Created by | Tiffany MacLennan

Council Package

March 11th, 2018

# AGENDA

Students’ Union Representative Council
March 11th, 2018
Council Chambers

1. Call to Order
2. Roll Call
3. Opening Remarks of the Chair
4. Mi’kmaq Acknowledgment
5. Approval of the Agenda
6. Approval of Minutes
7. Constituency Reports
8. Business Arising
9. Executive Reports
	* President, Ms. Annie Sirois
	* Vice President Academic, Mr. Patrick Panet-Raymond
	* VP Finance and Operations, Mr. William Gatchell
	* VP Activities and Events, Mr. Sean Hopkins
	* VP Residence Affairs, Ms. Rebecca Mesay
	* VP External Affairs, Mr. Zakariya Chatur
10. Faculty Representative’s Remarks
11. Student Union General Manager Report
12. Committee Reports
13. Special Reports to Council
	* Health and Dental Plan RFP Provider Presentation
	* By-Law and Legal Presentation
14. Old Business
15. New Business
	* Motion to void the current StFX Students' Union Policy Manual
	* Motion to approve and implement new StFX Students' Union Policy Manual
	* Motion to ratify Chair of Council
	* Motion to ratify Vice President Activities and Events
	* Motion to ratify Vice President Residence Affairs
	* Motion to ratify Vice President External Affairs
	* Motion to ratify Vice President Finance and Operations
16. Closing Remarks of the Chair
17. Adjournment

# MINUTES FROM THE FEBRUARY 11th MEETING

Students’ Union Representative Council
February 11th, 2018,

Council Chambers

**Call to Order: 3:06PM**

**Roll Call**

Present: Jessica Fullerton, Melissa Grant, Emma Crilly, Tiffany MacLennan, Zakariya Chatur, Rebecca Mesay, Annie Sirois, Patrick Panet-Raymond, William Gatchell, Sean Hopkins, Bry Crabbe, Sarah Elliott, Kashya Young, Amy Bobyn, Sasha Paul, Kashaya Young, Pheerawich Chitnelawong, Sean Ryan, Marcia English

Absent with Regrets: Sydney Pagan (vote proxied to Alex Corrigan), Tanaka Chikwavaire (vote proxied to Sasha)

Absent: Kashya Young, Marcia English

**Opening Remarks of the Chair**

Welcome, I hope midterms are going well. I hope your midterms go well to you. Thanks to those who worked on the two survey that went out this week, you all did great. Just a reminder to the gallery that you are able to speak when yielded time.

**Mi’kmaq Acknowledgment**

**Approval of the Agenda**

Bry moves to approve the agenda, Patrick seconds.

Annie moves to amend the agenda to be the same as the original agenda circulated, seconded by Patrick (13-0-0, motion passes).

Annie moves to approve the agenda, seconded by Lucas. (13-0-0, motion passes).

**Approval of Minutes**

Alex moves to approve the minutes, seconded by Mel (13-0-0,motion passes).

**Constituency Reports**

First Year Representative – Sarah Elliot

The last two weeks have been busy with outreach and talking about what can be preserved within Cameron and MacKinnon Hall.

Science Representative – Amy Bobyn

I have been meeting and talking with many constituents about the WUSC referendum. We have taken a lot of time to look at the results of the student survey that was circulated. Attended first campus affairs this year and talked about the changes to university avenue, a lot of great things that came out of this meeting. Senate was good, I caught the last half and there has been great things coming from the Human Kinetics Program.

Grad Student Representative – Bry Crabbe

A lot of the work was done for outreach on the survey, many graduate students didn’t really contact me back about it. I had a meeting with Richard Isnor to fund travel to be able to show other places that StFX does have a graduate program that can meet and keep up with other larger universities.

Education Student Representative – Mel Grant

We had our professional development day on Friday. We have elected the education councillor for next year and David Matthews will be the incoming education councillor!

Board of Governors Representative (BoG) – Alex Corrigan

First thing, on Jan 30th there was a BoG conference call on the phase 2a of the Oland Centre construction to change the bleachers and roof expansion which will all be done this year. We also approved a contact for Bird Construction to renovate Nicholson tower. I had asked when the Wellness Centre Renovations will start and it is projected for 2020 or 2021. I am working with the marketing team to do council meeting recap videos. There will be a short live stream about what happened at council that day. I attended the meetings to prepare surveys for WUSC and University Avenue survey. As for University Avenue, I met with head of student life and VP Finance to talk about what their changes were to try to eliminate some of the concerns of the students living in the building. It does seem like the buildings are going to move towards co-ed but we are going to do our best to work together to try to make these changes the best that they can possibly be. In addition, I talked to Dr.Kent MacDonald about the changes as well. Thanks for coming everyone!

International Student Representative – Pheerawich Chitnelawong

This past couple weeks have been busy. I’m sorry that I was away during special council. The Chinese student society is hosting Chinese New Year Event tonight and that will be great is anyone wanted to go.

Annie – Is there tickets available?

Pheerawich - Yes there is.

Equity Student Representative – Sasha Paul

Hi everyone! I attended our first external affairs advisory committee, we talked about surveys and research that will be going out shortly. I met with the manager of Sodexo about a student who didn’t feel that he was treated well in meal hall and the thing about why security is in meal hall during supper. They want to make sure they find out some way to put out a reason why this change is happening to be transparent with all students. There was a concern brought up about how campus jobs should enforce cultural competency training because there has been students that come and say that how certain people speak to them is not what they are used to so we are going to meet with different groups who hire students/staff to start this discussion. Attended the spoken word event and it was great to be able to talk to everyone in attendance.

Business Student Representative – Emma Crilly

After the last council meeting, I chaired a meeting with the Schwartz Advisory Board and the draft of the plans for the following year has been passed along to Brad Long to get input as well as faculty input. I met with Mark MacIsaac for him to do outreach and to be able to meet with students to get input on the Business Representative Position. Senate met on the 6th and there was great discussions around the HKin society. Special council last week and from that came the survey. The survey that came out of this showed that there is overwhelming support to keep Cameron and MacKinnon Hall the same. I would like to say that together we are working to make StFX a better and happier place.

Arts Representative – Lucas Middleton

The past two weeks have been busy. The Committee on Studies in Arts met to discuss the minor in climate and environment studies. Senate met on the 6th and passed many changes on the Human Kinetics Program. I met with many students about the two surveys that went out, more with Cameron and MacKinnon Hall Surveys. We carried out the survey for WUSC and changes to university avenue. I’ll be sitting on two hiring panels that are coming up.

**Business Arising**

Emma: I would like to add that the motion that “The Student Representative council moves to support the direction that the university is choosing to take (that being taking a proactive stance to violence and safety on campus) and as a student’s council will actively advocate for the students and their desire to maintain induvial aspects on Cameron and MacKinnon Hall.”

Zakariya – How is that different from the statement that the Students Executive took?

Emma – This is to include the student council as the original did not include us. This is how the council will put their input on this after the survey results have come in.

Zakariya – That is what the original statement was intended to do.

Q: Bry yields time to Sean – Shouldn’t that have been added in when we approved the agenda?

A: No, because it is business arising.

Addition of the motion seconded by Lucas (13-0-0, motion passes).

**Executive Reports**

President, Ms. Annie Sirois

StudentsNS:

* On February 7th StudentNS publicly released our submission for the 2018 Nova Scotia Budget. The major are as follows:
	+ To re-invest the $27 million spent annually on Tuition and Education Tax Credits into a system of up-front, needs-based, non-repayable grants, based on the innovative examples of New Brunswick and Ontario
	+ Invest $1.5 million annually to include NSCC students within the Student Loan Forgiveness Program, which StudentsNS’ direct lobbying extended from 4 years to those who complete their university degree in 5 years
	+ Invest $99.85 per international student, a $625,000 total, to provide them with immediate MSI health coverage the moment they arrive in the province
	+ Invest an additional $1 million annually into the Co-Op Education incentive, which would create approximately 200-250 more co-ops in Nova Scotia and reduce the backlog of employers waiting for funding
	+ Invest $357,000 annually to fund the suite of innovative technology-based mental health programs endorsed by the Atlantic university, and require institutions to report on the implementation and outcomes of these programs over a three-year period
	+ Invest $1 million in establishing an Open Education Resource Pilot Project for the top 40 subject areas in the province. What are open education resources? They are quizzes, textbooks, lecture notes that have an open copyright so that anyone can access them. My favourite example to give is that BIO 101 is a similar course at whichever university you attend in Nova Scotia, so rather than making each student pay hundreds of dollars for the textbook, all BIO 101 students have the ability to access this free textbook online, endorsed by the professor
* Also on the StudentsNS front, last week I did a radio segment on the Sheldon MacLeod Show for NEWS 957. We spoke about the pre-budget submission.
* We had a provincial partners meeting where we solidified our first joint paper as being on sexualized violence. This will hopefully be completed by the summer and then the next round of provincial partners will begin on the Open Educational Resources Paper.
* Finally, because we won’t be meeting for a while, there is a student government roundtable with the Minister of Advanced Education this Tuesday where StudentsNS will be discussing innovation. We’re also happy to see that the government has invested in our recommendations by increasing the Nova Scotia Student Assistance weekly loan limit for students from $180 per week to $200 per week, as well as increasing the loan forgiveness eligibility from 4 years or less to 5 years or less. These are recommendations that I directly advocated to government on behalf of students last year so it’s really exciting to see them coming into fruition.
* I will also be staying here for the break to attend the Student-Government roundtable in Halifax with the other student unions in the province to continue to lobby our asks. Rebecca will be joining me as part of her transition into the role. Moreover, I will be in Antigonish to attend the Board of Governors two-day conference.
* I’ll be in Halifax for the International Women’s Day breakfast as Chair of StudentsNS, and will be working with the executive director in the afternoon to finalize the conference details for our Transition/AGM conference. Here we will be voting on the proposed budget, as well as the work that the Policy, Membership, and Governance committee are putting forward.

Internally:

* We have completed all the formal interviews will the four possible health and dental plan providers. No two providers were the same, all offering promising services to our students. Once we get a chance to sit down and deliberate this week, the decision will not be an easy one because each one offered really great services for our students. I would like to thank our GM Sean Ryan, Accounts Manager Julieanne, and VP Finance Will Gatchell for dedicating 11 hours of their week to attend these interviews with me.

Externally:

* March 3rd is the date i’ve been given for the Homecoming symposium, so please tentatively mark that in your calendars if you’re interested in attending. This is a great opportunity for students and community members alike to raise concerns they have around homecoming, and to offer ways in which it could be improved moving forward.
* The Chancellor Selection committee is underway as Susan Crocker will be ending her term with the university in the fall. While the names of the possible candidates are confidential, I am confident in all the names put forward.
* Will and I continue to attend Budget Committee meetings. Again, the university is predicting a deficit for 2018-2019 but students can be assured that tuition will not increase by more than 3% the following academic year.

Q (Pheerawich) – Does this affect the health care for the international students currently receive nothing? Is this by the university?

A (Annie) – Students have to be here for 13 months and can’t leave the province for more than 30 days. If the students leave for more than 31 days, they can lose their MSI coverage. So, yes, it is provincially run and this would not impact these students.

Q (Sean) - Where is the homecoming symposium happening? And can anyone attend?

A (Annie) – Yes anyone can attend, and we will send it to everyone as soon as we have the applicable information.

Vice President Academic, Mr. Patrick Panet-Raymond

We had our Sexual Violence Prevention committee meeting this past week. This lead to questions like how to improve, do we need more, do we need less in some other places? We are looking for ways to reach out to the university if something happens like it did in November. There were library workshops last week and will be happening this week. I sat on the Vice-President of Activities and Events hiring panel. A Dog Den will be happening 1-2 on Thursday and 6-7 Thursday. There will be 3 dogs are both times. Enrollment will be meeting over the break while I am away and they will be looking at retention rates. As for Senate, there was a lot of changes made to the Human Kinetics credits. For example, the skills course requirements will be changed, 3 classes for 1 credit will now be 2 classes for 1.5 credits. I had an interview with the Xaverian Weekly about the changes that are going to be made to the timetable.

VP Finance and Operations, Mr. William Gatchell

I met with Sean Ryan and Mary Fischer-MacDenel to continue to help students that have come up in the Student Financial Aid committee. We graciously received a donation from the campus store to the Student Food Resource Centre, it was over $1400, which is **incredible.** There has been many generous contributions to the Student Food Resource Centre over the year and it has been really incredible. I’ve had a flex hour that I’ve been using to volunteer at the Student Food Resource Centre to learn more and what I learned that our Student Food Resource Centre Coordinator is on-top of it, she runs a very tight ship. The Student Food Resource Centre has done great work and we need to keep that going. The Xaverian Review Committee met, they want to bring an arts festival to Antigonish. It’s not something that I have thought about but is something that I was very quick to get behind. I was able to assess their budget and on who to contact. I had a university budget meeting and a lot of the area of focus is the ancillary services funding and we wanted to see how much we spend for residences etc. Was able to meet with all driveU drivers and have dinner which was great. This was a good way for our new students to meet each other. Working with nursing students to get MHFA training and I moved them to speak with Ivan and they are very excited. I would like to speak with Sasha after the meeting to talk about security in meal hall if that is possible. We are very appreciative of the health plan providers who came to us and they have done great research on what can actually help our students here at StFX.

Q – Is there any committee that helps to hire the health plan? Will there be consultation from council?

A – We will be making a recommendation to council on the provider which it will be voted on. We have empathized the importance to our international students on our campus.

VP Activities and Events, Mr. Sean Hopkins

Since my last report, we are continuing to meet weekly with ERC. The Golden X Inn events are going well, I meet with Cody weekly to plan these events. The First SmartSTFX happened on Monday, turnout wasn’t great but those who were in attendance definitely took away something useful. Robert Brown presented here, and he brought many good points to StFX students and left many books for us to sell or give as prized. We concluded our concert series this week with Loud Luxury, we had over 700 attendees which was great. There was good feedback about students around the artists who have come in throughout the year. As for House Hockey Cups, Laser happened yesterday, It was a great game and was really well attended. I’m now working on the convocation weekend events and hiring bands for the weekend. Meeting with Sarah weekly about societies, they’re running smooth. Meeting with Will, Julianne and Cody about the budget line for the Golden X Inn for the rest of the year.

Q (Emma): Do the concerts provide a profit to the Students Union?

A (Sean): Usually they are break even events.

A (Annie): In our policy manual, we have to cost our tickets to be at least break even.

Q (Patrick): Will these books be on sale or given away?

A (Sean): Mostly sold, but some will be used as donations for things like the WIB conference.

VP External Affairs, Mr. Zakariya Chatur

Thank you, Jess. First, CASA (Canadian Alliance of Students Associations) has been doing fulltime staff hiring, there was pretty amazing candidates. Hopefully on Tuesday we will be able to put out an offer. Currently for the National Advocacy Committee, we are deciding 3 different letter writing campaign proposals, we are developing these proposals to send to the incoming delegates of the organization. 2.) SNS Governance Committee has created a code of conduct. We have been discussing our by-laws and they have been sent to government for review. 3) I have been working with the research associate on a research project. We are hosting a survey to talk about the three most pressing external issues on campus. The data will form questions that they base a few focus groups. We will be producing a report based off of this. This has to go through the research and ethics board in able to be able to share the data with stakeholders like the university sand SNS. I had meeting with Terena, Kelsey and Bre to get their idea on what this study can be communicated to their students in the best way possible. I have had meetings with students about the Cameron and MacKinnon changes as well.

**Faculty Representative’s Remarks**

**Student Union General Manager Report**

Nothing much more to add, I’ve been spending a lot of time with William and Annie doing things regarding the health plan. CfXU upgrades are trying to be made, we contacted the construction company and we are trying to make a budget that works for us and them. With this renovation would come a production studio. It’s taken a long time but hopefully this will speed up now.

**Committee Reports**

External Affairs Advisory Committee – We talked about the research project that is being put forward to talk about the external issues that are faced by the students. We have set up biweekly meetings for this committee.

Campus affairs – Campus affairs was not too intense of a meeting. Rebecca talked about the panel of Sexual Assault Prevention that happened. We also talked a lot about the changes that are being made to University Avenue. This was prior to the council meeting and the survey was put out.

Q (Emma): Was Andrew Beckett in attendance at this meeting?

A: No

Q (Emma): Was this invite sent to him?

Ans: I’m not sure, I can see if that invite was sent out however.

Strategic Plan – has a meeting each Monday. We have been developing an internal and external survey to send to students who are and are not affiliated with theU to see what we are able to be doing better.

By-Law and Policy - Meeting every Monday for the last two weeks, going over the Policy Manual. We looked at the hazing policy and next will be the social media policy.

**Special Reports to Council**

**Old Business**

*Motion Student Representative Council does not support the changes on University Avenue.*

Pheerawich moves that the Student Representative Council does not support the changes on University Avenue. Seconded by Emma.

Point of information – Aren’t the results of the survey supposed to be kept confidential?

Emma: Only the quantitative results from the survey will be shown, anything that identifies a person will not be.

Annie: I would like to vocalize a concern with the survey. When the executive suggests a survey, it has to go to council for revision, however, this has not gone to the members of the executive before being put out to student.

Alex: I would just like to say that we can change the wording of the upcoming motion based on the results of the survey.

