

**POLICY MANUAL
APRIL 2010**

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100 MANUAL
APRIL 2010 101 FORWARD

This manual contains statements of the University of Prince Edward Island Student Union (UPEI SU), and the policies, procedures, rules, regulations, and recommendations pertinent to the organization. It is designed with authority and completeness in mind to serve as a source of information and as a working guide.

These written statements, (Policy) should increase understanding and help to ensure uniformity throughout the organization. It is the responsibility of every member of Council and of every staff member of the UPEI SU to administer these policies in a consistent and impartial manner.

APRIL 2010 102 DISTRIBUTION

Copies of this manual will be held by the General Manager, the Executive Committee Members, the Chair of Council and the Administrative Assistant. Additional copies shall be afforded to members of the Policy Committee as required. Other staff members shall retain, for their own use, those portions of the manual which are of direct relevance to them.

A limited distribution is to facilitate updating of all manuals, so that they will be current at all times. New policy directives that are formulated and approved by Council are forwarded to the Administrative Assistant for preparation and distribution to manual holders.

The Policy Manual shall be available online and a copy shall be placed on reserve at the Robertson Library.

APRIL 2010 103 AMENDING PROCEDURES

When the need for a new or revised Policy is necessary, the proposed amendment will be presented to Council by the Policy Committee for approval. Policy changes cannot be submitted any later than the second last meeting of the year without previous approval by Council. Once approved by Council, the final draft will be forwarded to the Administrative Assistant for preparation and distribution to manual holders by way of memorandum. New or revised Policy becomes effective upon majority approval of Council.

Holders of this manual are ultimately responsible for placement of new or revised Policy. The Administrative Assistant shall maintain a file of suspended policy for future reference in order to provide historic information on the development of UPEI SU Policy.

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SERVICE AREAS**APRIL 2010****201****AWARDS****I. J.T. Mickey Place Awards**

1. The UPEI SU donates one prize of one-hundred sixty dollars (\$160.00) to a student from each UPEI Varsity team. The deserving winner best exemplifies outstanding abilities in the areas of student involvement, academics, and athletics.
2. The Athletic Awards Selection Committee, coordinated by the President, shall choose the recipients two (2) weeks prior to the Athletic Awards banquet. These names shall be forwarded to the General Manager for cheques to be issued. The President, or an Executive designate in the President's absence, shall then present cheques at the Athletic Awards Banquet.

II. UPEI Student Union and Alumni Association Student Leadership Bursaries

1. In collaboration with the UPEI Alumni Association, the UPEI SU organizes and holds an annual *Friends of UPEI Banquet* for the purpose of raising funds for a bursary to be awarded to students who have contributed to the University community through leadership and volunteerism.
2. These bursaries are allotted in amounts of six-hundred dollars (\$600.00), the number of awards being contingent upon the amount of money raised through the proceeds of the banquet.
3. Students can apply, or shall be nominated by members of the UPEI community. Recipients shall be selected by a committee made up of the President and members of the UPEI Alumni Association.

APRIL 2010**202 CHARITABLE**

- I. The UPEI SU has a standard policy of active community involvement and has displayed particular interest and aid in charitable activity. The UPEI SU recognizes the importance of promotion of goodwill among members of the community at large.
- II. In the past the UPEI SU has contributed to various charities and causes. The UPEI SU Executive Committee fields each request based on individual merit and on the availability of money in the UPEI SU Donation budget.

APRIL 2010**203****HEALTH PLAN ADMINISTRATION****I. Health Plan**

Upon registration, as mandated by the Board of Governors, all Full-Time students are automatically enrolled into the Student Health Plan and are charged the premium. If students are covered by another medical plan, above and beyond Provincial Medicare, they may withdraw from the Student Health Plan and be rebated the premium fee. The policy year is from September 1st, to August 31st, of each registered year. An opt-out deadline shall apply.

II. Dental Plan

The UPEI SU provides a Dental Plan for its members. Upon registration, all Full-Time students are automatically enrolled into the Student Dental Plan and are charged the premium. If students are covered by another dental plan, above and beyond Provincial Medicare, they may withdraw from the Student Dental Plan and be rebated the premium fee. The policy year is from September 1st, to August 31st, of each registered year. An opt-out deadline shall apply.

III. Rebate Procedure

1. Students may apply for a rebate either before the last Friday in September of each registered year, or the last Friday in January for new full-time students registering in the Second Semester at the UPEI SU Office. The student must supply their current Student ID Card or receipt of fees paid from UPEI and proof of other medical plan coverage.
2. Students receiving a Student Loan are not to wait until the loan is fully processed before applying for the Student Health and Dental Plan Rebate. Notice of refund deadline date shall be advertised as follows: UPEI SU Website, New Student Orientation packages, Handbook, UPEI Fee Schedule, Student Newspaper, and UPEI Campus notice boards.
3. A master list of all students who have not received the Student Health and Dental Plan Rebate shall be drawn up and forwarded to The Campus Trust in early October.
4. Students who wish to opt-out of the Student Health or Dental Plan after the opt-out deadline may appeal in writing to the VP Finance (see section 805).

IV. Inquiries

Requests for additional information should be directed to the Administrative Assistant or to the General Manager.

V. Dependant Coverage

Students requiring family medical coverage for dependants or spouses may make arrangements through the UPEI SU Office in accordance with the above mentioned deadline date.

APRIL 2010**204 Student Newspaper****I. Mandate**

The mandate of the student newspaper is to provide the campus community with the following:

1. Campus news articles and photographs
2. Campus sports and photographs
3. Campus current event and photographs
4. National campus news
5. UPEI SU notices
6. Local and National advertising
7. Public service announcements

II. General

The UPEI SU Student Newspaper is the student newspaper of UPEI, with funding provided by the UPEI SU. The student newspaper will print four (4) times per semester, two (2) semesters per year, as budget allows. There shall be two-thousand (2,000) copies printed during each run.

III. Operation

Operation will be guided by the UPEI SU Student Newspaper Board of Directors and the staff of the newspaper.

1. The Board of Directors is comprised of the following members:
 - A. Vice President Finance
 - B. Vice President Activities
 - C. Editor-in-Chief
 - D. Member at large (student approved by Council and Student Newspaper staff)
 - E. Business Manager
2. The chair of the Board of Directors is the Vice President Finance. The Board of Directors will meet prior to each issue going to print. At that time they will approve the content of the upcoming issue. A quorum of

four-fifths (4/5^{ths}) is necessary to hold a Board of Directors meeting. A majority vote is necessary for any decisions. The Editor-in-Chief shall present a report of the Student Newspaper's current operations and status at each meeting.

3. The Board of Directors shall be responsible for:
 - A. Approval of paper content prior to print. The paper cannot go to print without Board of Directors approval;
 - B. the approval of the operating budget of the Student Newspaper;
 - C. the approval of any reallocation of the Student Newspaper's operating budget;
 - D. the approval to enter into major contracts or agreements;
 - E. acting as an editorial board if necessary by the Board of Directors, and;
 - F. all legal implications.

IV. Staff

The UPEI SU Student Newspaper has a paid staff consisting of Editor-in-Chief, Production Editor, Business Manager, Sports Editor, A&E Editor, News Editor, Photographer, and Reporter (6). All other positions are filled on a volunteer basis by the students.

V. References

The UPEI SU Student Newspaper and the Vice President Finance shall maintain a file on back issues of the student newspaper. The Robertson Library Archives also maintain files on back issues on their own initiative.

VI. Policy Distribution

The UPEI SU Student Newspaper Policy and Procedure Manual shall be kept on file by The UPEI SU Student Newspaper Editor-in-Chief, Vice President Finance, and Administrative Assistant. The UPEI SU Student Newspaper Policy and Procedure Manual must be approved by the Board of Directors of the newspaper at the end of each school year.

APRIL 2010 205 GOVERNING BODIES

I. General

1. There are two (2) bodies of government in the University organization; the UPEI Board of Governors and the UPEI Senate. The UPEI SU has representation on both of these bodies.
2. The Board of Governors is responsible for the operation of the University in all non-academic functions. The Board of Governors manages the property and affairs of UPEI and considers reports of University development.
3. The Senate is concerned with all academic issues pertaining to the University and may recommend policies for the establishment of faculties, schools and departments, as well as chairs, fellowships, and courses of instruction.
4. See also the University Act, 1974.

