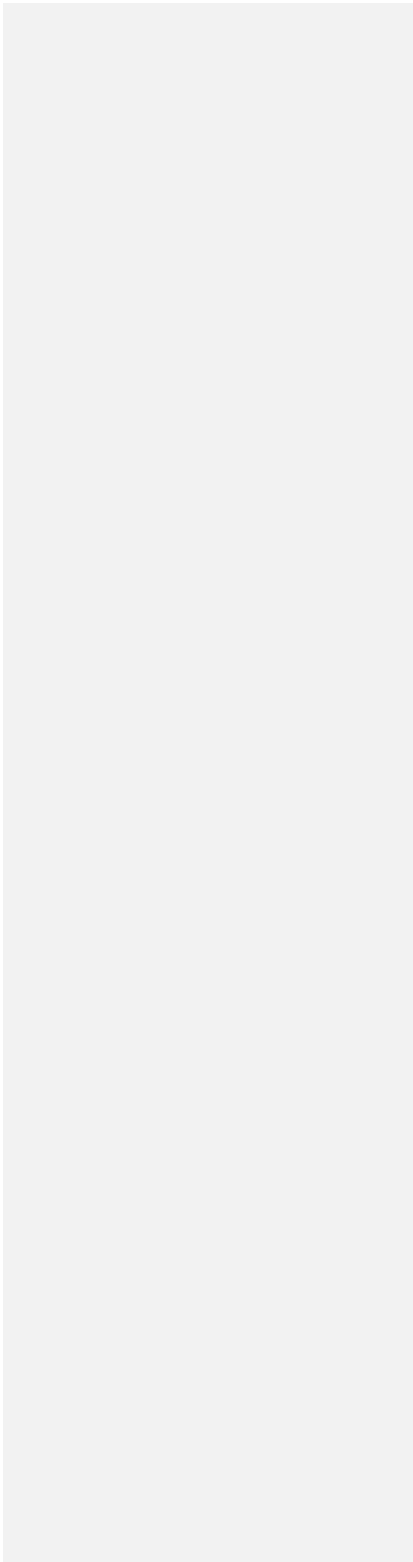
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SECTION ONE – POLICY MANUAL

POLICY CREATION

Policy Statement

The Students' Association will create accessible and responsive policies, in keeping with the objectives of SAGPRC bylaws.

Responsibility

Students' Council

Scope

- 1) Any Students' Association member, elected official, staff, or group of the aforementioned may present policy changes to the Students' Council for approval.
- 2) All policies will be consistently formatted in a clear and concise manner, indicating:
 - a. The purpose of the policy through a policy statement
 - b. The body responsible for governing the policy
 - c. The scope of the policy
- 3) Approval of policy changes requires the passing of a special resolution at a meeting of the Students' Council.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

MAINTENANCE & AMENDMENTS

Policy Statement

The Students' Association will maintain up-to-date policies, in order to support and protect its members, elected officials, and staff.

Responsibility

Students' Council, Executive Director

Scope

- 1) Policies will be systematically reviewed, at least once every three years by the Review Committee.
- 2) Amendments and newly created policies will take effect immediately after approval by the Students' Council.
- 3) The Executive Director will be responsible for ensuring the maintenance of both a hard copy and digital copy of the policies, and for ensuring all copies are updated as policy changes are approved.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

INTERPRETATION

Policy Statement

The interpretation of Students' Association policies falls upon the highest governing body of the organization, the Students' Council.

Responsibility

Students' Council

Scope

- 1) Final interpretation of all policies rests with the Students' Council.
- 2) Disputes over interpretation of policies will be presented to the Students' Council for resolution.
- 3) If the Students' Council is unable to resolve the dispute, the Review Committee may be tasked with researching and proposing a solution.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

SECTION TWO – GOVERNANCE

STUDENTS' COUNCIL

Policy Statement

The Students' Council is the highest governing body of SAGPRC.

The Council positions are an opportunity for students to use and develop their leadership and governance skills.

Councillors should be open minded, dedicated to improving post-secondary education, and willing to participate in setting direction and goals on behalf of the membership.

Responsibility

Students' Council

Scope

- 4) Council members act in a position of trust and are trustees for SAGPRC. Their authority is derived from:
 - a. the *Alberta Post-Secondary Learning Act*;
 - b. SAGPRC By-laws; and
 - c. SAGPRC Policies.

- 5) Council member's responsibilities are to:
 - a. Attend Students' Council meetings and participate according to the rules of order outlined in SAGPRC Bylaws;
 - b. Represent the best interests of the students of their respective Schools;
 - c. Serve on at least one (1) GPRC or SAGPRC committee;
 - d. Review and monitor Students' Association bylaws and policies;
 - e. Enhance their understanding of their roles and responsibilities, and obtain knowledge and skills necessary to meet them.
 - f. Review all material included in agenda packages and provide any applicable feedback prior to all meetings;
 - g. Support and participate in Students' Association events;
 - h. Approve the Students' Association's non-deficit budget;
 - i. Appoint commissions to investigate any matter or concern that may arise concerning the student body of Grande Prairie Regional College or members of the Students' Association.

- j. Be enrolled in at least one GPRC course per semester and have a cumulative GPA of at least 2.0; and
 - k. Fulfill all other requirements as outlined in the Students' Association's bylaws, policies and procedures.
- 6) Council members may submit agenda items to the Chair of the Students' Council a minimum of one (1) week prior to the meeting in question.
 - 7) Students' Council agenda and meeting packages will be distributed to the Council a minimum of two (2) business days prior to the meeting in question.
 - 8) A maximum of twenty-five percent (25%) of regularly scheduled Students' Council meetings may be missed per elected term, when notice is given a minimum of one (1) week prior to the meeting in question.
 - 9) In exceptional, unforeseeable circumstances, regrets may be sent to the Chair after the acceptable notice period. Reasoning for regrets must be provided to the Chair in writing, but a limit on further distribution for the sake of privacy can be requested. Reasoning for regrets may include, but are not limited to:
 - a. Death in the family;
 - b. Sickness; or
 - c. Medical emergencies.
 - 10) If a Council member fails to meet the requirements outlined in SAGPRC Bylaws and Policies, the councillor shall be immediately suspended from council without voting privileges, and will become subject to SAGPRC Dismissal and Discipline policies.
 - 11) If a Council member has an outstanding debt to SAGPRC for any reason, that member shall have thirty (30) days to rectify the situation or make arrangements for payment. Should the debt not be settled within this time period, the member will then be considered a member not in good standing and will be suspended from Council until the outstanding debt is paid.
 - 12) A Council member can be reinstated if a special resolution is passed at the next regularly scheduled Students' Council meeting to reinstate the removed member.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed: April 9, 2014

Mandatory Review Date:

EXECUTIVE DIRECTOR

Policy Statement

The Executive Director is a mentor for the Students' Association

Responsibility

Students' Council and Executive Committee

Scope

- 1) To attend all Student Council and Executive Committee meetings without voting privileges
- 2) To provide both Students' Council and the Executive Committee with written reports

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

EXECUTIVE COMMITTEE

Policy Statement

The Executive Committee is the second-highest governing body of SAGPRC, and is accountable to the Students' Council.

The Executive Committee is an opportunity for students to develop and use leadership skills in a specific portfolio.

This policy sets expectations for the Executive Committee members of SAGPRC and further defines Bylaw 5 of the SAGPRC Bylaws.

Responsibility

Students' Council

Scope

President

- 1) The President of the Students' Association shall fulfill the following duties:
 - a. Be responsible for the representation and administration of all affairs of the Students' Association, as directed by the Executive Committee and the Students' Council, and in accordance with Students' Association bylaws and policies;
 - b. Chair all meetings of the Executive Committee as a voting member;
 - c. Organize and chair rotational meetings of the Students' Council, and attend all Students' Council meetings as a non-voting member;

- d. Be responsible for creating meeting packages, agendas, and distributing them to the Executive Committee a minimum of one (1) business days prior to the meeting in question.
- e. Present written reports to the Executive Committee and Students' Council meetings regarding activities in the role of President;
- f. Serve as a member of the Grande Prairie Regional College Academic Council, Administrative Council, and as a primary delegate for any other committee meetings as directed by the Executive Committee or the Students' Council;
- g. Serve as the official representative of the Students' Association to the Grande Prairie Regional College Executive;
- h. Serve as the Board of Governors representative;
- i. Chair the Advisory Committee of the Students' Association as a non-voting member;
- j. Serve as the official public relations representative on behalf of the Students' Association;
- k. Serve as a secondary delegate for the Alberta Students' Executive Council;
- l. Be responsible for directing student grievances as per Grande Prairie Regional College policy, in conjunction with the VP Internal of the Students' Association;
- m. Supervise and liaise with the Vice Presidents of the Students' Association;
- n. Supervise and liaise with the Executive Director of the Students' Association;
- o. Attend annual budget planning; and
- p. Keep regular, posted, office hours for consultation with students and to do the business of the position; office hours must be a minimum of twenty (20) hours per week.

Vice President Internal

- 2) The Vice President Internal of the Students' Association shall fulfill the following duties:
 - a. Attend all meetings of the Executive Committee as a voting member, all Students' Council meetings as a non-voting member, and chair Students' Council meetings on a rotational schedule;
 - b. Be responsible for creating meeting packages, agendas, and distributing them to Students' Council a minimum of two (2) business days prior to the meeting in question.
 - c. Present written reports to the Executive Committee and Students' Council regarding activities in the role of VP Internal;
 - d. Serve as the official point of contact for the Students' Council, including ensuring that all college departments are represented on Students' Council, and preparing the orientation and retreat of the Students' Council members;

- e. Ensure that all Grande Prairie Regional College committees have student representation;
- f. Serve as a member of the Grande Prairie Regional College Academic Council, and as a secondary delegate for any other committee meetings as directed by the Executive Committee or the Students' Council;
- g. Serve as the liaison for the student health and dental plan and be the official Students' Association representative to the student health plan provider;
- h. Be responsible for directing student grievances as per Grande Prairie Regional College policy, in conjunction with the President of the Students' Association;
- i. Organize and administer Students' Association elections, including serving as Chief Returning Officer (CRO) or appointing the CRO;
- j. Chair the Finance Committee for the Students' Association of GPRC as a non-voting member;
- k. Prepare and present to Students' Council for approval, in consultation with the Executive Director and the Executive Committee, a budget for the Students' Association for a 12 month period beginning 1 month after the Students' Association's year end;
- l. Work in conjunction with the Executive Director to review budgets of all Students' Association affairs and present quarterly (every 3 months) financial statements to the Students' Council and the Executive Committee;
- m. Organize Students' Council orientation following elections
- n. Attend annual budget planning; and
- o. Keep regular, posted, office hours for consultation with students and to do the business of the position; office hours must be a minimum of fifteen (15) hours per week.

