



POLICIES & PROCEDURES

(As amended to October 15, 2009)



Local 75



Table of Contents

I - COMMITTEES OF THE STUDENT SOCIETY.....5

A - STANDING COMMITTEES.....5

B - COMMITTEE AGENDA AND REPORTS.....5

C - COMMITTEE MEETINGS.....5

D - COMPOSITION OF COMMITTEES.....5

E - VOTING MEMBERS OF COMMITTEES.....5

F - OTHER COMMITTEE POLICIES.....6

II - COUNCIL.....7

A - ORIENTING NEW COUNCIL MEMBERS.....7

III - ELECTIONS.....8

A - CAMPAIGNING.....8

B - CAMPAIGN LITERATURE.....8

C - REFERENDA.....8

D - ELECTORAL TIE.....8

IV - EXECUTIVE.....9

A - EXECUTIVE PAY.....9

B - EXECUTIVE/CONSTITUENCY DIRECTOR HOURS POLICY.....9

V - POSITION DESCRIPTIONS.....10

A - EXTERNAL EXECUTIVE.....10

B - FINANCE EXECUTIVE.....10

C - LANSDOWNE AND INTERURBAN EXECUTIVES.....10

D - WOMEN’S DIRECTOR.....11

E - PRIDE DIRECTOR.....11

F - SWD DIRECTOR.....12

G - FIRST NATIONS DIRECTOR.....12

H - INTERNATIONAL DIRECTOR.....12

VI - FINANCE.....14

A - EXPENDITURES.....14

C - PRINTSHOP POLICY.....14

D - STAFF TRAVEL EXPENSE POLICY.....15

E - DIRECTOR TRAVEL EXPENSE POLICY.....16

F - HEALTH AND DENTAL RESERVE INTEREST REVENUE.....16

G - FOOD VOUCHER ISSUE POLICY.....16

VII - COUNCIL MEETINGS18

A - AGENDAS.....18

B - REGRETS AND ABSENTEEISM.....18

C - CAMPUS DIRECTORS PAY.....18

D - CALLING, NOTICE AND SCHEDULING OF MEETINGS.....18

Updated to April 07, 2006



E - ADVERTISING OF MEETINGS.....	19
F - PRESENTATIONS TO COUNCIL.....	19
G - MINUTES OF COUNCIL MEETINGS.....	19
H - TELEPHONE VOTING PROCEDURE.....	19
VIII - CONFERENCE AND MEETINGS POLICY.....	21
A - EXTERNAL MEETINGS AND CONFERENCES.....	21
B - CONDUCT AND ATTENDANCE.....	21
C - REPORTS.....	21
D - SELECTION OF DELEGATES	22
IX - SUBSIDIARY ORGANIZATIONS.....	23
A - MEETINGS WITH SUBSIDIARIES.....	23
B - SUBSIDIARY FINANCES.....	23
C - SUPPORT FOR FIRST NATIONS STUDENT SPACE.....	23
D - PRIDE COLLECTIVE SPACE.....	23
E - STUDENT NEWSPAPERS.....	23
F - STUDENTS WITH DISABILITIES.....	23
X - PUBLIC RELATIONS.....	24
A - PERSONAL INFORMATION.....	24
B - STUDENT CONDUCT POLICY.....	24
C - COLLEGE GRADE APPEAL POLICY.....	24
D - VENDING.....	24
E - RECYCLING POLICY.....	24
XI - CLUBS POLICY.....	25
A - CRITERIA FOR CLUB RECOGNITION.....	25
B - RIGHTS OF RECOGNIZED CLUBS.....	25
C - CLUBS BYLAWS.....	25
XII - OFFICE PROCEDURES.....	28
A - ACCESS TO OFFICE KEYS.....	28
B - ISSUING AND RETRIEVAL OF OFFICE KEYS.....	28
C - COMPUTER ACCESS AND USE.....	28
D - CODE OF CONDUCT.....	28
F - HARMONY.....	28
XII - CAMPAIGNS.....	29
A - HIV/AIDS.....	29
APPENDIX 1: SAMPLE EXECUTIVE REPORT.....	30

I - COMMITTEES OF THE STUDENT SOCIETY

A - STANDING COMMITTEES

1. The Council shall be assisted in carrying on the operations of the Council by advice and consultation from standing committees.
2. The standing committees shall be 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 CCSS Board of Directors will elect the Chair of the standing committee in accordance to the Bylaws, policies and committee Terms of Reference.