II. Student Representation

1. In accordance with the University Act, the membership of the UPEI SU shall be entitled to the following representation (Article XI, UPEI SU Constitution):
 - A. Six (6) members on Senate, and;
 - B. Two (2) members on the Board of Governors.
2. Four (4) members on Senate shall be elected to a two (2) year term as Senate representatives. The remaining two (2) members shall be the President and the Executive Vice President.
3. One (1) member on the Board of Governors shall be elected to a two (2) year term as Board of Governors Representative. The remaining member shall be the President.

be contacted for approval.

- E. Advertisements for The Wave will be permitted, provided they are in good taste and follow the regulations set out by the PEILCC and the University Liquor Control Policy. Advertisements for The Wave will not include drink prices.
- F. Advertisements for or involving off-campus drinking establishments will not be permitted.

III. Access

Only the permanent UPEI SU Administrative Assistants will be provided with passwords to the Campus Screens Login. No other UPEI SU personnel will be provided with this information to ensure content control is maintained. All passwords will be automatically provided to the Manager of Integrated Promotions by the UPEI SU Administrative Assistant.

IV. Changes to this Policy

Any changes to this policy must be jointly approved by the UPEI SU and the Manager of Integrated Promotions.

**300
APRIL 2010**

**PERSONNEL
301 HUMAN RIGHTS PEI**

The Prince Edward Island Human Rights Act ensures that recruitment, assessment and hiring are based on individual assessment, irrespective of the individuals race, religion, creed, colour, ethnic or national origin, sex, marital status, sexual orientation, age, physical or mental handicap or political belief.

Human Rights Act to be kept on file.

APRIL 2010 302 HIRING BOARD

I. General Policy

Fair and consistent employee policies shall be practised at all times and in accordance with the PEI Human Rights Act, Section XXII of the UPEI SU Constitution, and the UPEI SU Hiring Board By-Law.

II. Eligibility

Students who will be full time during the anticipated period of employment are given preference during hiring. Hiring of part time and, if necessary, non-students shall only occur when no qualified full time students can be found to fill the position. Further, this policy pertains only to seasonal positions except for UPEISU Security; however, the SU Council Chair of Council is reserved for full time students only. It is the responsibility of student union employee's supervisors to adhere to this principle.

III. Two-Year Policy

Employees shall be hired, in term positions, for two consecutive, one-year terms, in the same position without reapplying but are subject to review after one year. Following the initial two years, persons may be hired for an additional two consecutive, one-year terms, but must re-apply for positions and be available for the interview process.

IV. Request for Personnel

All positions available for student employment shall be advertised by the UPEI SU Office (for the UPEI SU Hiring Board) in the student newspaper (Island Media when applicable), on campus bulletin boards, and on-line. In addition, any other procedures outlined in the UPEI SU Hiring Board By-law must be adhered to.

V. Employment Application Process

The application form must be completed by each interested applicant prior to the interview (one application per position). All applications are directed to the UPEI SU Office, prior to the set deadline date for receiving applications. Applications shall not be received after the deadline date (refer to Hiring Board By-Law, Section 3 Article 2).

VI. Applicant Screening

The General Manager and applicable supervisor shall review all applications and, when necessary, implement screening mechanisms to shorten the final interview list. The final interview list and schedule shall be forwarded to the Hiring Board. Those individuals not granted an interview should receive appropriate notification by correspondence from the Board.

VII. Interview Process and Notification

The Hiring Board shall arrange a convenient schedule for interviews and contact the applicants. The interviewer's evaluations shall be recorded and attached to the application form. All applicants are thanked for their participation and informed when they may expect future contact from the Board.

VIII. Reference Checks

Reference checks are routinely carried out by the Board. The Chair of the Board shall make necessary contacts for the purpose of checking the references listed on the application.

IX. Offer of Employment

Recommendation for the UPEI SU decision to hire or not to hire are presented to the UPEI SU Council for consideration and ultimate decision (refer to Hiring Board By-Law, Section 2 Article 3). Notification to the successful applicant shall be carried out in writing and outline the terms of employment including the full-time student status requirement. Those applicants that were granted an interview, but not hired by the UPEI SU should be sent appropriate notification immediately after decision by Council.

X. Employee Student Status

The full-time Administrative Assistant will confirm an employee's full-time student status for the employee's supervisor anytime an employee's status is questioned.

APRIL 2008**303 EMPLOYEE TRAINING AND DISCIPLINARY PROCEDURES**

Every individual that is directly responsible for staff members, both paid and volunteer, is to provide the best possible on-the-job training for them. Individuals responsible for staff members must ensure that each member is trained to do the job as efficiently and as satisfactorily as possible. Proper training will help get the desired job done, and aid in personal satisfaction of the members participating. Each staff member shall also be provided with suitable information, tools, materials and support as required.

Individuals responsible for staff members must also properly indoctrinate them with policies that will affect them. When poor work performance and personal conduct is experienced, individuals in charge shall correct it without giving personal offense toward the members concerned. Disciplinary action is to be consistent with, and in accordance to, the goals and objectives of the UPEI SU as an employer. The UPEI SU's plans, intentions and expressions should be conveyed in order to build continued team spirit, high morale, and job satisfaction of all involved.

I. Training Guidelines

Effective training of staff members, paid and volunteer, can not be summarized into one policy. The following guidelines may only serve as points from which to begin or they may serve as references to determine where you presently stand. The importance of effective training can never be underestimated and it is the UPEI SU's responsibility to provide qualified instruction.

1. Orientation should include:
 - A. Discussion on the importance of the position;
 - B. A thorough job description;
 - C. Out-lining of the production standard and expectations of the UPEI SU;
 - D. Provision of tools, supplies and materials;
 - E. Review safety precautions;
 - F. Wage and salary procedures, and;
 - G. Discussion regarding scheduling.
2. Instruction Process
 1. Explain job operation, policy, procedures, rules and regulations
 2. Inform about positions and relationship with other positions, and;
 3. Maintain open and honest communication with staff.
3. Disciplinary Procedures
 - A. Step 1: For minor offenses, issue a verbal warning from the Supervisor or person in charge.
 - B. Step 2: Issue a written warning to staff member indicating area of problem, allow reasonable time period for corrective action by the employee. The staff member and supervisor should sign the written warning

- and be given a copy.
- C. Step 3: Discharge employee, inform Executive Committee and General Manager.

NOVEMBER 2010 304 JOB DESCRIPTIONS

The job description is not a step-by-step account of the way a job is done, but is a combination of general statements that describe the work to be performed and the essential requirements of a particular job or position. The mandate of the following job descriptions is to ensure that current, accurate and consistent information is provided for the staff members involved as well as for the UPEI SU as the employer. All job descriptions are subject to the approval of UPEI SU Council.

Pay scale and salaries are provided on an annual basis in the UPEI SU Budget.

I. UPEI SU EXECUTIVE

For job description see Executive Committee By-Law.

II. Chair of Council

1. Job Description
Shall be appointed by Council upon the recommendation of the Hiring Board. Be a non-voting member of Council and not hold any other office in a UPEI SU Sub-Organization or be a representative on Council. Preside over the procedures of all UPEI SU Council meetings.
Supervisor: President
2. Job Specifications
 - A. Excellent interpersonal skills;
 - B. Be assertive;
 - C. Good organizational skills, and;
 - D. Be able to communicate and apply decisions and rules effectively.
3. Job Duties:
 - A. Preside over all meetings of Council and General Membership;
 - B. Utilize Robert's Rules of Order as the authority at all meetings;
 - C. Assist with the interpretation and enforcement of the UPEI SU Constitution and its By-Laws;
 - D. Critically analyse written and spoken communication as determined by Council;
 - E. Maintain and file complete records on all Council Minutes, and;
 - F. Assist and oversee the CRO in their duties.