Vice President Outreach

- 3) The Vice President Outreach of the Students' Association shall fulfill the following duties:
- a. Attend all meetings of Executive Committee as a voting member, all Students' Council meetings as a non-voting member, and chair Students' Council meetings on a rotational schedule;
 - b. Present written reports to the Executive Committee and the Students' Council regarding activities in the role of VP Outreach;
 - c. Serve as a member of the Grande Prairie Regional College Academic Council and any other committee meetings as directed by the Executive Committee of the Students' Council;

- d. Be responsible for promoting student engagement and communication between the Students' Association and its membership.
- e. Prepare a schedule of activities to promote student engagement; in conjunction with Students' Association staff and volunteers;
- f. Manage the student discount program;
- g. Work in conjunction with the Executive Director and VP Internal to prepare a budget for all student engagement activities;
- h. Work in conjunction with the Communications Officer to promote and advertise all student engagement activities and information;
- i. Serve as the official liaison for all campus clubs;
- j. Attend annual event programming;
- k. Attend annual budget planning; and
- l. Keep regular, posted, office hours for consultation with students and to do the business of the position; office hours must be a minimum of fifteen (15) hours per week.

Vice President External

- a. Attend all meetings of Executive Committee as a voting member, all Students' Council meetings as a non-voting member, and chair Students' Council meetings on a rotational schedule;
- b. Present written reports to the Executive Committee and the Students' Council regarding activities in the role of VP External;
- c. Serve as a member of the Grande Prairie Regional College Academic Council and any other committee meetings as directed by the Executive Committee or the Students' Council;
- d. Understand the political climate and lobby the needs of the Students' Association membership to government;
- e. Serve as the official representative of the Students' Association to organizations external to the Grande Prairie Regional College;
- f. Serve as the main liaison between the Alberta Students' Executive Council and the Students' Association;
- g. Serve as the primary Alberta Students' Executive Council Board member;
- h. Serve as a member on at least two (2) Alberta Students' Executive Council committees;
- i. Chair the Review Committee for the Students' Association of GPRC as a non-voting member;
- j. Attend annual budget planning; and

- k. Keep regular, posted, office hours for consultation with students and to do the business of the position; office hours must be a minimum of fifteen (15) hours per week.

- 4) All Executive Committee members shall be enrolled in at least one course per semester, with a maximum of four (4) courses per semester, and have a cumulative GPA of at least 2.0.
- 5) If an Executive Committee member wishes to be enrolled in more than four (4) courses per semester, an official request to the Executive Committee must be made prior to August 31st.
- 6) A maximum of twenty-five percent (25%) of regularly scheduled Executive Committee meetings may be missed per four (4) month period.
- 7) Committee members may submit agenda items to the Chair of the Executive Committee a minimum of two (2) business days prior to the meeting in question.
- 8) If an Executive Committee member fails to meet the requirements outlined in SAGPRC Bylaws and Policies, the member shall be immediately suspended from his or her position, without pay and without voting privileges, and the member will become subject to SAGPRC Dismissal and Discipline policies.
- 9) A Committee member can be reinstated if a special resolution is passed at the next regularly scheduled Executive Committee meeting to reinstate the removed member.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed: April 9, 2014

Mandatory Review Date:

ELECTIONS

Policy Statement

The Students' Association holds annual elections for the positions of the Students' Council and Executive Committee where it is necessary to uphold democratic procedures, ensuring the equal ability for any member in good standing to run for any position, and for a fair and secure election process such that the membership can be confident in the results.

Responsibility

Students' Council, Executive Committee, Chief Returning Officer

Scope

Chief Returning Officer

- 4) The Chief Returning Officer (CRO), as defined in SAGPRC Bylaw 3, shall be responsible for the execution of all Students' Association elections, including organizing, setting deadlines for, and advertising the following requirements for elections:
 - a. Notice of the call for nominations shall be posted at least three (3) weeks prior to the beginning of the campaign period;
 - b. Nomination forms, which must include the following information:
 - i. Name of the candidate;
 - ii. Position running for;
 - iii. Nomination signatures of fifteen (15) current members of the Students' Association in good standing;
 - iv. Rules of campaigning, voting, and appeals;
 - v. Dates of campaigning start and close, candidates' forums, required candidate meetings, and voting days;
 - vi. Signature of nominee; and
 - vii. Date of submission;
 - c. Campaign period;
 - d. Candidates' forums; and
 - e. Election days.
- 5) The CRO is charged with upholding the guidelines inherent in the bylaws and policies, and shall be the point of contact for any suspected breach of these guidelines.
- 6) The CRO holds the power to present written warnings to candidates, disqualify candidates from the current election through written notice stipulating the

rationale of the decision, and to present a motion to the Students' Council for disqualification from future SAGPRC elections.

Candidates

- 7) Candidates nominated for election shall satisfy all requirements for election as outlined in Bylaw 3 and in these policies.
- 8) A final list of candidates shall be created by the CRO three (3) business days before the beginning of the campaign period, and the CRO shall call a mandatory candidates meeting to discuss the details of the election process.
- 9) Any candidates that fail to abide by the guidelines inherent in the bylaws and policies shall be liable for disqualification from current and/or future SAGPRC elections, as determined by the CRO and the Students' Council.

Campaign Period and Forums

- 10) The campaign period for elections shall be two (2) weeks in length, and shall include three (3) questions forums, two (2) on the Grande Prairie campus and one (1) on the Fairview Campus.
- 11) The CRO shall compile a list of standard questions for each position, to be asked during the questions forums. There shall also be opportunities for SAGPRC members to ask questions to candidates.
- 12) No questions concerning candidates' race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, or other personal choices and characteristics shall be permitted during question forums.

Voting Process

- 13) Voting shall be conducted by an online secret ballot system, and each member is entitled to one (1) vote per election. The online balloting system shall require confirmation of SAGPRC membership.
- 14) The CRO shall select polling clerks to monitor four (4) on-campus balloting stations, three (3) on the Grande Prairie campus and one (1) on the Fairview Campus.
- 15) Election days shall run for three (3) consecutive business days for Executive Committee elections, and for two (2) consecutive business days for Students' Council elections.
- 16) Immediately after polls close on the final election day, the online balloting results will be presented by the CRO to the candidates and their respective witnesses. Each candidate is allowed one (1) witness to accompany them during the presentation of the election results.
- 17) All multiple candidate elections shall be decided by plurality vote.

- 18) All single candidate elections will run a Yes/No vote and will require at least an 80% majority Yes vote for the candidate to win.
- 19) In the event of a tie between candidates, the CRO, with the agreement of both candidates, shall execute a coin toss in the presence of the tied candidates and available members of the Students' Council and Executive Officers. If either of the candidates does not agree to the coin toss, a runoff election shall be conducted between the tied candidates. The runoff election must be conducted within two (2) weeks from the date of the first election and must be conducted in accordance with the bylaws and policies.

Appeal Process

- 20) A written appeal of the voting process may be submitted to the Students' Council for decision no later than one (1) week after the election results are announced.
- 21) Ballots will be destroyed ten (10) days after the election results are announced, whereby no further appeals will be considered.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

TRANSITION

Policy Statement

With the potential for, and reality of, turnover for elected student positions on an annual basis, transition is critical to preserve the continuity of Students' Association information and projects, and to maintain consistency in the Executive Committee and Students' Council positions from year to year.

Responsibility

Executive Director, Executive Committee, Students' Council

Scope

- 1) A general Executive Committee orientation for the newly elected members shall be scheduled within one (1) month after election results are announced, and shall be facilitated by the Executive Director.
- 2) A general Students' Council orientation shall be scheduled within two (2) weeks after election results are announced, and shall be facilitated by the Executive Director.
- 3) Each Executive Committee member shall transition their elected replacement over a period of one (1) month after the election results are announced.
- 4) Each current Executive Committee member shall be responsible for the development and maintenance of a transition document, which shall be presented to the newly elected Executive Committee member.
- 5) The Executive Director shall be responsible for the development and maintenance of a transition document, which shall be presented to the newly elected Students' Council members.
- 6) It shall be the responsibility of the Executive Director to inform on and distribute the Bylaws, Policies, and all other relevant documents to all newly elected students.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

WHISTLEBLOWING POLICY

Prelude

"Whistleblowing" encourages and enables elected student officials and employees to raise serious concerns within the Students' Association, rather than overlooking a problem or 'blowing the whistle' outside.

Elected student officials or employees may often be the first to realise that there is something seriously wrong with the Students' Association. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the Students' Council or Executive Committee.

The Students' Council is committed to the highest possible standards of openness and accountability. In line with that commitment, the Students' Council expect employees, elected student officials, and others that the Students' Association deals with, who have serious concerns about any aspect of the Students' Association's work, to come forward and voice those concerns.

Policy Statement

SAGPRC incorporates a whistleblowing policy into its organizational structure, in order to:

- a. Encourage individuals to feel confident in raising concerns and to question and act upon concerns about practice;
- b. Provide avenues for individuals to raise concerns in confidence and receive feedback on any action taken;
- c. Ensure that individuals receive a response to concerns and are made aware of how to pursue them if they are not satisfied; and
- d. Provide reassurance that individuals will be protected from possible reprisals or victimisation, if there is reasonable belief that any disclosures made were in the public interest.

Responsibility

Students' Council

Scope

Application

- 1) The policy applies to all student officials, employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), and those contractors working for the Students' Association on college premises, for example: lounge service providers, temporary project contributors, and drivers. It also covers suppliers and those providing services under a contract with the Students' Association in their own premises, for example: bookkeepers, and designers. The policy also covers all SAGPRC members.

Aims

- 2) To encourage individuals to feel confident in raising concerns and to question and act upon concerns about practice.
- 3) To provide avenues for individuals to raise concerns in confidence and receive feedback on any action taken.
- 4) To ensure that individuals receive a response to concerns and are made aware of how to pursue them if they are not satisfied.
- 5) To provide reassurance that individuals will be protected from possible reprisals or victimisation if there is reasonable belief that any disclosures made were in the public interest.

Types of Concerns

- 6) Concerns of a degree that apply to this whistleblowing policy include:
 - a. Conduct which is an offence or a breach of law;
 - b. Failure to comply with a legal obligation;
 - c. Disclosures related to miscarriages of justice;
 - d. Health and safety risks, including risks to the public as well as other employees;
 - e. Damage to the environment;
 - f. The unauthorised use of public funds;
 - g. Possible fraud and corruption;
 - h. Sexual, physical or other abuse of clients;
 - i. Actions which are unprofessional, inappropriate, or conflict with a general understanding of what is right and wrong; and
 - j. Other unethical conduct.

