

APRIL 2008	POLICY MANUAL INDEX
100	MANUAL
	101 Forward
	102 Distribution
	103 Amending Procedure
200	SERVICE AREAS
	201 Awards
	202 Charitable
	203 Health Plan Administration
	204 Newspaper
	205 Representatives on Governing Bodies
	206 UPEI Sub-Organizations
	207 Vending
	208 Campus Screens
300	PERSONNEL
	301 Human Rights PEI/Human Rights Act
	302 Hiring Board
	303 Employee Training and Disciplinary Procedures
	304 Job Descriptions
	305 Payroll Procedure
400	UPEI SU CENTRE OPERATIONAL
	401 Security
	402 Maintenance and Renovation
	403 Rental
	404 Regulations
	405 Capacity Control
	406 Removal of Physical Assets
	407 Insurance
	408 Legal
	409 Accounting
	410 UPEI SU Office Operational
	411 Parking
	412 Cell Phones
500	LIQUOR SERVICE
	501 General
	502 Liquor Control Commission
	503 The Wave
	504 Definitions
	505 Door Policy
	506 Guest List Practice
	507 Notice of Events
	508 Poster Policy
600	UPEI SU COUNCIL
	601 UPEI SU Council Duties and Responsibilities
	602 Benefits
	603 Information Distribution
	604 Impeachment Notification
	605 Complaint Procedure

- 606 Standing Committees**
- 607 Formal Procedures of Council**
- 608 “In-Camera” Procedures**
- 609 General**

700

ASSOCIATION AFFILIATIONS

- 701 Federal/Provincial Government**
- 702 UPEI Administration**

800

UPEI SU GENERAL

- 801 Cancellation of Classes**
- 802 Student List Authorization**
- 803 Capital Campaigns**
- 804 UPEI SU Capital Funds**
- 805 Post Deadline Opt-Out**
- 806 Travel**
- 807 Student Union Year End Banquet**

100
MARCH 2009

MANUAL
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.

MARCH 2009

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.

MARCH 2009

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.

**200
MARCH 2009**

**SERVICE AREAS
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. Friends of UPEI Student Leadership Award

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.

MARCH 2009

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.

MARCH 2009

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.

MARCH 2009

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

MARCH 2009

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.

MARCH 2009

206 UPEI SUB-ORGANIZATIONS

I. Structure

1. The UPEI SU is responsible for providing information to any interested club, class, Sub-Organization, and other with the purpose of structural direction.
2. The Vice President Activities, and responsible Council members shall ensure that established UPEI SU

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
MARCH 2009**

**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.

MARCH 2009

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

Only students who have Full-Time status during the anticipated period of employment are eligible. Employees must remain full-time students during their period of employment. In extraordinary circumstances an employee may appeal to Council for permission to continue employment with a reduced course load. An employee seeking an appeal through Council will remain an employee until such time as Council can discuss the appeal. This policy pertains only to seasonal positions; however, Chair of Council is reserved for Full-Time students only.

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 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 granted an interview, but not hired by the UPEI SU should be sent appropriate notification immediately after decision by Council.

X. Employee Student Status

At the beginning of each semester (following the last day to pay fees) the full-time Administrative Assistant shall prepare a list of all Student Union employees and confirm their full-time student status in consultation with the Registrar's office. This list shall be submitted to Council for review. 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.

MARCH 2009

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.

MARCH 2009**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. Preparation of polling station, ensuring that they are properly policed, and all poll staff are adequately trained;
 - E. Supervise ballot counting;
 - F. Post all election and referendum results, and;
 - G. 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. The Wave 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: Operations 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. Head Bartender**
1. Job Description

Responsible for scheduling of servers and bartenders and in assisting the Wave Assistant Manager with the operations of The Wave.

Supervisor: Wave Assistant Manager

2. Job Specifications

- A. Excellent communication skills;
- B. Good interpersonal skills;
- C. Bartending experience, and;
- D. Must possess a valid Responsible Beverage Service Certificate.

3. Job Duties

- A. Work five (5) hours per week in addition to regular bartending shifts;
- B. Assist the Wave Assistant Manager in coordinating training sessions for the bar staff;
- C. Schedule shifts and submit payroll for Wave servers and bartenders;
- D. Sit on the Wave Management Committee, and;
- E. Assist the Wave Assistant Manager in their duties as required.

