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| **UPEI Student Union** | **Policy No.**  UPEISU 36 |  **Revision No.**  |
|  **Policy Title:**Councillor Compensation |  **Page:**1 of 3 |
|  **Creation Date:**August 8th, 2019 | **Version Date:**September 22nd, 2019 |  **Review Date:**Annually (Summer) |
|  **Authority:** UPEISU Council |  **Responsibility:**Chair of Council |

**Introduction**

 The University of Prince Edward Island Student Union believes that councillors of the Student Union Council should be compensated for the time and effort they put into council and the campus throughout the school year. The Chair of Council will utilize the criteria noted in this policy to determine each representatives compensation.

**Overview**

1. This initiative will be known as “Councillor Compensation”.
2. Councillor Compensation will be the responsibility, and be overseen by, the Chair of Council.
3. The Chair of Council will utilize this policy’s criteria to determine how each councillor will be compensated, found in “Appendix A”.

**Compensation Criteria**

1. There are four main areas of focus that the criteria will be based on:

* 1. Council
		1. Engaged participation;
		2. attendance to Council meetings;
		3. reflection of constituency; and
		4. preparation for Council meetings.
	2. Meetings
		1. Engaged participation & attendance to;
			1. councillor orientation;
			2. sub-committees of the student union and;
			3. meetings and sub-committee meetings of UPEI Senate & Board.

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* 1. Volunteering
		1. Elections;
		2. campaigns;
		3. events;
		4. consultations; and
		5. other volunteer opportunities as required by the Student Union.
	2. Councillor Initiative
		1. Has hosted an initiative for their constituency throughout the academic year.

**Compensation Value**

1. Councillors will be compensated up to an amount of $200 by the end of the completion of their term, based on their commitment to the criteria listed above.
	1. Council
		1. Councillors can be compensated up to an amount of $75 for meeting the requirements under “council” during a full term.
	2. Meetings
		1. Councillors can be compensated up to an amount of $50 for meeting the requirements under “meetings” during a full term.
	3. Volunteering
		1. Councillors can be compensated up to an amount of $50 for meeting the requirements under “volunteering” during a full term.
	4. Councillor Inititive
		1. For completion of councillor initiatives, Councillors will be compensated an amount of $25.
2. Councillors will be compensated after the end of each academic semester, while serving on Council.

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**Notes**

1. When evaluating each Councillor for Council, and it’s respective criteria, there will be a prioritization on engaged participation that adds value to the discussion.
2. Any Councillor who has been impeached will automatically be disqualified from receiving monetary compensation.
3. If a Councillor has resigned part way through the year, they would be eligible for a prorated amount of the Councillor Compensation depending on the length of their term.
	1. A Councillor must complete a minimum of one semester to be eligible to receive a prorated amount of Councillor Compensation;
	2. a Councillor who has completed one semester will still be evaluated via the Councillor Compensation Criteria to assess the portion of the prorated amount they could receive; and
	3. if a Councillor has not completed one full semester, they are ineligible for Councillor Compensation.
4. All detailed criteria for Councillor compensation can be found in “Appendix A”.
5. For the meeting compensation it is the responsibility of the Chair to report back to the Chair of Council after each meeting with attendance and participation feedback.

**Councillor Compensation - Appendix A**

There are four main areas of focus that the criteria will be based on:

1. Council
	1. Full Compensation
		* 1. Councillors is engaged in discussion, asks questions and adds value to the discussion during council meetings.
			2. Perfect or near perfect attendance at meetings.
			3. Councillors have fully prepared Council meetings in advance by reading documents, reviewing the agenda and any supplementary documents sent out by the Chair of Council.
			4. When making decisions and voting on matters is doing so with the best interests of their constituents.
		1. Two thirds of compensation
			1. Councillor does their part, but is not as actively engaged in discussion
			2. Little preparation for council meetings
			3. May have missed a 2-3 council meetings
		2. One third of compensation
			1. Not engaged in discussions - shows up to council just to sit and show their presence
2. Meetings
	* 1. Councillor must attend councillor orientation in the entirety.
	1. Must attend committee meeting of the Student Union and be engaged and participate in discussion.
	2. For the Board of Governor and Senate Representatives they must attend their respective meetings and sub-committee meetings.
3. Volunteering
	1. Councillors are expected to volunteer in whatever capacity they prefer at a minimum of four times per year through elections, campaigns, events, consultations or other opportunities that may arise throughout the year.
	2. To receive the full compensation a councillor must participate in at least four volunteer opportunities.
4. Councillor Initiative
	* 1. To receive the full councillor compensation a Councillor must have hosted an initiative for their constituency throughout the academic year.