Emma: This is not so much as that we do or don’t take a stance but to work with the students and the university cohesively.

Pheerawich – I have changed out data into more significant. More people who never lived in the building actually answered the survey. Most 2nd years answered the survey, the majority are in support for most.

Twice females answered than males.

More education voted to support the changes than not support.

More people who have not lived in the building support the changes than those who do.

Science students had the most participation in the survey.

About 47 students who identify as aboriginal students answered the survey.

First year around 1/2 lives in building and half did not live in the building.

Q (Zakaryia)– how long has council had this data to analyze?

Emma: It was sent as the raw data and we were able to pull our own stats from the master list.

Pheerawich: I finished this yesterday

Alex: I think the Raw data was received on Friday

Pheerawich: This does not include the comments or identifiers. This is not as black and white as It seems to be in this file.

William: You really can’t base a lot of statistical data from this survey because you cannot really make a percentage because the comments are not taken into consideration. For example, those are saying they don’t agree with the changes but agree that things need to be changed.

Emma: This is why we are making the second motion to be able to take into consideration the comments.

Annie – I would like to say that I am disappointed on how this survey looks and that some councillors received it while some did not. It was too black and white to be able to be valuable.

I am happy to see the second motion come about form the councillors. I think that the comments make the most impact.

Q (Patrick) – Are we going to have another discussion when the second motion comes up?

A – Yes

Alex – As someone who has read the majority of the comments that were made, I would not say that the majority said why they would support the change.

Annie: There was frequent discussion of the hazing and etc. that happens within the buildings.

Alex: I would like to get some sense on where the councillors will stand on the next motion before we vote on this one. I would want to know how to word the next motion because we cannot contradict ourselves if we vote no to this and yes on the other. I think it would be the most representative to see the changes from students voted as reflected in the survey on this one and then amended on the next.

Annie: regardless of what the SU representative council says today, the university is moving forward with this. I think that we have the most say in sustaining the identities of all of the houses. However, there are major things that have to be changed. There are specific things that come to mind as in terms of hazing. There has been a post brought to me on beheld of students from the ‘A-Town gongers’ who very evidently show hazing activities, much to the tune of Dalhousie university. That is the last point that I would like to make before taking a vote is to remember those who are not accurately represented in the survey.

Alex: I don’t think that we are trying to change the decision. I think that we can vote on this decision while still recognizing the issues that need to be changed. I think that we can vote that we don’t love it but we have to deal with it.

Patrick – I lived in MP for my first two years, there was a lot of positives and a lot of negatives. When you first arrive, you want to fit in. This comes at a cost, there are things that have to happen. These things do include hazing traditions. There is this idea of hierarchy that occurs in these building, which builds the sense that the alumni are more important. There is a lot of bullying within these two buildings as well, you can’t say no to this. There are negative nicknames and fights that could easily be avoided if these buildings were changed. Cameron Hall references to one person as one way and one to another. I cannot lie, there are traditions and I have participated in during my time at StFX. When you look at these things afterwards, you realize how bad they were. There are certain things that need to be changed. There is mental and physical altercations that are negative in these buildings. Everyone talks about the relationships within these buildings however the same relationships in MP are the ones that also happen in Burke. As the Student Representative Council, we have to make a stance towards student safety.

Emma: The reason that this survey went out is because that students did not feel heard and we put this out so that students will be heard and so that they know that we want to listen. We have to show students that we are listening.

Sarah: I agree with what Patrick is saying and that there is things that have to change. As a councillor, I would feel uncomfortable supporting the universities decision when there is overwhelming support against the universities changes. So I think that I would not feel comfortable to dropping the proposed amendment and taking a restorative approach and not dropping co-ed completely but working together .

Annie – We are here to represent students, and that can take multiple forms. To work towards the people that you are elected to represent or another marginalized group. Above all else, we have our core values, I will continue to reiterate, but the behavior residents agreed to mitigate in 2015 infringes on the fun, inclusive leadership and servant leadership to students so I will not support this.

Pheerawich: We are in a tight position, we can support the student decision OR support the core values. There are two major choices that we have to do. There is different representation from each councillor on this. The data is there to show the student response but we also have to keep our core values in mind.

Annie proxies to William: Two things. One, when we are talking about these motions, can we have these two motion on the board at the same time. Two, the council discussion seems to becoming from two different disputes. Just because the consultation happened is that why we are looking to use the word recognizing of support.

Alex: The majority of students in this survey did not support these changes so to change our wording to support would be a direct contradiction to what was mandated by the students. The word recognizing, recognizes that these changes are going to happen. However, we cannot say that we support the changes when it is clear that the majority of students do not support the changes.

Zak – Two things:

1. If the SU representative council votes down this motion, does that mean that they have to put out a statement of support or not support?
2. My thing is maybe we had 80.26% of people not be in support these changes but the 20% of those who do support the changes because they have experienced something that caused them to think that way.

Gallery – I think that there are plenty of reasons to not support the changes. What is important to for the councillors is are the representative or are they administrators?

Gallery – Speaking as someone who has been a victim. The survey was the first time that I was heard. The university seemed that their decision was rushed. We received no information about these changes when we walked into these buildings. So, I feel that this decision was rushed by the university. When we really accept that this is going to happen, the least that they can do is be more considerate and I appreciate the councillors actions to make our voices more heard.

Lucas – I would like to speak to Zak’s point but to a broad spectrum. The changes are in the students best interest are a part of working against the violence. A lot of the comments are not made not from people who experienced violence that has happened but those who have had great experiences in the these buildings. At the end of the day, we only get one vote and we can not vote both ways. We have to vote with what the majority of students said.

Zakaryia – Point of Information, because of a majority, you cannot take into consideration the minority? How has that gone before in places like Charlottesville?

Lucas – That is not what I said. I’m not going to speak to the Charlottesville. Only a small minority, of the minority, are people who have been affected. While I understand that I did not word that correctly, that is not what I meant.

Sean Ryan – I think you have to be careful on how you interpret for or against, you are going to hear from the loud people, you have to be the careful on what meant what because that was not clear on the survey. I would caution you on trying to vote on the second motion before you’re voting the first. There has been going very back and forth but you have to be able to separate the two issues.

Annie – We are discussing about the survey but I would like to go back to the residence provider report that happened in previous years. This was conducted by three people and they came in and interviewed dozens of students and members who were involved in this and I will read you some of these exerts. \*Annie reads exerts from Report\*

Jessica – If you do not support these changes in this first motion, you are not supporting the proactive stances being taken by the university. Which contradicts the second motion completely.

Zak – There are numerous things that talk about “lad culture’ which goes toward the objectification of women, increased alcohol consumption, and homophobic tendencies. With the removal of these structural components, there are less violence’s that are contributed male to male, male to female, or male to any gender and I have numerous details about this.

William – We do have many things that can be produced. We are one of the last few universities that have gendered houses and one of the major pushed that student safety is the most important.

Zakaryia – Though the latest literature is hard to find, there has been big changes to co-ed. So yes, while there is violence on campuses. There is a push on turning these non-gendered houses into genderless houses. A lot of Bre’s constituents, and there are members of her office who aren’t able to talk about their sexuality because of these barriers.

Sasha – Going off of your point Lucas, I feel your stance is the reason for a lot of the issues that we are seeing today. You saying that those standing behind you are louder than the minority groups. Things in life are unfair, I get that. For an example, underage students, the university does not exclude them because they are underage despite the university is majority of age. So that is a problem. We cannot exclude those who are not as loud as the others.

Sarah – I think that the 20% that voted on this survey, we have to represent them. So instead of taking away from the positive experiences, we have to work on what went wrong and then fix it. Secondly, the new motion is not supporting the current changes but are working towards making a compromise. However, this ‘lad culture’ infers that these people are not good people and we know that isn’t always the case. Gender barriers will not be removed by this change so that is not a factor, these issues can only be removed if there are no gender barriers.

Zakaryia – We are taking the steps to become more inclusive to people of an sexuality or sexual identity.

Sarah – I would still like to point out that this will be a boy room and this will be a girl room. So there will continue to be the gender blockages. The separate house will only be a small step, so until these steps are made, we cannot make this about removing gender barriers.

Zakaryia – and this is why we will be advocating for the removal of gendered rooms in the future.

Gallery – Question for Council: In the very broad survey, you were either with or against, I can feel like I wanted the survey tp provide more depth as this was not a black or white issue. If you are in first year it sucks that this is your first experiences in these houses the way that they are.

Is the second motion a stance on supporting the university, while keeping the students in mind? So, is this about keeping the residences as they are? Or changing them?

Emma: I can speak only to my constituents, a lot of them said that they understand that the changes are being made and that x, y and z variables can be changed to fix it.

Gallery – So are you saying that you are supporting it but taking a proactive stance? But has there been conversation of the negative thing that would keep occurring if we kept single gendered floors?

Emma – for example, Lane Hall, the floors removes some of these issues that are being presented.

Gallery – Lane hall culture hasn’t been coming in compared to Tri-Mac culture, so I don’t see why moving to co-ed even for a year, would introduce a way to mitigate the harms.

Alex: I don’t think there any many people who expect the university will go back to single gendered if it will change. Us voting for or against single gendered housing will not change the university. So not supporting the change does not mean that we cannot work to keep the best interest of the students in mind.

Gallery – So you want to keep going to trying to keep moving in a positive impact, are you saying that isn’t what we have been trying to a 10 year period where we have been trying this?

Annie: Point of Information – in 2015, the proposal was directly facilitated by the house presidents and vice presidents and created a list of things that they would do to change these problems but that was not an option this time. So, I apologize if you did not know that this change was at stake but that was said to the Core Leadership Teams. I know for sure, with the exception of Chillis, have been told and tried to work towards the positive changes but have not been. However, I firmly believe that these two motions contradicts each other.

Zak – Point of Information – When we went to Scotia Glenn during training week, we worked with all three all male residences to set them up for success and one of the things that one of the houses did was sit with the university administration to be able to work together to host things like their nickname ceremonies with approval from the university. If this had of done all year, we may be at a different standpoint.

Sarah – Is council allowed to know what some of the issues are?

William – If you look back to the historical review, you are see the damages. There hasn’t been enough accountability to students. There has not been anything done to mitigate the harms and damages done.

Patrick – Point Of Information - If you look at the most recent assessment of damages, there is $22,000 in damage and has doubled what it is ever been in the past.

Sean Ryan – The house presidents and vice presidents in 2015 were in charge of this. They were in change of the checks and balances that were put in place but they didn’t work. The alumni have too much power in the house. Overall, there is too much negative behaviour. There is negative things associated with rivalry, and inter-house violence. So where is the line? There has been executive teams and councils who put together these town halls, etc, but at a certain point of time, you begin to run out of option. So you, and the people who currently live in the building, we can work towards highlighting the good stuff and try to keep the good stuff.

Amy – I think that councillors are really concerned about how their vote will be perceived in terms of voting for our constituents, but I kind of want to argue that there is a way that we have a way to vote in agreement of these things in good conscious of our students because these changes are going to happen. By supporting these changes and including the caveat in the second motion and in the original SU statement, we can work to preserve the positive traditions. I would argue by supporting the university, we are saying that we recognize the small amount of people and the second part of the caveat we are supporting the majority of students as well.

Gallery – MacKinnon hall has lowered its damages and we are 3 thousand dollars below the previous.

William – Point of Information - when you take into account all of the data there is not an decline in the damages.

Sean Hopkins – To go off of what Sean said, the university is not going to change their mind on these changes. When this goes through the executive team and the SU can work together to preserve house hockey cups and pail and shovel, etc.

William – To keep in mind, when we talk about satisfaction, we have to talk that satisfaction of we have to remember that when we talk about 80% vs 20%, we are still talking about 20% of people who are not satisified. When we talk about the people, we are talking about people who are talking about their second community, and we can’t discredit this claim, we can do better for the people who are traumatized or are a minority.

Gallery – we have talked a lot of recognition. For the gallery, we have to recognize that this is going to happen. We have to recognize that these great things can happen. At this point, when you’re a first year, you may not know what is good or what isn’t because you have only been exposed to one thing. So what we have to do is accept that this is happening and that a lot of changes are going to be made but also that a lot can stay the same.

Gallery – The damages do not look accurate. A university official told a friend of mine that the values documented in this may not be perfectly correct. I get why you are using this document, but they are very biased. If you vote in terms of changing, we are voting that students have the right to speak up. TheU taking its original stance, took away from the voices of the students. When 80% of the student’s disagree, even if you do not, our voices have to be able to be heard. The union is only as good as how much confidence the students have in theU. We are not looking for you to change the decision but to represent our voices. You can have your opinion but we have ours too and we want to be heard whether or not this changes anything.

Annie: Point of Information - the time is up for the voices to be heard. What we are looking at now is that we are looking to preserve the house councils. It’s not that we are not hearing voices but we are trying to move forward.

Jacqueline De Leebek – There is an updated version of the chart and that is the overall cost, that is the total amount of student caused damage which could be charged or covered by an individual student. The bottom of the of chart is an estimate of the student caused damage per capita and is based on the capacity of the building not on the occupancy.

Emma: Point of Information - I had a constituent talk to me about the damages that happened to MacKinnon hall that would have happened over the break. That included the pipe burst that happened over the break, would that go into the this value or not?

Jaqueline De Leebek: That would not have been factored in.

Zakaryia: As we create our communities, I don’t understand how we can’t create community using multiple genders and to think that these communities can only happen because of single gendered doesn’t make sense.

Pheerawich: This feels like a lot of conversation, what is the point of having the survey? This is just like special council where we did not have the information necessary and we were having the same conversation.

Zakaryia: Point of Information - this conversation that we are having helps councillors and members of the executive board to make their decision to be able to the account the things like although there may be positive things, they are built off of hazing or exclusion so there has to be a lot more thought into this rather than just voting for the majority.

Alex: Point of Information - I would like to reiterate that only 6.22% of the people who answered the data are those who lived in the building who would support the changes. I think supporting this first motion is supporting good or bad. However, I see this first motion as do students do or do not support the changes. This does not mean that we have to have signs and etc. to fight the university. It just means that most students just don’t love it. I apologize if I’m missing the point but this is just how I see these motions.

Gallery – Please make sure that you are looking at the particular data from each of your constituents.

Zakaryia - I would also like to go off of a point early from lad culture, the normalization of that culture does not happen in only all male but women also internalize this culture as well.

Gallery – you argue that the people who live in Cameron and MacKinnon hall are the most important, but this is not the case, this has to take into account students who are impacted everywhere else.

Alex – I apologize! I don’t mean that the people who live in these buildings have more of a say. I’m not saying that one is more important than the other and I’m not saying that I’m okay with 6% of people having bad experiences.

Annie calls to question, seconded by Bry (11-1-0, call to question passes) All in favor that the Student Representative Council does not support the changes on University Avenue.(2-9-1, motion fails).

**New Business**

*Motion for WUSC* Referendum

Annie motions to put forward a $4 increase to the World University Services of Canada levy, seconded by Bry.

Annie: Alex and I had a great discussion in the pre-pre council about why the $4 was put forward as opposed to the $2 or $6 increase. It’s great to see this group do this.

Alex call to question, seconded to Bry, (13-0-0, motion passes), all in favor of a $4 increase for the World University Services of Canada levy (13-0-0, motion passes).

*Motion for University Avenue*

Emma would like to add that the Student Representative Council moves to support the direction that the university is choosing to take (that being taking a proactive stance to violence and safety on campus) and as a students’ council will actively advocate for the students and their desire to maintain individual aspects on Cameron and MacKinnon Hall.

Emma moves to amend the motion to say to ‘recognize’ as opposed to ‘supports’, seconded by Bry.

The motion now reads: the Student Representative council moves to RECOGNIZE the direction that the university is choosing to take (that being taking a proactive stance to violence and safety on campus) and as a students’ council will actively advocate for the students and their desire to maintain individual aspects on Cameron and MacKinnon Hall.

Annie – I think that when looking at the holistic picture, recognizing seems like a weak stance when it could be support.

Emma – When using support it means to support the exact direction of the university. However, that is not the case. By using recognize, it means to show that we understand that the change are going to be made.

Annie calls to question, Bry seconds, (13-0-0, motion passes), all in favor of amending support to recognize (13-0-0, motion passes).

Alex: I would move to amend to state that we recognize that Cameron and MacKinnon Hall will be co-ed by door in the 2018-2019.

Sean Ryan: We are not leaving any wiggle room by adding the by-door, in case that there are any changes.

Emma calls question, seconded by Annie (13-0-0, motion passes), all in favour of the amendment (13-0-0, motion passes).

Amy calls to question, seconded by Bry (13-0-0, motion passes.), all in favour that the Student Representative council moves to RECOGNIZE that Cameron and MacKinnon Hall will be made co-ed in the 2018-2019 year in an effort to take a proactive stance on violence and safety in the St.FX campus community. The student’s union representative council will actively advocate for positive induvial aspects on Cameron and MacKinnon Hall. (13-0-0, motion passes.)

**Closing Remarks of the Chair**

Thanks all for coming to the meeting.

**Adjournment**

Jess moves to adjourn, (13-0-0, motion passes).