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. Wave Assistant Manager

1. Job Description

Assist the Operations Manager with daily The Wave operations. Supervisor: Operations Manager

2. Job Specifications

- A. Excellent organizational and interpersonal skills;
- B. Must be responsible, energetic, assertive and punctual;
- C. Must be able to work thirty (30) hours per week with a varied and flexible schedule;
- D. Working knowledge of computers and POS system, and;
- E. Must have a valid Responsible Beverage Service Certificate (Manager).

3. Job Duties

- A. Supervise staff and ensure all policies and procedures are followed;
- B. Control inventory supplies and liquor;
- C. Develop and maintain email contact lists;
- D. Prepare marketing, staffing, ticket control, and wet/dry procedures;
- E. Supervise set-up and tear-down;
- F. Input daily pricing, as approved by Operations Manager;
- G. Communicate regularly with Promotions and Events Assistant Manager;
- H. Supervise a minimum of two (2) nights per week;
- I. Sit on the Wave Management Committee, and;
- J. Update The Wave Staff Handbook on an annual basis.

XV. Events and Promotions Assistant Manager

1. Job Description

Assist the Operations Manager with daily Wave operations and develop and implement marketing strategies for all Wave events.

Supervisor: Operations Manager

2. Job Specifications

- A. Excellent organizational and interpersonal skills;
- B. Must be responsible, energetic, assertive and punctual;
- C. Must be able to work thirty (30) hours per week with a varied and flexible schedule;
- D. Working knowledge of computers and POS system, and;
- E. Must have a valid Responsible Beverage Service Certificate (Manager).

3. Job Duties

- A. Supervise staff and ensure all policies and procedures are followed;
- B. Develop and maintain email contact lists;
- C. Supervise set-up and tear-down;
- D. Implement and maintain satellite bar inventory systems;
- E. Input daily pricing, as approved by Operations Manager;
- F. Develop and implement marketing strategies for all Wave events;
- G. Communicate regularly with Wave Assistant Manager;
- H. Supervise a minimum of two (2) nights per week, and;
- I. Sit on the Wave Management Committee.

XVI. 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.

XVII. 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.

XVIII. The UPEI Student Union Newspaper Editor-in-Chief

1. Job Description:
Responsible for management of The UPEI Student Union Newspaper and reporting to the Board of Directors. Supervisor: The UPEI Student Union 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 Student Union 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 Student Union 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.

XIX. The UPEI Student Union Newspaper Production Editor

1. Job Description
Responsible for the layout of The UPEI Student Union Newspaper. Supervisor: The UPEI Student Union 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.

XX. The UPEI Student Union Newspaper News, Sports, and A&E Editors

1. Job Description
To research and write news articles regarding current events. Supervisor: The UPEI Student Union 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.

XXI. The UPEI Student Union Newspaper Business Manager

1. Job Description
Responsible for all business and financial matters pertaining to The UPEI Student Union Newspaper including: soliciting advertising, designing ads, and maintaining advertising sales records. Supervisor: The UPEI Student Union 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;

- B. Communicate with Campus Plus;
- C. Attend weekly staff meetings;
- D. Purchase supplies;
- E. Arrange printer and courier, and;
- F. Prepare annual inventory and budget.

XXII. The UPEI Student Union Newspaper Reporter

1. Job Description
Research and write news and current events articles.
Supervisor: The UPEI Student Union 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.

XXIII. The UPEI Student Union Newspaper Photographer

1. Job Description
Responsible for taking photographs to accompany and supplement articles in The UPEI Student Union Newspaper. Supervisor: The UPEI Student Union 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.

XXIV. 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.

XXV. 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.

XXVI. 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.

XXVII. 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.

XXVIII. 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.

XXIX. 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;
 - B. Assist with year end 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 of 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%).

XXX. 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, and;
 - E. Excellent interpersonal skills.
 3. Job Duties
 - A. Act as bar services manager;
 - B. Supervise staff;
 - C. Provide and coordinate training and meetings;
 - D. Coordinate events;
 - E. Coordinate billing and liquor 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. Manage of Mickey's Place;
 - 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. Manage UPEI SU profit centres, 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);
 - A. Sick leave one and a half (1.5) days per month (accrued), and;
 - B. Pension (6%).

XXXI. 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 latest version of Word Perfect 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, and;
 - G. Excellent interpersonal skills.
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%).

XXXII. 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 latest version of Word Perfect 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, and;
 - G. Excellent interpersonal skills.
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 Student Union 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.

MARCH 2009

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.

MARCH 2009**402 MAINTENANCE AND RENOVATION**

The UPEI SU Executive shall consider all needed maintenance and renovation work that is necessary or desired and refer to Council as required. Recommendations shall be taken to the Student Centre Management Committee by the President.

