



NORTHERN UNDERGRADUATE STUDENT SOCIETY POLICY MANUAL

Last Updated Feb 15, 2024



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OPERATIONAL POLICIES

OPERATIONAL POLICY I – CONTENT OF THE POLICY MANUALS

EFFECTIVE DATE: SEPTEMBER 6, 2017

INTRODUCTION

The section below outlines the format for this policy manual

SECTION 1 - FORMATTING

1. Clause
 - 1.1. Sub-Clause
 - 1.1.1. Double Sub
-

SUBHEADING

2. Clause
 - 2.1. Sub
 - 2.1.1. Double Sub
-

LAST UPDATED: JULY 16, 2020

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY II – RESPONSIBILITY FOR POLICY

EFFECTIVE DATE: OCTOBER 14, 1998

INTRODUCTION

The Board of Directors is responsible for all Student Society policies. The board's job is to set the society's end goals through the policy manual. This responsibility must not and cannot be delegated.

SECTION 1 - GENERAL

1. The Board of Directors will use the policy manual to set the goals and direction of the Society.
 2. The Policy Manual should be reviewed yearly.
 3. The Policy Manual should be referred to in all the Society's decisions.
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LAST UPDATED: JULY 16, 2020

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY III – UPDATING THE POLICY MANUAL

EFFECTIVE DATE: OCTOBER 14, 1998

INTRODUCTION

It is of the utmost importance for both the external perception and effective internal operation of the Student Society that this policy manual remains current and relevant to the organization's needs and that it addresses all those issues for which a policy statement is necessary or advisable. This policy manual offers clear guidelines for recommending and carrying out policy revisions.

SECTION 1 - GENERAL

1. All Student Society policies will be reviewed annually and further reviewed if there is reason to believe a policy may need reconsideration.
2. Any member of the Board, Society Staff (e.g., General Manager), or appropriate Committee or Commission may request a review of any policy in this manual or the creation of a new policy at any time. All such requests will include a written statement of why a policy review or creation should be conducted.
 - 2.1. Any staff member may request a policy review or present revisions through the General Manager.
 - 2.2. The General Manager is recommended to present any requests or revisions requested by staff to the Board of Directors.
3. Requests for policy reviews made by individuals other than members of the Board must be made to the Board of Directors.
4. A revised policy statement, or a clear rationale for why one is impractical, will be produced within four weeks of such requests for a policy review.

LAST UPDATED: JULY 16, 2020

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY IV – OFFICE SUPPLIES

EFFECTIVE DATE: OCTOBER 14, 1998

INTRODUCTION

Office supplies include, but are not limited to, consumables such as paper, pens, pencils, etc. These items are available to employees, volunteers, and Directors of the Student Society for its daily business. This policy outlines the procedures for obtaining these supplies.

SECTION 1 - GENERAL

1. Supplies must not be taken for personal use under any circumstances.
2. Items required by Directors or Councillors which are unavailable in the main office must be requested by the office staff. These items will be ordered on an as-needed basis.
3. In extenuating circumstances, a director/councillor may purchase supplies with personal funds and submit a receipt to the General Manager for reimbursement. The General Manager must be consulted before these purchases are made, or reimbursement will not be granted.

OPERATIONAL POLICY V – STUDENT-LED ORGANIZATIONS (SLOS)

EFFECTIVE DATE: MARCH 17, 1998

INTRODUCTION

Owing to the numerous group activities that students may wish to partake in, the Student Society allows for the organization and coordination of Student-Led Organizations (SLOs). For this policy, SLOs refer to groups receiving other benefits through annual approval.

SLO packages, whether for a brand new SLO or an existing SLO, may be submitted during the months of September, January, and May. The active year for the SLO will be based on the month of package submission and review by the Board of Directors. There will be three months in the year when SLO statuses are reviewed (October, February, and June). Each SLO must reapply during their renewal month (September, January, or May) to maintain SLO status.