Safeguards

- 7) The Students' Council recognises that the decision to report a concern can be a difficult one to make. If what is being said is true, the individual should have nothing to fear, as they will be performing a duty to the Students' Association and to the membership at large.
- 8) The Students' Council will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when the concern being raised is in the public interest.
- 9) All concerns will be treated in confidence and every effort will be made not to reveal the individual's identity if so desired. At the appropriate time, however, the individual may need to come forward as a witness.
- 10) This policy encourages the individual however to put his or her name to the concern whenever possible. Please note that:
 - a. The individual must believe the disclosure of information is in the public interest;
 - b. The individual must believe it to be substantially true;
 - c. The individual must not act maliciously or make false allegations; and
 - d. The individual must not seek any personal gain.

How To Raise A Concern

- 1) As a first step, the individual should normally raise concerns with their immediate supervisor/manager, or with the President of the Students' Association.

This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if it is believed that the immediate supervisor/manager is involved, a more senior level of management should be approached.

Increasingly higher levels of management should be approached, until either the concern is satisfied, or the highest governing body of SAGPRC, the Students' Council, is reached. Refer to *Appendix 1 - SAGPRC Organizational Chart* for clarity.

- 2) Before approaching the Students' Council, the President of the Students' Association must be notified, unless the concern involves the current President.

Students' Council will require a written summary of the concern, a copy of any related evidence to the concern, and contact information to respond to the concern.

If confidentiality is desired, sealed, written concerns may be either delivered anonymously to the Chair at a meeting of the Students' Council, or delivered to

the Students' Association office in an envelope addressed to the Students' Council and marked "Confidential" across the seam.

Before Students' Council receives a written concern, a motion must be passed to move "In Camera" and all non-Council members and the Executive Committee must leave the meeting.

- 3) The Students' Council meeting schedule, including dates, times, and locations, is public knowledge, and will be made available upon request.
- 4) SAGPRC requires that the Auditor shall be notified of all financial or accounting irregularities or suspected irregularities. The Auditor's contact information is public information, and shall be made available upon request.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

CONFLICTS OF INTEREST

Prelude

A "Conflict of Interest" is defined as when an individual or group has multiple interests and/or commitments that conflict with each other, influencing the actions of the individual or group, and where the advancement of those interests is detrimental to the interests and/or reputation of, or potentially harmful to, the organization.

Policy Statement

The effective operation of democratic student government requires that elected or appointed officials be independent, impartial and responsible to the members.

This policy establishes the expectation that Students' Council and all SAGPRC committees fulfill their duties in a way that avoids conflicts of interest. The processes for disclosure and addressing situations of conflicts of interest are made explicit.

Responsibility

Students' Council

Scope

Requirements of Council and Committee Members

- 1) Council and committee members must act in the best interest of SAGPRC and its members.
- 2) Council and committee decisions must be made through the proper channels and with respect to SAGPRC bylaws and policies.
- 3) Student officials shall not derive benefit for themselves, or for a friend or family member, from his/her position in SAGPRC, to the detriment of SAGPRC or the membership.
- 4) Student officials must always be mindful of perception, striving for ethical excellence in appearance as well as in deed.
- 5) A student may not be an employee of GPRC while serving in a student official role for SAGPRC. Student research positions are exempt from this agreement.

- 6) A student may not be in a paid employment position within SAGPRC while serving in a student official role for SAGPRC.
- 7) In dealing with the private sector, no favouritism on the part of a councillor or employee shall be shown to businesses in which an employee or his/her relative/friend has an interest or to any other business. Partnerships with industry should be based solely on merit.
- 8) It is expected that members may derive some personal benefits from serving on Students' Council and committees, including, but not limited to:
 - a. Opportunities for networking;
 - b. Experience with board governance;
 - c. Honorariums, paid expenses, and other monetary benefits as outlined elsewhere in the bylaws and policies; and
 - d. Specific benefits that may be offered by SAGPRC or GPRC for persons serving on Students' Council or committee positions.The receipt of such benefits does not constitute a Conflict of Interest.

Disclosure of Conflicts of Interest

- 9) Student officials must disclose any significant and/or potential Conflicts of Interest at the beginning of their term and as such potentials for Conflict of Interest arise.
- 10) Disclosures must be made to the Executive Committee or the Students' Council respectively, depending on which body the committee reports to.
- 11) The Executive Committee or Students' Council respectively, may determine whether a valid Conflict of Interest exists, or if the potential conflict constitutes an allowable bias that may be disclosed for information purposes. The ruling of the Students' Council shall supersede the ruling of the Executive Committee.
- 12) If a situation is believed to be one of a Conflict of Interest, a student official should abstain from voting on that issue, and request that the minutes show that a Conflict of Interest was determined to be present. Abstentions due to Conflict shall be noted in the minutes as "Councillor X abstained due to Conflict of Interest."
- 13) When a conflict of interest has occurred without proper disclosure, suitable disciplinary measures may be prescribed, as determined by the Executive Committee or Students' Council respectively.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

ALBERTA STUDENTS' EXECUTIVE COUNCIL REPRESENTATION

Policy Statement

SAGPRC is a member of the Alberta Students' Executive Council (ASEC), and is represented in two main ways: through the appointment of a mandatory ASEC board representative and, optionally, through an elected ASEC Executive Committee position.

Responsibility

Executive Committee

Scope

- 1) The Executive Committee is required to select an ASEC board representative on an annual basis, who must fulfill the following requirements:
 - a. Be an SAGPRC member in good standing;
 - b. Attend all ASEC board meetings and conferences;
 - c. Present reports of ASEC board activities to the SAGPRC Executive Committee; and
 - d. Represent the best interests of the SAGPRC membership to ASEC, while abiding by ASEC board responsibilities.
- 2) The Executive Committee may allow a member to run for election to an ASEC Executive Committee position, provided the member:
 - a. Accounts for any potential increases in workload and time commitment, such that no impact to the carrying out of the member's responsibilities will occur;
 - b. Has the full support of the Executive Committee to run for the position;
 - c. Presents reports of ASEC Executive Committee activities to the SAGPRC Executive Committee; and
 - d. Represents the best interests of the SAGPRC membership to ASEC, while abiding by ASEC Executive Committee responsibilities.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

BOARD OF GOVERNORS REPRESENTATION

Policy Statement

The *Alberta Post-Secondary Learning Act* requires SAGPRC to provide a candidate for student representation on the GPRC Board of Governors.

Responsibility

Executive Committee

Scope

- 1) The Executive Committee is required to select a Board of Governors (BOG) representative on an annual basis, who must fulfill the following requirements:
 - a. Be an SAGPRC member in good standing;
 - b. Attend all BOG meetings and orientations, as well as additional events when possible;
 - c. Present reports of BOG activities to the Executive Committee; and
 - d. Represent the best interests of the SAGPRC membership to the BOG, while abiding by board member responsibilities.
- 2) The responsibility of BOG representation typically falls to the President. However, another individual may be selected for representation, provided the following requirements are met:
 - a. The President declines the responsibility with written notice, explaining the rationale of the decision;
 - b. The Executive Committee approves the nomination of a new candidate for representation; and
 - c. The new representative is an SAGPRC member in good standing.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

SECTION THREE – COMMITTEE TERMS OF REFERENCE

ADVISORY COMMITTEE

Policy Statement

The Advisory Committee's role is to research and recommend changes to both the long-term goals of SAGPRC and the current and future activities of GPRC, in order to improve the post-secondary experience for the SAGPRC membership.

Responsibility

Students' Council, President

Scope

- 13) The Advisory Committee reports to the Students' Council and is responsible for:
 - a. Development and recommendation of the Students' Association's strategic direction or purpose;
 - b. Presentation of recommended developments of the Students' Association's long-term goals;
 - c. Development and presentation of an annual Letter of Recommendations to the GPRC Executive; and
 - d. All other advisory matters that may arise in the best interests of the Students' Association and as the responsibility of the Students' Council, as outlined in the Bylaws and Policies.
- 14) The Chair will schedule regular committee meetings and ensure that the committee is adequately informed in order to achieve its responsibilities.
- 15) The Committee will present reports at regularly scheduled Students' Council meetings.
- 16) The Committee must present a draft of the Letter of Recommendation for Council to review at a minimum of one meeting prior to the last Students' Council meeting of the year. Approval of the Letter of Recommendation requires the passing of a simple resolution at a meeting of the Students' Council, and the

Executive Committee does not have permission to act on behalf of Council regarding this approval.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

FINANCE COMMITTEE

Policy Statement

The Finance Committee's role is to provide oversight on SAGPRC's financial transactions to ensure compliance with policy and highlight errors or inconsistencies for review, and to offer recommendations to the Students' Council on the financial direction of the organization.

Responsibility

Students' Council, Vice President Administration, Executive Director

Scope

- 17) The Finance Committee reports to the Students' Council and is responsible for:
 - a. Review and recommendation for approval of the Students' Association's non-deficit budget;
 - b. Review and recommendation for approval of all unbudgeted financial commitments and expenditures in excess of \$500; and
 - c. All other matters of financial affairs that may arise due to the fiduciary responsibility of the Students' Council, as outlined in the Bylaws and Policies.
- 18) The Chair will schedule regular committee meetings and ensure that the committee is adequately informed in order to achieve its responsibilities.
- 19) The Executive Director will provide quarterly financial updates for the committee's review and recommendation.
- 20) The Committee will present reports at regularly scheduled Students' Council meetings.
- 21) The Committee will present budget recommendations for the following year's operating budget prior to the last Students' Council meeting of the year.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

REVIEW COMMITTEE

Policy Statement

The Review Committee's role is to ensure adequate and timely review of SAGPRC Bylaws and Policies, and includes participation of both Students' Council and Executive Committee members.

Responsibility

Students' Council, Executive Committee

Scope

- 22) The Review Committee reports to the Students' Council and is responsible for:
 - a. Scheduled review of Students' Association's bylaws and policies;
 - b. Presentation of recommended changes to the bylaws and policies for approval; and
 - c. All other document review and recommendation that may arise as the responsibility of the Students' Council, as outlined in the Bylaws and Policies.
- 23) The Chair will schedule regular committee meetings and ensure that the committee is adequately informed in order to achieve its responsibilities.
- 24) The Committee will present reports at regularly scheduled Students' Council meetings.
- 25) The Committee will complete, at minimum, a review of all bylaws and policies scheduled for review prior to the last Students' Council meeting of the year.

Policy History

Original Approval Date: November 13, 2013

Last Reviewed:

Mandatory Review Date:

SECTION FOUR - FINANCE

OPERATING BUDGET

Policy Statement

The Students' Council will pass an annual, non-deficit, operating budget to ensure continual growth and sustainability of the Students' Association of Grande Prairie Regional College.

