



# POLICIES & PRODEDURES

(As amended to September 26, 2011)



LOCAL 75

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# **I – COMMITTEES OF THE STUDENT SOCIETY**

## **A – COMMITTEES**

- 1) The Council shall receive assistance in carrying out the operations of the Society by receiving advice and consultation from committees.
- 2) Committees are responsible to the Council. They will work with and provide written reports on their activities to the Council at every regular Council meeting.
- 3) The Council will elect the Chair of the standing committee in accordance to the Bylaws, policies and committee Terms of Reference.
- 4) The committee structure shall be the primary decision-making vehicle of the CCSS.

COUNCIL AUGUST 23, 2010  
COUNCIL SEPTEMBER 26, 2011

## **B – COMMITTEE AGENDAS AND REPORTS**

- 1) The committee chairperson will keep accurate records of all matters that come before it.
- 2) Committee reports will be prepared by the next council meeting.
- 3) Copies of all committee reports will be kept at the Lansdowne office for access by all members of the society.
- 4) Any members of the society may submit agenda items to the committee chair that are within the committees' function and powers.

COUNCIL AUGUST 23, 2010

## **C – COMMITTEE MEETINGS**

- 1) Standing committees will meet at least once per month.
- 2) Meetings will be held at the call of the committee Chair.
- 3) Quorum for all committees shall consist of three voting members.
- 4) Regrets for committee meetings shall be submitted to the committee chair a minimum of 48 hours prior to the meeting.

COUNCIL SEPTEMBER 14, 2009  
COUNCIL AUGUST 23, 2010

## **D – COMPOSITION OF COMMITTEES**

- 1) Committees will consist of a chair selected from Council and minimum of two (2) eligible voting members.
- 2) Committee membership, with the exception of the Personnel Committee, will be open to any member of the society at large.
- 3) If a voting member misses three consecutive meetings then that member is deemed to have resigned as an active participant in that committee.

COUNCIL SEPTEMBER 14, 2009  
COUNCIL AUGUST 23, 2010

COUNCIL NOVEMBER 15, 2010

**E – VOTING MEMBERS OF COMMITTEES**

- 1) Members of the Council have voting rights in committees.
- 2) Members of the Society have voting rights in committees.
- 3) No proxy votes will be accepted by the committee chairperson.

COUNCIL SEPTEMBER 14, 2009

COUNCIL SEPTEMBER 26, 2011

## **II – COUNCIL**

### **A – ORIENTING NEW COUNCIL MEMBERS**

- 1) An anti-discrimination workshop shall be included in the Council Development workshop.

COUNCIL NOVEMBER 12, 1996  
COUNCIL SEPTEMBER 26, 2011

### **B – REGRETS AND ABSENTEEISM**

- 1) Leave of Absences
  - a) Leave of Absence
    - i) Removal of one's self from performance of all duties, including Council attendance, for a period not exceeding 4 months.
    - ii) The Council may allocate the position's duties and pay for the period of the leave of absence.
    - iii) Shall require approval of the Council.
  - b) Academic Leave of Absence
    - i) Removal of one's self from attendance at meetings of the society's Council due to an academic conflict but the director shall continue to perform remaining duties.
    - ii) The Council may reallocate the duties and hours based on ability to perform duties.
    - iii) Shall require approval of the Council.
  - c) Specific Leave of Absence
    - i) Removal of one's self from specific duties for a period of time.
    - ii) The Council may reallocate the specific duties and appropriate hours.
    - iii) Shall require approval of the Council.
    - iv) Shall not exceed 4 months, except adjustment in duties to accommodate a disability or for medical reasons.
- 2) If a member cannot attend a meeting of the Council, they must inform the staff person preparing the agenda or the Speaker of Council of the reason by noon on the Friday before the meeting. Should the meeting not occur on a Monday, regrets should be sent a minimum of 48 hours before the meeting.
- 3) Any Council member who misses 3 Council meetings without regrets is deemed to have resigned.
  - a) The Council has the right to know the nature of the regret and can accept or reject said regret based on its nature and time received.
  - b) Should a Director feel the ruling was unfair, they may appeal to the Council at the following Council meeting.
- 4) Regrets will not be accepted after the deadline except for valid reasons, as decided by the Council, which could not have been foreseen prior to the deadline.

Leave of Absences – COUNCIL MARCH 22, 2010

Regrets and Absenteeism – COUNCIL MARCH 22, 2010  
Regrets and Absenteeism – COUNCIL JUNE 14, 2010  
Regrets and Absenteeism – COUNCIL AUGUST 23, 2010  
Leave of Absences – COUNCIL SEPTEMBER 26, 2011  
Regrets and Absenteeism – COUNCIL SEPTEMBER 26, 2011

### **C – AGENDAS AND MINUTES**

- 1) Members of the society at large may submit, in writing, items to be included on the agenda to the executive committee three days in advance.
- 2) The Executive Committee shall include any item on the agenda of any General or Council meeting that is submitted in writing by a single member of the Student Society.
- 3) The agenda for each Council meeting shall be posted outside all CCSS offices one business day in advance.
- 4) The minutes for all General and Council meetings must be prepared, posted and distributed one business day before the next meeting.
- 5) The vote count for all motions shall be included in the minutes of all meetings.

Minutes – COUNCIL JANUARY 7, 1997  
Agendas – COUNCIL SEPTEMBER 26, 2011  
Minutes – COUNCIL SEPTEMBER 26, 2011

### **D – CALLING, NOTICE AND SCHEDULING OF MEETINGS**

- 1) The Speaker of Council shall call an emergency meeting of the Council upon the direction of five voting members. All members of the Council shall be notified.
- 2) The Council shall meet every two weeks, and with the exception of the month of December, alternating between Interurban and Lansdowne campuses. Should a regular meeting fall on a statutory holiday or college closure, the meeting will occur the following week.
- 3) The Council shall meet every two weeks during December, unless it elects to hold a single scheduled meeting.