This process allows NUGSS Staff and the Board of Directors to keep track of all currently active student groups on campus. This policy defines the requirements a SLO must complete before formal recognition by the NUGSS Board of Directors. This policy also plans meaningful guidelines for recognized SLOs regarding maintenance, fundraising and other helpful resources.

SECTION 1 – SLO APPLICATION/RENEWAL PERIODS FOR CLUB STATUS

1. Application and renewal packages for SLOs will be accepted during the months of September, January, and May every year.
 - 1.1. The Board of Directors will review packages submitted between June 1 and September 30 for approval and recognition of SLO status in October.
 - 1.2. The Board of Directors will review packages submitted between October 1 and January 31 for approval and recognition of SLO status in February.
 - 1.3. The Board of Directors will review packages submitted between February 1 and May 31 for approval and recognition of SLO status in June.
 - 1.4. No exceptions will be made to these timelines.
 - 1.5. All decisions about club status and dissolution will be based on the month the SLO has been recognized by the Board of Directors: October, February, and June.
2. SLO status will be in effect for one year from the date of recognition and approval by the Board of Directors.
 - 2.1. SLOs recognized in October will maintain the status approved by the Board of Directors until September 30 of the following year.
 - 2.2. SLOs recognized in February will maintain the status approved by the Board of Directors until January 31 of the following year.
 - 2.3. SLOs recognized in June will maintain the status approved by the Board of Directors until May 31 of the following year.
3. SLO Dissolution (SECTION 7) will be based on the following dates:
 - 3.1. New SLOs:

- 3.1.1. New SLOs recognized as Probationary in October who do not submit a renewal package by September 30 of the following year will be recommended to the Board of Directors for dissolution.
- 3.1.2. New SLOs recognized as Probationary in February who do not submit a renewal package by January 31 of the following year will be recommended to the Board of Directors for dissolution.
- 3.1.3. New SLOs recognized as Probationary in June who submit a renewal package after May 31 of the following year will be recommended to the Board of Directors for dissolution.
- 3.2. Existing SLOs:
 - 3.2.1. Existing SLOs recognized as Established in October who submit a renewal package after September 30 of the following year will be recommended to the Board of Directors to be classified as Inactive.
 - 3.2.1.1. If, in the following year, the Inactive SLO does not submit a renewal package by September 30, the SLO will be recommended to the Board of Directors for dissolution.
 - 3.2.2. Existing SLOs recognized as Established in February who do not submit a renewal package by January 31 of the following year will be recommended to the Board of Directors to be classified as Inactive.
 - 3.2.2.1. If, in the following year, the Inactive SLO does not submit a renewal package by January 31, the SLO will be recommended to the Board of Directors for dissolution.
 - 3.2.3. Existing SLOs recognized as Established in June who submit a renewal package after May 31 of the following year will be recommended to the Board of Directors to be classified as Inactive.
 - 3.2.3.1. If, in the following year, the Inactive SLO does not submit a renewal package by May 31, the SLO will be recommended to the Board of Directors for dissolution.