III. Deputy Chair of Council

1. Job Description:
Shall be appointed by Council upon the recommendation of the Hiring Board. Be a non-voting member of Council and not hold any other office in the UPEI SU Sub-Organization or be a representative on Council. Record the proceedings of all UPEI SU Council meetings and keep accurate files of minutes.
Supervisor: Chair of Council
2. Job Specifications:
 - A. Be assertive;
 - B. Good organizational skills, and;
 - C. Be able to record minutes and maintain accurate UPEI SU Council Minutes.
3. Job Duties:
 - A. Record minutes of Student Union Council Meetings;
 - B. Assist Chair of Council in all duties, and;
 - C. Perform duties of Chair of Council in Chair of Council's absence.

IV. Chief Returning Officer (CRO)

1. Job Description:

Responsible for all aspects of the operation of the UPEI SU Elections and Referenda.

Supervisor: President

2. Job Specifications
 - A. Excellent organizational skills;
 - B. Work well without direct supervision;
 - C. Highly motivated, and;
 - D. Responsible.
3. Job Duties
 - A. Complete operation of the UPEI SU Elections, By-Elections, and Referendum;
 - B. Advertise positions available, nomination period, and chair the candidates meeting;
 - C. Preparation of web vote;
 - D. Supervise ballot counting;
 - E. Post all election and referendum results, and;
 - F. Have a working knowledge of the UPEI SU Election and Referenda By-Law.

V. Deputy Chief Returning Officer (DCRO)

1. Job Description

The Deputy CRO is responsible to assist the CRO in all aspects of the operation of UPEI SU Elections and Referenda.

Supervisor: Chief Returning Officer
2. Job Specifications
 - A. Excellent organizational skills;
 - B. Work well without direct supervision;
 - C. Highly motivated, and;
 - D. Responsible.
3. Job Duties
 - A. Assist CRO in operation of the UPEI SU Elections, By-Elections, and Referendum;
 - B. Assist in ballot counting;
 - C. Have a working knowledge of the UPEI SU Election and Referenda By-Law.

VI. Account Assistant

1. Job Description

Compile cash floats for The Wave, Mickey's Place, the UPEI SU ATMs, and other groups as required. Receive and balance cash sheet with a cash sales report, maintain cash float, prepare deposit.

Supervisor: General Manager
2. Job Specifications
 - A. Experience handling cash.
3. Job Duties:
 - A. Maintain and replenish cash floats as required;
 - B. Plan cash float requirements in co-ordination with the Operations Manager;
 - C. Maintain adequate records of cash received;
 - D. Prepare deposits and deposit reports, and;
 - E. Work a maximum of fifteen (15) hours per week, unless authorized by supervisor.

VII. Promotions Coordinator

1. Job Description

Responsible for promoting Student Union concerts, events and activities to the Campus community.

Supervisor(s): Operations Manager and Vice President Activities.
2. Job Duties
 - A. Poster distribution
 - B. Advertising of UPEI SU events,
 - C. Working knowledge of PEILCC regulations pertaining to advertising, and;

- D. Assist Wave Assistant Manager, Events and Promotions as required;
- E. Other duties as required.

VIII. Bartender

1. Job Description
Serve food and beverage to Wave patrons and follow rules outlined by Prince Edward Island Liquor Control Commission (PEILCC).
Supervisor: Head Bartender
2. Job Specifications
 - A. Work well without direct supervision;
 - B. Good organizational skills;
 - C. Good communication skills;
 - D. Work well under pressure;
 - E. Responsible with cash;
 - F. Sales-oriented and people-friendly, and;
 - G. Must possess a valid Responsible Beverage Service Certificate.
3. Job Duties
 - A. Responsible for Wave equipment, and stock;
 - B. Provide good service for patrons;
 - C. Perform opening and closing duties, as required;
 - D. Maintain and clean work area;
 - E. Balance shift cash;
 - F. Perform opening and closing inventory procedures;
 - G. Perform end of shift cleaning duties;
 - H. Stock product and supplies, and;
 - I. Have knowledge of the use of POS system.

IX. Server

1. Job Description
Serve food and beverage to Wave patrons at tables, provide event satellite bar service, and follow rules outlined by PEILCC.
Supervisor: Head Bartender
2. Job Specifications
 - A. Able to work with minimal supervision;
 - B. Sales-oriented and people-friendly;
 - C. Able to work well under pressure;
 - D. Responsible with cash, and;
 - E. Must possess a valid Responsible Beverage Service Certificate.
3. Job Duties
 - A. Maintain clean organized work environment;
 - B. Responsible for keeping work station stocked as required;
 - C. Perform daily cash, float, inventory reconciliation;
 - D. Provide efficient, courteous, and professional service to customers;
 - E. Responsible for shift cash and inventory reconciliation, and;
 - F. Use POS system efficiently as required.

X. UPEI SU Security Chief

1. Job Description
Co-ordinate and supervise the UPEI SU Security.
Supervisor: Operations Manager
2. Job Specifications
 - A. Good managerial and organizational skills;

- B. Work well without direct supervision;
- C. Excellent interpersonal skills, and;
- D. Must possess a valid Responsible Beverage Service Certificate.

3. Job Duties

- A. Train UPEI SU Security;
- B. Co-organize First Aid and Responsible Beverage Service Certificate training;
- C. Schedule shifts and submit payroll for UPEI SU Security;
- D. Ban corrupt individuals and complete incident reports;
- E. Sit on the Wave Management Committee and UPEI SU Hiring Board, and;
- F. Supervise UPEI SU Security.

XI. UPEI SU Security

1. Job Description

Provide Security for Wave and Campus events.

Supervisor: UPEI SU Security Chief

2. Job Specifications

- A. Work well without direct supervision;
- B. Be assertive;
- C. Posses good communication skills, and;
- D. Must have a valid Responsible Beverage Service Certificate.

3. Job Duties

- A. Provide building security and be responsible for proper ID procedures;
- B. Uphold the rules of the PEILCC and UPEI SU policy manual;
- C. Maintain control of patrons during events;
- D. Maintain cleanliness of building;
- E. Complete surveillance sweeps of building following events;
- F. Be responsible for the assets of the UPEI SU, and;
- G. Be responsible for constant surveillance of washrooms.

XII. Door/Coat Check

1. Job Description

Collect and sell tickets and maintain order at the main door during events at The Wave. In absence of UPEI SU Security, responsible for proper ID procedures. Also responsible for checking coats for patrons of The Wave.

Supervisor: Student Union Security Chief

2. Job Specifications

- A. Proficiency working with cash;
- B. Good communication skills, and;
- C. Must possess a valid Responsible Beverage Service Certificate.

3. Job Duties

- A. Take money at door;
- B. Ensure that all patrons are of legal age;
- C. Account for money at end of night;
- D. Maintain door and coat check area;
- E. Take patrons coats, and;
- F. Set-up and tear-down of coat check station.

XIII. Wave Shift Supervisor (3)

1. Job Description

Assist the Wave Manager with the daily operations of The Wave

Supervisor: The Wave Manager

2. Job Specifications

- A. Excellent organizational and interpersonal skills;
 - B. Must be responsible energetic, assertive, and punctual;
 - C. Must have a knowledge of computers and Point-of-Sale systems;
 - D. Must possess a valid responsible beverage service certificate;
 - E. Must be able to work 25 hours per week with a varied and flexible schedule, and;
 - F. Must have experience with bartending/serving.
3. Job Duties
- A. Supervise staff and ensure all policies and procedures are followed;
 - B. Facilitate opening and closing procedures;
 - C. Input daily pricing, as approved by the Wave Manager;
 - D. Communicate regularly with Wave Manager and other shift supervisors,
 - E. Sit on the Wave management committee, and;
 - F. Perform other duties as required.

XIV. Mickey's Place Supervisor

1. Job Description
Full-time permanent employee of the UPEI SU. Works with and is accountable to the Operations Manager. Responsible for the daily operations of Mickey's Place kiosk.
Supervisor: Operations Manager
2. Job Specifications
- A. Experience in the food service industry;
 - B. Excellent interpersonal skills;
 - C. Energetic and enthusiastic;
 - D. Prompt and efficient work habits, and;
 - E. Willingness to work with young people.
3. Job Duties
- A. Inventory control and ordering;
 - B. Schedule staff;
 - C. Balance daily cash floats;
 - D. Write and submit weekly, monthly, and annual reports;
 - E. Explore marketing opportunities and perform general marketing duties;
 - F. Submit payroll, and;
 - G. Sell tickets for UPEI SU events.
4. Work Schedule
Full-time mid-August to mid-April
5. Benefits
- A. Family Health or Dental coverage;
 - B. UPEI Storm days paid, and;
 - C. Paid holidays - Thanksgiving Day, Remembrance Day, Good Friday, and Easter Monday.