B - COMMITTEE AGENDA AND REPORTS

1. All committees will keep accurate records of all matters that come before it.
2. Committee reports will be prepared by the next council meeting after the meeting and will be distributed to all committee members.
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 that are in accordance with the committees' function and powers to the committee chair.

C - COMMITTEE MEETINGS

1. Standing committees will meet at least once per month.
 2. Special meetings will be held at the call of the committee Chair.
 3. Quorum for all committees shall consist of three voting members.
- COUNCIL SEPTEMBER 14, 2009

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 will be open to any member of the society at large.

COUNCIL SEPTEMBER 14, 2009

E - VOTING MEMBERS OF COMMITTEES

1. Any member of the Board of Directors has voting rights in a committee.
2. Any Society member at large can become a voting member upon ratification by the committee membership present at the meeting

3. If a voting member misses three consecutive meetings then that member is deemed to have resigned as an active participant in that committee.
4. No proxy votes will be accepted by the committee chairperson.

F - Other committee policies

1. The committee structure shall be the primary decision making vehicle of the CCSS.

II - COUNCIL

A - ORIENTING NEW COUNCIL MEMBERS

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

COUNCIL NOV 12/96

Updated to April 07, 2006



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 - Campaign literature

1. Voting days with night hours until 6:00pm are allocated for a minimum of two days at Lansdowne and Interurban campuses and one day at the Saanich and Royal Roads campuses.

COUNCIL SEPTEMBER 14, 2009

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 - ELECTORAL TIE

1. In the case of an election tie, a general meeting be called and the result determined by vote of those member present.

SGM OCTOBER 15, 2009

IV - EXECUTIVE

A - EXECUTIVE PAY

1. Members of the Executive and constituency directors are to receive an honorarium of \$9.91 per hour (plus vacation pay).

B - EXECUTIVE/CONSTITUENCY DIRECTOR HOURS POLICY

To ensure that the Executives and Constituency Directors meet the needs of the Camosun College students that they represent, the Interurban Executive, Lansdowne Executive, Women's Director, FNSA Director, SWD Director, PRIDE Director, and International Director shall post hours at both the Interurban and Lansdowne campuses in the main offices and in the respective constituent offices.

COUNCIL SEPTEMBER 14, 2009

COUNCIL JANUARY 23, 2006

Updated to April 07, 2006



V - 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 the Nexus Liaison, where possible in accordance with bylaw TEN, writing Nexus biweekly articles or adds and attend Nexus board meetings.
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 board members and others to explore sponsorship opportunities.
6. Shall be responsible for relaying all relevant CCSS information to all CCSS members.
7. Shall maintain the cleanliness of the society offices.

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 Board 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.

Updated to September 14, 2009



6. Shall be responsible for organizing student orientations in coordination with society staff.

COUNCIL SEPTEMBER 14, 2009

D - Women's Director

1. Facilitate the activities that are run in and by the Women's Centre (including assisting the staff person as well as recruiting and coordinating volunteers/participants and advertising events).
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 business to all respective CCSS constituents.
6. Maintain Centre cleanliness and atmosphere.

COUNCIL SEPTEMBER 14, 2009

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 counseling resources when necessary.

Updated to April 07, 2006



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.

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.

Updated to April 07, 2006



VI - 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:
 - i. 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 expenditures over five-hundred dollars that have not been approved by the Board (\$500.00) will result in the person(s) involved paying the outstanding balance to the CCSS within four (4) 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

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 External Executive, Finance Executive, Lansdowne Executive, Interurban 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 three (3) weeks of receipt of the bill from the Camosun College Print Shop, providing the expense has not been approved by the CCSS Board of Directors 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 23/06*

D - STAFF TRAVEL EXPENSE POLICY

15. This policy applies only to CCSS staff attending functions or duties approved by Student Council.

16. A Travel Advance requisition must be submitted to the FRC in accordance with the cheque requisition policy.

17. Receipts must be submitted to the FRC with an accounting of expenses. Use the Travel advance expense form accompanied by any unused travel advance moneys and submit within three business days after returning from the conference or event.