MARCH 2009**403 RENTAL**

The UPEI Student Union and UPEI have partnered with respect to financing, design, construction, and operating of the W.A. Murphy Student Centre.

I. Purpose and Usage

The Student Centre facilities are provided for the needs of its membership and the University community but shall be available to the public on a pre-booked rental basis if the following conditions are met:

1. The type of use does not reflect adversely upon the UPEI SU;
2. Renters comply with established policies and procedures, and;
3. The type of use does not adversely impact the UPEI SU operations.

II. Request for Rental

Individuals, groups, or organizations wishing to rent the Student Centre shall apply to the UPEI SU Operations Manager stating the specific purpose, date, and time of the intended event.

III. Enforcement

The UPEI SU Security is responsible for providing security services for events booked in the W.A. Murphy Student Centre.

IV. Rental Rate Schedule

UPEI W.A. Murphy Student Centre

1. Rental Fee plus GST
2. Wages of UPEI SU Security personnel
 - A. Per 100 persons, 1 UPEI SU Security required;
 - B. If less than 100 persons, 1 UPEI SU Security is required, and;
 - C. Additional UPEI SU Security may be required if deemed necessary by the UPEI SU.

All rental charges are due upon request and made payable to the UPEI Student Union.

MARCH 2009**404 REGULATIONS****I. Fire Prevention****1. General**

The UPEI SU shall comply with the PEI Fire Prevention Act and its regulations as well as the Charlottetown City Codes and Standards. Fire prevention and protection provisions are enforced by the PEI Fire Marshall and local assistants, by the Charlottetown Fire Prevention Bureau, and by the Fire Inspector.

2. The functions of the Fire Marshall and Assistants, as they pertain to the Student Centre are:

- A. To inspect the W.A. Murphy Student Centre premises;
- B. To require removal, structural repair or alterations to existing premises and property;
- C. To order installation of safeguards, exit doors, and fire escapes, as required;
- D. To provide permission for the erection of new buildings or for the removal of existing buildings, and;
- E. To annually check fire alarm and extinguishers.

Executive are to retain and file copies of outgoing mail written by Executive and UPEI SU permanent staff. Incoming mail should also be filed by respective Executive members and UPEI SU permanent staff for future reference.

3. **Purchase of Supplies**
Individuals requiring supplies may obtain a purchase order from the General Manager or Administrative Assistant. Monetary refunds on UPEI SU supplies not purchased by Purchase Order may be granted if necessary record of sale is submitted to either the General Manager or Administrative Assistant.
4. **UPEI SU Office Procedure**
 - A. Schedules
 - B. Accountability
 - C. Work Requests
 - D. Telephone Operation

See Administrative Assistant

IV. Procedure for Tenders, Quotes, and Contracts

1. The UPEI SU Executive calls for tenders or quotes;
2. The General Manager advertises for tenders or quotes and receives applications;
3. Total tenders are presented to Executive;
4. Executive determines winner of bid, and;
5. Written bids are considered to be binding agreements.

MARCH 2008 411 PARKING

I. Location

The UPEISU has three reserved parking spots located outside the shipping and receiving area of the W.A. Murphy Student Centre.

II. Allocation

The parking spots are allocated as follows:

- One (1) reserved for the UPEI SU General Manager
- One (1) reserved for the UPEI SU Operations Manager
- One (1) to be used by The Wave Account Assistant, Wave Assistant Manager, Wave Assistant Manager Events and Promotions, Mickey's Place Supervisor, and the Vice President Activities. This spot is to be used for loading and unloading of UPEI SU supplies and equipment only. Passes will only be issued if individual has access to a vehicle.

III. Distribution

Parking passes will be distributed with a copy of this policy to the appropriate individuals by the UPEI SU General Manager. Should this policy be violated, parking privileges may be revoked at the discretion of the UPEI SU Council.

MARCH 2008 412 CELL PHONES

I. Distribution

- A. The UPEI SU secures eight (8) cell phones for use by designated staff. Designated staff are as follows: President, Vice President Activities, Executive Vice President, Vice President Finance, 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.

- C. 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 payed. Any monthly bill in excess of \$100.00 must be approved by Executive prior to payment.

**500
MARCH 2009**

**LIQUOR SERVICE
501 GENERAL**

The UPEI SU may offer liquor service in the Student Centre as stipulated by the PEILCC in accordance with the Liquor Control Act and UPEI SU policy. UPEI has a binding contract with Compass Group Canada permitting that company sole authority over all functions where liquor is served or sold on UPEI property, with the exception of the Student Centre.

