



**Policy Manual of the
AMBROSE UNIVERSITY
Undergraduate Students' Council**

Revised March 2020

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POLICY I - MEETINGS OF THE EXECUTIVE STUDENTS' COUNCIL

Section 1: Meetings of the Students' Council

- Clause 1: The Students' Council shall meet regularly on a weekly or biweekly basis, with the exception of statutory, institutional, and summer holidays. Each individual Students' Council may designate the time and date of its meeting.
- Clause 2: Attendance at regular Students' Council meetings shall be restricted to members of Students' Council, the Students' Council Advisor, and those who obtain permission or invitation from the Students' Council President.
- Clause 3: A quorum for Students' Council meetings shall consist of two-thirds of the voting membership of Students' Council.
- Clause 4: For any questions not covered in the Constitution, Bylaws & Policies, the most recent edition of *Robert's Rules of Order* may serve as a procedural guide, or the Student Council may adopt another procedure.
- Clause 5: Meetings of the Students' Council may be called at any time with twenty-four (24) hours notice by the President.

POLICY II – DUTIES AND OBJECTIVES OF THE STUDENTS' COUNCIL

Section 1: Subsidiary Committees

- Clause 1: The Students' Council may establish subsidiary committees, as needed, to deal with matters within their jurisdiction.
- Clause 2: These groups will meet at times requested by their chairperson or the Students' Council and shall deal with the matters presented to them, bringing their recommendations to Students' Council.

POLICY III – ELECTIONS

Section 1: Pre-Election Procedures

- Clause 1: Students wishing to run for a position shall submit their names and completed applications to the Executive Assistant of the Students' Council.
- Clause 2: In order for VP Academics Election Candidates to be considered a valid candidate they must:
1. Acquire the signatures of at least twenty members of the Association, on Executive Students' Council member, and one Faculty member on their application form prior to its' submission to the Executive Assistant. The Signees must not have signed the form of any other nominee running for the same position.
 2. Meet the appropriate GPA requirements as outlined in the Constitution.

Clause 3: The Executive Assistant of the Students' Council shall be responsible for verifying the validity of all candidates and their applications.

Clause 4: Candidates must submit their applications by 5:00 pm fourteen days prior to the election date.

Clause 5: The Executive Assistant of the Students' Council shall post the candidates forms at seven days prior to the election date.

Clause 6: The Executive Assistant shall hold a mandatory meeting for all the candidates thirteen days prior to elections to notify the candidates of the following:

1. Where posters are and are not allowed to be displayed.
2. The time and date of the candidate's speeches and voting.
3. The deadline for the removal of campaign posters.
4. A mandatory meeting after the votes have been tallied to inform candidates of the results. The Executive Assistant will be responsible of setting the time of this meeting.
5. Any other information the Executive Assistant deems relevant.

POLICY IV – STUDENTS' COUNCIL ACCOUNTABILITY AND PERFORMANCE

Section 1: Accountability Coach

Clause 1: The President will be the Accountability Coach for the Executive Students' Council. At the start of the year, each Executive member will be assigned a coach, as determined by the President. The President's accountability coach will be the Students' Council Advisor.

Clause 2: Executive Students' Council members will act as coaches for Students' Council Administration members that serve within their respective areas of jurisdiction as determined by the Constitution.

Section 2: Maintaining Goals and Expectations

Clause 1: At the beginning of the school year, each Students' Council member must come up with a comprehensive plan of his or her goals and responsibilities for the entirety of the school year. This includes, but is not limited to, any items that are found in the job description of the Students' Council member. This plan will be presented to the Executive Students' Council for approval upon prior consultation with the Accountability Coach, and must be approved by a two-thirds (2/3) majority.

Clause 2: Each member is responsible for organizing bimonthly meetings with their coach. This will be a time to review the member's goals and expectations, and help each member stay on a positive and successful track.

Section 3: Performance Inquiry

Clause 1: At the end of each semester, Accountability Coaches must review each member's attempts to fulfill their goals and responsibilities. If it is felt that a member has not put in sufficient effort to fulfill these items, the advisor is to meet with the other Accountability Coach and Students' Council Advisor for further consultation. If that meeting results in the agreement that sufficient effort has not been put forth, the advisor must bring the matter before the Executive Students' Council through a special meeting called by the President.

Clause 2: If any member of the Executive feels a Students' Council member has not put in sufficient effort to fulfill their goals, they must meet with the Students' Council Advisor and both Accountability Coaches. If that meeting results in the agreement that sufficient effort has not been put forth, the member must bring the matter before the Executive Students' Council through a special meeting called by the President.

Clause 3: If a meeting is called to review a Students' Council member, the concerns must first be outlined to the Students' Council Executives, followed by a defense by the member in question. The Students' Council Executives will then discuss the matter and decide if the matter warrants a partial or full revocation of the member's stipend for that semester. A vote for any forfeiture of stipend must have a two-thirds (2/3) majority to pass.