18. 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 economical rate whenever possible except where accommodation is included in the registration fee.
- 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 kilometer 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 Student Council. The following guidelines apply:

 - (a) Travel in personal vehicles are to be reimbursed at a rate of 29 cents per kilometer. This is to be paid to the driver as in (i) above.
 - (b) 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 Student Council. The following guidelines apply:

- (a) if by air, the economy rate return.
- (b) 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.
- (c) taxi fare to and from the airport will be paid.
- (d) public transportation should be used wherever applicable.

E - DIRECTOR TRAVEL EXPENSE POLICY

1. This policy applies to CCSS Directors attending functions approved by the Student 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 form accompanied by any unused travel advance moneys and submit within three business days after returning from the conference or event.
4. COVERED EXPENSES
 - A) Meal expenditure of \$25.00 per diem unless meals are included in the registration fee. If meals are included, a \$10.00 per diem will be provided. No receipts are required for the per diems.
 - B) Per diems will only be paid if the delegate(s) attends all the required meetings.
 - C) Accommodation - the most economical rate whenever possible except where accommodation is included in the registration fee.
 - D) Taxi fare to and from the airport will be paid.

F - Health and Dental Reserve Interest Revenue

1. All Health and Dental Reserve interest revenue shall be considered an administrative charge against the program and shall be transferred to the CCSS operational account to offset staff resources utilized by the program.

Council October 2005

G - Food Voucher Issue Policy

1. Food vouchers should be issued the second Monday (Interurban) and Tuesday (Lansdowne) of every month

2. To allow for fair access to the food vouchers, a student must wait (1) one week past the day of issue to attain another food voucher if that student has received a food voucher the previous month.

Council October 2005

Updated to April 07, 2006



VII - COUNCIL MEETINGS

A - AGENDAS

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 Board of Directors meeting that is submitted in writing by a single member of the Student Society.
3. The agenda for each Board of Directors meeting shall be posted outside all CCSS offices one business day in advance.

B - REGRETS AND ABSENTEEISM

1. If a member cannot attend a meeting of the Board of Directors, 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.
2. In the case of Committee meetings, regrets should be submitted to the committee chair 48 hours before the meeting.
3. Should a member miss 3 board meetings without regrets they shall be deemed to have resigned.
4. Should a member miss 2 committee meetings without regrets, they shall be deemed to have resigned from the committee.

C - CAMPUS DIRECTORS PAY

1. CCSS Campus Directors are to receive a \$25.00 honorarium for full attendance at each council meeting.

D - CALLING, NOTICE AND SCHEDULING OF MEETINGS

1. The Speaker of Council shall call an emergency meeting of the board of directors upon the direction of five voting members. All members of the board of directors 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. Council shall meet every two weeks during December, unless it elects to hold a single scheduled meeting.

COUNCIL SEPTEMBER 14, 2009

E - ADVERTISING OF MEETINGS

1. Seven (7) days prior to CCSS Board meetings twelve (12) posters advertising the meeting's time, date, and location be distributed on the campus where the meeting is to be held.
2. 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.
3. The responsibility for communicating t meeting's time, date, and location and removal of previous posters shall be delegated to the CCSS Campaigns & Advocacy Committee.

F - PRESENTATIONS TO COUNCIL

1. Any person or group wishing to make a formal presentation to Student Council arrange to do so through a Council member at least 4 days before the scheduled meeting.

G - MINUTES OF COUNCIL MEETINGS

1. The minutes for all General and Board of Directors meetings must be prepared, posted and distributed one business day before the next meeting.
2. The vote count for all motions shall be included in the minutes of all meetings. COUNCIL JAN 7/97

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.

- (a) A minimum of two Council members, a mover and a seconder, are required to initiate a "phone around" vote on a proposed motion.
- (b) Following the initiation of a "phone around" vote, the ORC shall conduct the voting on the motion.
- (c) Quorum for the voting shall be as for Student Council meetings.
- (d) A "phone around" vote must be initiated before 12 noon of a working day.
- (e) The voting period shall extend until 12 noon of the second day following inception of the vote (at minimum 48 hours).
- (f) The ORC shall make and document at least three attempts to contact each council member.
- (g) The phone around motion shall also be sent by e-mail to all members of council, but votes shall only be registered by phone or in person by the ORC.