I. The Wave Management Committee

This Committee is composed of: Operations Manager (Chair), Head Bartender, Wave Assistant Manager, Wave Assistant Manager Events and Promotions, Vice President Activities, one (1) student councillor and UPEI SU Security Chief.

1. Duties
 - A. Set liquor pricing;
 - B. Outline promotional programming;
 - C. Assist Managers in management functions;
 - D. Long-term planning, and;
 - E. Other issues as necessary.
2. Bar Operations Handbook on file.

II. UPEI SU Office

1. Green Room

No person, other than the Operations Manager, Wave Assistant Managers and Executive, shall have access to the UPEI SU Office when that space is utilized to host performing guests. Access is authorized by the Operations Manager and/or Vice President Activities to UPEI SU staff. This access will be granted for work purposes only.

MARCH 2009

502 LIQUOR CONTROL COMMISSION

I. Powers and Duties

The PEILCC is responsible for formulating and administrating regulations under the PEI Liquor Control Act. The functions of the PEI LCC, as they pertain to UPEI SU are:

1. Prescribing terms, conditions, or limitations in respect of liquor licenses and permits, as well as governing those premises that hold; licenses and permits;
2. Regulating the equipment and management of establishments where liquor is kept or sold;
3. Determining the classes, varieties, and brands of liquor to be sold in licensed premises;
4. Establishing and distributing price lists for liquor to be sold, and;
5. Prescribing the days and hours during which liquor may be sold or dispensed.

The Commission appoints inspectors to inspect licensed premises and to make reports to the Commission. The Commission is not compelled to issue any license or permit and may, of its discretion, suspend any license or permit which it has granted.

MARCH 2009

503 The Wave

I. Hours of Operations

1. The SU holds a special premises license for The Wave. Prescribed hours for an establishment holding a special premises license are 11:00 a.m. to 2:00 a.m. The Wave hours of operation are determined by the UPEI SU, but are subject to approval by the PEILCC.
2. Hours of Operation (as approved by PEILCC)

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
MARCH 2009

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.

MARCH 2009 602 BENEFITS**I. From the University**

The UPEI President extends, by way of incentive, of 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, providing a successful completion of term;
 - 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

MARCH 2009 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.

The UPEI SU shall be granted the centre spread of The UPEI Student Union Newspaper upon notice of intent two (2) days prior to the deadline of submission(s). These submissions are un-editable text (see Section 204).

MARCH 2009 604 IMPEACHMENT NOTIFICATION

Councillors that have been impeached from Council, along with reasons for impeachment, shall be published in Campus Media by the Chair of Council.

Respective Faculties and various University organizations, such as the Board of Governors and Senate, shall receive written notification of impeachment including names of Councillors and reasons for impeachment.

MARCH 2009**605 COMPLAINT PROCEDURE**

Any complaints on the operation of the UPEI SU, in whatever area they should fall, shall be brought to Council (preferably in writing), via the Ombudsman, stating specific instances. The procedure shall ensure that all complaints or grievances are dealt with professionally and openly.

The complaint must be submitted in writing one (1) week prior to a Council Meeting, in order to ensure it will be put on the agenda.

MARCH 2009**606 STANDING COMMITTEES****I. Standing Committees of Council**

1. Hiring Board
2. Wave Management Committee
3. The UPEI Student Union Newspaper (Student Newspaper) Board of Directors
4. Executive Committee
5. Constitutional and Policy Review Committee
6. Student Health and Dental Plan Committee
7. Student Handbook Committee
8. Elections Committee
9. Events and Planning Committee
10. Tuition Coalition
11. Campus Safety Committee
12. National Representation Committee
13. Grad Week Committee
14. Faculty of the Year Committee

II. Hiring Board

1. General Manager (Non-Voting Chair)
2. UPEI SU Executive Member
3. Position Supervisor

III. Wave Management Committee

1. Operations Manager (Chair)
2. Wave Assistant Manager
3. Wave Assistant Manager Events and Promotions
4. Head Bartender
5. UPEI SU Security Chief
6. Vice President Activities
7. Student Councillor

IV. The UPEI Student Union Newspaper Board of Directors

1. Vice President Activities
2. Vice President Finance (Chair)
3. The UPEI Student Union Newspaper Editor-in-Chief
4. Student-at-Large (not affiliated with the Student Union or the UPEI SU Student Newspaper)
5. The UPEI Student Union Newspaper Business Manager

V. Student Union Executive Committee

1. President (Chair)
2. Executive Vice President

3. Vice President Activities
4. Vice President Finance
5. General Manager (Non-Voting)
6. Operations Manager (Non-Voting)

