



UPEISU By-Law #1.06 *Executive Committee*

CATEGORY: By-Law	SUBJECT: <i>Executive Committee</i>
EFFECTIVE DATE: March 8, 1990	LAST UPDATE: April 16, 2023

PURPOSE:

This By-Law provides guidance to the Executive Committee as to their duties and responsibilities, remuneration, and evaluation.

APPLICATION:

This By-Law applies to all UPEISU Executive Members.

GENERAL DUTIES AND RESPONSIBILITIES:

- 1.06.01 All Executive Members must be recognized by Council as an active member of the UPEISU as per Article II of the UPEISU Constitution.
- 1.06.02 The Executive Committee shall consist of:
- a. President & CEO
 - b. Vice President Academic & External
 - c. Vice President Student Life
 - d. Vice President Finance & Administration
- 1.06.03 The Executive Committee shall receive, budget, administer, and have audited, all properties, and securities of whatever nature that may be placed in the custody of, or that may become, the property of the UPEISU.
- 1.06.04 The Vice President Academic & External, Vice President Student Life, and Vice President Finance & Administration shall maintain no less than twenty (20) scheduled hours per week during the academic year.

- 1.06.05 The President shall maintain no less than twenty-five (25) scheduled hours per week during the academic year.
- 1.06.06 The President, Vice President Academic & External, Vice President Student Life, and Vice President Finance & Administration shall maintain no less than thirty-five (35) scheduled day-time hours, Monday through Friday, during the summer months (May to August).
- 1.06.07 The Executive Committee shall meet weekly as required.
- 1.06.08 At the Annual General Meeting, each Executive Member shall present a report detailing their activities undertaken to date. These reports shall also be circulated to all student media platforms.
- 1.06.09 In the final week of their term, there shall be a one-week overlap wherein the outgoing Executive Members maintain their office hours to orient the incoming Executive Members on their duties and responsibilities. Each Executive Member shall present a written report to their successor to aid in the continuity of initiatives and in the maintenance of institutional memory. These reports shall be submitted to the UPEISU GM prior to receiving their final paycheque.
- 1.06.10 Each Executive Member shall have co-signing authority on all UPEISU cheques, or as otherwise determined by the UPEISU Council.
- 1.06.11 No Executive Member shall receive additional compensation beyond their salary for UPEISU contracted services.
- 1.06.12 All Executive Members shall remain publicly non-partisan for the duration of their term with the UPEISU.

INDIVIDUAL DUTIES AND RESPONSIBILITIES OF AN EXECUTIVE:

President & CEO

- 1.06.13 The President shall:
- a. Act as the Chief Executive Officer and primary spokesperson of the UPEISU;
 - b. Chair and draft the agenda for the Executive Committee and the New Initiatives & Future Directions Committee;
 - c. Draft and propose a schedule of Council Meeting dates and General Election dates in consultation with the Chair 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 a liaison between the UPEISU and groups outside of UPEI as needed;
 - g. Act as a liaison and ensure that adequate communication is maintained with the UPEI Administration and relevant UPEI departments;
 - h. Coordinate the selection of the Faculty of the Year Award, the Staff of the Year Award, and/or the UPEISU Honorary Member Award;

- i. Pursue new initiatives to improve and expand the services of the UPEISU;
- j. Set strategic direction and objectives for the organization;
- k. Provide leadership and guidance to Council and staff;
- l. Assist when required in lobbying activities for the municipal, provincial and federal levels of government as assigned or required by the UPEISU on behalf of his members;
- m. Attend conferences as required; and
- n. Perform other duties as required.

1.06.14 The President shall be enrolled in no more than nine (9) semester hours per Academic Semester during their Presidential term.

Vice President Academic & External (VPAX)

1.06.15 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 UPEISU on behalf of its members;
- b. Serve as a member of the UPEI Senate;
- c. Act as a primary delegate to the Canadian Alliance of Student Associations;
- d. Chair UPEISU Committees as required;
- e. Set advocacy priorities for the UPEISU;
- f. Be chiefly responsible for all advocacy on campus relating to academics;
- g. Coordinate events relating to post-secondary awareness, education, or academic student issues;
- h. Facilitate an awareness campaign of academic conduct;
- i. Be responsible for community relations within Charlottetown PE;
- j. Assist students with any academic related issues as required;
- k. Supervise the Academic Coordinator and the Policy & Research Coordinator positions;
- l. Attend conferences as required; and
- m. Perform other duties as required.