SECTION 2 – FORMING A NEW “PROBATIONARY” SLO

1. To be recognized as a new “Probationary” SLO, the SLO must:
 - 1.1. Complete and submit an SLO Application Package (see [Starting an SLO](#)) to NUGSS during the NUGSS SLO Application/Renewal Periods: September, January, and May, as per Section 1 above.
2. The SLO shall be so named to indicate that it is a student organization under NUGSS and in no way purports to be separated.
 - 2.1. SLOs shall be named UNBC SLO Name.
 - 2.2. The NUGSS Board of Directors and/or the University reserve the right to revoke the use of university initials when inappropriate activities and behaviours are observed.
 - 2.3. SLOs may not use the UNBC logo in any form as part of their logo.
 - 2.3.1. Use of UNBC initials should follow UNBC’s “USE OF UNBC NAMES AND SYMBOLS.”
 - 2.4. SLOs formed after February 1, 2021, are prohibited from having the words “council” or “society” in their SLO name.
3. All SLOs must agree to use an official SLOname@unbc.ca email address for all communication with NUGSS.
 - 3.1. NUGSS will only communicate with SLOs via their official SLOname@unbc.ca email.
 - 3.2. NUGSS will only publish and provide the official SLO email address.
 - 3.3. To ensure timely communications with potential members, NUGSS, and outside organizations, we strongly recommend that you only promote the official email and close any unofficial emails that may exist.
4. Not be similar to a SLO that already exists under NUGSS.
 - 4.1. What is deemed as a similar SLO is up to the discretion of the Board of Directors.
5. Not be a business, registered society, or for-profit entity.
6. Be composed of at least 75% UNBC undergraduate students.
 - 6.1. The executive, excluding associate directors, must consist only of current UNBC students, of which the majority must be undergraduate students.
 - 6.2. The executive must have at least three current UNBC undergraduate students.

- 6.3. To verify the 75% UNBC undergraduate student requirement, each name on the membership list submitted to NUGSS must have a UNBC student email.
7. Not restrict membership to any group of students. (e.g., class, race, creed, political orientation, degree program, sexual orientation, religion, sex, gender, etc.) SLO membership must be open to all students.
8. To ensure a sufficient level of interest and sustainability in a new club, there must be a minimum of 8 signatures of interest.
 - 8.1. The club may accept emails from students interested in joining instead of physical signatures. The club must keep these emails as proof for one year, as NUGSS staff may perform audits during that year to verify membership lists.
 - 8.2. NUGSS will accept a membership list from any club if the list contains the student's name, student number and email address, with the actual signatures not being required if the conditions noted under item 8.1 are met.
9. All members of the SLO must be made aware of all components, including the SLO Waiver of Risk Assessment and the SLO Package, by the executive of the SLO. If these forms are not explained to the members of the SLO, then both NUGSS and UNBC shall not be held responsible for any injuries or damages incurred by those individuals.
10. When the SLO Package has been completed and submitted to NUGSS Staff, the Office Manager or any other designated staff will present a report regarding the criteria listed above to the Board of Directors for final approval of SLO status.
 - 10.1. Should a SLO be denied NUGSS recognition, the reasons for denial will be forwarded to the SLO in writing by the NUGSS Office Manager.
 - 10.2. If the SLO would like to appeal this decision, they can schedule an appeal discussion at the next available Board of Directors meeting by contacting the NUGSS Office Manager or General Manager.
11. Once a new SLO has been granted NUGSS recognition, it shall be classified as a Probationary SLO.
12. The classification of Probationary SLO will remain for the first year as a recognized NUGSS SLO.
 - 12.1. After the first year, if the Probationary SLO submits a complete renewal package by the renewal deadline, it will be recommended to the Board to be considered an Established SLO.
 - 12.2. If the Probationary SLO does not submit a complete renewal package by the renewal deadline after their first year, the Probationary SLO will be recommended for dissolution as per SECTION 7- DISSOLUTION OF AN SLO.
13. Once a new SLO has been granted NUGSS' recognition as a Probationary SLO, they may establish social media accounts such as but not limited to a Facebook Page, Twitter, Instagram, and TikTok to promote their activities and encourage member engagement.
 - 13.1. SLOs are encouraged to follow NUGSS's social media accounts so NUGSS may share SLO posts to encourage attendance at SLO events.
 - 13.2. SLOs are responsible for closing any social media accounts upon dissolution/closing of the SLO.
14. A probationary SLO should open a bank account.
 - 14.1. The SLO Bank account should be established in a way that requires at least two signatures for withdrawal and other banking activities. NUGSS strongly encourages three executives to have signing authority.
 - 14.2. Signing authorities for SLOs must include the Treasurer and at least one other executive member.
 - 14.3. The SLO Bank account can only be opened at banks approved by the Board of Directors. Currently, this is the Canadian Western Bank (CWB) located in Prince George.
 - 14.4. Since the physical bank account is in Prince George, NUGSS requires signing authorities to be available to sign documents at the bank in Prince George physically.
 - 14.5. SLOs must have a bank account to receive funds from NUGSS via such avenues as Monetary Affairs Commission SLO Funding requests.
 - 14.6. If the SLO cannot open a bank account due to insufficient funds, NUGSS will provide a \$10 loan, which will be withheld from the SLO's first MAC funding grant.