XV. Mickey's Place Attendants

1. Job Description
Serve food and beverage to Mickey's Place customers.
Supervisor: Mickey's Place Supervisor
2. Job Specifications
- A. Ability to work under minimal supervision;
 - B. Responsible and prompt work habits;
 - C. Energetic and enthusiastic, and;
 - D. Friendly and courteous.
3. Job Duties
- A. Prepare and serve food and beverage;
 - B. Perform daily cash balancing duties;

- C. Maintain a clean and organized work environment;
- D. Sell tickets for UPEI SU events, and;
- E. Provide feedback to direct supervisor.

XVI. The UPEI SU Student Newspaper Editor-in-Chief

1. Job Description:
Responsible for management of The UPEI SU Student Newspaper and reporting to the Board of Directors.
Supervisor: The UPEI SU Student Newspaper Board of Directors
2. Job Specifications
 - A. Good interpersonal skills;
 - B. Excellent time management skills;
 - C. Working knowledge of the newspaper business;
 - D. Computer skills, and;
 - E. Strong writing skills.
3. Job Duties
 - A. Maintain and post ten (10) office hours per week;
 - B. Public and staff relations;
 - C. Liaison with Canadian University Press, the UPEI SU, and students;
 - D. Attend and chair weekly staff meetings;
 - E. Screen advertisements in conjunction with The UPEI SU Student Newspaper Board of Directors;
 - F. Submit articles;
 - G. Attend conferences;
 - H. Minimum of one editorial per issue;
 - I. Facilitate amicable staff relations;
 - J. Edit each issue of The UPEI SU Student Newspaper;
 - K. Have the final decision on content before submitting to the Board of Directors;
 - L. Recruit and communicate with volunteers, and;
 - M. Provide a written year-end report.

XVII. The UPEI SU Student Newspaper Production Editor

1. Job Description
Responsible for the layout of The UPEI SU Student Newspaper.
Supervisor: The UPEI SU Student Newspaper Editor-in-Chief
2. Job Specifications
 - A. Computer skills;
 - B. Artistic and creative skills, and;
 - C. Time management skills.
3. Job Duties
 - A. Maintain ten (10) office hours per week;
 - B. Co-ordinate layout of the newspaper;
 - C. In conjunction with the Business Manager, receive and confirm ads;
 - D. Submit articles;
 - E. Attend weekly staff meetings, and;
 - F. Attend conferences as required.

XVIII. The UPEI SU Student Newspaper News, Sports, and A&E Editors

1. Job Description
To research and write news articles regarding current events.
Supervisor: The UPEI SU Student Newspaper Editor-in-Chief
2. Job Specifications
 - A. Computer skills, and;
 - B. Strong interviewing and writing skills.

3. Job Duties
 - A. Attend weekly staff meetings;
 - B. Contribute news ideas;
 - C. Research and write news articles as assigned, and;
 - D. Edit articles submitted by reporters and volunteers.

XIX. The UPEI SU Student Newspaper Business Manager

1. Job Description

Responsible for all business and financial matters pertaining to The UPEI SU Student Newspaper including: soliciting advertising, designing ads, and maintaining advertising sales records.
Supervisor: The UPEI SU Student Newspaper Editor-in-Chief
2. Job Specifications
 - A. Excellent interpersonal skills;
 - B. Good time-management,
 - C. Computer and creative skills, and;
 - D. Knowledge of basic bookkeeping and budgeting.
3. Job Duties
 - A. Market newspaper to local businesses;
 - A. Communicate with Campus Plus;
 - C. Attend weekly staff meetings;
 - D. Purchase supplies;
 - E. Arrange printer and courier, and;
 - F. Prepare annual inventory and budget.

XX. The UPEI SU Student Newspaper Reporter

1. Job Description

Research and write news and current events articles.
Supervisor: The UPEI SU Student Newspaper Editor-in Chief
2. Job Specifications
 - A. Writing skills, and;
 - B. Able to meet deadlines.
3. Job Duties
 - A. Write a minimum of one news or assigned story per issue;
 - B. Work with respective editors in developing story ideas;
 - C. Take pictures or develop graphics to accompany articles, and;
 - D. Attend weekly staff meetings.

XXI. The UPEI SU Student Newspaper Photographer

1. Job Description

Responsible for taking photographs to accompany and supplement articles in The UPEI SU Student Newspaper.
Supervisor: The UPEI SU Student Newspaper Editor-in-Chief
2. Job Specification
 - A. Flexible in work availability;
 - B. Able to meet deadlines, and;
 - C. Familiar with photography.
3. Job Duties
 - A. Attend campus events and activities to take photographs, and;
 - B. Take photographs as required for articles.

XXII. Yearbook Editor

1. Job Description

Directly responsible for the planning, organizing, directing, editing, and managing the yearbook.

Supervisor: Vice President Finance

2. Job Specifications
 - A. Excellent organizational skills;
 - B. Highly-motivated;
 - C. Work well without direct supervision;
 - D. Strong interpersonal and communication skills;
 - E. Creative computer design ability;
 - F. Editorial skills;
 - G. Consistent and organized, and;
 - H. Strong leadership skills.
3. Job Duties
 - A. Plan meetings with staff, volunteers, business, and university contacts;
 - B. Edit and approve final layout;
 - C. Train and supervise staff;
 - D. Manage payroll, and;
 - E. Maintain regular office hours.

XXIII. Yearbook Advertising Manager

1. Job Description

Responsible for ad sales and developing and maintaining contacts with companies on behalf of the yearbook.

Supervisor: Yearbook Editor
2. Job Specifications
 - A. Excellent communication skills;
 - B. Creative and organizational skills;
 - C. Good grammatical skills, and;
 - D. Experience with InDesign CS preferred, but not required.
3. Job Duties
 - A. Create list of prospective advertising customers;
 - B. Maintain accurate files of past advertisers;
 - C. Create and mail letters soliciting advertising;
 - D. Create ads;
 - E. Maintain contact with the business community, and;
 - F. Maintain regular office hours.

XXIV. Yearbook Activities Editor

1. Job Description

Responsible for coverage of all activities and events relevant to student life necessary for the yearbook.

Supervisor: Yearbook Editor
2. Job Specifications
 - A. Active in the University community;
 - B. Strong communication skills;
 - C. Able to meet deadlines;
 - D. Knowledge of word processors and InDesign CS, and;
 - E. Excellent organizational skills.
3. Job Duties
 - A. Maintain contact with Sub-Organizations, other campus groups, and the Vice President Activities for information to be included in the yearbook;
 - B. Collect information and material necessary to complete pages;
 - C. Maintain regular office hours;
 - D. In collaboration with the Photographer, coordinate group photos, and;

- E. Aid in yearbook layout.

XXV. Yearbook Sports Editor

1. Job Description
Responsible for coverage of all sport teams and events for the yearbook.
Supervisor: Yearbook Editor
2. Job Specifications
 - A. Active in University community;
 - B. Strong communication skills;
 - C. Able to meet deadlines;
 - D. Knowledge of word processors and InDesign CS, and;
 - E. Excellent organizational skills.
3. Job Duties
 - A. Maintain contact with sports teams, Athletics Department, and the Vice President Activities for information that may be included in the yearbook;
 - B. Collect information and material necessary to complete pages;
 - C. Maintain regular office hours;
 - D. In collaboration with the Photographer, coordinate group photos, and;
 - E. Aid in yearbook layout.

XXVI. Yearbook Photographer

1. Job Description
Responsible for all photographic submissions to the yearbook.
Supervisor: Yearbook Editor
2. Job Specifications
 - A. Flexible in work availability;
 - B. Active in university community;
 - C. Able to meet deadlines, and;
 - D. Familiar with photography and InDesign CS program.
3. Job Duties
 - A. Attend campus events and take photographs;
 - B. Name pictures and organize files;
 - C. Aid in layout production, and;
 - D. Set up photo appointments with groups when necessary.