- (h) Any four members of council may have the motion tabled until the next meeting of council.
- (i) The "phone around" vote shall consist of the following information only:
 - (i) the wording of the motion;
 - (ii) the names of the mover and the seconder of the motion;
 - (iii) the procedure as governs "phone around" votes;
 - (iv) the voting deadline for the motion.
- (j) A council member has until the voting deadline to cast their vote.
- (k) After completion of the voting, all Council members shall have access to the outcome of the vote.
- (l) The "phone around" motion shall be ratified at the next Council meeting. COUNCIL JUNE 18/96

VIII - 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 board of directors.
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 board of directors.

C - Reports

Delegates/attendees must submit a written report to the board of directors within three (3) weeks of attending the conference or meeting.

Updated to April 07, 2006



D - Selection of Delegates

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)

Council August 2005 (except section 4)

IX - SUBSIDIARY ORGANIZATIONS

A - MEETINGS WITH SUBSIDIARIES

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

B - SUBSIDIARY FINANCES

1. The CCSS maintains that all subsidiary organizations and services shall pursue sources of funding other than Student Society funding.
2. Successful raising of funds by subsidiary organizations shall not serve as justification for cuts to the funding of the organization.
3. 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.

X - 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 - STUDENT CONDUCT POLICY

1. The Student Society supports and adopts the Camosun College Student Conduct Policy.

C - 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 29/96

D - 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.

XI - CLUBS POLICY

A - CRITERIA FOR CLUB RECOGNITION

In order to be recognized as a club a group shall provide the following to the Campus Executive

1. a president
2. a treasurer
3. a budget approved by the members
4. a founding meeting
5. a unique purpose
6. bylaws consistent with the CCSS default club bylaws
7. a list of members

B - RIGHTS OF RECOGNIZED CLUBS

Each recognized club shall receive the following:

1. a mailbox in the CCSS office
2. limited access to CCSS office computers and photocopiers at cost (as outlined in office policies in procedures).
3. A share of the funds available for clubs on each campus as determined by the campus clubs council.
4. a line item in the CCSS accounting system for income and disbursements
5. recognition by the college for room bookings as an internal group
6. Access to the Student Newspaper as a student club.
7. A seat on the campus clubs council.

C - CLUBS BYLAWS

The following bylaws shall apply to clubs that have not adopted their own bylaws.

CCSS Clubs
Default Bylaws

I Membership

- a. Members shall be all those decided upon as being members by the present membership at a regularly called meeting of the club and duly recorded by the President.
- b. Non-members of the Student Society may be accepted as members of the club but the number of non Student members shall not exceed one quarter of the total membership.
- c. Clubs must have a minimum of three CCSS members at large.

Updated to April 07, 2006



II Officers

- a. 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.
 - I. The President shall act as the chief spokesperson for the club and take leadership role in coordinating the clubs activities.
 - II. The Treasurer shall be chiefly responsible for maintaining the financial records of the club in good order.
- b. 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.

III Meetings

- a. 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.
- b. 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

IV Financial Reporting

- a. 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.
- b. At each meeting of the club the Treasurer shall have available information relating to the disbursement and receipts of funds from the previous meeting.
- c. 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.
- d. 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.

V 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 clubs council which will hear all parties wishing to make a submission.
- b. All decisions made by the Campus Executive or the Clubs Council are subject to appeal to the student council whose decision shall be final on all matters relating to clubs.

XII - 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 board 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.

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 CCSS council approval, except those assigned the task of administering CCSS's computers.
3. Staff members have first priority on computer use.

COUNCIL SEPTEMBER 14, 2009

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 board members occupy the Student Society offices, the offices must be accessible for members of the Society unless:
 - i CCSS business meetings are held
 - ii it is after 5:00 pm on a business day
 - iii a cash count is being conducted

F - HARMONY

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

XII - 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 CCSS board, (Vancouver Island Persons with AIDS/HIV Society, Victoria AIDS Resource and Community Services, or AIDS Vancouver Island etc.).

COUNCIL MARCH 08/04

APPENDIX 1: SAMPLE EXECUTIVE REPORT

CURRENT DATE

1) Introduction - Total Hours (#)

- Provide a brief introduction of what is to follow in the report including any relevant information from the Board 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. (#)

Updated to September 14, 2009



- 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

Updated February 05/07

Updated to April 07, 2006