COUNCIL SEPTEMBER 14, 2009  
COUNCIL SEPTEMBER 26, 2011

### **E – DIRECTOR PAY**

- 1) Members of the Executive and constituency directors are to receive an honorarium of \$10.00 per hour (plus vacation pay).
- 2) CCSS Campus Directors are to receive a \$30.00 honorarium for full attendance at each council meeting.
- 3) To ensure that the Executives and Constituency Directors meet the needs of the Camosun College students that they represent, each Executive and Constituency Director shall post hours at both the Interurban and Lansdowne campuses in the main offices and in the respective constituent offices.

Hours Policy – COUNCIL JANUARY 23, 2006  
Hours Policy – COUNCIL SEPTEMBER 14, 2009  
Hours Policy – COUNCIL MARCH 9, 2010  
Campus Director Pay – COUNCIL JULY 26, 2010  
COUNCIL SEPTEMBER 26, 2011

## **F – GUEST PARTICIPATION**

- 1) Any person or group wishing to make a formal presentation to Council arrange to do so through a Council member at least 4 days before the scheduled meeting.
- 2) Seven (7) days prior to Council meetings twelve (12) posters advertising the meeting's time, date, and location be distributed on the campus where the meeting is to be held.
- 3) At the beginning of each semester an e-mail schedule of CCSS Board meeting's advertising the meeting's time, date, and locations should be sent to all members of the society.
- 4) The responsibility for communicating the meeting's time, date, and location and removal of previous posters shall be delegated to the CCSS Campaigns & Advocacy Committee.

COUNCIL SEPTEMBER 26, 2011

## **H – TELEPHONE VOTING PROCEDURE**

Urgent matters of a non-contentious nature may be approved in principle between council meetings by members of council through a phone around motion.

- 1) A minimum of two Council members, a mover and a seconder, are required to initiate a "phone around" vote on a proposed motion.
- 2) Following the initiation of a "phone around" vote, the ORC shall conduct the voting on the motion.
- 3) Quorum for the voting shall be as for Council meetings.
- 4) A "phone around" vote must be initiated before 12 noon of a working day.
- 5) The voting period shall extend until 12 noon of the second day following inception of the vote (at minimum 48 hours).
- 6) The ORC shall make and document at least three attempts to contact each council member.
- 7) The phone around motion shall be sent by e-mail to all members of council, and votes may be registered by phone, text, e-mail or in person to the ORC.
- 8) Any four members of council may have the motion tabled until the next meeting of council.
- 9) The "phone around" vote shall consist of the following information only:
  - a) the wording of the motion;
  - b) the names of the mover and the seconder of the motion;
  - c) the procedure as governs "phone around" votes;

- d) the voting deadline for the motion.
- 10) A council member has until the voting deadline to cast their vote.
  - 11) After completion of the voting, all CCSS members shall have access to the outcome of the vote, including how each member voted.
  - 12) After completion of voting, all Council members shall be notified of the result.
  - 13) All votes shall be confirmed upon received by the ORC. Votes shall be considered valid once confirmed. Voting members are responsible to ensure they have received confirmation of their vote.
  - 14) The "phone around" motion shall be ratified at the next Council meeting.

COUNCIL JUNE 18, 1996  
COUNCIL MARCH 9, 2010  
COUNCIL AUGUST 23, 2010  
COUNCIL SEPTEMBER 26, 2011

### **III – ELECTIONS**

#### **A – CAMPAIGNING**

- 1) The CCSS may reimburse candidates up to a maximum of \$25 for photocopying costs provided the candidate produces receipts.

COUNCIL SEPTEMBER 14, 2009

#### **B – VOTING**

- 1) Voting days with night hours until 6:00pm are allocated for a minimum of two days at Lansdowne and Interurban campuses.
- 2) The CCSS shall hire (at the same wage rate as the temporary wage rate of the collective agreement) poll captains to work all polling hours of each poll for the entire election/referendum with responsibility for securing and retrieving the poll at the closing and opening of each voting day. Students shall be strongly considered for poll worker positions.

COUNCIL SEPTEMBER 14, 2009

COUNCIL NOVEMBER 15, 2010

COUNCIL SEPTEMBER 26, 2011

#### **C – REFERENDA**

- 1) The Chief Electoral Officer shall Audit the administration of referenda, and implement referenda in the same manner as elections, consistent with bylaws and policy.

#### **D – SIMULTANEOUS STUDENT GOVERNANCE**

- 1) Students that are members of more than one college or university may hold a member-at-large position at both, as long as it does not conflict with the rules and regulations of that organization.

COUNCIL MARCH 9, 2010

## **IV – POSITION DESCRIPTIONS**

The position descriptions are responsibilities and are an extension of the responsibilities in the CCSS Bylaws.

### **A – EXTERNAL EXECUTIVE**

- 1) Shall be the chair of the Campaigns & Advocacy Committee.
- 2) Shall be responsible for organizing student orientations in coordination with society staff.
- 3) Shall be write biweekly Nexus articles or ads.
- 4) Shall be responsible for relaying all relevant CCSS and CFS information to all CCSS members.
- 5) Shall maintain the cleanliness of the society offices.

COUNCIL SEPTEMBER 14, 2009

### **B – FINANCE EXECUTIVE**

- 1) Shall enforce all fiscal policies
- 2) Shall ensure that budgets or fiscal plans are submitted for campus events and clubs before monetary disbursements take place.
- 3) Shall oversee all financial activities of the CCSS.
- 4) Shall review monthly reports for accountability & consistency.
- 5) Shall work with Council members and others to explore sponsorship opportunities.
- 6) Shall be responsible for relaying all relevant CCSS financial information to all CCSS members.
- 7) Shall maintain the cleanliness of the society offices.

COUNCIL SEPTEMBER 26, 2011

### **C – LANSDOWNE AND INTERURBAN EXECUTIVES**

- 1) Shall co-chair the Special Events committee.
- 2) Shall organize welcome week at their respective campuses (before the end of the 4th week of semester 1) and (before the end of the 4th week of semester 2) incorporating the services of the CCSS, Constituency groups, and the College.
- 3) Shall do the food bank shopping and prepare Holiday hampers for students.
- 4) Work with Council members to maintain the cleanliness of the respective offices and provision of society services.
- 5) Shall be responsible for relaying all relevant CCSS information to all respective CCSS members.
- 6) Shall be responsible for organizing student orientations in coordination with society staff.

