



Selkirk College Students Union
Local 2 of the BCFS

Policy Manual
September 2022

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Code of Conduct **POLICY #:** 1 **ADOPTED:** 07/11/22
APPROVED BY: Board of Directors **PAGES:** 1 **LAST REVISED:** 07/11/22



PREAMBLE

The operation and governance of the Selkirk College Students' Union needs be conducted in a professional manner that is respectful and ethical. This policy outlines the expectations set out by the Union for its members and employees. This policy applies to all individuals associated with SCSU.

PROCEDURE

General Conduct

1. All staff and members shall be respectful and inclusive of all people. This includes any person(s) regardless of gender, religion, race, physical or mental disability;
2. no member or staff shall make disparaging remarks about other members or staff. This includes their opinions save for respectful, warranted criticism;
3. no member or staff shall engage in any recreational substances before or during an official meeting;
4. no staff or member shall engage in any illegal activity while associated with the SCSU.

Confidentiality

1. All staff and board members are expected to maintain a professional level of confidentiality in all matters determined confidential by the executive committee;
2. no staff or board member shall disclose or discuss any sensitive information obtained during their duties with any person(s) outside the organization.

Conflict of Interest

1. All staff and board members are responsible for the general well-being of the organization while performing their duties;
2. any conflict of interest must be presented to the chair prior to the meeting so the board can determine the necessary steps to protect the integrity of the organization.
3. any perceived conflict of interest must be brought forward to the board prior to the meeting;
4. all decisions regarding conflict of interest may be resolved via a majority vote of the relevant governing body.

END OF DOCUMENT

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Remuneration **POLICY #:** 2 **ADOPTED:** 12/01/17
APPROVED BY: Board of Directors **PAGES:** 1 **LAST REVISED:** 07/11/22



PREAMBLE

Executive Committee members serve the Selkirk College students as volunteer elected leaders. In recognition of the time commitment in serving in this role, Executive Committee members are eligible to receive a minimal level of remuneration.

1. AMOUNT

Each member of the Executive Committee shall receive \$200 per month provided that they comply with the constitution, bylaws, policies of the Union, and any regulation set out by the committee.

END OF DOCUMENT

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Travel & Per Diem **POLICY #:** 3 **ADOPTED:** 06/13/22
APPROVED BY: Board of Directors **PAGES:** 2 **LAST REVISED:** 06/13/22



PREAMBLE

The purpose of this policy is to outline the rules and procedures designed to govern the travel and per diem allowances allocated to members and staff of the Selkirk College Student's Union (Union) while performing Union functions. The Union will be responsible for the out-of-pocket expenses of members and Union employees while on SCSU business. The Union shall approve expenses when they adhere to the following policy conditions.

STATEMENT

1. ETHICAL TRAVEL

The Union will, where possible, arrange the most economically and environmentally conscious method of transportation and accommodations.

Procedure

Union members and Union employees shall be reimbursed for approved expenses while conducting Selkirk College Student Union business. All expenses must be approved by the Treasurer and Organiser-Internal (other executive members or organisers may be consulted if required). All requests for reimbursement must be accompanied by the appropriate paperwork.

1. Vehicle Usage

- a. When a member or employee uses their personal vehicle for Union business the following will apply:
 - i. The owner will be reimbursed at a rate equal to the current rate set by the Canada Revenue Agency;
 - ii. The owner must hold and maintain the appropriate auto liability insurance;
 - iii. The owner of the vehicle and any passengers travel at their own risk;
 - iv. The owner must adhere to all relevant laws and regulations. Any violation

or ticket will be the responsibility of the owner;

- v. Staff will receive mileage reimbursement as outlined in their employment contract.
- b. When a rental vehicle is determined to be the least expensive and most practical method of transportation, the following will apply:
 - i. Renter must hold valid driver's license;
 - ii. Rental must include applicable insurances;
 - iii. The driver of the vehicle and any passengers travel at their own risk;
 - iv. Renter must adhere to all relevant laws and regulations. Any violation or ticket will be the responsibility of the owner;
 - v. Only vehicles with appropriate seasonal tires shall be rented
 - vi. The size of the rental vehicle should be appropriate.

2. Per Diem

- a) Union members and staff are entitled to a per diem to cover expenses while conducting SCSU business outside a 100km radius of their respective campus office or having been away on Union Business for more than 8hrs.
- b) In the event that one or more meals are provided by the Union or event host, the Union member or staff will be reimbursed at half the allowance amount for that meal.
- c) The allowances and meals will be reimbursed at amounts equal to the current rate set by the Canada Revenue Agency.