XXVII. General Manager

1. Job Description
Full-Time permanent employee of the UPEI SU, advisor to Council and Executive upon request, and a non-voting member of the Executive committee.
Supervisor: Executive Committee
2. Job Specifications
 - A. University degree in Business Administration;
 - B. Working knowledge of accounting procedures;
 - C. Excellent interpersonal skills;
 - D. Organizational and time management skills, and;
 - E. A strong desire to work with young people.
3. Job Duties
 - A. In conjunction with the Vice President Finance, responsible for creating a budget and maintaining accounting records;
 - A. Assist with yearend audit;
 - C. Assume all financial responsibilities of the Vice President Finance during the summer;

- D. Co-signing authority on cheques;
 - E. Manage Student Health and Dental Plan in conjunction with the Administrative Assistant;
 - F. Chair the Student Centre Management Committee;
 - G. Chair the Hiring Board;
 - H. Upon request, assist Managers and Supervisors with staff discipline;
 - I. Maintain and purchase inventory;
 - J. Establish and maintain filing system for historical and legal documents;
 - K. Attend *Association of Managers in Canadian College, University and Student Centres* (AMICCUS) conferences and meetings, and serve as trustee to The Campus Trust, as required;
 - L. Communicate with suppliers and associates, and;
 - M. Other duties as required by Council and the Executive Committee.
4. Work Schedule
Full-Time September to May, Part-Time June to August.
5. Benefits
- A. Family Health and Dental Insurance ;
 - B. Disability and Life Insurance;
 - C. One (1) course per year;
 - D. Holidays as per contract (accrued);
 - E. Sick leave one and a half (1.5) days per month (accrued), and;
 - F. Pension (6%).

XXVIII. Operations Manager

1. Job Description
Full-Time permanent employee of the UPEI SU, works closely with the Vice President Activities. Responsible for coordinating and marketing bar and food services.
Supervisor: General Manager
2. Job Specification
- A. University degree;
 - B. Minimum two to four years experience in the service industry;
 - C. Supervisory experience;
 - D. Knowledge of the food, beverage, and bar industry,
 - E. Excellent interpersonal skills, and;
 - F. A Strong desire to work with young people.
3. Job Duties
- A. Oversee all food and beverage operations;
 - B. Supervise food and beverage management staff;
 - C. Coordinate management meetings;
 - D. Be available for consultation on planning of events by the VP activities;
 - E. Coordinate billing and capital asset purchases;
 - F. Act as an advisor to the Executive Committee;
 - G. Follow PEILCC and PEI Health and Safety Department regulations;
 - H. Sit on the Wave Management Committee;
 - I. Oversee account assistant;
 - J. Attend Canadian Organization of Campus Activities (COCA) and COCA Regional Conferences;
 - K. Attend AMICCUS Conferences and meetings as required;
 - L. Attend other conferences as required;
 - M. Book rentals of the W. A. Murphy Student Centre;
 - N. Maintain security tape systems, and;
 - O. Perform other duties as required.
4. Work Schedule
Full-Time mid-August to mid-May. Part-Time mid-May to mid-August.
5. Benefits

- A. Family Health and Dental Insurance;
- B. Disability and Life Insurance;
- C. One (1) course per year;
- D. Holidays as per contract (accrued);
- E. Sick leave one and a half (1.5) days per month (accrued), and;
- F. Pension (6%).

XXIX. Wave Manager

1. Job Description

Full-Time permanent employee of the UPEI SU, works with and is accountable to the Operations Manager. Responsible for the twenty-four hour (24h) operation of The Wave.
Supervisor: Operations Manager
2. Job Specifications
 - A. University degree or a College diploma preferred;
 - B. Minimum two (2) years experience in the food and beverage service industry;
 - C. Excellent organizational and interpersonal skills;
 - D. Energetic, enthusiastic, responsible, scrutinizing, punctual, prompt, and efficient work habits;
 - E. Knowledge of computers and Point-of-Sale systems;
 - F. A Strong desire to work with young people;
 - G. Must possess a valid responsible beverage service certificate, and;
 - H. have a basic knowledge of lighting and sound equipment.
3. Job Duties
 - A. Perform inventory control of supplies and liquor;
 - B. Perform daily cash reconciliation;
 - C. Supervise Staff;
 - D. Carry out scheduling and payroll;
 - E. Organize and implement Wave staff training and meetings;
 - F. Follow PEILCC and PEI Health and Safety Department regulations;
 - G. Sit on the Wave Management Committee;
 - H. Coordinate bar services for special events (satellite bars, athletic events, etc.);
 - I. Develop and implement marketing strategies for wave events;
 - J. Develop and maintain staff contact information;
 - K. Update The Wave staff handbook on an annual basis;
 - L. Act as "HOST" for evening pub events, high visibility on the floor and strive to achieve a strong relationship with regular student and faculty customers and groups, and;
 - M. Perform other duties as required.

XXX. Full-time Administrative Assistant

1. Job Description

Full-Time permanent employee of the UPEI SU, responsible for the daily operations of the UPEI SU Office.
Supervisor: General Manager
2. Job Specifications
 - A. University degree or a College diploma;
 - B. Proficiency with modern word processing programs and Simply Accounting;
 - C. Able to type at a minimum speed of forty words per minute (40wpm);
 - D. Excellent oral and written communication skills;
 - E. Highly-motivated;
 - F. Work well without direct supervision;

- G. Excellent interpersonal skills, and;
 - H. A Strong desire to work with young people.
3. Job Duties
- A. Act as Health and Dental Plan Administrator;
 - B. Answer questions and inquires from students;
 - C. Facilitate Health and Dental Plan opt-out process;
 - D. Act as liaison with The Campus Trust;
 - E. Compile and maintain a list of students enrolled in the Health and Dental Plans;
 - F. Prepare and manage payroll for all UPEI SU staff;
 - G. Answer telephones, take messages, and direct inquires;
 - H. Create documents for Executive, General Manager, Operations Manager, The Wave Assistant Managers and SU Security Chief upon request;
 - I. Maintain petty cash float;
 - J. Update Webpage and Campus Screens;
 - K. Serve as trustee to The Campus Trust, as required, and;
 - L. Other duties as required.
4. Work Schedule
Full-Time mid-August to mid-June, Part-Time mid- June to mid-August.
Monday to Friday 9:00 a.m. to 4:00 p.m.
5. Benefits
- A. Family Health and Dental Insurance;
 - B. Disability and Life Insurance;
 - C. One (1) course per year;
 - D. Holidays as per contract (accrued);
 - E. Sick leave one and a half (1.5) days per month (accrued), and;
 - F. Pension (6%).

XXXI. Part-time Administrative Assistant

1. Job Description
Part-time permanent hourly employee of the UPEI SU, assisting the Full-time Administrative Assistant with the daily operations of the UPEI SU office with a focus on communications and policy.
Supervisor: General Manager
2. Job Specifications
- A. University degree or a College diploma;
 - B. Proficiency with modern word processing programs and Simply Accounting;
 - C. Able to type at a minimum speed of forty words per minute (40wpm);
 - D. Excellent oral and written communication skills;
 - E. Highly-motivated;
 - F. Work well without direct supervision;
 - G. Excellent interpersonal skills, and;
 - H. A Strong desire to work with young people.
3. Job Duties
- A. Assist the full-time Administrative Assistant as required;
 - B. Maintain the UPEI SU webpage;
 - C. Create content and update Campus Screens;
 - D. Update the UPEI Current Students webpage at the discretion of the University;
 - E. Answer questions and inquiries from students;
 - F. Answer telephones, take messages, and direct inquiries;
 - G. Create documents for Executive, General Manager, Operations Manager, The Wave Assistant Managers and SU Security Chief upon request;
 - H. Coordinate meetings of The UPEI SU Student Newspaper Media Advisory Board;
 - I. Responsible for enforcement of the UPEI SU Poster Policy;

- J. Perform policy research and analysis as required, and;
- K. Other duties as required.

