|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No. UPEISU 28** | **Revision No.** 3 |
| **Policy Title:** Membership in External Organizations | | **Page:** 1 of 2 |
| **Creation Date:**  June, 8th, 2017 | **Version Date:** January 6th, 2019 | |
| **Authority:** UPEI SU Council | **Review Date:**  Annually (summer) | |
| **Responsibility:** VP Finance & Administration and General Manager | | |

**Purpose**

This policy establishes guidelines for when the UPEI Student Union is perusing joining or partnering with external organizations.

1. Any organization which the Student Union is a member of must be open and transparent in its decision-making processes.
2. The Student Union must have full access to all documentation relevant to the organizational meetings, including, but not limited to:
   1. Briefing documents;
   2. Meeting agendas;
   3. Meeting minutes;
   4. Any and all documents distributed or presented at organizational meetings; and
   5. The constitution, bylaws, and operating policies of the organization
3. This does not exclude the possibility that the Student Union may not be granted access to documents of an in camera nature in cases where the Student Union is not a voting member of the relevant board or committee.
   1. The Student Union must have the right to attend any organizational meeting appropriate to its level of membership within the organization.
   2. This does not exclude the possibility that the Student Union may be excluded from meetings in which there is a clear conflict of interest in its attendance. In these circumstances the Student Union must be granted prior knowledge that it shall be asked to be absent from the meeting and must agree to this absence.
4. The external organization must be financially open and transparent. The Student Union must be able to hold the organization accountable for all of its expenditures in order to allow the Student Union to be fully accountable to its members for any funds paid to the external organization.
5. The Student Union must be the organization that is recognized as holding the membership in the external organization. As such, the Student Union shall be entitled to:
   1. Select the delegate that shall attend any conference or meeting on behalf of the Student Union;

|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.**  **UPEISU 28** | **Revision No.**  3 |
| **Policy Title:** Membership in External Organizations | | **Page:**  2 of 2 |

* 1. voting right as extended to other member organization;
  2. the right to select its own voting delegates;
  3. full access to the budget and all financial records of the organization;
  4. consultation in setting the financial direction for the organization; and
  5. any other rights extended to other member organizations.

1. The Student Union must be able to become a member in the organization within its current framework or organizational memberships. The Student Union must not enter into a new membership that may create a conflict of interest with another organization in which the Student Union is involved.
2. The Executive Committee of the Student Union must approve any activity of the external organization which is to take place on areas of the University of Prince Edwards Island campus under Student Union jurisdiction, or which shall have a direct impact upon the Student Union.
3. The constitutions, bylaws, and standing orders of the external organization must not contradict those of the Student Union in a manner that would force the Student Union to breach its bylaws, policies or other legislation.