# EXECUTIVE REPORTS



*Office of the* **President**

**Name: Annie Sirois**

**To:** StFX Student Council

**Re:** Report to Council (February 2018)

**Committees**

* StFX University’s *Budget Committee:* Met this month to review the December projections and to review the preliminary budget draft for 2018-2019. The university is predicting another deficit, in large part due to the limited funding from government. The particular emphasis from the Board of Governors has been to increase enrollment as it is evident that nothing else in the budget can be cut without sacrificing the quality of the student experience.
* Board of Governors *Chancellor Selection Committee:* Shortlisted the candidates. The committee chair will be contacting the prospective individual in the coming weeks.
* CASA’s *Member Relations Committee:* Finalized the promotional video.
* Students’ Union’s *By-Law & Policy Committee:* Reviewed and approved the Social Media, Travel, and Summer Hiring Policy for Council’s revision at the March 11th meeting.
* Students’ Union’s *Strategic Planning Committee:* Finalized both the internal and external surveys. Both have been sent to SU personnel and the student body, respectively. We are delayed in where we should be in producing the Strategic Plan.

**External Affairs**

 StudentNS passed five policy position papers this past month. These include University Funding, Tuition, Student Retention, Quality of Education, Accessibility Services. There was a roundtable discussion exclusively with StudentNS and the Minister of Labour and Advanced Education on February 13th. The intent of the meeting was to discuss areas of innovation, as well as to highlight the recent investments to Nova Scotia Student Assistance.

The following week, there was a Student-Government Roundtable with all the Unions in the province. The Minister has indicated that there will be significant investments to co-op opportunity; however, it is my expectation that we will not be seeing the investment of providing international students with free and immediate health coverage. This is extremely disappointing as it has been recognized by every stakeholder, including the Liberal Government, as an important investment to make morally and fiscally. The Budget is not released yet so this is not confirmed; however, the Minister of Labour and Advanced Education and the Minister of Health both say that the matter falls under the purview of the other's portfolio. If this investment is not made, StudentsNS will be extremely vocal when keeping government accountable.

In my capacity as StudentsNS Chair, I've been working with the Executive Director and the NSCC Kingstec delegate to plan our Transition/AGM conference that will take place in March. Moreover, I have been conducting an Executive Director Performance Evaluation by consulting and gathering feedback from Board members and staff. This is standard practice to do annually. There is the possibility for a salary bonus, as outlined in the Executive Directors contract, dependent on what the evaluation results are. I had two meetings with reporters, one live radio interview and one recorded, to discuss StudentsNS' Pre-Budget submission which is great for media exposure. Lastly, StudentsNS has been drafting the budget for the 2018-2019 year and will be presented at our next conference.

The federal budget was released on the 27th. There were not significant “wins” for post-secondary students this year as there has been in the last two budgets. CASA produced a report that can be accessed here: <http://www.casa-acae.com/students_pleased_to_see_government_announce_new_funding_for_research_student_employment_and_campus_safety>. In March, I will be away at the Canadian Alliance of Student Associations for the Annual General Meeting in New Brunswick.

Board of Governors met throughout the reading week. The primary focus was on branding strategies and finances. The placed emphasis is on increasing enrollment because all possible cuts have been made to the expenditures. Anymore and it runs of the risk of compromising the quality of the student experience.

**Internal Affairs**

This month the Student Representative Council met quite frequently. The major areas of discussion and deliberation were over the Union's stance regarding the university's decision to make Cameron and MacKinnon Hall co-ed, as well as the Student Refugee Program. Regarding the former, the emphasis has been on House Councils that are under the direct purview of the Union. I've met with students, and through our consultation with the University Ave House-Presidents and Vice-Presidents, the decision has been made to keep the existing structures of the House Councils. That is to say that the existing boundaries of MacDonald, TNT, MacPherson, Chillis and MacNeil will stay the same for the 2018-2019 academic year. There are conditions that have been put in place, that if behaviour issues specifically related to damages and hazing are not redressed, that the House Council structures will be reviewed indefinitely in one years time. In March, we will continue to meet with the HPs and VPs, in conjunction with Residence Life, to determine the structure of this contractual “community agreement.”

Moreover, the University has indicated that the uptake for the Learning Living Communities (LLCs) in MacIsaac has not met their expected uptake. As a result, at least one, perhaps two floors in MacIsaac will be open to the general student body for the 2018-2019. The Students’ Union will also be instituting a House Council in the building until such time that the LLCs gain traction. This is similar to what currently exists in Mount Saint Bernard.

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**Glossary**

**StudentsNS/SNS:** Students Nova Scotia is the STFXSU’s Provincial Lobbying Group. It is an alliance of Nova Scotia post-secondary student associations, including StFX, Acadia, Cape Breton, Saint Mary’s, Kingstec, and Annapolis Valley. The organization gives students in Nova Scotia a united voice, helping set the direction of post-secondary education by researching challenges, identifying solutions, and creating the political space needed for these solutions to happen. For more information: <http://studentsns.ca/> or contact the Executive Director Tristan Bray at director@studentsns.ca

**CASA:** Canadian Alliance of Student Associations is the STFXSU’s Federal Lobbying Group and a national voice for Canada’s post-secondary students. Established in 1995, CASA is a non-partisan, not-for-profit student organization composed of student associations from across Canada. For more information: <http://casa-acae.com/> or contact the Executive Director Michael McDonald at ed@casa.ca

**PSE:** refers to post-secondary education, also known as higher education, which encompasses universities, academies, colleges, seminaries, and institutes of technology.

 *Office of the* **Vice President Academic**

**Name: Patrick Panet-Raymond**

**To:** StFX Student Council

**Re:** Report to Council (February 2018)

Committees:

February 2nd: Sexual Violence Prevention Sub-Committee on Communications

The SVP Communications sub-committee worked on and looked at different ways of outreach that we believe would best suits our community. The members of the sub-committee did some research and explored other Universities’ procedures when an act of Sexual Violence is brought the University’s attention. The committee looked at different scenarios factoring in everything from community risk to public attention.

February 2nd: Sexual Violence Prevention Committee

 The committee went over how the two panel discussions went and looked at ways we would be able to improve. The committee also looked at the possibility of spreading them out or having more throughout the year (or more for the next academic year). We received updates from the BITB coordinator and received a small verbal report on how the Student Conference in Halifax went regarding Sexual Violence Prevention. The committee also received a report from the Advancing Women’s Equity (AWE) Project.

February 6th: Senate

 At this Senate meeting, there were some major changes proposed and passed for the Human Kinetics program. These changes consisted on moving some courses around to better prepare for students for the mandatory classes that students need to take in their later years of their undergrad. These changes were also made to the skills, now skills will be graded as a pass/fail and rather than having 3 skills each year each Human Kinetics student will only need to take 2 per year for their first year and then continue the skills trend if their degree requires it. Senate also decided to re-instate the Course Evaluation Committee which I will be sitting on along with another student representative.

February 12th: Joint-Committee on Studies

 The committee looked at the current grade structure of our University. This majorly included the difference and correlation between our numerical grades and lettered grades. The committee also discussed the idea of what an exceptional grade looks like versus what it should like at our institution. The second half of the committee meeting time was spent looking at an academic appeal that was put forth for the committee to review.

February 15th: CABSS

 At this CABSS meeting the committee looked at the up-coming events that tie into the committee. Such as The Red Dress week, the Black and White Affair gala and the Youth Activist conference.

February 27th: Equity Advisory Committee

 At this meeting, the committee looked at how we will begin to develop the Harassment Policy for the University and how it will coincide with the other policies that the University has which may have some overlap in certain areas. The committee then looked at the how it go about creating StFX University definitions for Diversity, Equity and Inclusion. The final item on the agenda was discussing what the next steps were for the Equity Strategic Plan.

February 28th: SU Awards Banquet Committee

 This was the first meeting for the SU Awards Committee. The committee looked at the dinner menu as well as possible key note speakers. The nominations for awards were also briefly discussed.

February 28th: Honorary Degrees Committee
 The honorary degrees committee had two nominations to look over. The committee has yet to make a decision on the first, however voted to send the seconded nominee forward to be approved by Senate.

External:

 On February 3rd, the **Students’ Union representative council** met for a special council meeting to discuss **the WUSC survey and initiatives** brought forth to us by the WUSC society. Using the results of the survey, the Students’ Union Representatives council made a vote that we believe **best suited and supported the WUSC society**. The second part of this meeting was spent discussing the **Students’ Union representative stance on the changes being made to the residences stationed on University Avenue**. This conversation was continued to the next regular representative council meeting. I had an **interview with a reporter from the Xaverian** on the **new timetable** being implemented for next year that was passed by Senate earlier in the academic year. I sat on **2 different hiring panels for house Vice Presidents**. I also sat the **VP of Activities and Events hiring panel** for next year’s executive team.

Internal:

 I had booked a **dog den** for this month with was held on **February 14th at 2** different times. I have been a part of a lot of **meetings surrounding changes happening to University Avenue**. These meetings have been with members of the executive team and mainly House Presidents and Vice Presidents of those specific residences. The University is looking to hire a **new University Librarian**, so I have been **overviewing the applicants** prior our first committee meeting in preparation for our overview of the candidates as a committee.

BITB:

 The BITB coordinator game a report to the SVP committee earlier this month, in regards to the trainings they have done this past month and also spoke about how the conference in Halifax went. I also printed off some certificates for her and the BITB facilitators

*Office of the* **Vice President, Finance & Operations**



**Name: William Gatchell**

**To:** StFX Student Council

**Re:** Report to Council (February 2018)

**Committees**

*Budget and Finance Committee:*

Budget and Finance has been conferring weekly over email to discuss and deliberate on society allocation requests. We have been receiving a fairly steady stream of request forms and have been able to assist numerous societies in hosting various events. This month we helped support the Swim Society, Schwartz Investment Society, and the X-Dance Society.

*University Budget Committee:*

Held a meeting on February 5th to look at the Ancillary Budget Draft for 2018-19, some multi-year budget scenarios, and receive a timeline update concerning discussions with the Provincial Government over funding. In particular, a lot of focus was placed on looking at the noted contribution for all ancillary costs.

**External Affairs**

*Mental Health First Aid Training Session:*

Following a conversation with students at Januarys Students’ Union job fair I reached out to Ivan Drouin (Psychologist, Health and Counselling Centre) concerning upcoming mental health first aid sessions and getting that group of students involved. This session is very informative and interactive and I would strongly encourage any students with interest in taking it to reach out to either myself or directly with the Health and Counselling Centre.

*Student Food Resource Centre, Volunteer hours:*

To better assess our resource centre as a service and how it operates I wanted to immerse myself right in the middle of it and volunteer for a shift every week. What I have come to realize is that for a relatively small operation, it is mighty. A lot of this can be chalked up to the work of our Coordinator, Hannah Chisholm, and her devoted team of student volunteers. If students haven’t had the opportunity to ever visit the centre or utilize it, please drop by and familiarize yourself. The resource centre is located at the bottom of MacKinnon hall.

**Internal Affairs**

*Emergency Grant Meeting –*

Met with the emergency grant committee weekly and we were able to provide financial assistance to a number of deserving students. As it stands heading into March, we have been able to allocate over $7000 to students in need.

*Xaverian Review-*

In preparation for the Xaverian Reviews upcoming Arts & Culture festival, I have been meeting with the organizers to help assist in budgeting for the event. With the money from the Council Initiative Fund and donations, it looks as if the event is poised to be a huge success.

*Health and Dental-*

After conducting interviews last month, the panel has been reconvening to debrief the materials and content discussed during the interviews. We created a list of follow up questions and sent them off for further clarification where needed. A final decision should be rendered by early March, at which point we will put forth a recommendation to council.

*House Hockey Ice Times*-

Have been in contact with the KMC box office on an ongoing basis to settle any outstanding amounts owed by house hockey teams. Due to limits on the card, we have been circumventing that issue by requesting invoices.

*Equipment Purchase Xaverian Weekly*–

Assisted the Xaverian Weekly in purchasing an iPod for their team to use. This will go towards running the social media accounts and conducting interviews.

*Donation for Student Food Resource Centre –*

The Campus Bookstore runs a December fundraiser every year in support of our resource centre and this year $1447.22 was raised and is being graciously donated to help us with food purchases, and centre upkeep. This year our resource centre has been tremendously supported by internal and external groups and we couldn’t be happier.

Will Gatchell, Vice President Finance & Operations

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*Office of the* **Vice President Activities & Events**

**Name: Sean Hopkins**

**To:** StFX Student Council

**Re:** Report to Council (January 2018)

**Committees**

**Event Risk Committee (ERC):** The ERC committee continued to meet once a week on Monday to review all submitted Risk Assessment Forms submitted by House Councils and Societies. Might need to revisit ERC training as many forms have been submitted as of late that lack sufficient information.

**Society Review Committee (SRC):** SRC has not met in the month of February.

**External Affairs**

This month, external affairs has been mainly focused around booking for upcoming events. These include:

* X Infused and Trace Agency: Worked with these companies to book Loud Luxury for a show in the month of February.
* Talent Source: Booking acts for upcoming bar events and convocation.
* Impact Sound: worked with Shannon from Impact Sound to book sound and lighting
* Robert R Brown: worked with Robert to bring him in for the first ever SmartStFX Seminar

**Internal Affairs**

Overall, the month on February has been a fairly quiet on for the Office of the Vice President Activities & Events, given that reading week took up a full week which reduced the amount of events throughout the month.

This month, we have hosted a wet/dry concert with Loud Luxury. Although there were a few minor hiccups regarding crowd activities, the event was an overall success and we managed to reach capacity for the event.

Our first SmartStFX seminar took place this month and although the attendance was much lower than expected, I believe the event was a success as every student that attended took something away from the seminar, which is ultimately the goal of smartStFX. Will need to look into how these seminars will look in the future if they are to be more sustainable.

Worked with Cody McGregor and Sean Ryan to finalize the Golden X Inn events for the remainder of the year – going to be a very exciting month of events for our bar.

**Sub-Executive:**

**Entertainment Coordinators:** Did not need the assistance of the entertainment coordinators for the month of February. Will need to look at the structure and role of the coordinators for future years to ensure they can be more engaged throughout the year, rather than working one or two events each year.

**Society Coordinator:** Continue to support Sarah with all of her society affairs – currently working more efficiently by providing the schedule of events to her in a more timely manner.

**O-Crew Co-Chairs:** Discussed with the O-Crew Co Chairs to promote applications for next year and encourage more students to apply.

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*Office of the* **Vice President, Residence Affairs**

**Name: Rebecca Mesay**

**To:** StFX Student Council

**Re:** Report to Council (February 2018)

**Committees**

The Campus Affairs Committee had two meetings during the course of February with different issues that were being discussed. The first meeting was heavily surrounding incoming co-ed residence changes to University Avenue. There was a working document established for the committee with the purpose of brainstorming possible changes and solutions. The second meeting was focused more on upcoming House Hockey Cups and the ways in which the residences were preparing for the games.

The Strategic Planning Committeehas been meeting weekly throughout February. The meetings have been focused on reviewing the structure of the surveys being sent out both internally (within the Students’ Union) and externally (for students-at-large) to provide their feedback for the purpose of the Strategic Plan. The external survey results are to be received by the first week of March.

The Coady Chair in Social Justice Committee met to further discuss potential candidates for the position of Chair in the 2018-2019 school year. Members of the committee were tasked with seeking out nominations for individuals who would fit well for the position next year.

There was an Equity Advisory Committee meeting that took place towards the end of February. This meeting that was focused on discussion about the Harassment Policy and its current status. There were talks about the Sexual Violence Policy and potential updates that would be made to the document. Additionally, the committee had an opportunity to discuss the definitions of equity, diversity, and inclusion that would be established for the university with the purpose of creating a better foundation of understanding.

**External Affairs**

As a part of the Advancing Women’s Equality (AWE) Project, we are currently examining a Sexual Violence Climate Survey that is to be sent out to all students. The purpose of the survey is to receive a more holistic understanding of the attitudes around consent and sexual violence of the members of the StFX Community.

**Internal Affairs**

The first several weeks of February were focused on speaking to students about solutions and compromises for the incoming co-ed changes of Cameron and MacKinnon Hall. These discussions were held in cohesion with the House Presidents, Vice Presidents, and the Executive Team. In the latest follow-up meeting during the last week of February, members of the university administration were also invited to join in on the conversations for the purpose of providing additional perspective.

There have been a number of meetings with the Residence Life Coordinators (RLCs) for the to discuss a variety of trends in residence more broadly. The conversations during this month have also centered in large part on House Hockey Cups and a number of behaviours that have emerged during this time as a result.

There was a Special Council Meeting during the first weekend of February wherein Council discussed their stance on the University Avenue co-ed residences. There was a Council Meeting the following weekend as well; unfortunately, I was away at Up for Debate at Bishop’s University. Council established their stance to the changes on University Avenue after that second meeting.

The third week of February marked a dinner with the Board of Governors alongside a performance of “To Eat An Almond” by StFX Student, Majd Al Zhouri.

**Sub-Executive**

The House Council Coordinator (HCC), Carl Miller and I have continued bi-weekly meetings to provide one another with updates about the current state of the House Councils.

I had a number of check-in meetings with the Student Advocate Office this month in addition to discussing better ways to advertise the services of Student Advocates.

There have been a number of meetings with the House Presidents and Vice Presidents of MacKinnon and Cameron in terms of offering support and thinking of strategies to work with their houses about the incoming changes to the residences.