Responsibility

Students' Council

Scope

- 22) The Students' Council will approve a recommended operating budget for the upcoming fiscal year at a general meeting occurring in the winter semester of each academic year.
- 23) The incoming Executive Committee of each year will abide by the recommended operating budget, in the interim period, before Students' Council elections occur in the fall, and will review and revise the budget as necessary, provided the revisions:
 - a. Are necessary for projected operations of the Students' Association;
 - b. Do not result in a deficit budget; and
 - c. Are presented to the incoming Students' Council at the first general meeting in the fall semester, for review and approval.
- 24) If the Students' Council does not approve the revisions made in the interim period by the Executive Committee, the Council will ensure appropriate remedial actions are taken.
- 25) The Students' Council will approve a final operating budget for each fiscal year, by Special Resolution, at a general meeting occurring in the fall semester of each academic year.
- 26) The operating budget will be presented in a format that is clear to the Students' Council, and that follows Generally Accepted Accounting Principles (GAAP).
- 27) The operating budget must reflect the audited financial statements and must describe the estimated amount of expenditures and transfers, sources of revenues and transfers, and, where appropriate, the purposes for which funds are allocated.

- 28) The operating budget is the statement of estimated revenues and expenditures, and the manner in which the Students' Association will manage its financial resources during the course of a fiscal year, including:
 - a. Providing ongoing initiatives and services;
 - b. Establishing new initiatives and services if any;
 - c. Developing and maintaining SAGPRC facilities;
 - d. Developing and maintaining SAGPRC business; and
 - e. Establishing a fiscally responsible plan to eliminate a projected deficit from the previous fiscal year or an accumulated deficit, if any.
- 29) Once approved, all revisions to the operating budget will be proposed to the Students' Council, for approval by Special Resolution, alongside a written rationale for the revisions.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

ANNUAL AUDIT

Policy Statement

The Students' Association will undergo an annual financial audit, as mandated by the *Post-Secondary Learning Act (Alberta)*.

Responsibility

Students' Council

Scope

- 4) The auditor will be selected by the Students' Council, as outlined in SAGPRC Bylaws.
- 5) The auditor will audit all financial records in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Audit Standards (GAAS) as soon as possible following the end of each fiscal year.
- 6) The audited financial statements will be presented to the Students' Council of each year and to the Board of Governors of Grande Prairie Regional College for review.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

RECORDS MANAGEMENT

Policy Statement

The Students' Association maintains open and accessible records to its membership while respecting confidentiality requirements.

Responsibility

Students' Council

Scope

- 26) The audited financial statements will be open to any member for review, during normal business hours at the Students' Association office, provided that reasonable notice is given.
- 27) Once approved, the general operating budget will be open to any member for review, during normal business hours at the Students' Association office, provided that reasonable notice is given.
- 28) Other published financial records may be reviewed by the Finance Committee to fulfill the purpose of committee work. Both the Executive Director and the President must authorize any records produced for review.
- 29) All financial records are open to the Executive Committee for review.
- 30) Copies of the Students' Association's financial records are maintained in a secure manner by the contracted bookkeeper, and by the Executive Director at the Students' Association's main office.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

SIGNING AUTHORITY

Policy Statement

The Students' Association requires appropriate signing authority on all financial documents.

Responsibility

Students' Council and the Executive Committee

Scope

- 1) All Students' Association cheques require two (2) signatures out of the following five (5) people:
 - a. The members of the Executive Committee; and
 - b. The Executive Director.
- 2) The signatures of the Executive Director and two (2) members of the Executive Committee are required to execute any contracts, agreements, engagements, documents, instruments, or any financial obligation entered into by the Students' Association.
- 3) Notwithstanding the previous statement, the Executive Director is hereby authorized to sign, as the sole signatory, various deeds, transfers, assignments, contracts, obligations and other instruments for the Students' Association, which are operational in nature and within the limits and guidelines of the operating budget approved by the Students' Council.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

HEALTH AND DENTAL RESERVE

1.0 Policy Statement

The Students' Council of SAGPRC, with guidance from its Finance Committee, is responsible for overseeing the Student Health Plan Reserve. This Reserve exists to ensure that there are monies available to address cost fluctuations, decision-making timelines, and other student health plan cost related matters. This reserve will be capped, and will only be used for Student Health & Dental Plan costs.

Responsibility

Students' Council

2.0 Scope and Definitions

2.1 SCOPE:

Students' Council is responsible for maintaining this policy in conjunction with or on the recommendation of Executive Committee and the SAGPRC Finance Committee.

2.2 DEFINITIONS:

- a) Cost: The amount SAGPRC pays for the insurance coverage provided to students.
- b) Fees: The student health, dental, eye care and tuition insurance fees paid by SAGPRC to the provider
- c) Provider: The broker or consultant currently providing Student Health Plan services to SAGPRC.
- d) Reserve: Excess funds from the difference between the Fees and the Cost retained in a dedicated fund to meet expected or unexpected demands.
- e) Difference: Excess funds from the difference between the Fees and the Cost prior to being allocated into the Reserve

3.0 RATIONALE

It is understood that predicting the exact Student Health Plan enrolment or usage and quantifying future deficits or surpluses is challenging. This can lead to

unforeseen changes to cost and be influenced by isolated events that increase the health care needs of students individually or as a group.

Policy is intended to expand on the bylaws of SAGPRC, and assist in creating specific rules and regulations regarding Student Health Plan Reserve funds.

This policy will:

- 3.1 Establish an acceptable percent of Student Health Plan fee that should be allocated towards the reserve.
- 3.2 Establish a cap for the reserve.
- 3.3 Create transparency surrounding all aspects of this reserve.
- 3.4 Prevent this reserve from being spent irresponsibly.

4.0 EXPECTATIONS:

The policy made regarding the Student Health Plan Reserve funds are expected to satisfy the following conditions:

- 4.1 No more than fifty percent (50%) of the difference should be budgeted to go into the Student Health Plan Reserve fund in any given year.
 - 4.1.1 In the event the Reserve is less than twenty percent (20%) of maximum value the preceding clause may be disregarded until such time that the Reserve is at least twenty percent (20%) of its maximum amount.
- 4.2 The total amount in the Reserve Fund should be no more than fifty percent (50%) of the value of annual Student Health Plan premiums.
 - 4.2.1 Upon the reserve reaching fifty percent (50%) of annual Student Health Plan premiums, the difference budgeted to go into the Student Health Plan Reserve fund are instead allocated to SAGPRC's reserve fund.
- 4.3 The Reserve should be reviewed annually by the Finance Committee and Executive Committee in conjunction with the Provider.
- 4.4 The Reserve funds will only be used to cover Student Health Plan costs, and may not be diverted or reallocated into any other project, fund, or reserve.

4.4.1 The Student Health Plan's cost of administration will be covered by fifty percent (50%) of the difference being budgeted to staffing and wages annually.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

CONTINGENCY FUND

Policy Statement

The Students' Association will establish a contingency fund to help maintain the operations of SAGPRC during a period of financial duress.

Responsibility

Students' Council

Scope

- 1) The Students' Association will accrue a contingency fund up until the fund has reached 50% of the estimated annual operating budget of SAGPRC.
- 2) If the maximum amount has been reached, the Students' Council shall determine whether to establish a new fund, in keeping with the goals and purpose of SAGPRC, or to decrease membership fees.
- 3) The Contingency Fund will be considered an Internally Restricted Fund, and will be reviewed annually by the Students' Council.
- 4) The Contingency Fund's status and activities will be included in the presentation of the annual operating budget.
- 5) The Contingency Fund may not be used for any new activities, events, projects, initiatives, programs, or staffing requirements that were not approved in the general operating budget. Expenses covered from this fund would be those that would have been unforeseen by a reasonable and prudent person.
- 6) Contingency Fund expenditures can only be released for use once all of the following has occurred:
 - a. Unanimous approval from the Executive Committee; and
 - b. Approval from the Students' Council.
- 7) The maximum amount to be allocated to the Contingency Fund shall be 25% of the prior year's operational budget. If, however, the operational budget shall decrease from the prior year, then the maximum amount allocated to this restricted fund shall remain unchanged.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

LENDING AND BORROWING

Policy Statement

The Students' Association may, when reasonable and appropriate, borrow money in order to accomplish the goals of the organization.

Responsibility

Students' Council

Scope

- 1) The Students' Association may not lend money.
- 2) The Students' Association may borrow money required for the performance of its duties or to further its objectives, if:
 - a. It has the prior approval of the Students' Council; and
 - b. The proposal has been recommended to the Students' Council by the Finance Committee.
- 3) A debenture or mortgaging of any Students' Association property must always receive prior approval through a special resolution at a Students' Council meeting.
- 4) Repayment of both the money borrowed and the interest on the amount can be secured through negotiable instruments including a mortgage on property and/or the assignment of current or future fees with the approval of the Students' Council and any other approval deemed necessary by SAGPRC bylaws and policies.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

CAPITAL REQUESTS

Policy Statement

Each fiscal year, a portion of Students' Association fees provides for the maintenance of SAGPRC's physical facilities and services, planned expansion of services, and new projects. All of these funds are normally contained in the general operating budget.

This policy guides the administration of projects other than those funded from the general operating budget.

Responsibility

Students' Council, Executive Committee

Scope

- 1) Projects requiring funding under \$1500 must be presented to the Executive Committee for approval.
- 2) Projects requiring funding over \$1500 must be presented to the Students' Council for approval.
- 3) Funding for these projects can include research grants, mid-year reallocation of the general operating budget, donations, or other sources.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

MEMBERSHIP FEES

Policy Statement

The Students' Association levies fees in accordance with the *Post-Secondary Learning Act (Alberta)*, and aims to maximize service while minimizing cost to its members.

