

## UPEI SU EXECUTIVE COMMITTEE BY-LAW

Enacted March 8th, 1990  
Amended January 14th, 2001  
Amended March 17th, 2002  
Amended April 1st, 2007  
Amended April 6th, 2008  
Amended December 2<sup>nd</sup>, 2010

### **I GENERAL DUTIES AND RESPONSIBILITIES**

1. All Executive Committee members must be enrolled in full-time classes and pay full-time student fees and be recognized by Council as an active member of the Student Union as per the UPEI SU Constitution, Article IV.
2. The Executive Committee Members shall be:
  - A. President
  - B. Executive Vice President
  - C. Vice President Activities
  - D. Vice President Finance
  - E. Vice President Communications
2. The Executive Committee (Executive) shall receive, budget, administer, and have audited, all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become, the property of the University of Prince Edward Island Student Union (UPEI SU).
3.
  - A. The Executive Vice President, Vice President Communications, and the Vice President Finance shall maintain no less than fifteen (15) scheduled office hours per week during the Academic Year.
  - B. The Vice President Activities shall maintain no less than twenty (20) scheduled office hours per week during the Academic Year.
  - C. The President shall maintain no less than twenty-five (25) scheduled office hours per week during the Academic Year.
4. The Executive shall meet weekly during the Academic Year and whenever possible during the summer months.
5. Each Executive shall present, at the Fall and Winter General Meetings, a report detailing their activities undertaken to date as an Executive. These reports should also appear in all student media.
6. Following the end of their term, there shall be a one-week overlap wherein the outgoing Executive maintain office hours so as to orient the incoming Executive to their duties and responsibilities. Each Executive shall present a written report to their successor to aid in

the continuity of initiatives and in the maintenance of institutional memory.

7. Each Executive shall have co-signing authority on all UPEI SU cheques to an amount as specified in the UPEI SU Finance By-Law, or as otherwise determined by the UPEI SU Council (Council).
8. No executive member shall receive additional compensation beyond their salary for Student Union contracted services.

## **II INDIVIDUAL DUTIES AND RESPONSIBILITIES**

1. The President shall:
  - A. Act as the Chief Executive Officer and official spokesperson of the UPEI SU;
  - B. Call meetings of the Executive;
  - C. Draft and propose a schedule of Council Meeting dates and General Meeting dates at the last Council meeting of the academic year;
  - D. Serve as a member of the UPEI Senate;
  - E. Serve as a member of the UPEI Board of Governors;
  - F. Act as liaison between the UPEI SU and groups outside the University;
  - H. Be enrolled in no more than nine (9) semester hours per Academic Semester during their Presidential term;
  - I. Act as liaison and ensure that adequate communication is maintained with the UPEI Administration;
  - J. Pursue new initiatives to improve and expand the services of the UPEI SU;
  - K. Set strategic direction and objectives for the organization;
  - L. Provide leadership and guidance to Council and staff, and;
  - M. Perform other duties as required.
2. The Executive Vice President shall:
  - A. Assume the duties and responsibilities of the President in the President's absence or incapacitation;
  - B. Perform and coordinate lobbying activities for all levels of government as may be assigned or required by the UPEI SU on behalf of its members;
  - C. Serve as a member of the UPEI Senate;
  - D. Assist students with any academic appeals or other academic related issues;
  - E. Co-ordinate campaigns for the purpose of raising funds or awareness for various organizations or issues as may be assigned or required by the UPEI SU, including Shinerama;
  - F. Chair Committees of Council regarding Safety, Tuition and Fees, Student Issues, or any other as required by Council;
  - G. Act as supervisor, and assist, the International Student Connections Program Coordinator;
  - H. Be responsible for, and coordinate the selection of, the Faculty of the Year and/or the UPEI SU Honourary Member Award;
  - I. Act as the liaison for the Canadian Alliance of Student Associations, and;

- J. Perform other duties as required.
3. The Vice President Activities shall:
- A. Act as liaison to all Sub-Organization on campus and:
    - i. Ensure regular communication between the UPEI SU and all Sub-Organizations;
    - ii. Aid students in the creation of new Sub-Organizations;
    - iii. Help recruit new members to Sub-Organizations, and;
    - iv. Assist in the planning of events of Sub-Organizations in conjunction with the events of the UPEI SU;
  - B. Act as chair of the Events Planning Committee, and any other as required by Council;
  - C. Coordinate and facilitate all UPEI SU concerts, events, and activities;
  - D. Maintain communication between the UPEI SU and campus organizations and services;
  - E. Oversee the operations of all UPEI SU promotional activities,
  - F. Perform other duties as required
4. The Vice President Finance shall:
- A. Be appointed upon the recommendation of Hiring Board;
  - B. Attend Council meetings as a non-voting member;
  - C. Attend Executive Meetings as a voting member;
  - D. Ensure that the financial records of the UPEI SU are properly kept;
  - E. Be responsible for keeping the Executive Committee informed of all issues which pertain to the finances of the UPEI SU;
  - F. Present financial reports as required by Council and to the members of the UPEI SU;
  - G. Receive and present to Council any requests for funding or donations as decided by the Executive;
  - H. Oversee the operations of the UPEI SU Student Newspaper and Nexus Yearbook, and;
  - I. Perform other duties as required.
5. The Vice President Communications shall:
- A. Be appointed upon the recommendation of Hiring Board;
  - B. Attend Council meetings as a non-voting member;
  - C. Attend Executive meetings as a voting member;
  - D. Assume responsibility for all communications-related matters of the UPEISU; however, the President is the Chief Spokesperson of the student union;
  - E. Be responsible for the UPEISU website;
  - F. Be responsible for producing media releases, internal communications, and general information reports about the student union's activities. When appropriate, information will be distributed on campus and to local, provincial, and national media;
  - G. Be responsible for maintaining a comprehensive calendar of events offered by the UPEISU;

- H. Provide a channel for, and solicit student input into all of the UPEISU's services: Nexus Yearbook, Cadre, The Wave, Entertainment, Mickey's Place, etc.;
- I. Assume responsibility for the UPEISU's brand, its image, and its visibility on and off campus,
- J. Maintain contact with the University of Prince Edward Island's Communications/Media Relations Department, and with external media groups;
- K. Coordinate requests from the media for interviews and news stories and will direct reporters to the appropriate sources;
- L. Be responsible for community relations within Charlottetown, and;
- M. Chair the Communications Committee.