I also had meetings with the House Presidents/Vice Presidents of Fraser and Lane to de-brief their House Hockey Cup, LASER.

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**Glossary:**

**Residence Life Coordinators (RLC) & Jurisdictions**

**Mikayla McDonald:** MacKinnon & Cameron

**Dane Hunter:** Lane & Mount St. Bernard

**Jessica Kirkley:** Bishops & Governors **Sidney Toohey:** O’Regan & Riley

 *Office of the* **Vice President External Affairs**

**Name: Zakariya Chatur**

**To:** StFX Student Council

**Re:** Report to Council (February 2018)

**Internal**

The **External Affairs Advirsory Committee** met to discuss the research project the **Research and Policy Associate** and I are conducting. The first stage of the research project, a qualitative feedback form, was completed and had an adequate amount of responses. This data will inform the focus group questionnaire. When we put out a call for participants I will encourage council to promote this initiative as it directly relates to consultation, something that as an executive and student I find very important. This project should be wrapped up prior to the end of exams and will be used as a transition document for the next VP External.

This month we had Deputy Minister of Transportation Michael Keenan come to campus for an armchair discussion and job fair. This was a fantastic event which had a ton of turn out. The co-op office had the opportunity to have many of their students interviewed on the spot for summer employment. Michael Keenan is the University’s DM Champion and that role is meant to facilitate communication between the institution and federal government. I had the opportunity to talk with Michael about employment opportunities for students and how to make attaining a government job easier. The Vice President External Office will maintain a relationship with the DM Champion to express student concerns surrounding employment and if there are any issues, concerns or solutions, please pass them along to me and I will raise them with Deputy Minister Keenan.

This month has been quite busy with Univeristy Ave. I have had several meetings with the House Preseident and Vice President of Macneil as well as administration to discuss the changes that are happening.

I had the opportunity to sit on a hiring panel for the Vice President External. We had to reopen the applications and I am sure there will be many qualified candidates. There have been multiple people set up meetings with me to discuss the position.

**External**

**CASA:** The Canadian Alliance of Student Associations has been busy. Along with the National Advocacy Committee (NAC) I have been developing three campaign proposals for next year’s membership to implement. The idea is that the NAC for 2018/2019 will have a clear campaign package to implement just as orientation weeks are wrapping up. This will coinside with our pre-budget submission as an organization. Campaigns, and in this case letter writing campaigns, have value in two ways, one it helps with brand recognition so that parlimentarians know we represent 250,000+ students and the issues our oganizaiton represents are important. And two, students have the ability to advocate for issues that are important to them.

The federal budget was released this month and CASA is relitvely happy with the outcome in some resepct. Here is an exerpt from our press release:

The Canadian Alliance of Student Associations (CASA) and the Quebec Student Union (QSU) are pleased to see Budget 2018 commit the government to significant long-term funding for early career researchers, student work opportunities and the development of a national approach to addressing sexual violence on campus. These investments, coupled with strong support for student access in previous budgets, demonstrate a clear and active commitment to improving the quality of, and access to, post-secondary education in Canada.

If you want more information come see me or here is the full release: <https://www.casa-acae.com/students_pleased_to_see_government_announce_new_funding_for_research_student_employment_and_campus_safety>

**StudentsNS:** I had the opportunity to meet with Minister of Health Randy Delory in his constituency office here in Antigonish. We talked about MSI coverage for international students. This has been a priority for SNS for quite some time and this year Department of Labour and Advanced Education has supported this ask. We are currently trying to schedule our transiton conference but many of the new delegates have yet to be elected or hired. There was a student-government roundtable over the reading week but I was unable to attend due to being out of province. Annie, Rebecca and Tiffany were all able to attend and can update anyone if needed.

If anyone has any questions please feel free to email me or schedule a meeting.

Zakariya Chatur, Vice President External Affairs

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**Glossary**

**StudentsNS/SNS:** Students Nova Scotia is the STFXSU’s Provincial Lobbying Group. It is an alliance of Nova Scotia post-secondary student associations, including StFX, Acadia, Cape Breton, Saint Mary’s, Kingstec, and Annapolis Valley. The organization gives students in Nova Scotia a united voice, helping set the direction of post-secondary education by researching challenges, identifying solutions, and creating the political space needed for these solutions to happen. For more information: <http://studentsns.ca/> or contact the Executive Director Sophie Helpard at director@studentsns.ca

**CASA:** Canadian Alliance of Student Associations is the STFXSU’s Federal Lobbying Group and a national voice for Canada’s post-secondary students. Established in 1995, CASA is a non-partisan, not-for-profit student organization composed of student associations from across Canada. For more information: <http://casa-acae.com/> or contact the Executive Director Michael McDonald at ed@casa.ca

**MLA:** A Member of Legislative Assembly is a representative elected by the voters of a constituency to the provincial legislative assembly. The MLA for the Antigonish constituency is Mr. Randy Delorey of the Liberal Party. Contact: office@delorey4antigonish.ca or 902-870-5899

**MOU:** refers to the Memorandum of Understanding, an agreement between the provincial government and all the universities in Nova Scotia. It serves to provide operational direction for universities.

**MP:** A Member of Parliament is a representative elected by the voters of a constituency to the House of Commons (also known as the Lower House). The MP for Central Nova constituency is Sean Fraser of the Liberal Party. Contact: sean.fraser@parl.gc.ca or 902-867-2919

**PSE:** refers to post-secondary education, also known as higher education, which encompasses universities, academies, colleges, seminaries, and institutes of technology



*Office of the* **Vice President Activities & Events**

**Name: Sean Hopkins**

**To:** StFX Student Council

**Re:** Report to Council **(January 2018)**

**Committees**

**Event Risk Committee (ERC):** Provided ERC training to the newest ratified societies. Continue to meet with the committee on a weekly basis to review student lead programming.

**Society Review Committee (SRC):** The committee reviewed the list of societies which submitted constitutions and put all of the forward to council where they were all ratified.

**External Affairs**

This month, external affairs has been mainly focused around booking for upcoming events. These include:

* Maple League and McKenna Centre: worked with these two bodies to assist in the organization of the Leaders’ Summit at X. This included an X Talks (featuring a fireside discussion with Frank McKenna) and a full day of leadership workshops.
* Talent Source: Booking acts for upcoming bar events (Convocation).
* Mitch Masters: worked with Mitch and Trace Agency to secure Loud Luxury for a show in February.
* Darwin Events Group: working with them to book pipe and drape for our super sub events.
* Feldman Agency: worked with Feldman to book James Barker Band for Epic Wing Night.

**Internal Affairs**

Hosted two X Talks in the month of January: one of which focused on the topic of Education and the other focused on Leadership. Talks were both terrific and very well attended.

Frost Week occurred which involved multiple events in the first week back after the Winter break. Events included Two Years’ Eve (sold out of tickets and heard nothing but good things regarding the event – only issue was with coat check where not enough staff were secured), Disco on Ice (very well attended for a public skate – music and lighting effects added a nice touch), Society Night/SU Job Fair (well attended), X Talks: Hope and Education (which involved multiple talks which I found incredible inspirational) and last but not least, Epic Wing Night featuring James Barker Band (this was perhaps one of the best events I have seen at the Inn in a long time. Students were very excited to see a band of this magnitude perform on our campus. Couple issues were the lack of security and that the crowd was pushing the gates up to the stage.

House hockey cups have started with TNT/Chillis occurring in the month of January – well attended and very few issues. Congrats TNT!

**Sub-Executive:**

**Entertainment Coordinators:** Entertainment Coordinators assisted me with the execution of Frost Week.

**Society Coordinator:** Successfully executed another Society Night with Sarah. Continued to explore ways in which I can offer more support for the position and to all campus societies.

**O-Crew Co-Chairs:** Did not engage with the O-Crew Co-Chairs this month.

Sean Hopkins, Vice President Activities & Events

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# CONSTITUENCY REPORTS

Name: Sydney Pagan
Position: Board of Governors Representative

Since our last council meeting, the board had its last full board meeting of the academic year on Thursday, February 22nd and Friday, February 23rd. However, unfortunately I was not able to attend, as the meetings were scheduled for during the reading week break and I was in Europe with Service Learning.

I also sat on the hiring panel for VP Activities & Events on Wednesday, February 14th. The panel was pleased to hire Sean Hopkin, who fulfilled the key criteria we were looking for in a candidate. Furthermore, with the council elections taking place on March 6th, I conducted outreach to encourage students to run for the position of Board of Governors Representative. I spoke to a number of students who had expressed interest in the role throughout the year to encourage students to put their name forward, and fortunately we were successful in having a number of students run for the position. Following the March 6th election, I was also the councillor representative on the Elections Committee, where we granted a candidate their appeal with the Board of Governors re-election now taking place this coming week.

Name: Pheerawich Chitnelawong

Position: International Student Representative

THE International students society had the election for the next year executives on Thursday 8th of March. There was a gathering on the day before to introduce the candidates for the positions, but unfortunately I could not attend. To make sure the transition to the set of executives goes smoothly, the Office, the current executives, and I will have a meeting to discuss the roles and expectations as soon as the convenience allows.

Apart from the election, the Internationalization office is organizing the year-end event which will take place at the Golden X Inn on March 24th The place is booked, and the details are still in the process of discussion.

Name: Sasha Paul
Position: Equity Representative

Since the last council meeting, I have attended multiple events on campus as the semester has been a very busy one! On the 27th of February I attended a panel discussion organised by the Office of the Students of African Descent on the topic ‘Contextualizing White Supremacy’, which was very well-attended. The following evening, a screening of the film “The 13th” was shown, which addressed very significant issues faced by the Black, Latino and Indigenous peoples, particularly in North America. I certainly enjoyed taking part in all of the events carried out in celebration of African Heritage month, and also had the opportunity to teach a few sessions of African Zumba in collaboration with this office.

This past weekend was also very busy due to the Youth Activism conference which took place on campus. The keynote speaker, Desmond Cole, addressed attendees on two days of the weekend, and I was overjoyed to be able to volunteer on one of the days of the conference. Apart from attending events, I have sat on two hiring panels for next year’s executive positions for the Union. I also sat in a meeting regarding University Ave, along with Andrew Beckett and other members of Residence life, and the HP’s and VP’s of the affected houses. The meeting was productive, and the house council members were able to ask questions and make suggestions for next year’s adjustments.

 I am currently in the process of scheduling a meeting with the Human Rights and Equity advisor (Megan Fogarty) to discuss a student who reached out to me over a case of unfair dismissal from employment within a campus job. I intend to take this up with Megan to come up with the best solution for the student. Lastly, I have been responding to students who had questions regarding applications for next year’s Councillor positions, including my own, while also encouraging as many people as possible to attend! Happy International Women’s week.

Name: Lucas Middleton
Position: Arts Representative

Out of Office

Name: Sarah Elliott
Position: First Year Representative

**What have you been up to since the last council meeting?**

These few weeks have just been filled with sitting on hiring panels, I sat on the budget and finance VP hiring panel and I sat on the chair of council hiring panel. Also outreach for the referendum, Board of Governors vote, as well as trying to encourage people to apply for council for next year.

**What committees or meetings have you participated in?**

The budget and finance group has not met in the new year, there has only had a couple allocations approved over the email chain.

**What upcoming plans do you have?**

 The next few weeks I hope that I can get more people to think about applying for council and I am thinking about a few first years that I can nominate for the Student Union awards.

Name: Tanaka Chikwavaire
Position: Student of African Descent Representative

African Heritage Month is over and it ended with a bang, after the spring break, there was a talk on contextualizing white supremacy and it was very insightful and it was an important conversation to have. After that El Jones came to campus and lead discussions after a viewing of the 13th a documentary on mass incarceration of black people in America. It was great and she gave a lot of insight on the prison system in Canada. Other than that I have been trying to reach out to a couple of my constituents to run for the students of African descent position and I’m hoping that someone decided to take it on. Other than that I sat on a few hiring panels and that went well.

In other news the Black and White event planned by the African Descent, Aboriginal and Sexual diversity office is coming up and it is a big event that we are all very excited for. So it would be great to have as many people come up to it, because it’s an awards event that honours and acknowledges different students for their equity and leadership efforts.

Name: Melissa Grant
Position: Education Student Representative

It’s been a busy last month for the Education students, and we have had quite a few events since our last council meeting. I sat on the hiring panel for VP Finance on February 12th, as well as for the second hiring panel that took place on March 4th. The faculty of Education held a Soup day on February 13th as a chance for students and faculty to mix and mingle, and following the Family Day long weekend, we had a free grilled cheese lunch hosted by myself and the Education Society in Xavier Hall. Our year end Education Banquet took place on March 24th, and we had a huge turnout of both professors and students for this very successful evening. We had another free grilled cheese lunch on February 27th, and we closed up the Education Executive year by holding a transition meeting as well as an incoming/outgoing potluck. Senate on March 5th went well, and Patrick followed up on a minor miscommunication involving inaccurate attendance of student senators at a committee meeting. On March 6th I encouraged B.Ed students to vote in the election/WUSC referendum, and I sat at a polling station in the SUB for the morning. The Education students participated in a Synthesis Day (1st year students) and a Mock Council (2nd year students) on March 7th in place of final exams. Last but not least, the Education Society paid for 50 tickets for our students for the men’s hockey game on Wednesday, March 7th, and we arranged a meeting time for the women’s game on March 6th, as well as a post-game event at Split Crow after the women’s game.

I haven’t had any issues or concerns brought to my attention by my constituents since our last council meeting.

I have not had any committee meetings since the last council.

The upcoming events for education students are as follows-

·      Practicum (March 19th- April 27th)

·      Encenia Ceremony (May 5th)

I would also like to let everyone know that this will be my last council meeting of the year as I have handed in my leave of absence to complete my practicum placement in Scotland. Best of luck with everything, and I look forward to seeing most of you at graduation in May!

Name: Bry Crabbe
Position: Graduate Student Representative

**Constituent involvement:**

* Friday group dinners have been occurring on the regular for a opportunity for graduate students to get out into the community and share a beverage or two at the end of long research work weeks.
* Still working on the listserv problems and outreaching to new graduate students to get emails to be placed on the listserv
* Working on the Facebook page (very outdated) to bring it up to speed for effective communication for Jack Johnson next year with regards to senate and council updates.
* Mitacs workshops to be brought to StFX for graduate students; helps with training for internships and innovation practices.

**Committee Meetings**

* Strategic Planning committee meets weekly, external survey data completed and under analysis and internal Students’ Union survey is still out for completion.

**Senate:**

* Committee on graduate studies met to discuss the prerequisites needed for Masters in Adult Education
* Senate Met March 5th with various reports and course changes and approvals.

**Hiring Panels:**

* VP External (re-opened)
* VP Finance and Operations (re-opened)
* O-Crew Co-Chair (occurred between this report and council)

**Other meetings:**

* Elections appeals committee regarding WUSCà March 8th
* House Council and community agreement discussion à March 5th

Name: Alex Corrigan
Position: Board of Governor’s Representative

Wow, been a little while! Since our last session of council, most of my council-related time has been spent preparing for/meeting with the Board of Governors, recruiting for/providing information about council, and chatting with students who do or have lived in University Avenue residences.

As it relates to Board of Governors, I was unable to attend the Friday meetings but was there for all of the events on Thursday. The Board Info session was a discussion on StFX branding, student recruiting and retention. I spoke about how our identity of a small and social school is valuably and how we need to do more to advertise the unique opportunities StFX students can have. The night ended with a private showing of *To Eat an Almond*, a one-act play by Majd Al Zhouri in support of StFX for SAFE and the Class of 2018 Student Refugee Bursary. I spoke at the end of this event and am very happy to say that it was a fun and successful evening.

I have also been encouraging students to run for council positions and explaining what the roles entail. It is wonderful to see so many candidates now running for council this round.

Finally, the greatest portion of my time has been spent chatting with Uni Ave students/alum about why council decided not to not support the changes to University Avenue. I have also asked what students would like to see with respect to house council structure and have asked executives for councilors to be involved in further conversations. Now that we have committed to doing what we can do, I would very much like to be involved in these discussions moving forward. I believe that we voted not to not support the changes because we knew that advocating to keep single gendered residences would be a losing battle and instead wanted to be productive advocates for students. In order to be helpful though, councilors need to be involved in conversations about the future of university avenue so I would love to be part of a communicative and positive relationship with SU executives, HP/VP’s, councilors, and students at large. With all of that said, however, by all accounts, students are happy that there will be house presidents and vice presidents for all houses. That is a great success and I am not at all saying that students are not being consulted about the future of Uni Ave, I am just saying that given the motion passed in our most recent session of council, I would like to see councilors offered a more significant role moving forward. We have spent a lot of time chatting with many students and I believe that our voices will have value in future conversations.

All the very best,

Alex

Name: Amy Bobyn
Position: Science Student Representative

Hello everyone!

It’s been a busy past few weeks since we last met. Here’s a quick rundown and timeline of my most recent activities:

February 12: Joint committee on studies. A large topic of discussion was consistency of grading both within and between degree streams and faculties.

February 13: Sat on grad speaker hiring panel

February 15: Committee on Studies Science. Moved to send the Minor in climate and the environment to Senate. Received update on the Post-RN BSRN program.

February 15: Campus Affairs. Received updates from all members and discussed potential upcoming training.

February 16: Sat on VP Residence Affairs hiring panel.