COUNCIL SEPTEMBER 26, 2011

### **D – WOMEN'S DIRECTOR**

- 1) Facilitate the activities that are run for and by the Women's Collective.

- 2) Chair collective monthly meetings at both campuses (1 meeting/month).
- 3) Participate/Attend Child Care Program quarterly meetings and maintain regular contact with manager of centre.
- 4) Purchase food for Women's Centre food bank.
- 5) Shall be responsible for relaying all relevant CCSS information to all respective CCSS constituents.
- 6) Maintain Centre cleanliness and atmosphere.

COUNCIL SEPTEMBER 14, 2009

COUNCIL MARCH 9, 2010

## **E – PRIDE DIRECTOR**

- 1) Whereby 'LGBT2IQ' stands for, 'lesbian, gay, bisexual, transgendered, two-spirited, intersexed, and queer'.
- 2) Shall represent the needs, concerns, and interests of LGBT2IQ (Pride) members.
- 3) Shall ensure that the Pride Lounge be kept open and accessible to students during school hours, and coordinate volunteers to be available in the lounge when possible.
- 4) Shall facilitate the CCSS Pride Collective meetings, which shall be held on a regular and consistent basis.
- 5) Shall maintain the CCSS Pride Resource Library, including monitoring and signing out of resources.
- 6) Shall update and maintain the CCSS Pride Pamphlet Library for distribution to students.
- 7) Shall liaise with other LGBT2IQ allied organizations and centers in Victoria, in order to provide members of the Pride Collective with up-to-date information on local events and groups.
- 8) Shall attend relevant conferences related to Pride issues, as financially feasible within the Pride and CCSS budgets.
- 9) Shall participate in campaigns on campus to increase awareness for LGBT2IQ related issues and create a comfortable environment on campus for members of the LGBT2IQ community.
- 10) Shall redirect students to appropriate counselling resources when necessary.
- 11) Shall organize and run a table and/or float in Victoria's annual Pride Parade to fundraise, increase visibility, and recruit new members for the CCSS Pride Collective.
- 12) Shall make an effort to educate themselves about safer sex, and shall ensure that Collective members are provided with safer sex information and materials. The Pride Director shall also encourage the practice of safer sex methods.
- 13) Shall be responsible for relaying all relevant CCSS information to all respective CCSS constituents.
- 14) Maintain Centre cleanliness and atmosphere

## **F – SWD DIRECTOR**

- 1) Shall be responsible for addressing the concerns of all Camosun College Students with Disabilities.
- 2) Shall be responsible for maintaining communications with the Camosun Disability Resource Centre.
- 3) Shall be responsible for coordinating events and building community for CCSS SWD members.
- 4) Shall be responsible for relaying all relevant CCSS information to all respective CCSS constituents.
- 5) Maintain Centre cleanliness and atmosphere.
- 6) Investigate and identify specific areas on campus where the services for the students with disabilities can be improved.

COUNCIL SEPTEMBER 26, 2011

## **G – FIRST NATIONS DIRECTOR**

- 1) Shall be responsible for Coordinating Cultural events.
- 2) Shall be responsible for maintaining a report (Internal FNSA Report, aside from the Monthly Reports required as stated in the CCSS Constitution & Bylaws).
- 3) Shall be responsible for being the societies' communications officer for First Nations/Native issues.
- 4) Shall be responsible for chairing the First Nations/Native gatherings.
- 5) Shall be responsible for relaying all relevant CCSS information to all respective CCSS constituents.
- 6) Maintain Centre cleanliness and atmosphere.

## **H – INTERNATIONAL DIRECTOR**

- 1) Shall be responsible for organizing events for international students.
- 2) Shall be responsible for addressing the concerns of all CCSS International members.
- 3) Shall be responsible for liaising with the Camosun College International Education Organization.
- 4) Shall be responsible for relaying all relevant CCSS information to all respective CCSS constituents.
- 5) Shall Maintain Centre cleanliness and atmosphere.
- 6) Shall Attend at least 2 of the Camosun International Orientations
- 7) Shall promote the CCSS to International Students
- 8) Shall make his or her self available to students and develop an International Student listserv.

## **I – SUSTAINABILITY DIRECTOR**

- 1) Shall attend all meetings of the Camosun Students for Environmental Awareness Club, acting as the Council's liaison.
- 2) Shall work on projects and reports to enhance the sustainability of the Camosun College Student Society.

- 3) Shall be responsible for maintaining the Sustainability Budget and ensuring all financial transactions are reasonable, following CCSS financial protocol.
- 4) Shall be responsible for relaying all relevant CCSS information to all respective CCSS constituents.
- 5) Shall maintain the cleanliness of the society offices.

COUNCIL MARCH 9, 2010

COUNCIL SEPTEMBER 26, 2011

## **V – FINANCE**

### **A – EXPENDITURES**

- 1) The Student Society shall not maintain a petty cash.
- 2) All paid invoices shall be stamped paid and show the cheque number and the date paid. The invoice shall then be filed for future reference.
- 3) If the expenditure is above \$500.00, or if the expenditure will put the line item over the budgetary allotment, Council must authorize payment, excepting the following items:
  - a) wages (both part-time & full-time)
- 4) Although expenditures under \$500.00 in selected line items may not necessarily go before Council for authorization, the control in the system is through Council's designated signing officers, and monthly statements prepared by the CCSS accountant.
- 5) Any expenditure over five-hundred dollars (\$500.00) that have not been approved by the Council will result in the person(s) involved paying the outstanding balance to the CCSS within two (2) weeks of receipt of the bill.
- 6) Spending funds without authorization shall result in the member having to pay back such funds and be considered "not in good standing" in accordance with section two (2) subsection three (3) of the CCSS Bylaws until the debt has been repaid.
- 7) Any cheque in the excess of \$500 must have three signatures, including one Executive and the Financial Resource Coordinator.
- 8) A copy of all Council Minutes must be kept with accounting records.
- 9) All cheques made payable to the CCSS must be stamped "For deposit only - Camosun College Student Society".