- 14.7. All SLO signing authorities are accountable to the club membership and NUGSS for the club's activities, including financial mismanagement.
- 14.8. The signing authorities of the SLO are responsible for monitoring their bank account balance.
- 14.8.1. Unless paperless banking is selected, bank statements are mailed to the NUGSS office and placed in the SLO's mail slot.
- 14.8.2. SLO executives must ensure their bank balance does not become negative. Should an account become negative, the SLO must bring the account back to a minimum of \$10.00 within 30 days.
- 14.8.3. If the executive fails to bring the account back to a minimum of \$10.00 within 30 days of receiving notification from NUGSS, NUGSS reserves the right to suspend all SLO benefits until the SLO's bank balance has been brought back to a positive value.

SECTION 3 – RENEWING AN SLO

1. To continue to be recognized as an SLO, the SLO must:
 - 1.1. Complete and submit an SLO Renewal Package (see [Maintaining an SLO](#)) during the NUGSS SLO Application/Renewal Periods: September, January, and May, as per Section 1 above.
2. Not be a business, registered society, or for-profit entity.
3. Be composed of at least 75% UNBC undergraduate students.
 - 3.1. The executive, excluding associate directors, must consist only of current UNBC students, of which the majority must be undergraduate students.
 - 3.2. The executive must have at least three current UNBC undergraduate students.
 - 3.3. To verify the 75% UNBC undergraduate student requirement, each name must have a UNBC student email.
4. Not restrict membership to any group of students. (e.g., class, race, creed, political orientation, degree program, sexual orientation, religion, sex, gender, etc.) SLO membership must be open to all students.
5. SLOs formed before January 31, 2021, should review their bylaws around name changes and speak with NUGSS about using "society" in their official name.
 - 5.1. NUGSS recognizes the difficulties in changing SLO names, but using "society" in a name implies you are recognized under the BC Society Act; in which case you are misrepresenting your legal status. If you are a registered Society, you should not be listed as a NUGSS SLO, as you are legally a separate organization.
6. To ensure a sufficient level of interest and sustainability in a new club, there must be a minimum of 8 signatures of interest.
 - 6.1. The club may accept emails from students expressing their interest in becoming members in place of physical signatures. The club must keep these emails as proof for one year, as NUGSS staff may perform audits during that year to verify membership lists.
 - 6.2. NUGSS will accept a membership list from any club if the list contains the student's name, student number and email address, with the actual signatures not being required if the conditions noted under item 6.1 (above) are met.
7. All members of the SLO must be made aware of all components, including the SLO Waiver of Risk Assessment and the SLO Package, by the executive of the SLO. If these forms are not explained to the members of the SLO, then both NUGSS and UNBC shall not be held responsible for any injuries or damages incurred by those individuals.
8. When the SLO Package has been completed and submitted to NUGSS Staff, the Office Manager or any other designated staff will present a report regarding the criteria listed above to the Board of Directors for final approval of SLO status.
 - 8.1. Should a SLO be denied NUGSS recognition, the reasons for denial will be forwarded to the SLO in writing by the NUGSS Office Manager.
 - 8.2. If the SLO would like to appeal this decision, they can schedule an appeal discussion at the next available Board of Directors meeting by contacting the NUGSS Office Manager or General Manager.