March 5: Senate Meeting. Received report from President regarding university financial situation. Received report from academic vice president and provost regarding strategic plan on student recruitment and retention. Voted on and passed nominated honourary degree recipient. Passed motions from dean of science regarding creation of HN385: Research Methods, HN4XX: food and nutrition for global health equity, HN485: Research methods, Application and Analysis, and the minor in climate and environment. Passed motions from dean of arts regarding Latin I and Latin II, History 3XX Plagues and Peoples, and Sociology 3XX Global agriculture.

I have also spent much of my time meeting one-on-one with individuals who I believed would be great candidates to fill the science councillor position next year. I worked to promote this past week as well as the upcoming election, sitting at polling stations encouraging everyone to get out the vote!

Name: Emma Crilly
Position: Business Student Representative

Out of Office

Name: Kashya Young
Position: Aboriginal Student Representative

No report

**The St. Francis Xavier Students’ Union Policy Manual**

St. Francis Xavier University

Antigonish, Nova Scotia, Canada

The Council of the St. F.X. Students’ Union, St. Francis Xavier University, Antigonish, Nova Scotia, does hereby make and publish the following policies.

****

**Vision Statement**

The St. Francis Xavier Students’ Union’s vision is to offer a revised, transparent governance document that outlines the principle of action adopted by the Union.

**Mission Statement**

The St. Francis Xavier University Students’ Union exists to serve the students, and strives to enhance student life and quality of post-secondary education through programming, consultation, representation and advocacy. The St. FX Students’ Union policy manual is an official governance document of the Union created in consultation with stakeholders.

**Introduction**

The policy manual is intended to be guiding principles and direction of the St. Francis Xavier University Students’ Union, herein referred to as the Union. The Union is the democratic student organization of St. Francis Xavier University.

Union policies must be passed by two-thirds (2/3) majority vote of the Students’ Union Representative Council, herein referred to as Council. They should be reviewed and re-passed by Council on a yearly basis.

Table of Contents

*Activities Policy* 44

*Care and Sick Leave Policy* 45

*Eligibility Policy* 45

*Equity Policy* 48

*Finance and Operations Policy* 50

*Hazing Policy* 53

*Hiring Policy* 55

*House Hockey Cup Policy* 57

*Office Use Policy* 59

*Publicity Policy* 60

*Social Media Policy* 60

*Summer Hiring Policy* 63

*Travel Policy* 64

# *Activities Policy*



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| --- | --- |
| POLICY ID NUMBER (2017-IP6): | ADOPTED:January 29, 2017 |
| TITLE:Activities Policy | LAST REVIEWED:January 29, 2017 |
|  | EXPIRES:January 29, 2022 |

**Article 1: General**

1. The St. Francis Xavier Students’ Union through the direction of the Vice President Activities and Events and the Student Orientation Committee shall plan and execute Orientation Week for each consecutive academic year for incoming StFX students.
2. The Union, through the direction of the Vice-President Activities and Events and the Vice-President Finance and Operations, will set ticket prices for events through the following mechanism: a fixed cost will be determined with the intent that the event will break even if seventy percent (70%) of the tickets are sold.
3. An entertainment contract is valid with the signatures of the President, Vice-President Finance and Operations, or General Manager with the Vice-President Activities and Events signature.
4. Tickets to events organized by the Union must be purchased by a StFX student with valid student ID.

1.4.1 Guest tickets, when applicable, must be purchased by a current StFX student and requires two pieces of government ID from the guest. Any StFX student that purchases a guest ticket is responsible for their guest in accordance to the *Community Code of Conduct*.

**Article 2: Inclusion**

2.1 The Vice-President Activities and Events shall ensure that all events organized by the Union shall promote an equitable environment. In this environment there is an obligation to ensure an open and inclusive space is established. The St. Francis Xavier Students’ Union condemns any violations of the *Equity Policy*.

2.2 The Union will create events that are open to all members, including those under legal age of majority – nineteen (19). The Vice-President Activities and Events will have an obligation to incorporate non-alcoholic programming that is available to all StFX students.

#  *Care and Sick Leave Policy*



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|  |  |
| --- | --- |
| POLICY ID NUMBER (2017-IP1): | ADOPTED:January 29, 2016 |
| TITLE:Care & Sick Leave Policy | LAST REVIEWED:January 29, 2016 |
|  | EXPIRES:January 29, 2022 |

**Article 1: Notification of Absence**

* 1. Union personnel must notify the appropriate authority when an unplanned absence is taken (i.e.: the flu, a cold, etc.), except in the case of emergencies.
		1. Union personnel shall be required to provide the appropriate authority, with a medical practitioner’s note if they are absent for a period exceeding three (3) business days.
	2. In the case of extended sick leave, or other planned absences, advanced notice must be provided, as well as the amount of days the individual plans on taking (i.e.: surgeries)
		1. If the length of time cannot be pre-determined, the appropriate authority must be informed on a day-to-day basis.
		2. If the leave of absence spans longer than a two (2) business day period, a medical practitioner’s note is required to be provided to the appropriate authority.
		3. Union personnel may be required to provide a medical practitioner’s note to the appropriate authority upon arrival reassuring the individual is able to return to work without restriction.

**Article 2: Allocation of Care & Sick Leave**

* 1. Employees shall be entitled to 15% of one week’s office hours’ care leave per month.
	2. Additional sick leave shall be allocated at the discretion of the appropriate authority.
	3. Monthly care leave shall be used by the last day of the month it is allocated. Unused care leave will be forfeited if not used by this time.

# Eligibility Policy



|  |  |
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| POLICY ID NUMBER (2017-IP6): | ADOPTED: |
| TITLE:Eligibility Policy | LAST REVIEWED: |
|  | EXPIRES: |

**Article 1: General Eligibility for Union Positions**

* 1. The purview of this policy includes honorarium positions in the St. Francis Xavier Students’ Union.
	2. The Union requires all students applying for positions to be in accordance with the following:
		1. Have no outstanding academic or non-academic disciplinary sanctions, as determined by the Student Life office, including but not limited to Academic Probation, outstanding disciplinary fines, or non-academic probations.
		2. All applicants for sub-executive positions hold a 60% or higher from their most recent academic report.
		3. All applicants for executive and Chair of Council positions hold a 65% or higher from their most recent academic report.
1. **Article 2: Process for Reviewing Applicant Eligibility**
	1. All applications for Union positions will include a signed agreement from applicants stating:

**I agree to allow consultation with the Director of Student Life to insure that I am a student in good standing (as defined in Article 1: General Eligibility for Union Positions of the *Eligibility Policy*).**

* + 1. Any applications that fail to agree to this will be considered void.
	1. All Union applications must be reviewed by the Student Life office prior to the candidate/applicant receiving official electoral status, an interview, and/or the position. No candidate/applicant will be officially accepted without meeting these requisite requirements.
		1. The Chair’s Office is responsible for consulting the Student Life office for all Student Representative Council positions (including the President and Vice-President Academic applications);
		2. The President and/or Vice-President Academic is responsible for consulting the Student Life office for all executive positions; and,
		3. The executive—to whom the sub-executive position reports to—is responsible for consulting the Student Life office for all sub-executive positions.

# Equity Policy



|  |  |
| --- | --- |
| POLICY ID NUMBER (2017-IP2): | ADOPTED:September 24, 2017 |
| TITLE:Equity Policy  | LAST REVIEWED:September 24, 2017 |
|  | EXPIRES:September 24, 2021 |

**Article 1: General**

1.1 The St. Francis Xavier Students’ Union has a collective responsibility to its membership, to promote an equitable and inclusive environment which conducts itself by the highest standards of respect, fairness, integrity, safety, and equitable treatment for all persons. This is in an effort to enable discussion and diverse ideas to thrive within a respectful environment.

1.2 The St. Francis Xavier Students’ Union recognizes a responsibility to assist all groups that Council deems to be equity seeking groups and denounces harassment, oppression and discrimination of such groups.

1.2.1 These groups include but are not limited to: gender identity, gender expression, age, race, ethnic or national origin, religion, sexuality, sexual orientation, ability, health, language, size, or socioeconomic status.

1.3 Pursuant to the Objectives of the Union, discrimination and harassment based on any and all grounds protected under the Nova Scotia Human Rights Act will not be tolerated at any events sponsored by the Union or in any space operated by the Union. Discrimination and harassment may take the form of:

* + 1. Intentional barriers that prevent the members of the Union living with disabilities from participating in events and activities organized and promoted by the Union;
		2. Remarks, including jokes or innuendos, that are based on, but not limited to, racism, sexism, social class, homophobia, or gender identity;
		3. Social media posts, promotional materials, events, or performances that use stereotypes or discriminatory language based on any and all grounds protected under the Nova Scotia Human Rights Act;
		4. Offensive comments and/or actions which insult, humiliate or threaten an individual or group;
		5. Printed and/or digital content that displays insults, humiliation or threats to an individual or group;
		6. And, sexual harassment, including physical contact, remarks, jokes, innuendoes to or about a person’s body, attire, age, race, gender, sexuality, sexual orientation or perceived gender identity.

**Article 2: Equitable Environment**

2.1 The St. Francis Xavier Students’ Union will promote an environment that actively challenges discrimination, harassment and oppression. We acknowledge that an equitable environment is achieved through:

2.1.1 Recognition that historical and ongoing practices of oppression, discrimination, and harassment disadvantage and harm certain groups within the membership;

2.1.2 A proactive approach to acknowledge the historical and challenge the current practices of oppression, discrimination, and harassment that affect the safety and well-being of these groups;

2.1.3 Acknowledgement that certain groups within the membership knowingly or subconsciously benefit from these practices;

2.2 The Council, Executive, Sub-executives, and Full-time staff, in consultation with: the Students of African Descent office, Aboriginal Students office, Gender and Sexual Diversity office, Equity and Human Rights advisor, LGBTQIA2S+ office are responsible for ensuring that the services, events, advocacy, social media, campaigns and other programs of the Union represent the diversity of the Union’s membership. These include creating bylaws, policies, events, and groups that aim to improve the conditions of marginalized communities within StFX including, but not limited to: Aboriginal students, students of African descent, students with disabilities, LGBTQIA2S+studnets, international students, and female students.

**Article 3: Definitions**

3.1 Oppression is the exercise of power over a marginalized group by a specific group. It is a systematic phenomenon that can manifest in individual or institutional actions.

3.2 Sexual harassment is any unwanted sexual attention or solicitation which interferes with an individual's consent, and/or creates a negative emotional, social and/or psychological environment. This definition is not intended, nor should be understood to contradict, expand or limit the definition of sexual harassment under the Nova Scotia Human Rights Act.

# Finance and Operations Policy



|  |  |
| --- | --- |
| POLICY ID NUMBER (2017-IP2): | ADOPTED:September 24, 2017 |
| TITLE:Finance and Operations Policy | LAST REVIEWED:September 24, 2017 |
|  | EXPIRES:September 24, 2021 |

**Article 1: Signing Authority and Guidelines**

1.1 The signing officers of the St. Francis Xavier Students’ Union are the President & CEO, Vice President Finance and Operations, and the General Manager.

1.2 All Students’ Union cheques and financial documents are required to have the signature of two signing officers.

**Article 2: Budget**

2.1 The St. Francis Xavier Students’ Union is a not-for profit organization and will operate with a break-even mandate.

2.2 The Union budget is to be a transparent document and made available to all students via the Vice President Finance and Operations on the St. FX Students’ Union website.

2.3 The Vice President Finance and Operations must be able to answer all questions pertaining to the budget.

2.4 The annual budget is created each year based on the incoming year enrolment numbers, the previous year’s as well as the forecasted expenditures and revenue sources.

**Article 3: Sponsorship**

3.1 All requests to the StFX Students’ Union by external organizations for sponsorship must be deferred to the Vice President Finance and Operations.

3.2 Sponsorship decisions must consider whether the event or activity:

3.2.1 is consistent with the core values of the StFX Students’ Union;

3.2.2 will positively contribute in a significant way to the well-being of StFX Students’ Union membership;

3.2.3 will make use of Union facilities and/or services;

3.2.4 provides direct and tangible benefit to the StFX Students’ Union.

3.3 The Union will provide a sponsorship package to all potential sponsors.

**Article 4.: Financial Aid**

4.1 The StFX Students’ Union recognizes that financial barriers exist to post-secondary education. Information on bursaries provided by the StFX Students' Union can be found through the StFX Financial Aid office. The Union aims to alleviate some of these barriers by providing the following bursaries:

 4.1.1 The John Beaton bursary

 4.1.2 The Linda MacDonald bursary

 4.1.3 The International Student bursary

 4.1.4 The LGBTQ2S+ Student bursary

 4.1.5 The Aboriginal Student bursary

 4.1.6 The Students' of African Descent bursary

4.2 The StFX Students' Union in conjunction with the StFX Financial Aid office has established an Emergency Student Grant fund. Students are required to submit an application to the office of the Vice President Finance and Operations to be considered for financial aid from this fund.

 4.2.1 The Vice President Finance and Operations along with representatives from the StFX Financial Aid office will sit on the adjudication committee for this grant.

4.3 Priority will be given to full-time students who demonstrate financial need.

**Article 5: Meetings**

5.1 The annual budget is created by the Vice President Finance and Operations in consultation with the Students’ Union President; General Manager; Accounts Manager; and various stakeholders on campus. The budget is then presented to the Budget and Finance Committee for approval to then be presented at the last Student Representative Council meeting in March of each year.

5.2 The budget for the upcoming fiscal year shall be reviewed and passed through the Student Representative Council at the last council meeting in March. This will be open to all members of the Union and provide the opportunity to make recommendations and suggest changes.

5.3 The Annual General Meeting shall include a presentation of the audited financial statements from the previous fiscal year.

**Article 6: Operations**

6.1 Purchase orders will be requested through the office of the Vice President Finance and Operations.

6.2 All purchases made on behalf of the StFX Students’ Union must be approved through the office of the Vice President Finance and Operations.

6.2.1 A purchase order is required with the signature of any authorized signing officer.

6.3 Once a purchase is made, a copy of the purchase order must then be returned to the Vice President Finance and Operations.

6.4 Unauthorized purchases will be charged to the individual who made the unauthorized purchase.

6.5 The requisition of a cheque must be considered by the Vice President Finance and Operations and done at least two weeks prior to when the cheque is required.

**Article 7: Honorarium**

7.1 The StFX Students’ Union Representative Council shall be responsible for approving the total funds budgeted for honoraria. This shall be done as part of the annual budget process at the last council meeting of the year.

7.2 The Budget and Finance and Organizational Review Committees shall be responsible for setting honoraria amounts and disbursement procedures for each eligible position. Amounts shall be set within the confines of the budget and the honoraria approved by Council.

7.3 In order to receive a mid-term honorarium payment, the individual must:

7.3.1 Remain in the position until January 1st;

7.3.2 Submit a mid-year report to the Chair of Council;

7.3.3 And, fulfil the Terms of Reference for their respective Union position outlined in the StFX Students’ Union Bylaws.

7.4 In order to receive a final honorarium payment, the individual must:

7.4.1 Remain in the position until April 30th;

7.4.2 Submit a final year-end report to the Union;

7.4.3 And, fulfil the Terms of Reference for their respective Union position outlined in the StFX Students’ Union Bylaws.

7.5 The Union may adjust or withhold any mid-term or final honorarium payment if an individual does not complete duties within their respective terms of reference outline in the StFX Students’ Union Bylaws.

7.5.1 Fines and penalties are at the discretion of the Chair of Council.

7.6 There will be no advances on honorarium permitted.

# *Hazing Policy*



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| POLICY ID NUMBER (2017-IP7): | ADOPTED: |
| TITLE:Hazing Policy | LAST REVIEWED: |
|  | EXPIRES: |

Article 1: General

* 1. The St. Francis Xavier Students’ Union does not tolerate any actions or situations of hazing or bullying, on or off campus with the purpose of initiation or affiliation with any University residence, organization or team, with or without the consent of the individual, leading to potential physical or mental harm to the individual.
	2. The Union seeks to promote a safe environment where students may participate in events, residence and organizations without jeopardizing their health and safety.
	3. The Union recognizes that hazing can have an irreversible impact on victims, a victim’s families and the St. Francis Xavier University community.
	4. The Union shall support and abide by the St. Francis Xavier University Senate Policy on Hazing and Initiation.

 1.4.1 The St. Francis Xavier Students’ Union Hazing Policy is not intended, nor should be understood to contradict, expand or limit the St. Francis Xavier University Senate Policy on Hazing and Initiation.

1.5 A Union Executive, Councilor or Sub-executive in violation of hazing and/or bullying shall be subject to Performance Review.

1.6 The purview of this policy is in effect year-round and is not limited to the academic year.

Article 2: Definitions

2.1 Bullying: any unwanted, aggressive, harmful behaviour among students involving an influence to intimidate a student. Bullying is a potentially repeated behavior which can lead to lasting problems for victims.

2.2 Hazing: any act on or off campus, directed against a student, that endangers the mental (i.e. ostracization, ridicule), physical (i.e. forced substance consumption), or sexual health, as well as the safety of any student for the purpose of initiation or an affiliation to a University residence organization or team.

2.3 Organization: a varsity or club athletic team, association, society, and/or student organization that is affiliated with St. Francis Xavier University and whose membership primarily consist of students enrolled at the University.