END OF DOCUMENT

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Technology Usage **POLICY #:** 4 **ADOPTED:** 08/08/22
APPROVED BY: Board of Directors **PAGES:** 1 **LAST REVISED:** 08/08/22



Preamble

The Selkirk College Students Union will provide access to necessary technology for staff and board members to conduct union business. This may include but is not limited to: computer(s), tablet(s), internet access, digital storage, documentation, services, program(s), software, and any other IoT devices. While using these devices staff and board members must adhere to the following conditions.

Procedure

While using any of the listed above SCSU IoT devices or services staff and board members must refrain from conducting any prohibited activities including but not limited to:

- a. engaging in any illegal activities,
- b. engaging in any discriminatory, harassing, threatening behaviours or any other behaviour that as mentioned in Union Policy I - Code of Conduct,
- c. using union resources or devices for any personal/monetary gain not related to union business,
- d. violating any copyright or piracy laws,
- e. engaging in any activity that may incur cost to the union without prior consent
- f. attempting to undermine or circumvent any union or Selkirk College cyber security measures including passwords and data of other staff or members,
- g. participating in any online activities that may reflect poorly on the union,
- h. disclosing any union materials or information deemed sensitive or confidential without approval or consent,
- i. any other activities deemed inappropriate by the SCSU Board of Directors.

END OF DOCUMENT

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Vacation Days **POLICY #:** 5 **ADOPTED:** 08/08/22

APPROVED BY: Board of Directors **PAGES:** 1 **LAST REVISED:** 08/08/22



Preamble

The Selkirk College Students Union value its staff and their ability to take time to manage their lives. As such the SCSU will provide the following vacation rates to their permanent staff members.

Procedure

- a. the following rates apply to all staff members deemed permanent in their employment contract:

Duration of Employment	Days Per Month	Total Days Per Year
0 - 1 Year	1.0	12
1 - 5 Years	1.5	18
5 Years +	2	24

- b. any unused vacation days during the calendar year will be paid out on June 30th of the following year,
- c. vacation days can only be used once they are accumulated per month,
- d. permanent part-time employees will have the option to accumulate or be paid each period 5% of their wage,
- e. vacation time requests must be provided to and approved by the SRO.

END OF DOCUMENT

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Wellness Credit **POLICY #:** 6 **ADOPTED:** 08/08/22
APPROVED BY: Board of Directors **PAGES:** 3 **LAST REVISED:** 08/08/22



Preamble

Maintaining and supporting the mental and physical wellness of Selkirk College Students' Union staff and board members is key to a successful organization. The Union will support staff and board members in exploring and maintaining physical and mental wellness activities by providing a Health and Wellness Credit.

Procedure

- a. the following rates apply to all board members after their third consecutive month in office and staff members deemed permanent in their employment contract:

Position Group	Credit Amount
Staff Member	\$500.00 CAD
Executive Committee	\$300.00 CAD
Director at Large	\$150.00 CAD

- b. prior approval must be secured to ensure expenses meet eligibility. (See APPENDIX A for a list of eligible expenses)
- c. approval of employee expenses will be at the discretion of the Staff Relations Officer,
- d. approval of board expenses will be at the discretion of the Treasurer, and Organiser Internal
- e. eligibility to any remaining credit shall cease upon resignation, impeachment, or cessation of employment,
- f. eligible expenses will be reimbursed after itemized receipt is provided,
- g. credit is to be used exclusively for the benefit of the staff or board member,
- h. any abuse or misuse of the credit will result in the suspension of eligibility.

APPENDIX A

This appendix shall act as a list of examples but is not considered exhaustive or complete. Other expenses may be approved by the approval body listed above. Approval is still required before reimbursement.

1. Nutrition

- a. Nutrition counselling,
- b. Over-the-counter vitamins and supplements,
- c. Specialized food (carb-free, Keto meals etc.),
- d. Weight Management,

2. Fitness

- a. Fitness & Wellness memberships/courses/lessons/registration fees
- b. Club memberships
- c. Personal training fees,
- d. Baseball bat, gloves,
- e. A bicycle helmet,
- f. Boxing gloves,
- g. Equipment rentals such as skis, skates, snowboards, canoes, kayaks, etc,
- h. Ergonomic office equipment,
- i. Foam roller,
- j. Frisbee,
- k. Goggles,
- l. Golf clubs,
- m. Hiking boots/ equipment,
- n. Personal hockey gear,
- o. Home gym equipment,
- p. Ski equipment and/or rentals and memberships,
- q. Snorkel gear,

3. Professional / Personal Development

- a. Books / Software,
- b. Course/conferences/seminars,
- c. Continuing education,
- d. Language training,
- e. Parking for a course,
- f. Professional membership fee,

4. Personal Interest

- a. Art classes/supplies,
- b. Horseback riding lessons,
- c. Music lessons,
- d. Per-natal classes,
- e. Sign language classes,

5. Mental Health

- a. Art therapy,
- b. Hypnosis,
- c. Mindfulness,
- d. Reiki,
- e. Retreat registration fees,
- f. Hiking retreat,
- g. Meditation retreat,
- h. Yoga retreat,

END OF DOCUMENT

SELKIRK COLLEGE STUDENTS UNION POLICY:

SUBJECT: Elections **POLICY #:** 7 **ADOPTED:** 09/26/22
APPROVED BY: Board of Directors **PAGES:** 3 **LAST REVISED:** 09/26/22



Preamble

The Members of the Selkirk College Students' Union shall elect representatives to serve on the SCSU Board of Directors. The Union acknowledges that in order to have a transparent and fair election, there must be procedures and regulations put in place to ensure all members have the same rights, opportunities, and ability to run for office.