APRIL 2010 305 PAYROLL PROCEDURE

Payroll periods are for a two-week period, from Monday to Sunday, with payday being the following Thursday. Payroll requests are to be submitted to the Administrative Assistant by 12:00 p.m. Monday of each pay week. Cheques may be picked up at the UPEI SU Office Monday to Friday from 9:00 a.m. to 4:00 p.m. Each respective department Manager or Supervisor is responsible to submit payroll requests to the Administrative Assistant within the allocated time restrictions.

**400
APRIL 2010**

**UPEI SU CENTRE OPERATIONAL
401 SECURITY**

I. UPEI Security Department

Refer to the UPEI Security-Police Department Policy

II. Student Union Security

Refer to the Bar Manual

III. Authorization and Distribution of Student Centre Keys

1. Permanent Usage

- A. UPEI Student Centre keys needed for the duration of term of UPEI SU staff and Executive are to be issued by, UPEI Security as required.
- B. These keys are to be returned to the Full-time Administrative Assistant at the end of the term.
- C. Final paycheques will not be issued until keys are returned.

2. Temporary Usage

UPEI Student Centre keys needed for duration of scheduled shifts of UPEI SU staff are to be issued by, and returned to, UPEI Security. The General Manager shall submit a list of authorized persons for key access to UPEI Security. Keys will not be issued to any person whose name does not appear of the list.

3. Lost or Stolen Keys

- A. Lost or stolen keys should be immediately reported to both the UPEI SU Administrative Assistant and UPEI Security.
- B. In the event of lost or stolen keys, the Student Centre locks shall be immediately replaced and new key compositions issued.

4. Responsibility

- A. Those individuals who have been assigned keys are responsible for their whereabouts and use at all times. Keys are not to be loaned to any individual for any period of time.
- B. Key privileges can be revoked for violation of this policy at the discretion of the Executive Committee.

5. Distribution

- A. Keys are to be distributed on an annual basis and distribution is subject to the approval of the Executive Committee on the recommendation of the applicable supervisor.
- B. List of Distribution
 - i. General Manager: BD, BB, AA2, BG9, AA1, BG10, Reception Cage
 - ii. Operations Manager: BB, BD, AA2, BG6, A3, BG2, AA1, Other Applicable Wave Keys
 - iii. Administrative Assistant: AA2, BB, AA1, BD, BG9, Cash Register, Reception Cage
 - iv. President: AA1, AA2, BG12, BD, BB, BG9, Reception Cage
 - v. Executive Vice President: AA1, AA2, BD, BG12, Reception Cage
 - vi. Vice President Activities: BD, BG10, AA1, AA2, BB, Reception Cage
 - vii. Vice President Finance: AA1, AA2, BD, BG12
 - viii. Vice President Communications: AA1, AA2, BD, BG12
 - ix. Wave Account Assistant: BG10, XBD11, BD5, AA1, AA2, BB, ATM1, ATM2, Wave Cage
 - x. Wave Assistant Manager: BG5, A3, AA2, AA1, BB, BG8, BG6, BD14, BD15, BD16, BD3
 - xi. SU Security Chief: BG5, BG8, BG6, BB4, BB5, BD11, BB, AA1, AA2, BD14, BD16
 - xii. Wave Assistant Manager Promotions: AA1, AA2, BB, BD14, BD15, BD16, BD3, BG5, BG6, BG8
 - xiii. The UPEI SU Student Newspaper Staff: BD13
 - xiv. Yearbook Staff: BD12
 - xv. Mickey's Place Supervisor: AA1, BD16, BB5, BD11, BD14, BD1, BB3
 - xvi. Head Bartender: BB1, BB2, BB8, BB4, BB5, BD11, BD14, AA2, BD16

APRIL 2010 407 INSURANCE

UPEI SU Insurance is purchased through:

Cooke Insurance Agency Ltd.
125 Pownal Street, Charlottetown
Ron Haitley (Agent)

Directors and Officers Insurance is purchased through:

Peake and McInnis Ltd
92 Queen St., Charlottetown
David McInnis (Agent)

Every fall the General Manager meets with the Insurance Agent(s) to review existing packages and updates as required. The term of Insurance runs from September to September. Coverage shall include fire, building and contents, and liability.

Worker's Compensation Insurance is purchased annually

APRIL 2010 408 LEGAL

Barristers and Solicitors (no retainer is held)

Carr, Stevenson and MacKay
50 Water Street, Charlottetown
(902) 892-4156
Gordon MacKay (Lawyer)

Authorization required by Executive Committee for direct contact.

APRIL 2010 409 ACCOUNTING

Chartered Accountants and Management Consultants

MacPherson Roche Smith and Associates
70 Kent Street, Suite 200
Charlottetown, PE C1A 1M9
(902) 566-2566
Hal Roche (CA, Partner)

APRIL 2010 410 UPEI SU OFFICE OPERATIONAL

I. Office Hours

The office hours should be posted in the Student Centre. Alterations to the standard office hours must be approved by UPEI SU Executive.

II. Long Distance Communication

Only those individuals with authorization may make long distance calls. All calls will be reconciled to the invoice and personal calls will be billed to the individual. Any unusual long distance calls will be brought to the attention of the Administrative Assistant.

III. Correspondence

President Communications, Operations Manager, Wave Assistant Manager, Wave Assistant Manager Events and Promotions and SU Security Chief.

- B. The President shall negotiate a cell phone agreement with a service provider when it comes due and distribute the phones to those individuals listed above with a copy of this policy each year.

II. Usage

- A. Cell phones are for business purposes only. Any expenses incurred from personal use will be charged to the individual.
- B. Only in the case of emergency should long distance calls be made from a UPEI SU designated cell phone. Land lines should be used for all regular long distance phone calls. Any excessive long distance use of cell phones is prohibited. These calls will be billed to the individual as personal use.

III. Payment

- A. All monthly cell phone bills will be reviewed by the VP Finance prior to being paid. Any monthly bill in excess of \$100.00 must be approved by Executive prior to payment.

APRIL 2011 412 Policy to come into effect for year 2012-2013

I. Distribution

All persons of the UPEI SU shall be responsible for arranging their own cell phone service.

II. Payment

- A. For the following persons, 50% of their cell phone bill, up to a maximum of \$50.00/month shall be compensated to them: President, Executive Vice-President, VP Activities, VP Finance, VP Communications, and Operations Manager.
- B. For the following persons, 20% of their cell phone bill, up to a maximum of \$20.00/month shall be compensated to them: The Wave Manager, SU Security Chief, General Manager, and The Cadre Editor.

OCTOBER 2010 413 WAVE STORM CLOSURE

I. Closure

- A. In the event of a University issued storm closure the UPEISU will follow UPEI storm closure process but with the provision to keep events in place with consultation from UPEI Facilities Management and The Wave Management.

Monday and Tuesday	4:00 p.m. to 12:00 a.m.
Wednesday and Thursday	4:00 p.m. to 2:00 a.m.
Friday and Saturday	12:00 p.m. to 2:00 a.m.
Sunday	6:00 p.m. to 12:00 a.m.

3. Extension of Hours
Special authorization of approved hours of operation. The Licensee must submit a written request to the PEI LCC outlining the function's details. Submission is to be well in advance of event time when liquor will be served or sold in the licensed premise.
4. Last Call
The practice of last call is extended to patrons of The Wave operations. The PEILCC recommends that last call be given one half (½) hour to fifteen (15) minutes prior to closure of bar. No liquor is to be sold or served after the prescribed hour of 2:00 a.m.. Orders taken after 2:00 a.m. will not be completed.
5. Liquor Representative Rule
Sponsorship from liquor representatives may be accepted by the UPEI SU in the form of cash donations, products, and prizes. Distribution is at the discretion of the Operations Manager.

APRIL 2010**504 DEFINITIONS****I. Wet/Dry Designation**

1. 'Wet' refers to a patron who is 19 years of age or older who is eligible to purchase liquor under the PEILCC Liquor Act;
2. 'Dry' refers to a patron who is 17 years of age or older. Dry patrons must be UPEI students and student IDs are required for their admittance to Wet/Dry events;
3. Wet/Dry functions involve dividing the Student Centre to accommodate both Wet and Dry patrons. During these events, The Wave shall always be designated as a Wet area;

II. Events

1. Wave Management staff have discretion over types of events to be held within The Wave premises, and;
2. Regular operation of The Wave cannot be interrupted by fundraising events, and no fundraising event will receive any proceeds from liquor sales.