2.4 Residence: buildings owned by St. Francis Xavier University that houses students on campus.

2.5 Student: an individual who is enrolled Part-time, Full-time or has accepted enrollment at St. Francis Xavier University. An individual is defined as a student until the individual graduates, transfers, or withdraws from the University.

Article 3: Scope

3.1 Hazing participation can be exhibited as active, passive or as bystander behaviour.

3.2 The St. Francis Xavier Students’ Union is committed to ensuring the best possible student experience. Union members share the responsibility of welcoming and familiarizing new members of the St. Francis Xavier University community in a positive way.

# *Hiring Policy*



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| POLICY ID NUMBER (2017-IP3): | ADOPTED:February 12, 2017 |
| TITLE:Hiring Policy | LAST REVIEWED:February 12, 2017 |
|  | EXPIRES:February 12, 2022 |

**Article 1: General**

* 1. Unless stipulated by the Union By-Laws, this shall be the Hiring Policy for any and all appointed Union positions.
	2. For all positions, the Union shall attempt to hire qualified student applicants.
		1. Applicants must be students at St. Francis Xavier University.
	3. All hiring shall be conducted in a professional and ethical manner.
		1. The Union does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation.
		2. Applicant information external to that which is provided during the interview may not be used or referred to during the interview, or selection process.

**Article 2: Interview Panel**

* 1. Panel composition shall be comprised of members as outlined in the Union Bylaws.
		1. During the hiring process for the Executive Board, the President-elect and Vice President Academic-elect shall sit on the committee along with at least two (2) Representative Councillors appointed by the Chair of Council.
		2. All biases must be declared prior to the first interview, and dealt with accordingly. Failure to do so shall deem the interview process void.
	2. The panel shall be made up of no less than five (5) people, unless otherwise specified in the by-laws.
	3. Prior to the interviews, the member(s) of the Executive Board shall brief and train the panel members on general interview practices.
		1. Executive Board members will be trained on hiring practices during the initial portion of their transition.
	4. The composition of the panel shall remain the same for the duration of all interviews for a particular position.
		1. Any change in panel composition shall deem the interview process void.
	5. If under any circumstance the above procedure is not followed, the interview process shall be considered null and void. The process will have to be restarted. If the Chair of Council deems it necessary, the panel may be dissolved and reformed.

**Article 3: Interview Process**

* 1. Applicants shall be given 48 hours’ notice of the time and location of their interview.
	2. The interview panel shall receive necessary information from the member(s) of the Executive Board within 48 hours of the interview (e.g., relevant applicant information, references, responses, etc).
	3. Criteria for scoring the interview shall be established by the interview panel prior to the interview.
		1. Interview criteria must be agreed upon and understood by each panel member.
	4. If the panel deems it necessary, follow-up questions shall be permitted.

**Article 4: Applicant Selection**

* 1. After all applicants have been interviewed, the panel shall meet to discuss the performance of the candidates.
		1. This performance, and the previously submitted application, shall be scored against the previously set criteria. .
	2. The panel shall then vote to determine which applicant the committee would recommend to council for ratification.
		1. The committee will report the decision to the applicant and council.
		2. The selected applicant shall be ratified by council. **Article 5: Confidentiality**
	3. All topics and discussions which occur during the interview shall be held in confidence by all privy to the information.
		1. Interviewers will not discuss any details pertaining to the interview to any party external to the interview board. These details include but are not limited to: interview questions, discussions of interviewees, and decisions made within the interview.

# *House Hockey Cup Policy*



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| POLICY ID NUMBER (2016-IP1): | ADOPTED:November 20, 2016 |
| TITLE:House Hockey Cup Policy | LAST REVIEWED:November 20, 2016 |
|  | EXPIRES:November 20, 2021 |

**Article 1: ERC**

* 1. A coach from each team will be the designated the PEO (Primary Event Organizer) of the event.
	2. A roster including all players, coaches, and trainer names will be submitted a minimum of fourteen (14) days prior to the ERC event.
		1. A maximum four (4) official personnel consisting of coaches and trainers will be included on the roster.
			1. A maximum of twenty (20) players will be included on the roster, consisting of eighteen (18) skaters and two (2) goalies.
	3. A list including all planned printed jersey names will be submitted to and approved by the ERC Committee. Any individual wearing a jersey with a printed name deviating from that which was included on the original list will be prohibited from play.

**Article 2: Dispute Resolution**

* 1. A dispute resolution panel composed of the Vice-President Activities and Events, and Vice-President Residence Affairs, and one (1) councillor will assist house hockey teams in settling disputes in a peaceful manner.
		1. A coach representative from each team will be present throughout the meeting.
		2. Each coach will present their case, and propose a resolution.
		3. The resolution will be amended if necessary, and voted on by the panel
		4. Appeals will be handled by the Vice-President Residence Affairs on a case-by-case basis.
	2. If a team or player would like to appeal sanctions imposed by the Students’ Union, a special panel will convene consisting of the Vice-President Activities and Events, Vice-President Residence Affairs and one (1) councillor.

**Article 3: Behaviour**

* 1. Players, coaches, trainers, and officials are expected to:
		1. Ensure the only individuals in the dressing room at any given time are those listed on the ERC roster list, and the House President & Vice President(s).
		2. Ensure the dressing room is left in the same condition in which it was entered.
		3. Exit the change room within 50 minutes of entry post-game. A member of security will enter at the 1-hour mark to escort any remaining team members off the premises.
		4. Refrain from the use of crude or foul language at any point before, during, or after the game.
		5. All individuals must not be intoxicated prior to or throughout the duration of the event.
	2. All individuals must be within good standing of the university in order to participate in the game.
	3. Any dressing room damages will be attributed to the entire roster, with an investigation following the discovery of damages.
		1. Penalisation resulting any dressing room investigations will be applied to the entire roster.

**Article 4: Accountability**

* 1. A contract will be signed by stakeholders mentioned in the ERC confirming they have read the House Hockey Policy, and will abide by the terms described in the document.
		1. Breach of contracts may result in sanctions being placed on the team by the StFX Students’ Union in relation to the following year of play.
	2. The House President and Vice President(s) of each house will be notified of any sanctions incurred during previous years by October 1st of that academic year of play.
	3. All players, coaches, trainers, officials, and students at large attending the game are bound by the Community Code of Conduct.
	4. The PEO is accountable to the StFX Students’ Union for the collective actions of the team. This includes, but is not limited to dressing room damages.

# *Office Use Policy*



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| POLICY ID NUMBER (2017-IP2): | ADOPTED:January 29, 2017 |
| TITLE:Office Use Policy | LAST REVIEWED:January 29, 2017 |
|  | EXPIRES:January 29, 2022 |

**Article 1: General**

* 1. All personnel of the St. Francis Xavier University Students’ Union must utilize their positional offices in a manner conducive to fulfilling the bylaws of their position effectively.
	2. All personnel must remain professional and adhere to the St. Francis Xavier University Students’ Union Core Values at all times within their office. This expectation includes but is not limited to meetings, working hours, and constituency meetings.
	3. The security of the St. Francis Xavier University Students’ Union offices are the responsibility of the personnel that utilize the given office. The St. Francis Xavier University Students’ Union is not responsible for any lost or stolen items from the positional offices. It is the responsibility of the given union employee to preform proper due diligence when it comes to the security of the office they utilize.

**Article 2: Alternative Uses**

* 1. The primary use of this office should be with directly sanctioned St. Francis Xavier University Students’ Union positional and committee work
	2. Secondary uses for the offices may include academic work.
	3. For members of the St. Francis Xavier University Students’ Union that share office space, academic work must not interfere with the use of office for others that may need to utilize it for St. Francis Xavier University Students’ Union matters.

**Article 3: Guests**

* 1. The St. Francis Xavier University Students’ Union offices are the responsibility of the personnel that utilize the given office. It is the responsibility of these St. Francis Xavier University Students’ Union personnel to maintain the order of all guests they invite in to the office, especially in occasions not during office hours. Non-St. Francis Xavier University Students’ Union personnel must be accompanied by an individual who has access to the office at all times.

**Article 4: Improper Use**

* 1. The St. Francis Xavier University Students’ Union personnel positional offices are not to be used for any form of illegal activity whatsoever. Including, but not limited to, drug consumption, and public intoxication.
	2. Personnel of the St. Francis Xavier University Students’ Union may not be permitted to utilize their office for consumption of alcoholic beverages.
	3. Personnel of the St. Francis Xavier University Students’ Union may not be permitted to utilize their positional offices for any sexual conduct.
	4. The St. Francis Xavier University Students’ Union personnel positional offices are not to be used for academic group projects.

# *Publicity Policy*



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| POLICY ID NUMBER (2017-IP6): | ADOPTED: |
| TITLE:Publicity Policy | LAST REVIEWED: |
|  | EXPIRES: |

Article 1: Posters and Banners

* 1. Any publicity in the form of posters, banners, etc. is permitted only on bulletin boards of academic buildings, and residences unless otherwise specified.
	2. Any posters, banners, etc. placed in the Student’s Union building, must be stamped by the information desk.
		1. Posters to be placed in the Bloomfield Building require a stamp from the information desk in order to be circulated;
	3. Bulletin boards are available on a first-come first serve basis. Removal or the covering up of any poster already placed on a bulletin board is prohibited. Such material will be removed.
		1. Union staff, Security, Facilities Management, X-Patrol and Residence Life Staff are authorized to remove posters, banners, etc.
	4. No material that is slanderous, offensive, harassing discriminatory, etc. will be permitted.
	5. All publicity materials must abide by Canadian Copyright Laws.
	6. The Elections’ Act outlines the *Publicity Material Policy* for Candidates running in Union elections and Candidates must comply with the Elections’ Act policy.
	7. Failure to comply with this policy will result in immediate removal of the poster, banner, etc. with potential disciplinary action by means of the Community Code.

Article 2: Publicity

2.1 The Union will publicize all events and services through the Marketing Office to offer on campus and off campus students equal access to all Union publicity efforts.

2.2 Requests for publicity for events are made through a Marketing Request, on the Union website [www.theu.ca/marketing/](http://www.theu.ca/marketing/).

# *Social Media Policy*



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| POLICY ID NUMBER (2017-IP7): | ADOPTED: |
| TITLE:Social Media Policy | LAST REVIEWED: |
|  | EXPIRES: |

**Article 1: General**

* 1. The <https://www.facebook.com/theu.stfx.students.union/>, <https://twitter.com/TheUOfficial> and <https://www.instagram.com/theuofficial/> are the official St. Francis Xavier University Students’ Union social media pages and must reflect the Union’s strategic plan, vision, mission and core values.
	2. The Union shall use social media to engage students, provide relevant information regarding external stakeholders' decisions and initiatives, advocacy efforts, and to promote Union events and services.
	3. The Union's social media communications, or any communications exercised through a Union position, shall remain non-partisan.
		1. Elected representatives and sub-executives governed by the Union By-laws, that possess a social media account for their position/group, must abide by the Union *Social Media Policy.*
	4. The Union shall not post social media material that conflicts with the *Equity Policy.*
	5. All social media material posted by the Union shall respect copyright and fair use legislation.
	6. All social media communications originating from the Marketing Office will make every effort to ensure quality content.

**Article 2: Personal Social Media**

2.1 Any Union positions governed by the Union By-laws are responsible for content posted on their personal social media accounts.

 These positions are responsible for but not limited to:

2.1.1 Not uploading, posting, forwarding or sharing a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content;

2.1.2 Being transparent and aware of the impact the contribution of an individual’s comments might make to alter the membership's perceptions of the Union;

2.1.3 Making efforts to not escalate heated discussions on social media.

2.1.4 Refraining from disclosing confidential information acquired through the Union;

2.2 Any staff member who feels that they have been harassed or bullied, or are offended by material messaged, posted or uploaded by a colleague from their respective social media account, may inform the Chair of Council, the President or the General Manager.

**Article 3: Communications**

 3.1 Media releases on the Union's social media may be made as follows:

 3.2.1 The President shall serve as the primary official spokesperson for the Union with regard to official statements;

3.2.2 The Communications and Marketing Manager may interact on social media on behalf of the Union, or delegate this to positions within the office; and,

3.2.3 Each Executive or elected Representative may interact on behalf of their office or constituency, provided the subject matter pertains to their *Terms of Reference.*

# *Summer Hiring Policy*



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| POLICY ID NUMBER (2014-IP1): | ADOPTED:April 2014  |
| TITLE:Summer Hiring Policy | LAST REVIEWED: |
|  | EXPIRES: |

Article 1: General

* 1. The purview of this policy is to be used if:
		1. The position in question is deemed to be necessary for the general operations of an Executive office to continue through the summer; or,
		2. It would significantly impact the ability of the Union to begin its operations in a timely manner at the beginning of the fall semester.
	2. The Chair of Council must be consulted prior to posting the job application.

Article 2: Summer Hiring Panel

2.1 Hiring panels must consist, at minimum, of the Executive responsible for the position being hired, one (1) Representative Councillor, an elected Executive, and a Full-time Staff member.

2.2 The hiring panel must be approved by the Chair of Council prior to conducting interviews.

2.3 All efforts must be made by the hiring panel to accommodate for candidates who are not on campus to be interviewed.

2.4 All successful candidates must be ratified by Council.

# *Travel Policy*



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| POLICY ID NUMBER (2017-IP6): | ADOPTED: |
| TITLE:Travel Policy | LAST REVIEWED: |
|  | EXPIRES: |

**Article 1: General**

* 1. All traveling on behalf of the Union where expenses are going to be incurred must first have the approval of the Executive Board.
	2. Any Executive, Full-time staff or sub-executive member travelling on behalf of the Union shall use the most efficient and cost-effective transportation available.
	3. Union credit cards will be issued to the following: President, Vice-President Finance and Operations, General Manager, Marketing and Communications Manager, and Bar Services Manager. Adding additional cards in any given year will be at the discretion of the signing authorities of the Students’ Union.

**Article 2: Per Diem**

2.1 For conferences or travel outside of the St. Francis Xavier University campus where meals are not otherwise provided, a per diem allowance of $60.00 per day will be given to each attending delegate from the Union.

2.2 If any meals are provided, the following amounts will be deducted from the total per diem:

 2.2.1 Breakfast: $15.00

2.2.2 Lunch: $20.00

 2.2.3 Dinner: $25.00

2.3 The Union Accounts Manager shall distribute any and all per diem allowance to travelling delegates.

2.3.1 Requests for per diems must be sent to the Accounts Manager at least 5 business days in advance.

**Article 3: Accommodations**

3.1 Accommodations required for traveling on Union business will be reimbursed if not otherwise purchased via Union credit card.

3.2 The choice of accommodation should be based on business travel requirements, safety and the lowest possible cost. This excludes personal incentives and membership.

3.2.1 Sharing a room is encouraged when possible.

3.2.2 Room accommodations are decided at the discretion of the individual(s) on Union business, as approved by the Executive Board.

3.3 If an individual, on Union business, stays with family or friends in lieu of making hotel accommodations, they will not be subject to receiving any form of reimbursement.

3.4 Accommodations for the night prior and after an event is acceptable if the commencement and end times warrant such accommodations. In the event of travel hazards (e.g. weather) longer periods of stay are acceptable.

**Article 4: Air Travel**

4.1 The choice of flights should be based on business travel requirements and on the lowest economy class cost.

4.2 The following items may be purchased or reimbursed:

4.2.1 The lowest available fares appropriate to particular itineraries, to a maximum of full economy class;

 4.2.2 Flight cancellation insurance, when appropriate; and,

 4.2.3 Baggage fees, when appropriate.

4.3 Business or first class flights may not be purchased or reimbursed for traveling on Union business.

**Article 5: Motor Vehicle Travel**

5.1 The purview of this article includes:

 5.1.1 The official Students’ Union vehicle, the DriveU van;

 5.1.2 A rental vehicle; and,

 5.1.3 A personal vehicle to carry out Union business.

5.1.3.1 The Union will reimburse $0.48/km for all mileage and wear and tear on personal vehicles.

5.1.3.2 The Union will reimburse a flat rate of $75 for return trips to the Halifax International Airport.

5.2 The DriveU van is to be driven by authorized individuals only at the discretion of the Executive Board.

5.2.1 Drivers must be at least 18 years old and possess a valid driver’s license that enables them to drive alone and on the highway.

5.2.2 A photocopy of each authorized driver's license must be provided to the General Manager so they are added to the Students’ Union auto insurance.

5.2.2 DriveU is for Union business only and not for personal use, and smoking is prohibited at all times.

5.2.3 All damage, mechanical problems or accidents, regardless of severity, must be reported immediately to the VP Finance and Operations.

5.2.4 Drivers must report all ticket violations received during the operation of Drive U within 48 hours to the VP Finance and Operations

5.3 Rental vehicle expenses including the rental fee, the kilometer/mileage charge by rental agency, fuel charges and insurance coverage are reimbursable if not initially paid for by the Union.

5.3.1 Rental agency policies must be abided, and all Union drivers of a rental vehicle must be approved by the rental agency.

**Policy Manual of**

**The St.F.X. Students’ Union**

St. Francis Xavier University

Antigonish, Nova Scotia, Canada

The Council of the St. F.X. Students’ Union, St. Francis Xavier University, Antigonish, Nova Scotia, does hereby make and publish the following policies .