POLICY V – STUDENTS' Council FINANCIALS

Section 1: Deposits into the Students' Council Account

Clause 1: When collecting cash payments during an off-campus event, two persons from the Students' Council must collect and count the cash together at the time of collection. The amount collected must be sealed in an envelope, with the amount collected written on the back of the envelope. Both members who have done the collecting must initial the seal of the envelope.

Clause 2: When a cash deposit is made into the Ambrose Students' Council account (ORG419021), two personnel from Executive Students' Council must count the collected cash together after it is received and deposit the cash together. Both members must sign off on the deposit slip provided by the Finance Office when doing so.

Clause 3: If depositing cash from an off-campus event, at least one member doing the deposit must not have been involved in cash collection during that event. Members must confirm that the amount collected correctly corresponds to the amount written on the envelope. If a discrepancy occurs, the Students' Council President and the AVP of Student Life must be notified to help investigate the situation and find a resolution.

Section 2: Withdrawal Slip Signatures

Clause 1: When a cheque request is made, the withdrawal slip that is created must have signatures of two of the signing officers of the executive Students' Council, as well as a final sign off from the AVP of Student Life.

Clause 2: If a cheque request is being made out to one of the signing officers of the Council, this person cannot serve as one of the two Council member signatures. In this instance the cheque request must be authorized by the other two signing officers of the Council, in addition to the AVP of Student Life.

Section 3: Revenue and Expenses

Clause 1: All revenue and expenses that are related to a Students' Council function or activity must flow through the Students' Council account.

Clause 2: Revenue collected from students directly must either be: 1) collected by students paying directly at the Finance Office into the Students' Council account, or 2) by means of a float overseen by two Executive Students' Council, where the proceeds of an event are able to be deposited directly into the Students' Council account following the events completion.

Clause 3: The related individuals that have incurred expense of the event will then be reimbursed upon request by the Students' Council account directly. Students should never reimburse a Students' Council member directly; all direct revenue and expenditure transactions must be able to be accounted for by the ORG419021 Students' Council account activity.

POLICY VI – STUDENT CLUBS

Section 1: Club Funding Structure

Clause 1: Each year the Undergraduate Students' Council is to make a commitment to set aside a voted upon amount of funds from its overall budget that is intended for approved clubs to request a portion of upon a written submission for the fund's intended usage.

Clause 2: Club requests for funding must relate to future expenditures. The Students' Council will not consider requests that relate to reimbursement for funds that have already been spent. Funding requests must relate to future plans that the club as a whole has decided to invest into.

Clause 3: In putting forward a request, Students' Council suggests but does not require clubs to seek funding for such purposes that directly support a sustaining initiative/investment for the benefit of their club's future in subsequent years of study, in addition to the benefit and growth of its current members.

Section 2: Processing Request Submissions

Clause 1: Club requests must follow this process:

1. The Ambrose club will decide upon a specific expenditure it would like to undertake.
2. The individual club President or Treasurer will complete the form entitled 'Ambrose Students' Council Request for Club Funds Form' and submit via email to the Students' Council VP of Finance.
3. Upon receiving the written request, the VP of Finance will review and present the request to the rest of the Council at the next immediate Students' Council meeting. As a whole the Students' Council will review the request and either approve/disapprove the amount of funding requested or choose to provide a portion of the funding requested, for the described purpose.
4. Following the Council's decision, the VP of Finance will contact the club's representative who submitted the request (President or Treasurer) within the immediate week subsequent to this meeting to notify them of the decision made and forthcoming process.
5. In the event that the club request is approved, the VP of Finance will coordinate with the Treasurer of said club to ensure an internal transfer of funds for the amount approved is carried out and completed by the Ambrose Finance Office. After this transfer of funds occurs, the responsibility of ensuring this funding is used for its approved intended purpose(s) is in the hands of the club, specifically its Treasurer and complementary signing officers.
6. All decisions made by the Council are final; however, clubs do have the option of submitting additional requests for other investments throughout the year. As a whole,

the club funding budgeted amount will be 6.5% of overall undergraduate student fees received in a semester. Club request as well as Students' Council discretion and approval will decide the distribution and allocation of this 6.5%.

Section 3: Constitutional Changes to Clubs

Clause 1: Any club which chooses to make revisions to their constitution must submit a (minimum) one-page proposal to the ASC Director of Operations. The Director of Operations will discuss with the ASC VP – Finance as to whether the constitutional changes are major or minor. E.g. major changes can be the addition of new roles within the club hierarchy, funding changes, etc. E.g. minor changes can be the renaming of roles within the club hierarchy.

Clause 2: If the Director of Operations and the VP – Finance deem the changes to be:

1. Major: a vote must be passed by a minimum of two-thirds ($\frac{2}{3}$) of the Student Council to approve of the changes.
2. Minor: the ASC President will choose to approve the changes and notify the Student Council team of the change.