Vice President Student Life (VPSL)

1.06.16 The Vice President Student Life shall:

- a. Act as a liaison to all clubs and societies on campus;
- b. Oversee the operations of UPEISU clubs and societies, and assist in their development and creation as needed;
- c. Coordinate and facilitate all UPEISU events, campaigns, and activities as per the UPEISU budget;
- d. Organize and facilitate a Clubs & Societies Orientation, Clubs Cup, and the Clubs & Societies Banquet;
- e. Act as the primary delegate to the Canadian Organization of Campus Activities;
- f. Liaise with the Fox & Crow Manager on relevant Fox and Crow activities;

- g. Develop the Clubs and Societies Handbook and the Student Life Handbook;
- h. Supervise the Clubs and Events Coordinator;
- i. Attend conferences as required; and
- j. Perform other duties as required.

Vice President Finance & Administration (VPFA)

1.06.17 The Vice President Finance & Administration shall:

- a. Ensure that financial records of the UPEISU are properly kept and maintained;
- b. Inform and update the Executive Committee on all issues which pertain to the finances of the UPEISU;
- c. Present financial reports as required by Council and the members of the UPEISU, including presenting the budget, 2000+ expenditures, monthly business reports, funding requests, and event budget reports;
- d. Serve on the Board of Directors for the Campus Trust as required;
- e. Chair and draft agendas for the UPEISU Funding Committee and the Budget Committee;
- f. In conjunction with the General Manager oversee human resources practices at the UPEISU;
- g. Manage all UPEISU services, including the Bike Co-op, the Video Game Co-op, the Tools Co-op, the foodbank (SUPplies), and the Panther Patrol;
- h. Develop the services handbook and Student Staff Handbook;
- i. Supervise the Mental Health & Wellness Officer, the Services Coordinator, the Yearbook Editor, and the Cadre Editor-In-Chief;
- j. Attend conferences as required; and
- k. Perform other duties as required.

EXECUTIVE REMUNERATION:

1.06.18 Members of the Executive Committee will be paid as outlined in the operating budget of the current fiscal year.

1.06.19 On an annual basis, the UPEISU Budget Committee will review Executive remuneration and index salaries to the Consumer Price Index of that given year.

EVALUATION OF THE EXECUTIVE MEMBERS

Council's Evaluation

1.06.20 In November and March of each year, the job performance of each Executive Member will be evaluated by Council. In these months where evaluations occur, each Executive Member shall draft and circulate to Council a report detailing their activities and accomplishments to date as they relate to their respective position. These reports shall be made publicly available over UPEISU media.

1.06.21 The evaluation shall consist of an anonymous survey, drafted by the Chair of Council, to be completed by all members of Council, with the exception of the Chair of Council, the Deputy Chair of Council, and the Ombudsperson. The Chair of Council will

distribute the surveys electronically, and councillors will be given two weeks to complete the survey.

- 1.06.22 Once the results of the survey have been gathered by the Chair of Council, these results will be presented at the next regularly scheduled Council meeting. The report will be presented during an in-camera session, and verbal feedback will be given to the Executive Members.

Executive Committee Self-Evaluation

- 1.06.23 In November and March of each year, the job performance of each Executive Member will be evaluated by the other Executive Members. The evaluation shall consist of a survey to all Executive Members, which will be drafted by the Chair of Council and distributed electronically to the Executive Members. Executive Members will be given two weeks to complete the survey.

- 1.06.24 Once the results of the survey have been gathered by the Chair of Council, they will be sent to the General Manager for review. The reviewed results of these evaluations will be presented at the next regularly scheduled council meeting. The report will be presented during an in-camera session, and verbal feedback will be given to the Executive Members.
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BY_LAW 1.06 HISTORY

Act	Date
Enacted	March 8, 1990
Amended	January 14, 2001
Amended	March 17, 2002
Amended	April 1, 2007
Amended	April 6, 2008
Amended	December 2, 2010
Amended	January 15, 2012
Amended	September 9, 2012
Amended	April 7, 2013
Amended	October 22, 2013
Amended	March 9, 2014
Amended	June 19, 2014
Amended	April 26, 2015
Amended	September 27, 2015
Amended	April 10, 2017
Creation of the New Policy & By-Law Framework	2022