**Vision Statement**

The St. Francis Xavier University Students’ Union will uphold the will of the students of Saint Francis Xavier University. This policy manual is designed to give all students an understanding of what their Student Union can do for them. Through these policies, the St. Francis Xavier University Students’ Union supports engendering spirit, creating a sense of community among students, serving the needs of others, and, above all, never forgetting that we work for the students first.

**Mission Statement: ST.F.X. Students’ Union**

As in the By-laws of the Saint Francis Xavier University Students Union:

* The Saint Francis Xavier University Students' Union is the democratic, participatory student voice at St. Francis Xavier University. Its aim is to help StFX students have the best university experience possible.
* The StFX Students' Union will provide services that students deem necessary - at the lowest possible cost.
* The StFX Students' Union will defend the rights and represent the interests of St. F.X. students, keeping in mind that students are the core of this university.
* The StFX Students' Union will assist in the organization of as many student activities and groups as possible, especially those which directly benefit those in need within and outside the university community.
* The StFX Students' Union strives for a university community free of discrimination based on gender, race, sexual orientation, or any other basis, and is committed to organizing a strong student body prepared to correct these wrongs.
* The StFX. Students’ Union is committed to the protection of the environment.
* The StFX. Students' Union believes that university education should be accessible to anyone that is academically qualified regardless of their ability to finance their own education and will always impress this point on the University, on government, and on other external groups.

**Introduction**

These policies are designed to be guiding principles for the Saint Francis Xavier University

Students’ Union, herein referred to as the Union. The Union is the democratic student organization of Saint Francis Xavier University.

Policies must be passed by two-thirds (2/3) majority vote of the Students’ Union Representative Council, herein referred to as Council. They should be reviewed and re-passed by Council on a yearly basis.

**Activities Policy**

The Union, through the direction of the VP-Activities and Events and the VP-Finance, will set ticket prices for its events with the following mechanism: fixed costs will be determined, and the event will break even if seventy percent (70%) of the tickets are sold.

No entertainment contract will be considered valid without the signatures of the President

(or VP-Executive), VP-Activities and Events, and the VP-Finance signatures and the approval of the Executive Board. The Union will attempt to make sure that its events are open to all students, including those under the legal age of alcohol consumption – nineteen (19). The Union will also encourage the programming of non-alcoholic events (ex. film series).

Students have first priority to tickets sold for events organized by the Union.

**Advertising Policy**

The Union will not tolerate outstanding debt from its advertisers. It will make every effort to collect this debt first through the VP-Finance, then through a collection agency, then through the Union’s lawyer, if deemed necessary. No business with outstanding debt will be allowed to advertise in Union publication until they have paid off or have arranged to pay off their debt.

The Union will not accept any advertising that is racist, sexist, homophobic, or discriminatory in any way. Businesses that foster discrimination will be banned from Union publications.

**Alumni Policy**

The Union appreciates the important role alumni play in our university community.

The Union will work in cooperation with the Alumni Affairs Department in order to publicize students’ ideas and concerns to alumni.

The Union will have a “priority list” which outlines areas that students think need alumni funding the most and will clearly communicate these priorities to alumni.

**Athletics Policy**

The Union recognizes the important role that Varsity sports play in our university community.

The Union encourages the University to work toward achieving equity between men’s and women’s Varsity sports. The union recognizes and respects the time and commitment these student athletes put towards their sport as not only representatives of StFX University but of the Union as well.

**Budget Policy \*\*\* Will & Sean**

The Union is a not-for profit organization and will be operated with a break-even philosophy.

The Union budget is a fully open document and the VP-Finance will make it available to all students upon request. In addition, the VP-Finance will answer any question students have about the budget.

There will be a meeting open to all students during budget preparations so they can have the opportunity to make recommendations and suggest changes.

**Campus Police Policy**

The Union shall have a Campus Police force.

The Campus Police Force shall be an organization made up of members of the Union, whose prime function will be to maintain order at student activities and assist in campus security through enforcement of the St.F.X. Community Code.

The authority of the Campus Police is as follows:

The Supreme Authority of the Campus Police force is the Students’ Union Representative Council.

The Primary Authority of the Campus Police force is the Police Commission

The Secondary Authority of the Campus Police force is the VP Campus Police Chief and the Deputy Chief of Campus Police.

**Campus Police Chief**

The University Administration has no administrative power over the Campus Police Force.

All members of the force must be a minimum of 19 years of age. All members of the force shall attend mandatory training seminars in September of each year. This will include returning and new Campus Police. Failure to attend these sessions will result in suspension from the force.

Members of the force shall receive financial remuneration for their services, to an amount designated by the Students' Council at the beginning of each university year. Campus Police shall be selected by a group consisting of the incoming VP Campus Police and Deputy and a minimum of three (3) other Senior CPs. This shall be done after the new VP Campus Police and Deputy are selected and before the end of the term.

The Campus Police accounts and payroll are under the auspices of the Students' Union Vice President Finance.

If while on duty, the service, conduct or general attitude of any member of the force is deemed unsatisfactory by the Campus Police Chief in consultation with the Police Commission, that member shall be subject to dismissal from the force and/or disciplinary action pending consideration by the University Discipline Committee.

Campus Police officers are to act solely as police and shall not be responsible, in any way, for the organization of any function, unless previous arrangement has been made.

Any other policies pertaining to campus police can be found in the Campus Police Manual passed by the Students’ Union Representative Council.

**Charity Policy**

In following the true Xaverian spirit, the Union will contribute to charitable organizations and it will encourage its societies to do the same.

All residences and off campus students will participate in and contribute to charitable and volunteer organizations through their Charity Representatives. The Students’ Union Executive will encourage and aid houses and off campus students to work together in organizing events for charity. Priorities for charitable donations can be established by consensus by the individual residences and off campus students.

**Coady International Institute Policy**

The Union recognizes the positive impact that students from the Coady International Institute have on our university experience.

Coady students will be given free admission to summer events sponsored by the Union.

Under the direction of the President and the Coady Student Liaison, the Union will encourage and support as many events as possible which foster interaction between Coady students and the St.F.X. student body.

**Computer Policy**

The VP-Finance and the VP-Communications will be responsible for the supervision of Union Computers. The VP-Communications shall be responsible for supervision of other Union technology including cameras and camcorders owned by the Union.

The first priority of Union computers will always be Union business.

**Condom Policy**

The Union recognizes the existence of sexual activity among the student body. It also recognizes the risk of sexually transmitted infections (i.e. AIDS, Chlamydia, gonorrhea, etc.) and unwanted pregnancy inherent to sexual activity. To this end, the Union promotes the use of condoms as the best means of reducing the risk of sexually transmitted infections and pregnancy.

The Union will both:

1) Promote responsible lifestyle choices and increase awareness of sexually transmitted infections; and

2) Distribute condoms in order to aid students in making responsible choices.

The issue of condoms is a responsibility to be carried out by the VP-Executive. S/He shall obtain a maximum initial supply of condoms for the beginning of the academic year. Condoms are to be distributed equally by a percentage of residence populations through the House Wellness Representatives. Remaining condoms will be distributed through the VP-Executive’s Office and for additional use in awareness campaigns. Subsequent to the depletion of the initial supply the distribution of condoms fall under the onus of the individual.

**Course Evaluation Policy**

The Union believes that students have the right to evaluate their professors and to have full access to the results of these evaluations. However, a reasonable agreement with faculty is necessary for the Union to resume an effective course evaluation service.

The Union will support services like the Academic Forum during Orientation Week as efficient ways to provide relevant information to students about courses and professors.

**Students with Disabilities Policy**

The Union believes that a university education should be made accessible to all people who are academically qualified, notwithstanding any physical, mental or intellectual challenges.

The Union encourages the University to make improvements that will make education and services more accessible to students with physical, mental or intellectual challenges. The Union will work with administration, faculty, and staff to encourage them to be sensitive to these students’ needs.

The Union will do its best to make its services accessible to students with disabilities. This would include, but should not be limited to, holding meetings in places that can be accessed by a wheelchair, and publicizing in large print.

The Union will help students with disabilities communicate with their provincial and national groups.

The Union will raise awareness among the student body about the special needs of students with disabilities.

**Donations Policy**

Each year the Union shall incorporate donations into the budget. This money shall be available to any member of the Union and shall be administered in accordance to both Appendix E (Donations) of the Students’ Union By-Laws. In order to request money a proposal shall be presented to the Chair of the Budget and Finance Committee, the VP-Finance.

The Budget and Finance Committee shall consider how the donation would positively effect the student or group, as well as the St.F.X. students at large. They shall also consider what other resources this person or group has used to acquire addition funding such as fund-raising, etc. The Budget and Finance Committee shall also consider how this money is going to be spent, and how large the donation requested is compared to the total cost.

Once the Committee has decided the amount to allocate, if any, the request shall be brought to council for ratification. Should the donation be ratified by a 50%+1 vote, the donation will be granted and the Chair of Council shall inform the person or group of the decision. The VP-Finance would then ensure that the donation as well as all receipts and a report of the event are provided.

**Elections Policy**

The Returning Officers under the supervision of the Chair of Council have complete authority over elections held by the Union. Any concerns or appeals brought through other channels in the Union shall be considered completely invalid.

Tutoring @ X Policy

The Union will support and promote the Tutoring @ X in order to provide any student in need of academic assistance with tutoring free of charge.

Environmental Policy

The Union is dedicated to ensuring that its management and operations will take into account environmental issues. To this end, the Union will introduce environmentally friendly practices into its operation, programs and activities. The Union believes that the integration of such practices should become a university-wide policy.

To enact this vision, the Union recommends that all activities organized and managed by the students should do the following where possible:

- Have blue boxes available at all activities for the recycling of paper and beverage containers and other materials when and if recycling programs become available.

- Utilize double-sided copying for distribution of printed materials

- Use recycled products were possible (i.e. paper)

- Use the service of local businesses

- Promote the purchase of environmentally friendly products

When purchasing or dealing with outside businesses, the Union will try to ensure that the companies with which it deals are not antagonistic to the environment.

Whenever possible, the Union will repair its equipment instead of replacing it. The Union will try to make its equipment more energy-efficient. The Union encourages the University to do the same.

The Union believes that the approach to the environment should be proactive rather than reactive and emphasize education. Through its Environmental Officer, the Union will educate the student body about environmental issues and promote an environmentally friendly lifestyle.

The Union supports the following ten policies with regards to the environment and feels that the University should do the same;

i) the Union will enforce that students use every opportunity to raise public, government, industry, foundation and university awareness by openly addressing the urgent need to move toward an environmentally sustainable future.

ii) The Union will support education research, policy formation, and information exchange on population, environment, and development to move toward global sustainability.

iii) The Union will support programs that produce expertise in environmental management, sustainable economic development, population, and related fields to ensure that all university graduates are environmentally literate and have the awareness and understanding to be ecologically responsible citizens.

iv) The Union will support programs to develop the capability of St.F.X. faculty to teach environmental literacy to all undergraduate, graduate and professional students.

v) The Union will set an example of environmental responsibility by the establishment of ecology policies and practices or resource conservation, recycling, waste reduction, and environmentally sound operations.

vi) The Union will encourage involvement of government, foundations, and industry in supporting interdisciplinary research, education, policy formation, and information exchange in environmentally sustainable development. The Union will also work with community and nongovernmental organizations to assist in finding solution to environmental problems.

vii) The Union will work towards convening university faculty and administrators with environmental practitioners to develop interdisciplinary approaches to curricula, research initiatives, operations, and outreach activities that support an environmentally sustainable future.

viii) The Union will support partnerships with primary and secondary schools to help develop the capacity for interdisciplinary teaching about population, environment, and sustainable development.

ix) The Union will support work with national and international organizations to promote a worldwide university effort toward a sustainable future.

x) The Union will support work with the Association of University Leaders for a Sustainable Future (ULSF) to continue this momentum, and to inform and support other’s efforts to work towards a sustainable future.

**Executive Transition Policy**

Executive positions should be selected as early after the Union’s general elections as possible in order to provide for a smooth transition.

As soon as members of the Executive have been selected for the following year, they should immediately begin working with the incumbent Executive to learn what is expected of them in their new positions. Attending meetings as observers will assist the newly selected Executive learn more about their role at a quicker pace. The outgoing Executive will arrange a transition weekend for the period following April exams as a culmination of this process.

**External Policy**

The Union will support educational and related causes that affect the student body of St. F.X. University.

To this end, the Union firmly supports the idea of membership in provincial and national student organization. However, the Union will join these organizations only if they are considered an effective and efficient use of students’ money.

**Faculty Policy**

The Union believes that a strong relationship between students and faculty is beneficial for students, for faculty, and also for the entire St. F.X. community.

The Union will strive to create a good rapport with faculty through interaction on committees, through correspondence, by encouraging participation of students and faculty together in events such as intramurals, and by being students themselves.

The Union believes that quality professors are able to maintain a good balance between teaching and research. Teaching and the needs and concerns of students should be a professor’s first priority.

The Union recognizes and appreciates the efforts of faculty to give students the best education possible. In effort to reward extraordinary teaching, the Union strongly supports the University’s Outstanding Teaching Award program.

**Fax Policy**

Union personnel are encouraged, whenever possible, to send faxes at times when the rates are cheaper (i.e. after 6pm).

**Final Report Policy**

The difficulty in performing an Executive, Sub-executive or Council job without prior knowledge of what one can expect is enormous. Therefore, it is essential and mandatory that outgoing Executive, Sub-executive and Council members write a final report in order to assist the person replacing them at the position. This final report shall help the transition process for incoming members to help guide them throughout the year. Executive, Council members, and members of the Chair’s Office will not receive their final honorarium payment until their final report has been submitted to the Chair or Deputy Chair of Council. Sub-executives will not receive their final honorarium payment until their final report has been submitted to the executive to whom they report.

**Food Service Policy**

The Union will work constructively with the food companies holding the University contracts to ensure that students, on-campus and off-campus, receive the best possible quality of food service.

The Union supports any moves by these food companies to improve their service or to better accommodate students’ needs.

In light of students’ financial difficulties, the Union encourages campus food companies to keep their prices as low as possible.

Gay, Lesbian, Bisexual, Transgender, and Questioning Policy

The Union firmly opposes discrimination on the basis of sexual orientation and will strive to make the St. F.X. community more accepting of those of non-heterosexual orientation.

The Union supports the X-Pride society in its similar efforts.

The Union opposes homophobia, is opposed to the distribution of homophobic material, and pledges to document incidences of homophobia on campus.

The Union encourages the University to interpret its sexual assault and harassment polices in a way that reflects divergent sexual orientations.

The Union supports the Positive Space and Ally program as an avenue to bring awareness and support to LGBTQ groups on campus.

**Gender Issues Policy**

The Union condemns sexism, is opposed to the distribution of any sexist material, and pledges to document incidences of sexism on our campus.
The Union will address issues such as date rape, sexual assault, equality between the sexes, and relationship abuse. Presentations will be given to on-campus and off-campus students to inform them about these issues.
The Union will recognize December 6 as the anniversary of the Montreal Massacre and will encourage students, administration, faculty and staff to help commemorate the 14 women who were killed on that day in 1989.

The Union will support and encourage student groups that aim to address gender issues in a positive way.

**Hiring Policy**

Unless stipulated by the Union By-Laws, this shall be the Hiring Policy for any and all appointed Union positions.

The Union does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation. Hiring for all positions in the Union shall be done in a professional and ethical way.

Applicants shall be given two (2) days notice of the time and location of their interview. The Human

Resources Committee shall conduct the interview of each candidate. After all candidates have been interviewed, the Committee shall meet to discuss the candidates. A vote shall be taken to determine who will be the candidate for appointment. The Committee will then report to council the decision to be ratified by council.

The composition of the Human Resource Committee shall remain the same for the duration of all of the interviews for one particular position. A change in the committee’s composition deems the Hiring Process void.

The Human Resources Committee shall be made up of no less than five (5) people. The Committee shall be comprised of members as outlined in the By-Laws. In the event that the position in question is currently vacant, or the holder is re-applying to the position, the Chair of Council shall appoint an additional Representative Councilor to fill the vacancy on the committee.

During the hiring process for the Executive Board, the President and Vice-President Elect shall sit on the committee along with at least two (2) Representative Councilors appointed by the Chair of Council.

Under no circumstance shall there be less than five (5) voting members on the Hiring Committee. If there is an even number of voting members on the Committee, voting privileges will be extended to the Chair of the Committee.

If under any circumstance the above procedure is not followed, the interview process shall be considered null and void. The process will have to be restarted. If the Chair of the Committee deems it necessary, the committee may be dissolved and reformed.

**Honorarium Policy**

Honorarium changes can only be addressed at the last Council meeting of the year. Changes to a position’s honorarium cannot be retroactive.

* Honoraria for sub-executive shall be determined by the Budget and Finance Committee upon recommendation from the executive to whom the sub-executive reports.
* Honoraria for councillors shall be determined by the Budget and Finance Committee upon recommendation from the Chair of Council.
* Honoraria for the hired Executive shall be determined by the Budget and Finance Committee upon recommendation from the President and Vice President of the Students’ Union.
* Honoraria for the President, Vice President, Chair of Council, Deputy Chair, and Returning Officers shall be determined by the Budget and Finance Committee.