COUNCIL SEPTEMBER 14, 2009

COUNCIL MARCH 9, 2010

COUNCIL SEPTEMBER 26, 2011

### **B – CREDIT ACCOUNT POLICY**

- 1) CCSS credit accounts, including credit cards, may be used solely for legitimate business purposes and shall not be used for personal transactions.
- 2) The account holder is responsible for ensuring that the account is used only for legitimate CCSS business purposes.
- 3) The account holder is responsible for protecting the account information from misuse by unauthorized parties.
- 4) The account holder is responsible for ensuring, to the extent possible, that credit balances remain within credit limit approved by the Council.
- 5) The account holder must advise the credit provider as well as the Finance Executive immediately if the account's charge card is lost or stolen.

- 6) The Council shall have the authority to cancel any CCSS credit account.
- 7) The cardholder is responsible for obtaining receipts for each transaction. Any transaction for which a receipt or other appropriate supporting evidence cannot be provided shall be considered a personal expense.
- 8) No CCSS credit card shall be used to pay for employee benefits, without prior approval.
- 9) Any unapproved credit card purchases or personal purchases shall result in the following:
  - a) The person(s) involved paying the outstanding balance to the CCSS within two (2) weeks of receipt of the bill.
  - b) The person being considered “not in good standing” until the debt has been repaid.

COUNCIL MARCH 9, 2010  
 COUNCIL NOVEMBER 15, 2010  
 COUNCIL SEPTEMBER 26, 2011

#### **C – PRINTSHOP POLICY**

- 1) All materials to be printed in the Camosun College Print Shop by any Board member and to be billed to the CCSS by the Camosun College Print Shop must be submitted by any one of the an Executive or an Office Resource staff.
- 2) Breach of this policy will result in the person(s) involved in paying the total outstanding balance of the printing costs within two (2) weeks of receipt of the bill from the Camosun College Print Shop, providing the expense has not been approved by the Council or signing officers in the case of an expense under five-hundred dollars (\$500.00).
- 3) Breach of this policy will also result in the involved person(s) being members not in good standing in accordance with section two (2) subsection three (3) of the CCSS Bylaws until the balance has been repaid.

COUNCIL JANUARY 23, 2006  
 COUNCIL MARCH 9, 2010  
 COUNCIL SEPTEMBER 26, 2011

#### **D – STAFF TRAVEL EXPENSE POLICY**

- 1) This policy applies only to CCSS staff attending functions or duties approved by Council.
- 2) A Travel Advance requisition must be submitted to the FRC in accordance with the cheque requisition policy.
- 3) Receipts must be submitted to the FRC with an accounting of expenses. Use the Travel advance expense forms accompanied by any unused travel advance moneys and submit within three business days after returning from the conference or event.
- 4) COVERED EXPENSES

- a) Registration fees in full.
- b) Meal expenditure of \$25.00 per diem unless meals are included in the registration fee or accommodation fee. If meals are included, a \$10.00 per diem will be provided. No receipts are required for the per diems.
- c) Per diems will only be paid if the delegate(s) attend all the required meetings.
- d) Accommodation - the most reasonable economical rate whenever possible.
- e) Travel-individuals should use the most economical means travel.
  - i) Within Victoria:  
In city travel by car on Student Society business, a reimbursement of 29 cents per kilometre will be made. This is to be paid to the owner of the vehicle upon submitting and verification of mileage.
  - ii) Lower Mainland/Vancouver Island:  
Trips to the Lower Mainland and Vancouver Island must be authorized and budgeted by the Council. The following guidelines apply:
    - (1) Travel in personal vehicles is to be reimbursed at a rate of 29 cents per kilometre. This is to be paid to the driver as in (i) above.
    - (2) Ferry costs will be reimbursed per vehicle and passenger.
  - iii) Other Travel  
Trips outside the Lower Mainland and Vancouver Island must be authorized and budgeted by the Council. The following guidelines apply:
    - (1) If by air, the economy rate return.
    - (2) If a train or bus can be used, then only economy class train or bus return fare will be paid if the individual wishes to use their private vehicle.
    - (3) Taxi fare to and from the airport will be paid.
    - (4) Public transportation should be used wherever applicable.

COUNCIL MARCH 9, 2010

COUNCIL SEPTEMBER 26, 2011

## **E – DIRECTOR TRAVEL EXPENSE POLICY**

- 1) This policy applies to CCSS Directors attending functions approved by the Council.
- 2) A travel advance requisition must be submitted to the FRC in accordance with cheque requisition policy.
- 3) Receipts must be submitted to the FRC with an accounting of expenses. Use the Travel advance expense forms accompanied by any unused travel advance moneys and submit within three business days after returning from the conference or event.
- 4) COVERED EXPENSES

- a) Registration fees in full.
- b) Meal expenditure of \$30.00 per diem unless meals are included in the registration fee. If meals are included, a \$15.00 per diem will be provided. No receipts are required for the per diems.
- c) Per diems will only be paid if the delegate(s) attends all the required meetings.
- d) Accommodation - the most economical rate whenever possible.
- e) Travel-individuals should use the most economical means travel.
  - i) Within Victoria:  
In city travel by car on Student Society business, a reimbursement of 29 cents per kilometre will be made. This is to be paid to the owner of the vehicle upon submitting and verification of mileage.
  - ii) Lower Mainland/Vancouver Island:  
Trips to the Lower Mainland and Vancouver Island must be authorized and budgeted by the Council. The following guidelines apply:
    - (1) Travel in personal vehicles is to be reimbursed at a rate of 29 cents per kilometre. This is to be paid to the driver as in (i) above.
    - (2) Ferry costs will be reimbursed per vehicle and passenger.
  - iii) Other Travel  
Trips outside the Lower Mainland and Vancouver Island must be authorized and budgeted by the Council. The following guidelines apply:
    - (1) If by air, the economy rate return.
    - (2) If a train or bus can be used, then only economy class train or bus return fare will be paid if the individual wishes to use their private vehicle.
    - (3) Taxi fare to and from the airport will be paid.
    - (4) Public transportation should be used wherever applicable.