APRIL 2010**505 DOOR POLICY****I. Admittance General**

1. Individuals holding valid tickets for a UPEI SU event may enter upon presentation of said ticket until 1:30 a.m.
2. Ticket sales shall be closed by 1:30 a.m.
3. Individuals leaving the Student Centre during an event may gain re-entry until 2:00 a.m.
4. All UPEI SU Events are opened to the public in coordination with the PEILCC Act.

II. Admittance Wet/Dry

4. All individuals entering the Student Centre at a Wet/Dry function shall receive a hand stamp. Proper identification is required upon request.
5. All Wet Individuals receive a wrist band.

APRIL 2010**506****GUEST LIST PRACTICE****I. UPEI SU Sponsored Events**

1. The guest list is a list of specific individuals that are not required to pay admission to UPEI SU sponsored Events and Pubs. The privilege of waiving admission does not include bypassing the event line. The UPEI SU guest list may include the following:
 - A. Executive Committee Members, plus one guest respectively
 - B. Past Executive Committee Members
 - C. Permanent UPEI SU Staff, plus one guest respective;
 - D. Newspaper Photographer, plus one Staff Writer
 - E. Yearbook Photographer
 - F. Council Members (1 event per semester)
 - G. Band Loaders
 - H. Guests of Band (Maximum of six unless otherwise stipulated by contract)
2. The Guest List must not exceed 30 persons.
3. The list will be developed and approved by the Vice President Activities by 3:00 p.m of the business day prior to the event. The Guest List shall then be submitted to the UPEI SU Security Chief prior to the opening of the Student Centre doors for the event.

II. Non-UPEI SU Sponsored Events

With sufficient notice, the Vice President Activities shall request Guest List names from the group sponsoring an event in the Student Centre. The group is responsible for completing the guest list and forwarding that list to the Vice President Activities for authorization. This list must be submitted no later than 3:00 p.m of the business day prior to the event. The Guest List shall not exceed 30 persons.

The Vice President Activities shall supply the group sponsoring the event with the titles of individuals usually granted guest list status to UPEI SU sponsored events for consideration. The group are under no obligation to extend this guest list privilege to these individuals.

APRIL 2010**507****NOTICE OF EVENTS****I. Major Functions**

UPEI Security shall be advised by the UPEI SU when a major function is taking place in the Student Centre. Notification of scheduled events is required to ensure safety and security precautions are considered.

II. Other UPEI SU Events

Notification of UPEI SU Sponsored events shall be extended to appropriate officials of UPEI as point of information and as a courtesy.

APRIL 2010**508****POSTER POLICY****I. Purpose**

The Student Centre Building Management Committee recognizes that marketers or other organizations view the University community as an attractive opportunity for advertising, promotions or other marketing initiatives. The University of Prince Edward Island and the UPEI Student Union are well-recognized throughout the province for their wide range of partnerships with companies and other organizations. Building management recognizes that there can be significant educational and financial benefits to these partnerships and as such, advertising or corporate recognition in the form of signage or other initiatives may be appropriate within the building. However, uncontrolled and unapproved corporate or personal

advertising or recognition could however reflect negatively upon the building and be inconsistent with the purpose of the Student Centre.

This Poster Policy is meant to guide both the University community and building management in ensuring all advertising initiatives in the form of posters are properly approved and are consistent with the values and policies of UPEI and the UPEI SU.

II. Policy

In order to reflect the above purpose, the following poster policy has been established. The intent of this policy is to curtail abuse and to ensure posters are not posted uncontrolled throughout the Student Centre.

For the purpose of this policy, an active poster is defined as a poster that either lists an event which has not yet occurred, or with no effective event date.

The postering guidelines are as follows:

1. Notices posted on bulletin board locations shall not exceed eleven-by-seventeen (11x17) inches in size;
2. The name of the sponsoring organization and event dates must be clearly indicated on the poster.
3. Only UPEI or UPEI SU recognized groups, organizations, departments or administration, as well as any active UPEI students are permitted to post on the Student Centre bulletin boards. Any outside groups, corporations, or organizations of any kind may have their posters removed unless they are sponsored by either the UPEI or UPEI SU and comply with the two guidelines listed above. The onus is on all outside organizations to seek sponsorship in regards to their posters. Posters must receive a dated UPEI SU stamp prior to being posted;
4. Postering within the Student Centre is only allowed on bulletin boards and space designated for advertisements. Posters posted outside designated spaces will be removed unless they appear as part of a UPEI or UPEI SU sanctioned event;
5. Banners may be hung in conjunction with any UPEI or UPEI SU-sanctioned event and must be removed within forty-eight (48) hours after said event. Banners may be hung under supervision of the UPEI SU or the UPEI Physical Plant;
6. Postering over other posters is not permitted;
7. Authorized posters shall not be removed by anyone other than the sponsoring organization, unless deemed inactive or have been posted in excess of thirty (30) days;
8. Posters shall not be hung on the ten (10) concrete posts lining the concourse unless they:
 - A. Are of exceptional quality, and;
 - B. Are mounted to the posts above the concrete in a manner which does not damage the pillars, and;
9. Those who wish to have their posters appear on either the bulletin boards or be mounted in other designated spaces in conjunction with a public event held within the Student Centre may submit their requests to the UPEI SU Administrative Assistants. Posters approved for posting will be stamped.

III. Removal of Posters

A weekly purge of the bulletin boards locations will remove all posters which violate this policy, any poster which has expired, and any other material found to be inconsistent with this policy. In realizing the unique nature of the Student Centre and its key role in student affairs, this policy will show leniency during the campaign period of student elections. Recognizing the large number of candidates who participate in these elections, the present bulletin board areas prove to be insufficient in handling campaign materials. During the campaign period, excess materials will be permitted to be posted on non painted or non finished surfaces and must meet all safety codes of the building. Posters found in violation of this relaxed policy will be removed and penalties as outlined within the UPEI SU Elections and Referenda By-Law may be enforced by the CRO.

600
APRIL 2010

Council
601 UPEI SU COUNCIL DUTIES AND RESPONSIBILITIES

I. UPEI SU Council Representative General Duties

The UPEI SU Council Representatives, in addition to those powers and duties specified or implied in Article VII of the UPEI SU Constitution, shall:

1. Act as a liaison between their particular constituency groups and the UPEI SU as a whole;
2. Represent the views and interests of all student groups active within their constituency, with due regard to the concerns and interests of the UPEI SU as a whole;
3. Sit on at least one UPEI SU sanctioned committee during office tenure, and;
4. Read and be familiar with all Policies, By-Laws, and the Constitution of the UPEI SU.

II. UPEI SU Executive Duties

1. Duties of the UPEI SU Executive can be found in the UPEI SU Executive Committee By-law.
2. Incoming Executive members shall attend the final Council meeting of the school year and be sworn in at the conclusion of that meeting.

APRIL 2010

602 BENEFITS

I. From the University

The UPEI President extends, by way of incentive, the waiving of course fees for two (2) summer session courses for the UPEI SU President and one (1) summer session course for the remaining Executive member maintaining office hours during the summer.

The motivation behind this type of honorarium is to provide a lighter course load during their remaining tenure of office in the academic year.

II. From the UPEI Student Union

1. Executive Committee Members
 - A. Two (2) paid courses for the President, one (1) paid course for each of the Vice Presidents;
 - B. Free admission to all UPEI SU-sponsored events, plus one (1) guest respectively. Guest names to be submitted as per section 506. Past Executive Committee Members are also extended the privilege of free access to Wave events after their term;
 - C. A five-by-seven photograph of the Executive Committee;
 - D. A monetary honorarium received at end of tenure, subject to a vote of Council at the last Council meeting of the year, and successful completion of the Executive transition process;
 - E. Year-End Banquet, and;
 - F. Remuneration as per budget.
2. Councillors
 - A. Free admission, to one (1) UPEI SU main event per semester when available and when requested within a sufficient time-frame, upon authorization of Vice President Activities;
 - B. Year-End Banquet, and;
 - C. Free admission to all non-main UPEI SU events, and;
 - D. Student Council ID Cards

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603 INFORMATION DISTRIBUTION

Pertinent information regarding UPEI SU activities of public interest should be treated accordingly and delegated to proper channels within the university. The UPEI SU membership should be kept informed on the organizations progress and happenings. UPEI SU Financial Reports, Special Reports, etc. shall be submitted to Campus Media as an adequate medium for communication distribution.