Responsibility

Students' Council

Scope

Membership Fee

- 1) The Students' Association levies a membership fee to all members, as outlined in SAGPRC Bylaws and Policies, and according to the following rates:
 - a. Apprenticeship Programs (all Campuses)
 - i. 6 week - \$41.49
 - ii. 8 week - \$56.65
 - iii. 12 week \$82.98
 - b. Grande Prairie Campus
 - i. UT/Certificate/Diploma Programs - \$6.86/credit
 - ii. Trades Programs - \$111.36/semester
 - c. Fairview Campus
 - i. All Programs (other than Apprenticeship) - \$115.57/semester

Health and Dental Fee

- 2) The Students' Association levies a health and dental fee to all students on the Extended Student Health Plan, as outlined in SAGPRC Bylaws and Policies, and according to the following rates:
 - a. Fees for students beginning in September
 - i. Grande Prairie Health Fee - \$185.37
 - ii. Grande Prairie Dental Fee - \$179.20
 - iii. Fairview Health Fee - \$288.75
 - iv. Fairview Dental Fee - \$278.13
 - b. Fees for students beginning in January
 - i. Grande Prairie Health Fee - \$123.56
 - ii. Grande Prairie Dental Fee - \$119.88
 - iii. Fairview Health Fee - \$192.50
 - iv. Fairview Dental Fee - \$186.11

- c. Grande Prairie dependent opt-in fees
 - i. Health Fee (per family) - \$165
 - ii. Dental Fee (to add one) - \$159.50
 - iii. Dental Fee (to add two or more) - \$319
- d. Fairview dependent opt-in fees
 - i. Health Fee (per family) - \$288.75
 - ii. Dental Fee (to add one) - \$278.13
 - iii. Dental Fee (to add two or more) - \$556.26

Student Life Fee

- 3) The Students' Association levies a student life fee to all members on the Grande Prairie Campus, for the purpose of creating a Student Life Centre and bettering student life on campus, according to the following rate:
 - a. Student Life Fee
 - i. UT/Certificate/Diploma Programs
 - a. \$1.98/credit
 - ii. Trades Programs/Apprenticeship
 - a. 6 week - \$11
 - b. 8 week - \$15
 - c. 12 week - \$22
 - d. 16 week - \$30
- 4) The Student Life Fee shall be levied for five years, beginning in the 2011-2012 academic year and ending in the 2015-2016 academic year.

Fee Changes

- 5) All fee changes shall be approved by a Special Resolution of the Students' Council.
- 6) Membership Fees may only be increased or decreased by a maximum of 5% per academic year.
- 7) Health and Dental fees may only be increased or decreased by a maximum of 10% per academic year.
- 8) The Student Life Fee may not be increased at any point.
- 9) Fee information for the following academic year shall be submitted to the Registrar's office by no later than January 31st, or on the following business day, if the day in question falls on a weekend or holiday.

Policy History

Original Approval Date: April 9, 2014
Last Reviewed:
Mandatory Review Date:

PAYROLL AND REMUNERATION

Policy Statement

The Students' Association employs both permanent and temporary staff, contractors, and specific volunteers that receive honoraria.

Responsibility

Students' Council

Scope

- 1) Employee and contractor payroll shall be the responsibility of the Executive Director.
- 2) Executive Committee members shall be paid an honorarium in recognition of their service to the Students' Association. Honorarium amounts will be established by Students' Council and incorporated into the Students' Association budget.
- 3) Honoraria include a monthly stipend, a parking pass or transit pass, and reimbursement for a maximum of three, three credit GPRC courses, or equivalent, in both the fall and winter semesters.
- 4) The criteria for receiving an honorarium are:
 - a) Regular meeting attendance;
 - b) Fulfilment of duties as established in SAGPRC Bylaws and Policies; and
 - c) Completion of assigned duties to the satisfaction of the Students' Council.
- 5) Remuneration for exceptional services may be allocated to employees and volunteers, as approved in the general operating budget, and as approved by the Executive Committee.

Student Wellness 2014-4-17 12:51 PM

Comment [1]: To what extent is bus pass? 12 months? Or only months when in term? More elaboration

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

USE OF CREDIT CARDS

Policy Statement

The Students' Association authorizes the use of credit cards by select individuals, to carry out the business of the organization.

Responsibility

Students' Council, Executive Committee

Scope

- 1) The Students' Council authorizes the Executive Committee and the Executive Director, at their discretion, to secure Students' Association credit cards for Executives and key staff members of the organization. Credit cards are strictly for the execution of Students' Association business and activities.
- 2) Use of credit cards will be bound by all regulations outlined in SAGPRC bylaws and policies.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

MISSING RECEIPTS

Policy Statement

The Students' Association requires receipts for all transactions.

Responsibility

Students' Council

Scope

- 1) If a receipt is deemed missing for any transaction, the individual who incurred the expense shall be required to submit a Missing Receipt Form (see *Appendix 7*).
- 2) The form shall be submitted to the Executive Director to be maintained in SAGPRC records. A copy of the form shall then be submitted to the contracted bookkeeper.
- 3) If a Missing Receipt Form is not submitted, the individual shall be required to incur the full expense.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

EXPENSE CLAIMS

Policy Statement

At times, the Executive Committee members, the Executive Director, or staff working under the direction of the aforementioned, may be required to make purchases using their own resources where the expense cannot be paid by an SAGPRC credit card, cheque, or invoice to SAGPRC. When necessary, the Students' Association will reimburse reasonable expenses incurred in the course of performing work for SAGPRC.

Responsibility

Students' Council, Executive Committee, Executive Director

Scope

- 1) Expense claims and reimbursements are to be used only when no other method of payment would have been available.
- 2) Expenses without receipt shall not be considered for reimbursement.
- 3) Expense claims that are approved shall be paid by cheque on the next payable cycle.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

CASH HANDLING AND DEPOSITS

Policy Statement

The interpretation of Students' Association policies falls upon the highest governing body of the organization, the Students' Council.

Responsibility

Executive Director, Administrative Assistant

Scope

- 1) The full amount of cash received should be deposited directly into the appropriate bank account.
- 2) Cash receipts shall not be used for personal loans, cashing of cheques, making purchases, or for salaries, wages or honoraria.
- 3) The Administrative Assistant must ensure that cash receipts are correctly coded to departmental accounts.
- 4) Cash and cheques should be deposited on a daily basis. Where this is not possible and providing amounts are minimal, funds must not be held for longer than one week.
- 5) All cheques must be restrictively endorsed, i.e. "For Deposit Only to The Students' Association of GPRC," immediately upon receipt. The ten (10) digit FRS (Federal Reserve System) account number to be credited shall also be entered on the reverse side of the cheque.
- 6) Cash and cheques must be safeguarded at all times in a locked safe or other secure location. Cash must not be sent by mail.
- 7) Wire transfers, direct debit and credit card accounts are to be arranged through the contracted bookkeeper, to ensure that funds are processed to the correct general ledger accounts.
- 8) There is a commission charge (percentage or fixed fee) applied to each transaction processed by the Students' Association for both direct debit and credit card payments. Credit card refunds are to be processed by refunding the original credit card holder, for security purposes and whenever possible to receive credit for the commission charge on the original transaction.
- 9) Cash receipts must be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers must also be made on a timely basis.
- 10) Adequate segregation of duties and restricted access to cash handling areas must be implemented, to the extent possible, to ensure the safeguarding of cash. As a minimum this should include the separation of the cash handling from the

control and reconciliation of the 3-part receipts, and cash register operation from approval of the cash deposit.

- 11) Departments with a significant volume of cash receipts should use a cash register.
- 12) Cash shortages or other discrepancies should be reported immediately to the contracted bookkeeper.
- 13) There are several, specific cash-related activities at the Students' Association. These activities are identified below, and require respective cash-handling and deposit procedures:

Activity

- a. Use of cash registers
- b. Collection of cash from coin-operated machines
- c. Sale of merchandise and tickets
- d. Use of petty cash
- e. Use of change floats
- f. Use of 3-part receipt books
- g. Receipt of cheques by mail

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

SAGPRC Bonus Structure

Student Executive positions:

- o To be evaluated during the first (1st) week of December and the first (1st) week of April.

Base bonus is \$100.00

- o Should the person come into the position during a by-election or appointment the base is pro-rated to reflect the months in this position.

Example: Started October \$100 over 4 months (regular semester) = \$25.00 x 3 months = base bonus of \$75

- o For questions one (1) to five (5): if the Executive rates over five (5) on the scale of one (1) to ten (10), then they receive one (1) or more points. If the executive is rated less than five, then he/she will lose points.
- o For each point earned the Executive gets \$10 on top of the base bonus.
- o For question five (5), one (1) discretionary point can be allocated
- o The Executive is to be evaluated by no less than two other Executives and the Executive Director.
- o The final evaluation is to be approved by the Executive Committee no later than Dec 15th and April 15th respectfully.

Criteria Questions for President and Vice Presidents:

Use the chart below to answer questions one (1) through five (5)

1 to 2 = ````(-2)	6 to 7 = ````(+1)
3 to 4 = ````(-1)	8 to 9 = ````(+2)
5 points = `(+0)	10 points = ``(+3)

1. Is the Executive fulfilling all duties of the job?
2. Is the Executive seeking ways to be actively involved with the team?
3. Shows enthusiasm for SA and GPRC (including athletic) events and becomes involved regularly?
4. Attends meetings (outside of Executive and Students' Council) regularly?
5. Overly exceed the minimum requirements for the benefit of the SA and student membership?

6. Any special circumstance that may have happened that should be given credit or discredit? (Extra point given or taken away)
7. If the Executive travels on at least three (3) separate occasions to the Fairview campus during the semester, the Executive will get an additional bonus of \$100.

Policy History

Original Approval Date: April 9, 2014

Last Reviewed:

Mandatory Review Date:

SECTION FIVE – HUMAN RESOURCES

HIRING OF STAFF

Policy Statement

In order to maintain a governance structure, the hiring of staff falls primarily under the responsibility of the Executive Director, with involvement from the Executive Committee as outlined in these policies.

Definitions: Permanent employees are employees with annually recurring positions. Temporary employees are employees with a fixed end date of employment.

