

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 2nd, 2010
Amended January 15th, 2012
Amended September 9th, 2012
Amended April 7th, 2013
Amended October 22th, 2013
Amended March 9th, 2014
Amended June 19th, 2014
Amended April 26th, 2015
Amended September 27th, 2015
Amended April 10th, 2017

I GENERAL DUTIES AND RESPONSIBILITIES

1. All Executive Committee members must be recognized by Council as an active member of the Student Union as per Article III of the UPEI SU Constitution.
2. The Executive Committee Members shall be:
 - a. President
 - b. Vice President Academic & External
 - c. Vice President Student Life
 - d. Vice President Finance & Administration
3. 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).
4. The Vice President Academic & External, Vice President Student Life, and the Vice President Finance shall maintain no less than fifteen (15) scheduled hours per week during the Academic Year.
5. The President shall maintain no less than twenty-five (25) scheduled hours per week during the Academic Year.
6. The President, Vice President Student Life, Vice President Finance & Administration, and Vice President Academic & External shall maintain no less than thirty-five (35) daytime hours, Monday-Friday during the summer months (May-August).

7. The Executive shall meet regularly, preferably weekly, during the Academic Year, and whenever possible during the summer months.
8. Each Executive shall present, at the Annual General Meeting, a report detailing their activities undertaken to date as an Executive. These reports should also be circulated to all student media.
9. In the final week 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. These reports must be submitted to the UPEI SU Administrative Assistant before receiving their final paycheque.
10. 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 (hereafter referred to as Council).
11. Should the President be unable to fulfill the responsibilities of office due to absence or incapacitation, the Executive Committee shall appoint one of the vice presidents to the role of acting President, who will temporarily assume the duties and responsibilities of the position.
12. No executive member shall receive additional compensation beyond their salary for Student Union-contracted services.
13. All executive members shall remain publically non-partisan for the duration of their term with the UPEI SU.

II INDIVIDUAL DUTIES AND RESPONSIBILITIES OF AN EXECUTIVE

1. The President shall:
 - a. Act as the Chief Executive Officer and chief spokesperson of the UPEISU;
 - b. Chair and draft agendas for the Executive Committee; and New Initiatives and Future Directions Committee;
 - c. Draft and propose a schedule of Council Meeting dates and General Meeting date 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 as needed;
 - g. Be enrolled in no more than nine (9) semester hours per Academic Semester during their Presidential term;
 - h. Act as liaison and ensure that adequate communication is maintained with the UPEI Administration and relevant UPEI departments;

- i. Coordinate the selection of the Faculty of the Year, the Staff of the Year and/or the UPEI SU Honorary Member Awards;
 - 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;
 - m. Attend conferences as required, and;
 - n. Perform other duties as required.
2. The Vice President Academic & External shall:
 - a. Coordinate and conduct lobbying activities for the municipal, provincial, and federal levels of government as assigned or required by the UPEI SU on behalf of its members,
 - b. Serve as a member of the UPEI Senate;
 - c. Assist students with any academic related issues as required;
 - d. Co-ordinate events relating to post-secondary awareness, education or academic student issues;
 - e. Be Chiefly responsible for all advocacy on campus relating to academics
 - f. Be responsible for community relations within Charlottetown;
 - g. Act as primary delegate to the Canadian Alliance of Student Associations, and;
 - h. Perform other duties as required.
3. The Vice President Student Life shall:
 - a. Act as liaison to all Sub-Organization on campus;
 - b. Oversee the operations of SU-ratified sub-organizations and assist in their development and creation as needed;
 - c. Coordinate and facilitate all UPEI SU concerts, events, and activities;
 - d. Liaise with Bar Manager on relevant Wave activities;
 - e. Supervise the Clubs & Campaigns Coordinator;
 - f. Act as the primary delegate to the Canadian Organization of Campus Activities;
 - g. Be responsible for advocacy efforts on campus pertaining to non-academic issues;
 - h. Perform other duties as required.
4. The Vice President Finance & Administration shall:
 - a. Ensure that the financial records of the UPEI SU are properly kept;
 - b. Inform and update the Executive Committee on all issues which pertain to the finances of the UPEI SU;
 - c. Present financial reports as required by Council and to the members of the UPEISU, including presenting the Budget, 2000+ expenditures, monthly business reports, funding requests, and event budget reports;
 - d. Chair and draft agendas for the UPEI SU Funding Committee, Business Advisory Board, and Budget Committee;
 - e. Chair the Cadre Board of Governors;
 - f. Oversee human resources practices at the UPEI SU in conjunction with the General Manager;
 - g. Perform other duties as required.

III EXECUTIVE REMUNERATION

1. Members of the Executive Committee will be paid as outlined in the operating budget of the current fiscal year.
2. On an annual basis, the UPEI SU Budget Committee will review Executive remuneration and index salaries to the Consumer Price Index of that given year.

IV EVALUATION OF THE EXECUTIVE MEMBERS

1. Council's Evaluation
 - a. In August and December, the job performance of each executive member will be evaluated by Council.
 - b. In months where evaluations are to occur, each executive member shall draft and circulate to Council a report detailing their activities and accomplishments to-date as they relate to their position.
 - i. The reports shall be made publically available to UPEI SU members and campus media.
 - c. The evaluation shall consist of an anonymous survey, drafted by the NIFD Committee, to be completed by all members of Council except the Chair, Deputy Chair, and Ombudsperson.
 - d. The Chair of Council will distribute the surveys electronically, and councilors will be given two weeks to complete the survey.
 - e. Once the results of the survey have been gathered by the Chair, they will be sent to the executive committee for review.
 - f. The results of the evaluations will be presented during the earliest possible meetings of Council in the first and second semesters. The entire report will be distributed via hard copy to all members of Council in camera and collected after the presentation.
2. Executive Committee Self-Evaluation
 - a. Once per semester, the job performance of each Executive member will be evaluated by the other members of the Executive.
 - b. The evaluation shall consist of a survey to all Executive members, which will be drafted by the NIFD committee, and distributed electronically to the Executive members via the Chair of Council
 - c. The Chair of Council will distribute the surveys one month prior to each evaluation report presentation to council, and Executive members will be given two weeks to complete the survey.
 - d. Once the results of the survey have been gathered by the Chair, they will be sent to the General Manager for review, and the reviewed results will be sent to the Executive committee.

- e. The reviewed results of these two evaluations will be presented during the first and last meetings of council in the second semester. The entire report will be distributed via hard copy to all members of Council in camera and collected after the presentation.