Council shall go *in camera* during meetings when discussing matters which may be considered confidential or of a sensitive nature.

Robert's Rules of Order (10th edition) uses the term executive session in lieu of *in camera*. As per Robert's Rules (page 93, lines 13-21):

A member can be punished under disciplinary procedure if he violates the secrecy of an executive session. Anyone else permitted to be present is honor-bound not to divulge anything that occurred. The minutes, or record of proceedings, of an executive session must be read and acted upon only in executive session, unless that which would be reported in the minutes - that is, the action taken, as distinct from that which was said in debate - was not secret, or secrecy has been lifted by the assembly.

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608 GENERAL

I. Preparation

1. The names of movers and seconders of motions will appear in the minutes.
2. The minute pages will be dated and numbered.
3. The Administrative Assistant and the Chair of Council shall maintain an official record of the minutes and the corrections.
4. The official sealed records of the minutes shall be signed by the Chair of Council and by the President.

II. Distribution

1. Copies of UPEI SU minutes shall be distributed, by the Chair, to the following areas:
 - A. Each Councillor and Executive Member, and;
 - B. Official copy to UPEI SU Administrative Assistant.
2. Copies of all UPEI SU meetings minutes shall be distributed to Council Members at the next regular scheduled Council Meeting. These can be viewed prior to meeting.
3. An official copy will be maintained by the Chair of Council.

III. Declaration of Office

In addition to Article IX of the UPEI SU Constitution, the Chair of Council is responsible for including all signed Declarations in the official records of the Chair of Council.

IV. Schedule of Meetings

Meetings shall be held every second Sunday at 7:00pm as set by Council, unless otherwise noted. A list of dates shall be distributed to Student Councillors at the beginning of the year.

V. Extraordinary Meetings

Extraordinary Meetings shall be called by the Chair of Council. Quorum is required for all Extraordinary Meetings.

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ASSOCIATION AFFILIATES
701 FEDERAL AND PROVINCIAL GOVERNMENT

I. Executive Letters of Introduction

The provincial Minister of Innovation and Advanced Learning shall receive a letter of introduction, usually written by the President at the beginning of their tenure, informing the Minister of the names and the titles of the newly-elected UPEI SU Executive members. The letter of introduction may also include Council's short or long term goals and specific concerns, and/or questions that the UPEI SU Executive members may have concerning education. The writer must remember that they are writing to an honourable member about matters concerning what Council wishes to convey and not about matters strictly concerning the writer. The writer is writing on behalf of Council.

II. Department of Innovation and Advanced Learning

1. Administrative Information Gathering

Contact with the Department of Innovation and Advanced Learning regarding administrative aspects should be directed toward the Minister of Innovation and Advanced Learning, or the Chief Director of Administration and Finance.

2. Student Aid

A. Information Submission and Gathering

Concrete proposals made by the UPEI SU for changes to allowances, procedures, methods of existing operations, etcetera, should be submitted in writing to the Minister of Innovation and Advanced Learning, or to the Deputy Minister of Innovation and Advanced Learning.

Information gathering regarding Student Aid Statistics, advice, resource, material etcetera, may be obtained via the Manager of Student Financial Services of the Department of Innovation and Advanced Learning.

B. Appeal Board

It has been an accepted practice of the UPEI SU Executive members to appoint the Executive Vice President to represent the students of UPEI on the Student Financial Services Appeal Board of the Department of Innovation and Advanced Learning.

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702 UPEI ADMINISTRATION

I. UPEI President

The President of UPEI represents the University and is responsible to the UPEI Board of Governors and the Senate. The desired goal of interaction between the UPEI President and the UPEI SU is to achieve and maintain cooperation and communication. The President extends an open invitation to meet with and discuss concerns of the Student Union Council throughout the Academic year.

II. Vice President Finance and Facilities

The Vice President Finance and Facilities is responsible for:

1. The Comptroller's Office
2. Human Resources
3. Facilities Management
4. Ancillary Services

III. Vice President Academic Development

The Vice President Academic Development is responsible for:

- A. Athletics
- B. Centre for Life-Long Learning
- C. Webster Centre
- D. Robertson Library
- E. Registrar's Office

- F. Student Services
- G. Computer Services

IV. Comptroller

The Comptroller is responsible for the general supervision of the University's budget and accounting system and for negotiations of contracts with suppliers and others who conduct business with the University. The comptroller is also responsible for the development and interpretation of University policy on administrative matters.

The Comptroller is also responsible for:

- 1. Accounting Office
- 2. Procurement Services

V. Registrar

- 1. The Registrar's Office deals with documentation of all students from the time they apply until they graduate or discontinue. Some of the responsibilities of the Registrar's Office include:

- A. Admission of all students;
- B. Registration of all students;
- C. Maintenance and security of student records;
- D. Transcripts;
- E. Timetables and schedules;
- F. Statistics;
- G. Preparation of lists;
- H. Calendar preparation;
- I. Transfer evaluations;
- J. Convocation;
- K. Secretariat for Senate and its committees;
- L. Preparation of the examination schedule;
- M. Interpretation of regulations to staff and students, and;
- N. General inquiries.

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**UPEI SU GENERAL
801 CANCELLATION OF CLASSES**

Cancellation of classes is normally announced on all local radio stations and on the UPEI website. All cancellation inquiries should be directed to the UPEI Security Police Department.

The decision of the UPEI Student Union to close their facilities shall be made independently from the University.

UPEI Storm Watch can be reached at (902) 894-2882.

APRIL 2010 802 STUDENT LIST AUTHORIZATION

Student lists are released to UPEI Departments by the Registrar's Office for internal use only. External requests for student lists are received by the UPEI President. The practice of releasing student lists to the Premier's Office and each opposition Leader's Office has been discontinued pursuant to changes to the Privacy Act (1985).

APRIL 2010 803 CAPITAL CAMPAIGNS

I. Challenge of the 80's

A UPEI Capital Campaign to be used for the restoration of Main Building. Organized through Student Council, a five-dollar (\$5.00) donation per Full-Time student was collected for the Challenge of the 80's Campaign, 1987-1988 to 1991-1992.

II. The Potential Within

A UPEI Capital Campaign to be used for the renovation of Cass Building. Organized as a reciprocal agreement in support of a new Student Centre by Student Council, a ten-dollar (\$10.00) per semester donation (Full-Time students) was collected from 1996-1997 to 2000-2001.

APRIL 2010 804 UPEI SU CAPITAL FUNDS

I. General

In accordance with an agreement between the UPEI SU and the UPEI Board of Governors, a capital savings fund was established. Under terms of memorandum to the agreement, the annual contribution effective until 1987 was eight-thousand dollars (\$8000.00). The savings fund is under the joint administration of the Student Union and the Board of Governors, and it is to provide funds for capital purpose only.

In 1987, the UPEI SU did not make a contribution but committed, instead, eight-thousand two-hundred and seventy dollars (\$8,270.00) toward major repairs to the Student Union Centre Building.

The Capital Savings Agreement was extended on March 30th, 1987 at the request of the 1987-1988 Council.

Student Council contributed ten-thousand dollars (\$10,000.00) per year to the Capital Savings Fund barring required major renovation for the UPEI SU Building.

The fund was invested in until 2001-2002. At that time the fund was depleted and used for construction of the new Student Centre. Beginning in 2006-2007 \$30,000 per year was contributed to a new Capital Savings Fund.

II. Student Centre Fund

A Student Centre Fee was levied 1992-1993 at ten dollars (\$10.00) per Full-Time student in 1994-1995 the Student Centre Fee was increased to ten dollars (\$10.00) per semester.