Part 1 - Electoral Committee

The SCSU shall appoint an Electoral Committee to oversee and administer each election. The committee shall consist of the following individuals:

- a. two members of the Union Executive Committee;
- b. two Union Staff members as appointed by the Union Executive Committee;
- c. two members at large of the union who are in good standing;

The committee shall be chaired by one of the serving members of the Union Executive Committee. The committee will confirm the timelines of the elections, resolve all concerns, rule on any disqualifications, and declare the result of the election.

Part 2 - Nominations

All members in good standing of the Selkirk College Students Union may be eligible for nomination in any SCSU election. The process for attaining nomination is as follows:

- a. members must complete the entirety of the Nomination Form prior to the closing date and time of the nomination period;
- b. members must attain the digital or physical signatures of ten (10) members of the Union;
- c. signatures must be collected on Union-provided digital or physical materials;
- d. all signatures must be accompanied by the student number of the nominating member;
- e. all nominees and nominators must be registered as current Selkirk College students and be in good standing with the Union;
- f. all nominees and nominators must be in good academic standing with Selkirk College;
- g. all nominees must meet with a member of the Selkirk College Students Union Executive

- Committee to discuss the general responsibilities of serving on the board. The Executive Committee member must verify the meeting and nomination by signing the nominee's form;
- h. current members of the Selkirk College Students Union Board of Directors may nominate but cannot publicly endorse any nominees;
 - i. by completing the nomination process all nominees agree to respect and uphold all Union bylaws and policies.

Part 3 - All-Nominees Meeting

After all nominations have been verified, the Union will hold an all-nominees meeting to review and discuss all electoral policies and procedures. All nominees are required to attend the all-nominees meeting. The date and time of the meeting must be posted at the start of the nomination period. Should a nominee fail to attend the meeting their name will be removed from the ballot.

Part 4 - Campaigns

All nominees, campaign managers or associated parties may campaign to the members of the Union. The following procedures must be followed while campaigning:

- a. campaigns shall begin and end on predetermined dates as outlined in the election materials. Any campaigning before or after the campaign dates may result in disqualification,
- b. all campaign materials must be approved by a member of the Union Electoral Committee;
- c. distributing non-approved campaign materials may result in disqualification;
- d. once approved, campaign materials may be distributed in person by hand, online, or on Union-designated poster boards;
- e. nominees may name another union member as their campaign manager;
- f. nominees must identify their campaign manager with the Union Electoral Committee;
- g. campaign managers must either attend the all-candidates meeting or meet with a member of the Union Electoral Committee to discuss the requirements and regulations of campaigning;
- h. SCSU Board of Directors members may not act as a campaign manager while in office;
- i. any questions or concerns related to their own campaigns or the campaigns of other nominees must be directed to the Union Electoral Committee;
- j. the Union Electoral Committee may appoint a member of the committee to field all questions and concerns;
- k. the identity and contact information of those responsible for fielding concerns and approving materials must be made available no later than the all-candidates meetings;
- l. no campaign materials or verbiage may be disparaging to another nominee;

- m. no Union or College intellectual property including logos, fonts, colours, slogans or other related IP may be used by a nominee in their campaign;
- n. nominees found removing, vandalizing or impeding other nominees' campaign materials will be disqualified;
- o. all campaign materials must be removed by the nominee or delegate by the Monday following the election.

Part 5 - Polling

Polling shall be conducted and overseen by the Union Electoral Committee. The following procedures shall apply to all SCSU elections:

- a. polling shall be conducted online with a website or software approved by Electoral Committee;
- b. all Union members in good standing shall have the opportunity to vote during a designated polling period;
- c. members will receive a ballot via e-mail and must complete and submit the entire ballot during the polling period;
- d. should online polling be unavailable, on-campus polling stations will be set up at pre-determined times and locations as determined by the Union Electoral Committee.

Part 6 - Results

The results of the election shall be shared with the nominees after the election results have been received and ratified by the Electoral Committee. Following an attempt to contact each nominee with the results of the election, results will be published online no later than 24 hours after the results have been ratified. Detailed results will be available for nominees upon request.

END OF DOCUMENT