COUNCIL MARCH 9, 2010

COUNCIL SEPTEMBER 26, 2011

## **G – LEGAL EXPENDITURES**

- 1) The signing officers may approve legal expenditures related to student participation on college governance bodies.
  - a) If a legal expenditure is expected to cost less than \$5,000.00, it shall require the authorization of 3 signing authorities.
  - b) If a legal expenditure is expected to cost \$5,000.00 or more, it shall require the authorization of the Council.

COUNCIL MARCH 22, 2010

COUNCIL SEPTEMBER 26, 2011

## **VI – CONFERENCE AND MEETINGS POLICY**

### **A – EXTERNAL MEETINGS AND CONFERENCES**

Definition: Meetings and Conferences shall include, but not be limited to, meetings with external organizations, Conferences attended as a representative of the CCSS where the CCSS pays a portion of the costs, and General Meetings or Provincial Executive Meetings of the Canadian Federation of Students.

### **B – CONDUCT AND ATTENDANCE**

- 1) Delegates/attendees shall always conduct themselves in a manner that is representative of the society and the principles for which the society exists.
- 2) Delegates/attendees shall attend all scheduled activities, sessions, and workshops for which they are eligible. If the member is representing a CCSS constituency group at a CFS meeting, meetings of that constituency shall be mandatory.
- 3) Should a delegate/attendee be ill or otherwise unable to attend a scheduled session, workshop, or activity, he or she must inform other members of the delegation (if applicable) so appropriate arrangements can be made.
- 4) A record of delegate attendance shall be taken and submitted to the Council.
- 5) Failure to attend significant portions of a conference or meeting will result in the delegate having to pay back delegate fees, per diems and any other sanction deemed appropriate by the Council.
- 6) All delegates shall briefly meet prior to the opening ceremony to discuss expectations and logistics, and briefly before closing ceremonies to discuss motions.

COUNCIL AUGUST, 2005

COUNCIL MAY 31, 2010

COUNCIL AUGUST 23, 2010

COUNCIL SEPTEMBER 26, 2011

### **C – REPORTS**

- 1) Delegates/attendees must submit a written report to the Council within one week of the meeting, or the next Council meeting, whichever is longer. Failure to produce a conference report shall result in the persons being ineligible from subsequent external meetings.

COUNCIL MAY 31, 2010

COUNCIL SEPTEMBER 26, 2011

### **D – SELECTION OF DELEGATES**

- 2) The CFS Provincial Executive Representative shall be a delegate to the general meetings of the BC Component of the Canadian

Federation of Students. (This Section Approved by the Board in July 2003)

- 3) Selection of delegates shall be done by a free and open secret ballot vote.
- 4) Should a vacancy occur, priority placement shall be given to eligible individuals the put their names forward during nominations. Otherwise, the Office Collective shall select the replacement.

COUNCIL MAY 31, 2010

COUNCIL JULY, 2003

## **VII – SUBSIDIARY ORGANIZATIONS**

### **A – MEETINGS WITH SUBSIDIARIES**

- 5) The Student Society shall have regular meetings no less than once per semester with all subsidiary organizations.

### **B – SUBSIDIARY FINANCES**

- 6) The CCSS maintains that all subsidiary organizations and services shall pursue sources of funding other than Student Society funding.
- 7) Successful raising of funds by subsidiary organizations shall not serve as justification for cuts to the funding of the organization.
- 8) The Student Society believes that programs necessary for the accessibility of the campus (such as, but not limited to, Walk Safer and Peer Connections) should be supported by the college through funding and other resource allocation.

### **C – SUPPORT FOR FIRST NATIONS STUDENT SPACE**

- 1) The Student Society supports the creation of a First Nations Students' Centre at all campuses of Camosun College.

### **D – PRIDE COLLECTIVE SPACE**

- 1) The Student Society supports the creation of a Pride Collective Space at all campuses of Camosun College.

### **E – STUDENT NEWSPAPERS**

- 1) The Student Society is committed to the principle of editorial autonomy of student newspapers.
- 2) The Student Society shall maintain a separation agreement with the student newspaper.

### **F – STUDENTS WITH DISABILITIES**

- 1) The Student Society declares that all students with disabilities have the right to equal access to, equal treatment in and freedom from discrimination in employment, housing, access to post-secondary institutions, and provision of public services.
- 2) The Student Society supports the removal of all policy that prevents disabled students from attending post-secondary institutions.

## **VIII – PUBLIC RELATIONS**

### **A – PERSONAL INFORMATION**

- 1) Council members must have consent either verbally or in writing from any person(s) - other than elected officials - whose name(s), phone number(s), or any other personal information is to be used on any Student Society documents or such.

### **B – COLLEGE GRADE APPEAL POLICY**

- 1) The Student Society maintains that students should be allowed to have representatives speak on their behalf at grade appeal hearings.

COUNCIL MAY 29, 1996

### **C – VENDING**

- 1) Vending applications will be referred to the office of Physical Resources Department. Applicants will be approved by the PRD office with the consent of the Campus Executive.

### **E – RECYCLING POLICY**

- 1) The Student Society supports a fully funded recycling program at Camosun College that would include but not be limited to paper products, cans, glass, plastics, and compost.
- 2) The Student Society shall continue to recycle all products within its office where possible. This shall include printing all documents double sided.

## **IX – CLUBS POLICY**

### **A – GENERAL**

- 1) A Club is defined as an organization of Student Society members sharing a common cause or identity.
- 2) Applicable semesters for funding shall be the Fall, Winter and Summer semesters.
- 3) A Club will be considered inactive if the club is inactive for three consecutive semesters. In this case any accumulated funds and assets shall be reclaimed by the Student Society.
- 4) Funding issues in a semester will only be available for use in that semester, unless there is a previous Council approved roll over.