POLICY VII – EXTERNAL RELATIONS

The below policies and procedures pertaining to partnerships/sponsorships also pertain to any official Ambrose Club and will be included in the club manual for view.

Section 1: Policy Applicability

- Clause 1: The below policies are procedures pertaining to partnerships/sponsorships also pertain to any official Ambrose Club and will be included in the club manual for view.
- Clause 2: The above policies pertain specifically to organizations who wish to partner with Ambrose Student Council on an event, request Ambrose Student Council to sponsor an event, or wish to sponsor an Ambrose Student Council event.
- Clause 3: Exceptions to this policy include using the use of an external venue to host a particular ASC event, where no sponsorship and/or partnership to co-host is requested. Should ASC wish to rent a location and incur a monetary cost, a necessary contract will need to be drawn up indicating usage fees and a terms of agreement; however no further steps outlined below will need to be taken.

Section 2: Prohibitions for Approaching External Organizations

- Clause 1: Ambrose Student Council may not approach or accept offers from organizations that conflict with Ambrose University or Ambrose Student Council, or organizations that violate ASC's governing documents.

Section 3: Sponsoring/Partnering with External Organizations for Internal Events

- Clause 1: Should a council member wish to purchase goods from a food service vendor to use during an ASC event, the following steps must be taken:
1. Gain the approval of the ASC President.
 2. Gain the approval of Aramark catering services through the internal events department of Ambrose University to ensure it is not a breach of contract.
 3. Should the company wish to partner as a co-host/sponsor the event, the below steps in Clause 2 or 3 must be additionally followed.
- Clause 2: If a council member should be approached by an external organization to partner/sponsor an event, the ASC representative is required to:

1. Request a proposal document outlining the intent of partnership and mutual benefit for both parties as well as the roles of each organization in partnership.
2. Next, this document is to be presented to the council at the next Executive meeting, allowing for at least 3 days' notice for the Executive council to overview the document and a vote is to be taken where a $\frac{2}{3}$ majority must approve of the partnership as presented.
3. If the vote should pass by a $\frac{2}{3}$ majority, the document will be presented to the Associate Vice President - Student Life for a final vote of approval to ensure Ambrose standards are being complied with.
4. Should the proposal pass both levels of approval, the member approached may then return to the organization informing them of how the partnership should proceed.
5. Should the proposal fail at either level, it will be brought back to the organization that we cannot partner with them at the time, but should changes be made to the proposal we would reconsider.

Clause 3: Should a council member wish to engage in a partnership with an external organization to partner/sponsor an event, the ASC representative is required to:

1. Draft a proposal document outlining the intent of partnership and mutual benefit for both parties as well as the roles of each organization in partnership.
2. Present this document to the external organization and have a signatory approval of the proposal.
3. Next, this document is to be presented to the council at the next Executive meeting, allowing for at least 3 days' notice for the Executive council to overview the document and a vote is to be taken where a $\frac{2}{3}$ majority must approve of the partnership as presented.
4. If the vote should pass by a $\frac{2}{3}$ majority, the document will be presented to the Associate Vice President - Student Life for a final vote of approval to ensure Ambrose standards are being complied with.
5. Should the proposal pass both levels of approval, the member approached may then return to the organization informing them of how the partnership should proceed.

6. Should the proposal fail at either level, it will be brought back to the organization that we cannot partner with them at the time, but should changes be made to the proposal we would reconsider.

*Exclusions to this policy include food service vendors.

Clause 4: Should a council member wish to engage an external speaker, the ASC representative is required to:

1. Draft a proposal document outlining the topic that the speaker is being asked to speak on, their speaking credentials, the nature of the personal or professional relationship between the ASC representative and the speaker, and the negotiated cost of the speaker.
2. Present this document to the speaker and have a signatory approval of the proposal.
3. Next, this document is to be presented to the ASC President and the Staff Advisor related to the ASC representative's respective position, allowing for at least a 2 weeks' notice for an overview of the document and research about the speaker (including and not limited to looking them up online, reading through their social media, and other platforms of media).
4. Once the proposal and research has been approved, the ASC President, the Staff Advisor, and the ASC representative will meet with the speaker to discuss their topic and their speaking notes.
5. Should the proposal pass both the research and personal levels of approval, the member approached may then return to the speaker informing them of how the partnership should proceed.
6. Should the proposal fail at either level, it will be brought back to the speaker that we cannot partner with them at the time, but should changes be made to the proposal we would reconsider.

Section 4: Final Authority in Sponsorships/Partnerships

Clause 1: ASC recognizes the importance of having in place a Final Authority over sponsorship agreements, should the need arise. Procedure is as follows:

1. Final authority over any sponsorship agreement, sponsorship contract or full legal contract ultimately rests with the President and Associate Vice President - Student Life.
2. Final authority over the allocation of any income and/or goods received by ASC as part of a sponsorship agreement ultimately

rests with the Executive Council and Associate Vice President -
Student Life.