VI. Student Handbook Committee

1. General Manager (Chair)
2. Administrative Assistant
3. Three (3) Students-at-Large

VII. Student Health and Dental Plan Committee

1. General Manager (Chair)
2. Administrative Assistant
3. Three (3) Students Representatives
4. One (1) International Student

VIII. Elections Committee

1. Chair of Council (Chair)
2. Deputy Chair
3. Chief Returning Officer
4. Deputy Chief Returning Officer
5. Approved Scrutineers

IX. Events and Planning Committee

1. Vice President Activities (Chair)
2. Operations Manager
3. One (1) Residence Representatives
4. One (1) Student Councillor
5. Two (2) Students-at-Large

X. Policy Committee

1. Chair of Council (Chair)
2. One (1) Executive Member
3. Two (2) Student Councillors

XI. Tuition and Fees Committee

1. Executive Vice President (Chair)
2. One (1) additional Executive Member
3. Two (2) Student Councillors
4. Two (2) Students-at-Large

XII. Campus Safety Committee

1. Executive Vice President (Chair)
2. President
3. Three (3) Student Councillors (1 must be female and one must live in residence)

XIII. National Representation Committee

1. Executive Vice President (Chair)
2. President
3. Two (2) Student Councillors
4. One (1) Student-at-large

XIV. Grad Week Committee

1. President of Grad Week (Chair)
2. Vice President of Grad Week
3. Secretary of Grad Week
4. Treasurer of Grad Week

XV. Faculty of the Year

1. Executive Vice President (Chair)
2. One (1) Other Executive
3. Three (3) Student Councillors for Three (3) different faculties or schools

MARCH 2009

607 FORMAL PROCEDURES OF COUNCIL

I. General

1. Robert's Rules of Order shall be utilized at meetings of the UPEI SU Student Council.
2. When the hour of the meeting arrives, the Chair of Council will call the meeting to order as soon as quorum is reached and everyone is seated.
3. The agenda is the index of the meeting. It shall not be deviated from unless extraordinary circumstances require it. The agenda shall dictate how the meeting shall proceed. Any changes to the agenda must be made prior to the approval of the agenda by Council.

II. Protocol

1. All members must address the Chair of Council before and when speaking
2. Members must not speak out of turn and must be recognized by the Chair of Council. The Chair of Council may not unduly refuse to recognize any member of Council who wishes to speak.
3. Obscene language will not be tolerated.
4. When a member is recognized as using parliamentary procedure to obstruct business, that member shall be called out of order or not recognized.
5. When a motion of thanks is undertaken, the negative and abstentions are not taken out of courtesy.

III. Discipline

1. When a member's name has been called three (3) times for breach of protocol and procedure, that member will be asked to leave the meeting.
2. If the aim of any member is to disrupt the flow of business of the Student Council, that member will be ejected from the meeting immediately.

MARCH 2009

608 IN CAMERA PROCEDURES

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.

MARCH 2009

609 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.

**700
MARCH 2009**

**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 Education

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.

MARCH 2009

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.

**800
MARCH 2009**

**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.

MARCH 2009

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).

MARCH 2009

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.

MARCH 2009

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.

The Student Council of 1990-1991 committed the UPEI SU to a ten-year New Student Centre plan. This was a three-phase project:

1. Contribute through budget restraint to a Capital Savings Fund;
2. Upon impletion of the Challenge of the 80's student contribution, levy a Student Centre Fee, with the fee set by Student Council and to appear in the UPEI SU Budget, and;
3. Strike a committee to plan, organize, and oversee the Student Centre Project 2000.

MARCH 2009

805 POST DEADLINE OPT-OUT POLICY

Any student who has missed the opt-out deadline must submit a written request to be removed from UPEI Student Health and Dental Plan. VP Finance shall assess the reasons provided and make a decision regarding his or her case for removal. The student will be notified of the decision.

MARCH 2009

806 TRAVEL

1. Meal per diem fifty dollars (\$50.00) as of 2009/20010
\$15.00 Breakfast
\$15.00 Lunch
\$20.00 Dinner
2. Mileage at a rate of forty-four cents (\$0.44) per kilometre.

MARCH 2009

807 STUDENT UNION YEAR END BANQUET

The purpose of the UPEI SU Year End Banquet is to give thanks to Council members, Committee members, volunteers, and staff who aided the cause of the UPEI SU during the year. This gathering is also used for the purpose of awarding deserving volunteers/staff with recognition awards of service in their respective area(s) of involvement.