COUNCIL SEPTEMBER 27, 2010

COUNCIL SEPTEMBER 26, 2011

### **B – CRITERIA FOR CLUB RECOGNITION**

- 1) To become an officially recognized club, each club must fully complete and submit to the Internal Affairs Coordinator an official request form, as designated by the Executive Committee. The club must provide the following information on the form:
  - a) the name of the club;
  - b) the purposes, goals and objectives of the club;
  - c) a copy of the club's constitution and bylaws consistent with the CCSS default club bylaws (if one exists);
  - d) names, student numbers and contact information of the club's executive (minimum of two people);
  - e) names and student numbers of the club's members;
- 2) Clubs must notify the campus executive, of which the club is registered, of any changes in the club's executive and membership at least once a month.
- 3) The Clubs Committee has the right to refuse any applications based on reasonable grounds.

COUNCIL SEPTEMBER 27, 2010

### **C – MEMBERSHIP**

- 1) Each club must allow any interested member of the Student Society to join.
- 2) No club shall have fewer than five (5) active members. This requirement may be waived by a two-thirds (2/3) majority vote of the Clubs Committee.
- 3) Clubs must have a minimum of three CCSS regular members at large.
- 4) Clubs Committee may allow a club to impose a membership fee to help fund its activities.

- 5) Non-members of the Student Society may be accepted as non-voting members of the club but the number community member, consisting of non-Student members and non-Camosun employees shall not exceed one quarter of the total membership.

COUNCIL SEPTEMBER 27, 2010

#### **D – CLUB EXECUTIVE**

- 1) Each club shall have an executive consisting of no less than two (2) positions consisting of a President and Treasurer, as determined by the club membership.
- 2) The executive of each club shall be elected by the membership of the club as per the constitution of the club. No members of a club shall be denied the right to vote in the election of the executive of the club.
- 3) The President shall act as the chief spokesperson for the club and take leadership role in coordinating the clubs activities.
- 4) The Treasurer shall be chiefly responsible for maintaining the financial records of the club in good order.
- 5) If there are any changes to the Officers of the club, the campus Club Committee shall be notified as soon as possible after such a change.

COUNCIL SEPTEMBER 27, 2010

#### **E – RIGHTS OF RECOGNIZED CLUBS**

- 1) Each recognized club shall receive the following:
  - a) A mailbox in the CCSS office.
  - b) Limited access to CCSS office computers and photocopiers at cost (as outlined in office policies in procedures).
  - c) A share of the funds available for clubs on each campus as determined by the campus club committee.
  - d) A line item in the CCSS accounting system for income and disbursements
  - e) Recognition by the college for room bookings as an internal group
  - f) Access to the Student Newspaper as a student club.

COUNCIL SEPTEMBER 27, 2010

#### **F – MEETINGS**

- 1) The club will have regular meetings at a time and place decided by a majority of members at its first meeting. Regular meeting times may be changed by a majority of members at subsequent regular meetings.
- 2) If the President determines that there is a need for a meeting other than that scheduled by the membership they may call a meeting provided reasonable efforts are made to contact all members of the club notifying them of the changed meeting time.
- 3) Every club shall be responsible for having one annual-general meeting a year.

COUNCIL SEPTEMBER 27, 2010

## **G – FINANCIAL REPORTING**

- 1) Expenditures for the club shall be in accordance with a budget developed and approved by a majority of members attending a regular meeting of the club.
- 2) At each meeting of the club the Treasurer shall have available information relating to the disbursement and receipts of funds from the previous meeting.
- 3) In addition at the year end a report of the total funds received and disbursed in comparison to the proposed budget shall be produced. This report shall be made available to all members at the final meeting of the academic year or, failing that, at the first meeting of the upcoming academic year. A copy of this report shall also be given to the Student Society office.
- 4) In the event that the Club dissolves any moneys or assets owned by the club shall be returned to the Camosun College Student Society or to a party designated by mutual consent of the Student Society and the officers of the Club. These funds will be held in trust until a club with similar goals is created again.
- 5) Clubs may not maintain an independent bank account and must run their finances through the Camosun College Student Society.
- 6) Signing Authority
  - a) Each club must provide a list of no less than two signing officers who are members of the club's executive.
  - b) The signatures of the designated signing officers shall be required for all financial expenditures from the club's account(s).
  - c) All members of the club's executive shall be accountable to both the club membership and the Student Society for the activities of the club including any financial mismanagement and bad debts.
- 7) Authorized Expenditures
  - a) Clubs are authorized to spend their Basic Operating Grants and Matching Grants only as outlined in their approved proposals to the Clubs Committee.
  - b) Clubs may not spend Basic Operating Grants and Matching Grants on the following:
    - i) Capital Expenditures: the purchase of items including, but not limited to, furniture and classroom equipment;
    - ii) Individual Gain: any activities that result in the personal benefit of individuals members as opposed to providing a benefit to all club members;
    - iii) Funding Political Parties: while activist/political clubs may exist, no funds shall be diverted in any manner to political parties or other similar organizations.
    - iv) Election Campaigning: funds shall not be used to assist members running for a position on the Executive Committee of the Student Society, the College Board of Governors or the Education Council.

- v) Referendum Campaigning: funds shall not be used to lobby or support any side in an official Student Society referendum.
- c) Clubs that violate this policy are required to return the Basic Operating Grant and Matching Grants they have received during the academic year in full.
- 8) Acknowledgment of Liability and Club Policy
  - a) Before funds are released to a club, the club is required to have an official representative sign on the club's behalf a waiver stating that the club understands and will obey the Student Society's policies, and declaring the Student Society free of any and all liability in relation to the club and its activities.
  - b) Clubs shall be legally liable for any unauthorized or illegal actions and/or expenditures carried out by any of its members.
  - c) The Student Society takes no responsibility and accepts no liability for any actions and/or expenditures made by clubs.