Responsibility

Executive Director, Executive Committee

Scope

- 30) All hiring procedures will be conducted in confidence and will remain in confidence, to protect the candidate, current Students' Association employees, and the integrity of the process. Provincial privacy laws govern all hiring procedures.
- 31) Hiring of all permanent employee positions fall under the following guidelines of this policy. All temporary employee positions are hired at the discretion of the Executive Director, and are governed by provincial employment standards.
- 32) Prior to the posting of an available staff position, the Executive Director and the Executive Committee will complete a comprehensive review of the position to ensure that it is current, and relevant to the functioning of the Students' Association.
- 33) Once a position has been deemed available, the Executive Committee will convene to determine the Hiring Committee. The Hiring Committee shall consist of the Executive Director, or designate, who will act as the chair of the hiring committee, a member of the Executive Committee, or designate, and any other members as deemed necessary.
- 34) The Executive Director will ensure all available positions are suitably advertised, and that all job postings contain the following information:
 - a. Necessary qualifications, including knowledge, education, and skill requirements;
 - b. Duties and responsibilities;
 - c. Wage or salary, unless negotiable;
 - d. Required hours of work;
 - e. Length of employment contract;

- f. Deadline for applications; and
 - g. Contact person, and contact information for the Students' Association.
- 35) Prior to the commencement of the interview period, the Hiring Committee will determine criteria for short-listing the applications based on the position's job description. Candidates will be short-listed and evaluated against these criteria. Reference and employment checks will be completed only with notice and approval of the candidate.
- 36) The Executive Director, enabling the entire Hiring Committee to be present, shall coordinate the scheduling of interviews, which will commence following the short-listing of candidates.
- 37) The Students' Association does not differentiate or discriminate between candidates on the basis of race, nationality or ethnic origin, religion, sex, sexual orientation, age, and mental or physical disability except where preference is based on a bona fide occupational requirement. Selections of all qualified candidates are made based on merit.
- 38) The Executive Director will present the successful candidate to the Executive Committee for ratification and will make available the successful candidate's resume and/or curriculum vitae for reference.
- 39) In the event that the Hiring Committee is unable to select an appropriate candidate, the Executive Committee may choose to re-post the vacant position for additional applicants.
- 40) Immediately following the approval of the successful candidate, the Executive Director shall notify both the successful candidate, and unsuccessful candidates who appeared for an interview, of the results. The extent of the notification for unsuccessful candidates will be that the position has been filled; no additional details will be released.
- 41) The successful candidate will be given an employment agreement, to be signed by the candidate, the Executive Director, and a member of the Executive Committee. A copy of the signed agreement will be retained in the Students' Association's records.
- 42) When possible and agreeable to the outgoing employee, all efforts shall be made to coordinate a structured and comprehensive orientation between the outgoing and incoming employees. In the event that the outgoing employee is either unwilling or unavailable to provide an orientation, or the position is brand new, the Executive Committee shall arrange for formal training of the incoming employee.
- 43) Prior to commencing employment, the new employee shall meet with the Executive Director to discuss important information, which includes, but is not limited to:
- a. Employee benefits;
 - b. Salary and wages;
 - c. Job description; and
 - d. Students' Association policies.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

WORKING HOURS

Policy Statement

The Students' Association maintains flexible work schedules, while maintaining standards of service to its membership.

Responsibility

Executive Director, President

Scope

- 7) The Students' Association is governed by provincial employment standards regarding working hours and overtime.
- 8) The Executive Director shall monitor all employees and paid student representatives to ensure standards of working hours are met. The Executive Director's working hours shall be monitored by the President.
- 9) The Students' Association office and all Students' Association businesses shall maintain regular business hours of operation, and shall schedule staff accordingly.
- 10) Failure to meet required working hours shall result in the individual receiving disciplinary action as outlined in Students' Association policies.
- 11) The Students' Association allows for the accumulation of overtime hours, and for those hours to be paid as "time in lieu" as agreed to in the employment agreement.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

HOLIDAYS

Policy Statement

The Students' Association observes all statutory holidays.

Responsibility

Executive Director

Scope

- 4) The Students' Association recognizes the following as paid holidays for all employees and paid student representatives:
 - a. New Years Day;
 - b. Family Day;
 - c. Good Friday;
 - d. Victoria Day;
 - e. Canada Day;
 - f. Civic Holiday;
 - g. Labour Day;
 - h. Thanksgiving;
 - i. Remembrance Day;
 - j. Christmas Eve;
 - k. Christmas Day;
 - l. Boxing Day; and
 - m. Any other workday proclaimed as a paid public holiday by the federal, provincial, or municipal government.
- 5) The Students' Association recognizes official GPRC closures as paid holidays for all permanent employees and paid student representatives.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

VACATION

Policy Statement

Due to the nature of the academic year, the Students' Association encourages vacation time to be incurred at times of low impact to the organization. However, vacation time is inherently the right of the employee or paid student representative.

Responsibility

Executive Director, Executive Committee

Scope

- 1) The Students' Association is governed by provincial employment standards on vacation and vacation pay.
- 2) Vacation must be taken within twelve (12) months of the employee or student representative becoming entitled to it.
- 3) All employees shall submit vacation requests to the Executive Director for approval at least ten (10) business days prior to the vacation leave start date.
- 4) The Executive Director shall submit his or her written request for vacation to the Executive Committee at least ten (10) business days prior to the vacation leave start date.
- 5) Paid student representatives shall submit written requests for vacation to the Executive Committee at least ten (10) business days prior to the vacation leave start date.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

LEAVE

Policy Statement

The Students' Association is governed by federal and provincial standards regarding leave.

Responsibility

Executive Director, Executive Committee

Scope

Sick Leave

- 8) Sick leave shall be defined as absence from work as a result of illness or accident.
- 9) Permanent employees and paid student representatives shall be entitled to one half day per month worked of paid leave due to illness, per year of employment. Temporary employees shall not be entitled to paid sick leave.
- 10) For absences of more than three (3) consecutive business days, the individual shall be required to provide medical evidence of illness from a certified medical practitioner to the Executive Director.
- 11) A paid holiday occurring during a period of sick leave is to be recorded as such and not a day of sick leave.

Special Leave

- 12) Special leave includes the following circumstances, and when granted, entitles the employee or student representative to paid leave, subject to the following clauses below and the corresponding maximum number of work days:
 - a. Serious Illness within the immediate family – four (4) days;
 - b. Bereavement – three (3) days;
 - c. Travel time for serious illness within the immediate family or bereavement – two (2) days.
- 13) The maximum length specified for each circumstance requiring special leave shall not be exceeded. However, leave under each provision may be granted more than once within a calendar year, provided special leave granted does not exceed ten (10) business days per calendar year. If additional days are required, the days approved shall be counted as vacation days or leave of absence without pay.
- 14) For purposes of determining eligibility for special leave, the following provisions shall apply:

- a. Leave for serious illness within the immediate family shall be granted for the purpose of making arrangements for the care of the person that is ill, or for the care of children. Immediate family shall mean parents, legal guardians, siblings, spouses (including common law) and children;
- b. Leave for bereavement leave shall be granted in the event of a death of the employee's spouse (including common-law), or any of the following relations of an employee or spouse of an employee (including common-law): parents, parents in-law, legal guardian, grandparents, grandchildren, children, siblings or the husband or wife of any of the forgoing;
- c. Travel time for serious illness within the immediate family or for bereavement shall mean when long distances or isolated areas are involved.

Maternity/Parental Leave

- 15) All permanent employees qualify for maternity/parental leave after fifty-two (52) weeks of employment.
- 16) Employees requesting maternity/parental leave must present the Executive Director with a certificate from a qualified medical practitioner, stating that the employee or the employee's significant other is pregnant and specifying the anticipated date of delivery.
- 17) Upon receipt of the certificate by the Executive Director, the employee will be granted a leave of absence without pay, in accordance with provincial standards.

Other Leave

- 18) All other leave must be approved by the Executive Committee in advance. It is up to the discretion of the Executive Committee to grant leave with or without pay.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

JOB DESCRIPTIONS

Policy Statement

The Students' Association maintains current, relevant job descriptions for all positions within the organization.

Responsibility

Executive Committee, Executive Director

Scope

- 1) Every position with the Students' Association shall be directed and governed by a job description ratified by the Executive Committee.
- 2) Each job description shall contain the following information:
 - a. Title;
 - b. Reporting Structure;
 - c. Organizational status (full-time, part-time, casual, contract);
 - d. Position purpose;
 - e. Required qualifications;
 - f. Responsibilities and duties;
- 3) When a staff member commences employment with the Students' Association, he or she will complete an employment agreement that consists of the following information:
 - a. The details of the job description;
 - b. Date of hire;
 - c. Compensation (wage, salary, honorarium);
 - d. Length of probationary period;
 - e. Signature of the Executive Director;
 - f. Signature of a member of the Executive Committee member (for permanent positions only);
 - g. Signature of the employee.
- 4) The Executive Director shall ensure that the employee receives a copy of the signed employment agreement, and that a signed copy is also maintained in Students' Association records.

Policy History

Original Approval Date: January 15, 2014
Last Reviewed:
Mandatory Review Date:

PERFORMANCE EVALUATIONS

Policy Statement

The Students' Association conducts performance evaluations for all permanent employees, to ensure that standards of employment are continually met.

Responsibility

Executive Committee, Executive Director

Scope

- 1) All permanent SAGPRC employees shall receive a performance evaluation within the timeline of their probationary period. Subsequent evaluations shall occur annually, with the exception of the Executive Director and the Executive Committee. All performance evaluations shall be conducted in person.
- 2) The Executive Director shall undergo two annual performance evaluations, once in the summer and once in the winter. The evaluations will be conducted by the Executive Committee, and organized by the President (see *Appendix 2 – Executive Director Performance Evaluation*).
- 3) The Executive Committee shall conduct mid-year performance evaluations for its members as a group exercise, facilitated by the President.
- 4) Employee performance evaluations shall be conducted by the Executive Director (see *Appendix 3 - Performance Evaluation for Employees*).
- 5) Completed performance evaluations shall be kept confidential between the Executive Director and the employee. However, upon request to the Executive Committee by a member, a written rationale, based on the performance evaluation shall be made available to all members.
- 6) Signed, written copies of all performance evaluations shall be maintained in Students' Association records.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

PERSONNEL FILES

Policy Statement

The Students' Association will maintain personnel files on all its employees.

Responsibility

Executive Director

Scope

- 3) The primary responsibility for personnel administration shall rest with the Executive Director.
- 4) The Executive Director shall maintain working personnel files with the Students' Association office on all permanent employees with respect to the following:
 - a. Resume or curriculum vitae, and cover letter;
 - b. Job descriptions;
 - c. Performance evaluations;
 - d. Employment agreements;
 - e. Information relating to the administration of the employee's health and dental plans;
 - f. Records pertaining to vacation days, sick days, and other absences;
 - g. Copies of letters of reprimand or commendations; and
 - h. Other documents of note to the employee's service.
- 5) Primary responsibility for personnel administration related to the employment and performance of the Executive Director shall rest with the President, the Executive Committee, and the Students' Council as outlined in the SAGPRC bylaws.
- 6) All personnel files are the property of SAGPRC.
- 7) Personnel records shall be kept in a secure file in the Students' Association office for a minimum of three (3) to a maximum of seven (7) years following the conclusion of the employee's service. After this time, the files will be destroyed, unless the Executive Committee deems maintaining them necessary.
- 8) Employees shall have the right to examine the contents of their personnel file at any time, provided that the Executive Director, or designate, and a third party witness accompany them.
- 9) Employees shall have the right to add written comments to their personnel file, including any explanation in defense of any serious indictment of the staff member's professional conduct.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

CODE OF CONDUCT

Policy Statement

The Students' Association employs a mandatory code of conduct for its student representatives and employees.