Advances on honoraria are strongly discouraged and will be considered by the VP-Finance on an individual basis. Advances will not be given out for more than one month in advance and can only be requested twice per year.

Fines and penalties should be outlined explained clearly by the Chair in writing.

If deductions from an honorarium result in a particular member of the Union receiving no money or being in debt to the Union, then that person will receive no honorarium.

**House Council Policy**

The Union recognizes House Councils are the central, democratically elected student voice of oncampus residences, under the governance of the Union.

House Councils will consist of no less than the House President, Vice-President, Treasurer, Food Representative, Spiritual Representative, Wellness Representative, First Year Representative,Varsity Representative and Intramural Representative.

House Councils will be governed by their constitutions. House Constitutions should be reviewed on a yearly basis. All House Constitutions are available to the student body and can be accessed at the office of the Chair of Council.

The House Presidents will protect the rights of their constituents and will uphold the House Council terms of reference.

The VP-Finance will audit the finances of each house on a yearly basis to ensure that money spent by the House President and the House Treasurer is used to benefit the residents.

The Union insists that the University respect the rights of House Presidents and the

House Councils to make decisions autonomously and democratically.

**In-House Orientation Policy**

The Union supports that tradition of residences organizing a special welcoming week for their first year students in order to promote bonding within the residence. This in-house Orientation shall take place during the first week of classes.

The Union encourages lively, fun and positive events during in-house Orientation and opposes actions by the University that unnecessarily curtail the spirit of in-house Orientation.

The Union opposes events that will endanger the physical, mental or emotional well being of students. Enforced drinking will not be tolerated.

**International Student Policy**

The Union recognizes and appreciates the richness and diversity that international students bring to

St. F.X. The Union firmly supports International student organizations and societies and will do as much as possible to support these efforts.

The Union has established an International Councilor to assist these students with whatever needs they may have, as well as will promote the services of the International Advisor.

The Union encourages the University to provide as many services as possible to international students attending St. F.X.

The Union opposes any premium charged by the university on top of the differential fee required by the Maritime Provinces Higher Education Council.

**Lawyer Policy**

All consultations with the Union’s lawyer will be done by the President, VP-Executive or the VP-Finance. All significant Union contracts should be checked over by the Union’s lawyer.

**Meeting Fees Deduction Policy**

From time to time, each Councilor, Executive, or Sub-Executive member of the Students’ Union will be called to attend a meeting. These meetings are designed to ensure proper representation of the

Union when discussions are to take place. Failure to attend a meeting of any sorts such as council, standing committees, etc., means a lack of proper representation of the members of the Union.

Failure to give adequate notice of tardiness or absence form a meeting will result in a deduction in honoraria. Adequate notice can be given in any one (1) of three (3) ways.

i) E-Mail to the Chair (su\_chair@stfx.ca)

ii) A voice message to the Chair (867-5137)

iii) A letter given to the Chair in the mailbox in the Union Secretary’s Office (4th SUB)

Justified tardiness/absence can be described as, but not limited to:

i) class or lab

ii) medical appointments

iii) illness

Unjustified tardiness/absence can be defined as, but not limited to:

i) other university commitments (campus jobs, etc.)

ii) extracurricular activities

iii) external employment

The Union recognizes that some situations will be circumstantial, and in doing this, the Chair reserves the right to find justification or lack thereof in any situation.

The list of deductions applies to all members of the Union who are elected or appointed to committees and receive monetary compensation (meeting fees) for their time on them. Deductions from meeting fees will not be given without proper reasoning attached therewith: the Chair and Deputy Chair will ensure that reasons for deduction are issued to the member as soon as possible.

Each notice of fine will be submitted to the VP-Finance, the offender, and the Chair of the committee concerned. The fine will be deducted from the position’s meeting fees. The most common transgressions follow.

Meeting Fees Deduction List

|  |  |  |
| --- | --- | --- |
| Reason for Deduction | Councillor Honoraria Deduction | Executive Honoraria Deduction |
| Absence, without appropriate regrets, from a council meeting | $25.00 | $20.00 |
| Absence, without appropriate regrets from a committee meeting (except Executive Board) | $12.50 | $10.00 |
| Contempt of Council | $25 | $20.00 |
| Breech of Decorum | $25 | $20.00 |
| Late for Council or Committee Meeting without appropriate regrets | $12.50 | $10.00 |
| Absence from training week without appropriate regrets | $50.00 | n/a |
| Late or Missing Executive Reports | n/a | $15.00 |

NOTE: Reasons are not limited to this list. Deductions not listed or interpretations thereabout will be dealt with at the discretion of the Chair of Council.

The Union recognizes that the Chair, like everyone else is human, and sometimes mistakes can be made. The Chair and Deputy Chair of Council hold sole discretion in the levying of fines within the parameters of the Meeting Fee Deduction Policy. Each levying of a fine will be approved by both the Chair and the Deputy Chair of Council.

In the event that a member has sufficient reason to contest the levying of a fine from the Chair’s office, an appeal can be made to the Chair and Deputy Chair of Council within forty-eight (48) hours of the fine being issued by the Chair’s Office. Notice will be given to the representative within 24 hours of the appeal. Upon oral or written receipt of the decision made by the Chair and Deputy Chair, it will be final, and no further appeals will be entertained.

**Off-Campus Housing Policy**

The Union is committed to help students find off-campus accommodations, through the VP-Union Services and the Off-Campus and Tenancy Officer. The Union will do so without bias to particular students in accordance with the Canadian Charter of Rights and Freedoms. The Union’s off-campus housing service is not intended for non-students.

The Union will uphold students’ tenancy rights as described in the Nova Scotia Residential Tenancy Act. Assistance may be in the form of limited legal advice by the VP-Union Services and the Off Campus and Tenancy Officer, directing students to relevant officials (ex. the Department of Consumer Affairs), or information about particular landlords.

The Union is dissatisfied with the present situation of off-campus housing in Antigonish. Our particular concerns are excessive cost, substandard conditions, and poor treatment of students by landlords.

The Union encourages the University to help off-campus students alleviate their off-campus housing problems in every way possible.

The Off-Campus Committee will encourage students to document their complaints against landlords with the VP-Union Services The Committee will review this file and will review the status of every landlord who has been accused more than once. A landlord under review will be judged by the seriousness of his/her actions, and considerations will be made pertaining to the landlord’s contribution to the St. F.X. community.

Through the Union’s Off Campus and Tenancy Officer the Union will attempt to make landlords accountable to students for the living standards of their property. The Off Campus and Tenancy Officer ill rate inspected properties in terms of standards established by the VPUnion Services.

If a certain landlord presents chronic problems for students, the Off-Campus Committee will consider terminating all business relations between the Union and that landlord. This action will be considered indefinite. For this policy, business relations include but are not limited to the following: listing his/her accommodation and relations with any businesses that the landlord may control. The

Union may make certain exceptions with regards to terminating relations with landlords vital in some way to the Union.

The VP-Union Services will keep and accurate, updated file on all landlords with whom the Union has terminated relations. Students will be discouraged from dealing with these landlords.

The Off-Campus Committee will attempt to conduct a survey of students’ landlords on an annual basis.

**Office Policy**

Union offices are, first and foremost, for Union business.

All Union personnel will determine their office hours and will post these clearly in order to inform students.

The Executive will review the Union’s office space every summer in order to ensure effective use of space.

**Operations Policy**

Purchase orders will be requested through the VP-Finance’s office. All purchases made on behalf of the Union must be approved through this office and accompanied by a purchase order with the signature of the VP-Finance. A copy of the purchase order must then be returned to the VP-Finance after the purchase has been made. Unauthorized purchases will be charged to the person who did the purchasing without authorization.

The requisitioning of a cheque must be done at least one week before the cheque is required and given to the VP-Finance for consideration.

The VP-Finance will purchase supplies for Union personnel and will distribute them at the beginning of each term. Afterwards, personnel should request additional supplies through the VP-Finance for supplies unless other arrangements are made.

**Orientation Committee Policy**

The following students cannot be members of the Orientation Executive or Committee:

Union Executive, House Presidents, Campus Police and Residence Staff.

If Orientation Co-Chairs are from different places and wish to meet during the summer in order to plan Orientation, the Union will reimburse one traveling Co-Chair for one-half the expense, to a maximum of $100.

**Photocopying Policy**

Every effort should be made to have photocopying done by the University’s Copying Service, the Print Shop, when cost effective. Anything over twenty-five (25) copies are to be sent to the Print Shop and will be double-sided.

**Poster Policy**

Any Students’ Union publicity in the form of banners, poster, etc. is permitted in accordance with each building’s respective regulations unless otherwise specified.

Bulletin boards are available on a first-come first serve basis. Removal or the covering up of any poster already placed on a bulletin board is prohibited. Such material will be removed.

Any publicity that is to be posted must be approved by the appropriate Union Executive. No material that is slanderous, offensive, harassing, discriminatory, etc. will be permitted.

Failure to comply with this policy will result in the removal of the poster as well as possible disciplinary action by means of the Community Code.

**Publicity Policy**

As a democratic student organization, the Union will publicize its events and services as fully as possible through its markteting office.

On-campus and off-campus students will have equal access to the Union’s publicity efforts.

The Marketing Manager will form a publicity committee made up of on-campus and off-campus representatives that will meet on a regular basis to create publicity material and disseminate information.

**Referendum Policy**

The Union believes strongly in referenda as a powerful mechanism to make decisions democratically.

Because of its power, the referendum is tool that should be saved for only the most crucial matters.

As with Union elections, the Returning Officers will govern the execution of a referendum.

Residence Policy

The Union believes that, for those students choosing to live on-campus, quality residence life is crucial for a positive university experience. The Union encourages the University to provide the best residence life possible for on-campus students.

The Union will thus support any action that improves the quality of residence life, and will equally criticize those actions that are detrimental for the quality of residence life.

The residences must be kept in good physical condition. For on-campus students to succeed both academically and socially, residence buildings must be kept in good repair. Thus the Union will encourage the University to make reparations to residences efficiently and to the best of its ability.

Through the On-Campus Affairs and Social Issues Committees, the Union will establish, on an annual basis, short-term and longterm priorities for the physical structure and quality of life in residence. These priorities will be communicated to the University through the VP-Student Relations.

Positive spirit in residence is crucial. The Union will encourage the University to constantly evaluate its responsiveness to students’ needs and wants. The Union will promote “house spirit” and will oppose any action by the University that unnecessarily restricts house spirit.

Students have the right to treat their residence as a home and should be allowed the privileges that accompany this right. Although reasonable limitations may be put on students in residence as a measure to protect the good of all on-campus students, their freedoms shall not be unduly limited.

For all of the above reasons, the Union believes that the University should have considerable student consultation before making any major residence changes (ex. changing a residence from single-sex housing to co-educational housing). The University should move forward with changes only when consensus student approval is achieved.

**Services Policy**

The Union will attempt to offer all services deemed necessary by students that it can reasonably achieve and afford.

In providing services to its members, the Union will ensure that demographics are properly considered. The Union acknowledges that on-campus and off-campus students have different needs and challenges, and that they should receive equal services.

The Union recognizes that all full-time students pay the same Union dues and so will receive equal access to Union services.

**Society Policy**

The Union recognizes the positive impact student societies bring to our campus. If a society is to be recognized by the Union, it must abide by the Policies of the Union. The Union recognizes freedom of expression but does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation, and therefore will not recognize any society who does.

Any society that wishes to be ratified shall contact the VP Activities and Events and/or the Society Coordinator for the appropriate documentation. In its support of societies, the Union will provide some funding to eligible groups. In order to receive funding, a Budget Request form must be filled out and submitted to the Society Coordinator for review by the Budget and Finance Committee, and ratification by council. Partisan political organizations are not eligible for funding from the Union. Any allocations not spent can be carried over to the next term.

It is the society leader’s responsibility to ensure that all publicity material is approved by the VP Communications before being posted. All material must bear the society name. Material that is offensive, harassing, discriminatory, etc. will not be approved and is at the discretion of the VP Communications. Failure to comply to the Union Poster Policy will result in the removal of the poster.

**Social Drinking Policy**

The Union supports safe, social and responsible drinking practices on and off university campus.

The Union acknowledges the risks associated with extreme drinking and high consumption of alcohol which can occur at extreme drinking events.

To that end, the Union promotes the organization of safer alternatives for students who do not wish to consume alcohol.

The Union encourages that each and every students make the best decision to promote physical and mental health, as well as academic success.

The Union further supports university resources and facilities that offer alcohol awareness and counseling services for students affected by alcohol related diseases.

**Student Aid Policy – substsances**

With the fact that the lack of personal financial resources is one of the significant barriers to accessibility to post-secondary education, the Union believes that the provincial and federal governments are obliged to create student assistance programs that meet the real costs of attending university.

The union wants a student aid system that does not impose unfair debt on students and that recognizes realistic student and parental contributions.

The union believes that, in their administration of the student aid system, the provincial and federal governments significantly underestimate the costs involved with living off-campus and that these costs should be reflected more realistically.

The Union fully supports the creation of a student aid program for part-time students.

The Union encourages the University, faculty, alumni, and all other interested groups to lobby the provincial and federal governments for a fairer student aid system.

The Union encourages the University to maintain its counseling services for financial aid.

**Student Employment Policy**

The Union believes that, in order to allow students to further their university education, the provincial and federal governments should create comprehensive summer employment programs that would aim to substantially lower the summer unemployment rate for students.

The Union encourages the University, faculty, alumni, and all other interested groups to lobby the provincial and federal governments for a better summer employment program for students.

The Union encourages the University to maintain and develop its Student Employment Centre.

The Union encourages University personnel and departments to hire as many students as possible for part-time and summer jobs.

When hiring, the Union will always consider students first.

Student Representation on University Committees Policy – Students At Large Policy : fill a voice that is not around the table

The Union believes that, in order to operate St. F.X. openly and effectively, students should be represented on all University committees.

There should be as many student representatives on a committee as possible.

Student appointments to University committees should be made in consultation with the Union.

The Union believes in informing students of matters of the University administration. The content discussed within the University Senate and Board of Governors shall be reported at the discretion of the President and Vice-President with respect to the confidentiality of said meetings.

**Telephone Policy**

Union personnel should log all their calls and indicate which ones are personal. If not logged, calls will be considered personal and these charges will be deducted from their honorarium payment. Union personnel are responsible for others who use their phone.

Union Executive mobile phones are the property of the office they hold. Executive are responsible for any damage incurred during their time as an Executive employee. If a Union employee’s phone is lost during their term of office, they will be responsible for replacing it with a phone of at least equal value. All phones must be in working condition when returned. Any repair or replacement costs for phones will be deducted from honorarium payments.

**Ticket Pass Policy**

Councillors shall each receive one (1) ticket for two (2) events of their choosing throughout their term of office as a reward for their service to the Union and a way of promoting Union events.

Except for the VP-Activities and Events, the Entertainment Coordinator, or others directly involved with the running of a Union sponsored event, all holders of tickets must still line up.

The VP-Activities and Events will draw up the guest list for an event only if required. The guest list should be kept to a minimum, and only the VP-Activities and Events has the power to change it.

**Travel Regulations Policy**

All traveling on Union business in which expenses are going to be incurred must first have approval of the Executive. All summer travel must be reviewed at the beginning of the scholastic year by the Budget and Finance Committee to ensure that expenses incurred are made in the best interest of the Union.

Per Diems are not to be expected and must be brought up separately by the Executive.

**Tuition Policy**

The financial burden of a university education in Canada continues to rise. This is happening at the time that a University degree is becoming more and more essential in the job marketplace. With this in mind, the Union believes that the University should make the education it offers as affordable for students as possible.
The Union encourages the University, the Provincial Government and the Federal Government (through the Union’s lobbying organizations) to make every possible effort to freeze tuition, keeping in mind that university education is a right and should be accessible to those who are academically qualified, regardless of their ability to pay.

Students should be made fully and immediately aware of the University Budget Committee’s tuition proposals. The Union believes that the University should actively inform students of tuition increases and explain its reasons for raising tuition openly to all students. Since tuition fees affect all students, all students have the right to know about the state of those fees and situations that affect them.

**Union Autonomy Policy**

The Union is an autonomous democratic student organization and is responsible only to the St. F.X. student body by virtue of their membership in the Union.

**Xaverian Weekly Policy**

The Union shall recognize the Xaverian Weekly as editorially autonomous.

The Union will present its ideas about the Weekly though the Publications Board and in accordance with the Weekly’s constitution.

The Publications Board will determine the Weekly’s budget but increases to this budget must not exceed the increase (in percentage to the Union budget. Council will not interfere financially with the Weekly’s operations.

The Union encourages Union Executive, sub-Executive and Councilors to make themselves available to Weekly staff for interviews about Union meetings, actions, events, and policies.

ANY SITUATIONS NOT OUTLINED IN THIS POLICY MANUAL WILL BE

ADDRESSED BY THE STUDENTS’ UNION REPRESENTATIVE COUNCIL

# Ratifications

* + Motion to ratify Tanaka Chikwavaire as Chair of Council
	+ Motion to ratify Sean Hopkins as Vice President Activities and Events
	+ Motion to ratify Kallie Ross as Vice President Residence Affairs
	+ Motion to ratify Clancy McDaniel Vice President External Affairs
	+ Motion to ratify Tega Sefia Vice President Finance and Operations