COUNCIL SEPTEMBER 27, 2010

## **H – DISCIPLINE AND REINSTATEMENT**

- 1) Clubs and Associations that have been found to violate the Clubs policy may be disciplined in the following manner:
  - a) They may be issued an order to cease the violation and to refrain from committing the same or similar violation again.
  - b) Their accounts may be frozen, they may be denied funding or unspent funds withdrawn for no more than one year.
  - c) Their room or AV booking privileges withdrawn for no more than one year.
  - d) When reasonable, assets purchased by a club will be engraved or inscribed with the name of the club, the student society name, and contact information for the student society.
  - e) Their postering and bannering privileges withdrawn for no more than one year.
  - f) Their Club status withdrawn for no more than one year.
  - g) Where status has been withdrawn, after the expiry of the period of withdrawal, the disciplined Club may re-apply for status.

COUNCIL SEPTEMBER 27, 2010

COUNCIL NOVEMBER 15, 2010

## **I – HARASSMENT**

Purpose - This section is intended to support ideological diversity and to promote an environment within which all members of the Camosun College Student Society community can fully participate in respectful debate and sharing of ideas, and to prevent behaviours by Clubs and Associations that is threatening, harassing, or discriminating towards students on campus.

- 1) Clubs and Associations shall not engage in harassment. Harassment means the abusive, unfair, or demeaning treatment of a person or

- group of persons that has the effect or purpose of unreasonably creating a hostile or intimidating environment by engaging in:
- a) abuses of the power that one holds over another or the misuse of authority;
  - b) behaviour that discriminates against a person or group of persons on the basis of race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexual orientation, or conviction for a criminal charge;
  - c) behaviour that has the effect or purpose of seriously threatening or intimidating a person; or
  - d) any other behaviour that has the effect or purpose of unreasonably creating a hostile or intimidating environment.

COUNCIL SEPTEMBER 27, 2010

## **J – CLUBS COMMITTEE**

- 1) The Clubs Committee for each campus shall be comprised of the Campus Executive and the Directors-at-Large for said campus.
- 2) In the case of cross campus clubs, issues will be managed by a joining of these two committees.
- 3) The Clubs Committee will be responsible for, but not limited to, the reviewing club certification submissions, monitoring the activity of clubs, resolving complaints, and disseminating the semester's club budget.
- 4) Complaint Process
  - a) If the Campus Executive of the Student Society, or their designate, receives a complaint about a clubs' policies or procedures or receives evidence that funds are being misappropriated by a club they shall investigate and notify all concerned parties. If this investigation indicates that there are sufficient grounds for actions the item shall be dealt with at a regular or special meeting of the campus club committee which will hear all parties wishing to make a submission.
  - b) All decisions made by the Campus Executive or the Clubs Committee are subject to appeal to the Council whose decision shall be final on all matters relating to clubs.

COUNCIL SEPTEMBER 27, 2010

COUNCIL SEPTEMBER 26, 2011

## **X – OFFICE PROCEDURES**

### **A – ACCESS TO OFFICE KEYS**

- 1) The Student Society shall issue CCSS office keys to Executives and Directors and to others as warranted, with need decided by the Executive Committee.

### **B – ISSUING AND RETRIEVAL OF OFFICE KEYS**

- 1) New Council members or employees shall get keys from the Physical Resources Department (PRD) of the College. The ORC shall keep a file of all documentation given to PRD instructing them to issue keys.
- 2) When people leave their position with the CCSS the student society shall retrieve their keys from them and notify PRD. If the Student Society is unsuccessful in retrieving the keys then PRD will be notified to follow upon the case.

COUNCIL SEPTEMBER 26, 2011

### **C – COMPUTER ACCESS AND USE**

- 1) CCSS computers are designated for CCSS business use only.
- 2) No person shall download games or program files onto office computers without the Council's approval, except those assigned the task of administering the CCSS's computers.
- 3) Staff members have first priority on computer use.

COUNCIL SEPTEMBER 14, 2009

COUNCIL SEPTEMBER 26, 2011

### **D – CODE OF CONDUCT**

- 1) All society members must treat all persons with respect.
- 2) No member of the society shall use offensive language while conducting CCSS business.
- 3) The code of ethics applies to all directors, staff and volunteers of the Student Society.
- 4) When Council members occupy the Student Society offices, the offices must be accessible for members of the Society unless:
  - a) CCSS business meetings are held
  - b) it is before 8:00 am or after 5:00 pm on a business day, or is a non-business day
  - c) a cash count is being conducted

COUNCIL SEPTEMBER 26, 2011

### **E – HARMONY**

- 1) Council members shall conduct themselves in a manner that is constructive to the harmonious functioning of the office.

## **F – USE OF CCSS DIGITAL RESOURCES**

- 1) Principles:
  - a) CCSS resources are made available to employees and elected officials to assist them in performing their work and to conduct the business of the Camosun College Student Society.
  - b) The Camosun College Student Society is accountable to ensure that its material, physical, technical, and time resources are used to support the goals and objectives of the organization.
  - c) Employees and elected officials are to exercise personal discretion so as to ensure that College resources are used for work-related activities. However, it is also recognized that there may be occasions when employees or elected officials may use these resources for incidental personal use.
  - d) When considering the use of resources for personal reasons, the CCSS expects all employees and elected officials to exercise the same good judgment that they would use in all work situations.
  - e) An employee or elected official who inappropriately uses College resources may be subject to disciplinary action.
- 2) Security of Equipment:
  - a) All mobile digital equipment will:
    - i) be inscribed with the name and main telephone number of the CCSS
    - ii) be stored within a lockable storage unit which has limited access
    - iii) be required to have the name, contact information, and date of time for the checking in and out of equipment
- 3) Definitions:
  - a) CCSS Digital Resources
    - i) For the purposes of this policy, CCSS Digital Resources means any CCSS-owned resources that are made available to employees and elected officials to assist them in performing their work or in conducting the work of Camosun College including – but not limited to the following:
      - (1) portable telephones
      - (2) computers and related equipment
      - (3) vehicles, digital equipment (such as video cameras, etc), or tools.
  - b) Personal Incidental Use
    - i) Incidental personal use is defined as any personal use of CCSS-owned resources that
      - (1) does not cause any additional expense to the CCSS;
      - (2) is infrequent and brief; for a period lasting no more than four hours
      - (3) does not interfere with the normal operations of an employee's or elected official's work unit;
      - (4) does not compromise the CCSS in any way; and