Responsibility

Students' Council

Scope

- 1) The Code of Conduct is designed to establish the behaviour expected of student representatives and employees while conducting SAGPRC affairs.
- 2) The Code of Conduct is designed to preserve and protect SAGPRC's legitimacy, professionalism, integrity, and reputation.
- 3) The Code of Conduct supplements the bylaws and policies of SAGPRC and is binding to every elected student representative and employee.
- 4) The Code of Conduct is subject to interpretation and is enforceable.
- 5) All student representatives and employees are required to sign a copy of the Code of Conduct upon commencing their term with SAGPRC (*see Appendix 4 – Code of Conduct*).

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

DISCRIMINATION AND HARASSMENT

Policy Statement

The Students' Association is committed to providing a working environment free of discrimination, harassment, and bullying. Acts of discrimination, harassment, or bullying by or against members of the Students' Association are unacceptable and will not be tolerated.

Responsibility

Students' Council

Scope

- 10) The Students' Association abides by the Anti-Discrimination and Anti-Harassment policy of Grande Prairie Regional College.
- 11) The Students' Association promotes both awareness of the nature and effects of discrimination, harassment and bullying, and prevention of such incidents from occurring.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

GRIEVANCE PROCEDURE

Policy Statement

The Students' Association employs a grievance procedure to protect the rights of its employees and of the organization.

Responsibility

Executive Committee, Executive Director

Scope

Employees

- 1) All Students' Association employees are subject to the grievance procedure as outlined in this policy, with the exception of the Executive Director.
- 2) In the event that there is an issue regarding an employee's performance, the Executive Director will first attempt to solve the problem through a verbal meeting with the employee. Written summaries of this discussion shall be kept on file in the Students' Association office.
- 3) The Executive Director shall keep a record of all incidences in which employees do not perform their required duties, or do not perform them to an acceptable and reasonable standard. These records should include the following information:
 - a. Behavior observed;
 - b. Incident rate;
 - c. Reasons for concern;
 - d. Summary of discussion with employee;
 - e. Disciplinary action taken (if any);
 - f. Evidence and/or signed documentation.
- 4) If performance issues persist, or if the actions of the employee are considered by the Executive Director to be of a magnitude that verbal discussion is not an adequate response, a formal written warning will be issued, governed by the following process:
 - a. The Executive Director, or designate, will have a formal discussion with the employee with respect to their inadequate or inappropriate performance as an employee of SAGPRC.
 - b. Within five business days, the Executive Director, or designate, shall provide the employee with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures

must be demonstrated, and the disciplinary measures that may follow if corrective action is not taken.

- c. If prescribed corrective action is not demonstrated by the date specified, then a second written warning shall be issued, following the same procedure as outlined above.
- d. If there is continued concern, the Executive Director reserves the right to either suspend without pay or dismiss the employee. In either instance the Executive Committee shall be informed of the Executive Director's decision prior to taking action. The Executive Committee must maintain confidentiality regarding all aspects of employee grievances.
- e. Employees who do not respond appropriately to formal written warnings as outlined above may be dismissed provided that they are given written notice of termination, or equivalent salary in lieu of such period of notice, as prescribed by Alberta Labour Law.
- f. An employee may be immediately dismissed, without written warning, notice or salary in lieu of notice for, but not limited to the following reasons:
 - i. Theft, fraud or other criminal activities while representing SAGPRC;
 - ii. Using or being under the influence of illicit substances while at work;
 - iii. Breach of confidentiality;
 - iv. Continual shortages in cash or materials in the employee's control;
 - v. Failure to inform the Executive Director, or designate, of absences;
 - vi. Insubordination.

Student Representatives

- 1) All Students' Association student representatives and the Executive Director are subject to the grievance procedure as outlined in this policy. For ease of communication, the Executive Director shall be considered a student representative under the following sections.
- 2) In the event that there is an issue regarding a student representative's performance, the President will first attempt to solve the problem through a verbal meeting with the individual. Written summaries of this discussion shall be kept on file in the Students' Association office.
- 3) The President shall keep a record of all incidences in which student representatives do not perform their required duties, or do not perform them to an acceptable and reasonable standard. These records should include the following information:
 - a. Behavior observed;
 - b. Incident rate;
 - c. Reasons for concern;
 - d. Summary of discussion with employee;
 - e. Disciplinary action taken (if any);
 - f. Evidence and/or signed documentation.
- 4) If performance issues persist, or if the actions of the student representative are considered by the President to be of a magnitude that verbal discussion is not an

adequate response, a formal written warning will be issued, governed by the following process:

- a. The President, or designate, will have a formal discussion with the student representative with respect to their inadequate or inappropriate performance as a student representative of SAGPRC.
- b. Within five business days, the President, or designate, shall provide the student representative with a letter outlining the reasons for dissatisfaction, the corrective measures required, the date by which these corrective measures must be demonstrated, and the disciplinary measures that may follow if corrective action is not taken.
- c. The issue and the contents of the letter will, at this point, be disclosed to the Executive Committee and the Executive Director in confidence.
- d. If prescribed corrective action is not demonstrated by the date specified, then a second written warning shall be issued, following the same procedure as outlined above.
- e. If there is continued concern, the Executive Committee reserves the right to either suspend without pay for a period of up to two (2) weeks, or pursue further disciplinary action as outlined in SAGPRC bylaws.
- f. Dismissal of the Executive Director and removal of student representatives fall under the procedures outlined in Students' Association bylaws.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

SECTION SIX – ADMINISTRATION

ACCESS TO RECORDS

Policy Statement

The Students' Association maintains a policy of accessibility to its membership, and to public and stakeholder groups to a lesser extent, while maintaining appropriate privacy and confidentiality regulations.

Responsibility

Students' Council

Scope

- 44) All Students' Association members, stakeholder groups, and public may access SAGPRC bylaws, policies, and business contact information upon request.
- 45) All SAGPRC bylaw changes, policy changes, and Students' Council minutes will be made officially available for viewing by members, stakeholder groups, and the public one (1) business day after approval.
- 46) SAGPRC Executive Committee minutes will be made officially available for viewing by the Students' Council one (1) business day after approval. Requests by other members, or by the public, to view Executive Committee minutes can be made through approval by the Students' Council.
- 47) Records management is governed by provincial privacy regulations, and appropriate security measures are observed for maintaining records containing personal or other confidential information.
- 48) Records will be maintained for the prescribed minimum amount of time, upon which appropriate disposition of records is to be performed.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

KEY ACCESS

Policy Statement

The Students' Association maintains various levels of security permissions within the organization.

Responsibility

Executive Director

Scope

- 31) Master keys to all, on-campus Students' Association space shall be held by the appropriate GPRC representative(s).
- 32) Master keys to all Students' Association space and property shall be held by the Executive Director.
- 33) Keys to the Students' Association general office spaces shall be held by all permanent Students' Association staff and all Executive Committee members.
- 34) Keys to the student lounge shall be held by the Lounge Manager, and an additional set shall be made available to lounge staff while on-shift, and to office staff in order to fulfill the requirements of their duties. Use of the additional set of keys shall require documentation of the responsible individual(s).
- 35) Keys to personal offices shall be held by the respective individuals.
- 36) Keys must be returned within forty-eight (48) hours of termination of a position within the Students' Association.
- 37) Loss of keys must be immediately reported to the GPRC Information and Technology Department, and to the Executive Director, or to the President in the case that the individual in question is the Executive Director.
- 38) Loss of, or damage to keys is the responsibility of the respective individual, and the individual shall bear the full costs of replacement.
- 39) Access cards shall follow the same regulations as key access.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

VOLUNTEERS

Policy Statement

The Students' Association encourages and appreciates volunteerism as a significant part of its organization.

Responsibility

Students' Council, Administrative Assistant

Scope

- 6) The Students' Association holds an annual volunteer recognition event.
- 7) All Students' Council and committee members are considered volunteers.
- 8) Members may register as official volunteers at the Students' Association office and may receive recognition as determined by the Executive Committee.
- 9) Non-members may not register as official volunteers, but may still receive recognition as determined by the Executive Committee.
- 10) Volunteer relations shall be the responsibility of the Administrative Assistant.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

EXCELLENCE IN TEACHING AWARD

Policy Statement

The Excellence In Teaching Award is a student-nominated award designed to recognize and honour educators who promote excellence in their post-secondary institutions; and who encourage a positive and inclusive learning environment for all students.

Responsibility

Executive Committee

Scope

- 6) Nominations open on September 31st of each year, and close on March 22nd of each year.
- 7) Any Students' Association member is eligible to nominate any GPRC instructor for the award.
- 8) The Executive Committee shall determine the annual recipient of the award based on the criteria set forth in this policy, and based on the received nominations.
- 9) An award and appropriate recognition shall be presented to the annual recipient, and the Students' Association shall maintain a continuous record of recipients.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

MOST STUDENT-CENTERED STAFF AWARD

Policy Statement

The Most Student-Centered Award is an Executive-nominated award designed to recognize and honour staff members who have shown outstanding commitment and action in upholding the core value of student-centeredness at GPRC.

Responsibility

Executive Committee

Scope

- 1) Nominations open on August 31st of each year, and close on March 22nd of each year.
- 2) Any Students' Association Executive Committee member is eligible to nominate any GPRC staff member for the award.
- 3) The Executive Committee shall determine the annual recipient of the award based on the criteria set forth in this policy, and based on the received nominations.
- 4) An award and appropriate recognition shall be presented to the annual recipient, and the Students' Association shall maintain a continuous record of recipients.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

VOLUNTEER OF THE YEAR AWARD

Policy Statement

The Volunteer of the Year Award is an Executive-nominated award designed to recognize and honour outstanding volunteers who have gone above and beyond in assisting the Students' Association in its operations and pursuit of its goals.

Responsibility

Executive Committee

Scope

- 1) Nominations open on August 31st of each year, and close on March 22nd of each year.
- 2) Any Students' Association Executive Committee member is eligible to nominate any Students' Association member for the award.
- 3) The Executive Committee shall determine the annual recipient of the award based on the criteria set forth in this policy, and based on the received nominations.
- 4) An award and appropriate recognition shall be presented to the annual recipient, and the Students' Association shall maintain a continuous record of recipients.

Policy History

Original Approval Date: January 15, 2014

Last Reviewed:

Mandatory Review Date:

SECTION SEVEN – STUDENT SERVICES

STUDENT CLUBS

Policy Statement

The Students' Association sanctions the existence of on-campus clubs, to improve the student experience at Grande Prairie Regional College.