- (5) does not contravene this policy
- c) Section 3b) does not apply to digital video equipment

COUNCIL NOVEMBER 15, 2010

## **XI – CAMPAIGNS**

### **A – HIV/AIDS**

- 1) A “Safe Sex” campaign shall be run by the CCSS three times per school year.
- 2) The dates of this campaign shall include, but not be exclusive to: Welcome Week, AIDS Awareness Week, and Valentines Day.
- 3) The campaign run during AIDS Awareness Week shall be a fundraiser for a local AIDS Organization, chosen by the Council, (Vancouver Island Persons with AIDS/HIV Society, Victoria AIDS Resource and Community Services, or AIDS Vancouver Island etc.).

COUNCIL MARCH 8, 2004

COUNCIL SEPTEMBER 26, 2011

## **XII – MEMBERSHIP**

### **A – HONORARY MEMBERS**

- 1) Per the Bylaws, Honorary Members shall be selected by a three-quarter vote of council
- 2) No more than two persons may be elected as Honorary Members within a single calendar year.
- 3) All Honorary Members shall be publicly recognized and have their first and surnames, along with year of bestowment placed upon a plaque to be displayed in the main CCSS office.
- 4) Honorary Membership does not qualify the person(s) to run for or hold elected office, or maintain benefits, such as the UPass or Health and Dental Benefits.
- 5) Staff members who have given long (at least three years) or exceptional service to the Society may be considered for Honorary Membership under the same process as above.
- 6) Posthumous recognition: Persons in the categories described who are deceased, and whose achievements are believed to be within the terms outlined, may be considered for this award under the same process above.
  - a) The presentation of this award will be marked by a friend or next of kin receiving the award in their stead.

COUNCIL NOVEMBER 15, 2010

# APPENDIX 1 – DIRECTOR REPORT FORMAT

## CURRENT DATE

- 1) Introduction - Total Hours (#)
  - Provide a brief introduction of what is to follow in the report including any relevant information from the Council meetings.
  
- 2) Basic Duties - Subtotal Hours (#)
  - Provide details of your basic duties as outlined in the CCSS Bylaws. Include the number hours that you worked in brackets following each description. (#)
    - Basic Duty 1. (#)
    - Basic Duty 2. (#)
  
- 3) CCSS Committees - Subtotal Hours (#)
  - Provide a description of what happened and what is to happen with regards to the CCSS Committees. (#)
  - CCSS Committee 1. (#)
    - Description 1.
  - CCSS Committee 2. (#)
    - Description 2.
  
- 4) CCSS Portfolio Position - Subtotal Hours (#)
  - Provide a description of what happened and what is to happen with regards to the CCSS Portfolio position. (#)
  - CCSS Portfolio position 1. (#)
    - Description 1.
  - CCSS Portfolio position 2. (#)
    - Description 2.
  
- 5) College Committees - Subtotal Hours (#)
  - Provide a description of what happened and what is to happen with regards to the College Committees. (#)
  - College Committee 1. (#)
    - Description 1.
  - College Committee 2. (#)
    - Description 2.
  
- 6) Miscellaneous - Subtotal Hours (#)

- Provide a brief description of what side projects you may have and/or any plans you have for the future.
- Project 1 (#)

7) Conclusion

- Provide a brief conclusion of what you have done and explain what you will be doing in the future to ensure that these goals are set.

NAME

POSITION

COUNCIL FEBRUARY 05, 2007  
COUNCIL SEPTEMBER 14, 2009  
COUNCIL SEPTEMBER 26, 2011

## **APPENDIX 2 – CCSS CLUBS DEFAULT BYLAWS**

### **A – MEMBERSHIP**

- 1) Members shall be all those decided upon as being members by the present membership at a regularly scheduled meeting of the club and duly recorded by the President or other designated officer.

### **B – OFFICERS**

- 1) The club shall have two officers known as the President and Treasurer and such other officers as the club may deem fit by simple resolution at a meeting. These officers shall be elected or replaced by a majority of members at a regular meeting given one weeks notice of such a decision.
- 2) If there are any changes to the Officers of the club the Student Society shall be notified as soon as possible after such a change.
- 3) The President shall act as the chief spokesperson for the club and take leadership role in coordinating the clubs activities.
- 4) The Treasurer shall be chiefly responsible for maintaining the financial records of the club in good order.

### **C – MEETINGS**

- 1) The club will have regular meetings at a time and place decided by a majority of members at its first meeting. Regular meeting times may be changed by a majority of members at subsequent regular meetings.
- 2) If the President determines that there is a need for a meeting other than that scheduled by the membership they may call a meeting provided reasonable efforts are made to contact all members of the club notifying them of the changed meeting time

### **D – FINANCIAL REPORTING**

- 1) Expenditures for the club shall be in accordance with a budget developed and approved by a majority of members attending a regular meeting of the club.
- 2) At each meeting of the club the Treasurer shall have available information relating to the disbursement and receipts of funds from the previous meeting.
- 3) In addition at the year end a report of the total funds received and disbursed in comparison to the proposed budget shall be produced. This report shall be made available to all members at the final meeting of the academic year or, failing that, at the first meeting of the upcoming academic year. A copy of this report shall also be given to the Student Society office.
- 4) In the event that the Club dissolves any moneys or assets owned by the club shall be returned to the Camosun College Student Society or

to a party designated by mutual consent of the Student Society and the officers of the Club. These funds will be held in trust until a club with similar goals is created again.

COUNCIL MARCH 9, 2010