Responsibility

Executive Committee, Vice President Outreach

Scope

- 49) The Vice President Outreach is the official liaison for clubs.
- 50) Members may create a club by fulfilling the requirements of the Students' Association Club Manual (see *Appendix 5*) and all guidelines found in Students' Association bylaws and policies.
- 51) Completed Students' Association Club Manuals are submitted to the Vice President Outreach, for presentation and approval by the Executive Committee.
- 52) Once approved by the Executive Committee, a club is considered sanctioned by the Students' Association, and gains the following benefits:
 - a. Ability to book Students' Association space, free of charge, for club activities;
 - b. Ability to book GPRC space as a sanctioned club;
 - c. Inclusion in the Students' Association master club contact list, maintained at the main office and on the SAGPRC website;
 - d. Opportunity to advertise on Students' Association club and poster boards;
 - e. Opportunity to fundraise through partnership with Students' Association events; and
 - f. Ability to apply for funding through the Students' Association.
- 53) All recurring clubs must reapply for sanctioned status by the end of September of each year.
- 54) The Students' Association holds the right to revoke sanctioned status when any or all of the requirements outlined in this policy are not fulfilled.

Policy History

Original Approval Date:

Last Reviewed:
Mandatory Review Date

EXTENDED STUDENT HEALTH PLAN

Policy Statement

The Students' Association, as mandated by GPRC, provides all full-time GPRC students with mandatory extended health care coverage, and provides optional extended health care coverage to all other members through an extended student health plan.

Responsibility

Executive Director, Vice President Internal

Scope

- 12) The Students' Association abides by the mandate outlined in the Student Health Coverage Policy of Grande Prairie Regional College.
- 13) The VP Internal and the Executive Director are the official liaisons to the student health plan provider, to GPRC, and to the membership, regarding the extended student health plan.
- 14) All fee surpluses are reinvested into the Students' Association Health and Dental Reserve Fund.
- 15) The student health plan provider may only be changed by passing of a special resolution by the Students' Council.

Policy History

Original Approval Date:

Last Reviewed:

Mandatory Review Date:

STUDENT DISCOUNT PROGRAM

Policy Statement

The Students' Association collaborates with businesses and services to provide added benefits to its members while attending Grande Prairie Regional College.

Responsibility

Executive Committee, Vice President Outreach

Scope

- 40) The Vice President Outreach is the official liaison for the Student Discount Program.
- 41) Businesses and services that wish to offer a student discount may register with the Students' Association through contacting the Vice President Outreach.
- 42) Businesses and services that are registered in the Student Discount Program, gain the following benefits:
 - a. Inclusion in the Students' Association master student discount program list, maintained at the main office and on the SAGPRC website;
 - b. Opportunity to advertise on designated Students' Association space; and
 - c. Other rights as negotiated through the Executive Committee.
- 43) Businesses that directly compete with GPRC or SAGPRC will not be included in the Student Discount Program.

Policy History

Original Approval Date: February 12, 2014

Last Reviewed:

Mandatory Review Date:

OTHER SERVICES

Policy Statement

The Students' Association offers additional services to its members, in keeping with the goals of the association, and as opportunity arises.

Responsibility

Executive Committee

Scope

- 11) All services offered by the Students' Association are in keeping with the goals of the association, and abide by SAGPRC bylaws and policies.
- 12) The Students' Association offers services to its membership, including, but not limited to:
 - a. Fax and photocopy services offered on a cost-recovery basis;
 - b. Student club organization;
 - c. Recreational and study spaces;
 - d. Maintenance of a student discount program;
 - e. Extended student health coverage;
 - f. Advocacy on behalf of students;
 - g. Orientation events, and other events as determined by the Executive Committee during each year's budget and event planning; and
 - h. Maintenance of a website and social media accounts that provide access to information and services relevant to members;
- 13) All services are administered by the Students' Association, and are reviewed on an annual basis.

Policy History

Original Approval Date: February 12, 2014

Last Reviewed:

Mandatory Review Date:

SECTION EIGHT – COMMUNICATIONS

ANNUAL REPORT

**NOTE* - Not currently a feature of SAGPRC*

Policy Statement

The Students' Association publishes an annual report containing information on past events, current activities, and future plans of the Association.

Responsibility

Students' Council, Executive Committee, Executive Director

Scope

- 55) The Annual Report will be circulated to all members of the Students' Association by no later than the last day of September of each year.
- 56) The Annual Report will contain summary information (timeline TBD), indicating:
 - a. The financial condition of the Students' Association;
 - b. Past events and current activities of importance;
 - c. Future plans that are at liberty to be disclosed;
 - d. The Executive Director's report on the status of the Students' Association;
 - e. The President's report on the status of the Students' Association;
 - f. And all other information deemed relevant by the Executive Committee.
- 57) The Executive Director and the President will oversee a timely creation of the report.
- 58) The Annual Report will be submitted as part of Students' Council orientation.

Policy History

Original Approval Date: February 12, 2014

Last Reviewed:

Mandatory Review Date:

WEBSITE

Policy Statement

The Students' Association will maintain an up-to-date website, in order to facilitate access to important information, both to members and outside users.

Responsibility

Executive Committee, Communications Coordinator

Scope

- 16) It is the responsibility of the Communications Coordinator to maintain the website and publish all content.
- 17) The members of the Executive Committee, including the Executive Director, will submit information to be included on the website, at the discretion of the Communications Coordinator.
- 18) The website will provide access to:
 - a. Students' Association contact information;
 - b. Students' Association organizational structure;
 - c. All relevant bookings and applications forms related to the operation of the Students' Association; and
 - d. All other information deemed necessary by the Executive Committee.

Policy History

Original Approval Date: February 12, 2014

Last Reviewed:

Mandatory Review Date:

SOCIAL MEDIA

Policy Statement

The Students' Association maintains social media accounts in order to better facilitate communication of its goals, activities, and accomplishments to its membership, and to outside groups.

Responsibility

Executive Committee, Communications Coordinator

Scope

- 14) It is the responsibility of the Communications Coordinator to maintain all Students' Association social media accounts, and to approve all content.
- 15) The Communications Coordinator will maintain Administrative status over all official Students' Association social media accounts, and may delegate administrative permissions and responsibilities accordingly.
- 16) The members of the Executive Committee, including the Executive Director, will submit information to be published on social media accounts, at the discretion of the Communications Coordinator.
- 17) All social media content will be related to communication of Students' Association goals, activities, and accomplishments, as determined by the Executive Committee.

Policy History

Original Approval Date: February 12, 2014

Last Reviewed:

Mandatory Review Date:

SECTION NINE – TRAVEL

TRAVEL REQUESTS

Policy Statement

It is understood that travel is, at times, necessary for the elected student representatives to conduct the business of SAGPRC. All travel expenses must be documented and approved as outlined in these policies.

Responsibility

Executive Committee, Executive Director, Administrative Assistant

Scope

- 59) Only the Executive Committee and the ASEC representative are authorized to travel to represent the Students' Association.
- 60) Travel Request Forms must be submitted to the Executive Committee when travelling to areas outside of the main campus's city limits.
- 61) The Executive Committee must approve a completed Travel Request Form, signed by the Executive Director (see *Appendix 6*) prior to the stated departure date.
- 62) Written documentation of the approval by the Executive Committee, the expense claims with itemized receipts, and the completed Travel Request Form must be submitted to the Students' Association office within ninety (90) days after the completed travel.
- 63) Travel arrangements will be booked through the Administrative Assistant, with due regard to economy, operational requirements, and practical considerations.
- 64) Any expenses incurred beyond the scope of the approved Travel Request Form must be presented to the Executive Committee for approval within ninety (90) days after the completed travel.

Policy History

Original Approval Date: March 19, 2014

Last Reviewed:

Mandatory Review Date:

TRANSPORTATION

Policy Statement

When it is deemed necessary to travel, SAGPRC will ensure that all necessary transportation is provided safely, at no cost to the individual.

Responsibility

Executive Committee, Executive Director, Administrative Assistant

Scope

Vehicle Use

- 19) Carpooling will be utilized whenever possible.
- 20) All drivers must have a clean driver's abstract on file with the Students' Association. A clean driver's abstract will be determined at the discretion of the insurance provider.
- 21) Itemized receipts for vehicle expenses must be submitted according to the guidelines found in these policies.
- 22) When utilizing GPRC vehicles, the Students' Association will comply with relevant college policies. The President, Executive Director, and Administrative Assistant are the positions designated with the ability to authorize said vehicle requests.
- 23) When utilizing SAGPRC vehicles, the Executive Committee must approve all vehicle requests (Appendix 6: Travel Request Form).
- 24) It is the responsibility of the Executive Director to ensure all SAGPRC vehicles are properly maintained and insured for travel.

Air Travel

- 25) All flights paid for by the Students' Association will be booked Economy Class.
- 26) Trip cancellation insurance will be purchased for all flights.
- 27) The individual must incur additional baggage costs, unless approved in the Travel Request Form.
- 28) Use of accumulated flight benefits (eg. Points, Miles) must be approved by the Executive Committee.

Other Transportation

- 29) All other forms of transportation, where expenses are incurred (eg. Transit, Taxi), must be noted on the Travel Request Form.

Policy History

Original Approval Date: March 19, 2014

Last Reviewed:

Mandatory Review Date:

ACCOMMODATIONS

Policy Statement

When it is deemed necessary to travel for extended periods of time, SAGPRC will ensure that all necessary accommodations are provided safely, at no cost to the individual.

Responsibility

Executive Committee, Administrative Assistant

Scope

- 44) When possible, shared accommodations will be utilized.
- 45) Accommodations will be booked through the Administrative Assistant, with due regard to economy, operational requirements, and personal preferences.
- 46) The individual will incur all damages or expenses beyond the approved amount on the Travel Request Form, unless approved by the Executive Committee within ninety (90) days after the completed travel.

Policy History

Original Approval Date: March 19, 2014

Last Reviewed:

Mandatory Review Date:

PER DIEM

Policy Statement

The Students' Association will provide a per diem to individuals while conducting the business of the association outside of the main campus's city limits.

Responsibility

Executive Committee, Executive Director, Administrative Assistant

Scope

- 18) Per Diem amounts must be noted on the Travel Request Form, and cannot be applied to costs that are covered elsewhere by SAGPRC funds (eg. Delegate fees).
- 19) Guidelines for acceptable Per Diem amounts are as follows:
 - a. Breakfast: Up to and including \$10.00 per day, for the travel time period between 12:00am and 9:59am;
 - b. Lunch: Up to and including \$20.00 per day, for the travel time period between 10:00am and 2:59pm;
 - c. Dinner: Up to and including \$30.00 per day, for the travel time period between 3:00pm and 11:59pm; and
 - d. Incidental: Up to and including \$15.00 per day, only when total out-of-town travel is more than eight (8) hours in duration.
- 20) Per diem will be provided in cheque form to the traveller after the travel request is approved and prior to the departure date

Policy History

Original Approval Date: March 19, 2014

Last Reviewed:

Mandatory Review Date:

APPENDIX 1 – ORGANIZATIONAL CHART