9. An Established SLO should request a change of signing authority to reflect its current executive.
 - 9.1. Signing authorities for SLOs must include the Treasurer and at least one other executive member.
 - 9.2. Since the physical bank account is in Prince George, NUGSS requires signing authorities to be available to sign documents at the bank in Prince George physically.
 - 9.3. SLOs must have a bank account to receive funds from NUGSS via such avenues as Monetary Affairs Commission SLO Funding requests.
 - 9.4. If the SLO cannot open a bank account due to insufficient funds, NUGSS will provide a \$10 loan, which will be withheld from the SLO's first MAC funding grant.
 - 9.5. All SLO signing authorities are accountable to their membership and NUGSS for the club's activities, including financial mismanagement.
 - 9.6. The signing authorities of the SLO are responsible for monitoring their bank account balance.
 - 9.6.1. Unless paperless banking is selected, bank statements are mailed to the NUGSS office, where they are placed in the SLO's mail slot.
 - 9.6.2. SLO executives must ensure their bank balance does not become negative. Should an account become negative, the SLO must bring the account back to a minimum of \$10.00 within 30 days.
 - 9.6.3. If the executive fails to bring the account back to a minimum of \$10.00 within 30 days of receiving notification from NUGSS, NUGSS reserves the right to suspend all SLO benefits until the SLO's bank balance has been brought back to a positive value.
10. All SLOs must agree to use an official SLOname@unbc.ca email address.
 - 10.1. SLOs must use their official SLOname@unbc.ca email to communicate with NUGSS and UNBC.
 - 10.2. NUGSS will only communicate to SLOs via their official SLOname@unbc.ca email.
 - 10.3. NUGSS will only publish and provide the official SLO email address.
 - 10.4. To ensure timely communications with potential members, NUGSS, and outside organizations, we strongly recommend that you only promote the official email and close any unofficial emails that may exist.
11. Approving a pre-existing SLO from the previous year will be classified as an Established SLO.
 - 11.1. If an Established SLO fails to renew its SLO status through failure to fulfil the requirements mentioned in Section 1, all benefits of the SLO status will be suspended.
 - 11.2. This action will either continue until the SLO regains status or, if the SLO fails to regain status after one full year of inactivity, the SLO will be dissolved as per SECTION 7 – DISSOLUTION OF AN SLO.

SECTION 4 – BENEFITS OF BEING A NUGSS RECOGNIZED SLO

1. The benefits associated with being a recognized SLO under NUGSS include:
 - 1.1. Free room and equipment booking services (See SECTION 6).
 - 1.2. General liability insurance coverage under NUGSS. Any club that hosts events beyond meetings must have all members sign a waiver. Clubs are responsible for keeping these waivers on file for one year. If there are concerns with keeping them on file, these waivers can be provided to the NUGSS Office Manager for filing on the club's behalf.
 - 1.3. Opportunity to apply for NUGSS funding through the Monetary Affairs Commission (MAC).
 - 1.4. Use of the SLO Room (Room 6-392).
 - 1.5. Use of an SLO locker.
 - 1.5.1. Recognized SLOs will have access to one free locker on the third floor of the NUSC building, pending the availability of available lockers.
 - 1.5.2. SLOs must renew their SLO locker with NUGSS every year.
 - 1.5.3. SLOs will be responsible for routinely examining the contents of their lockers to ensure no items are leaking or spoiling, thereby damaging items stored in their or other SLO lockers.
 - 1.5.4. NUGSS will not be held responsible for any items stored in an SLO locker. SLOs who choose to store banking information and cash boxes in their lockers do so at their own risk.

- 1.6. Receiving their mail addressed to the NUGSS office.
 - 1.6.1. The SLO may request a mailbox space at the NUGSS office. If the SLO does not have its own mailbox, its mail will be stored in the general SLO mailbox.
2. A \$20.00 Copy Card will be available to SLOs and will usually be issued every Fall and Winter semester. (Total copy card coverage of \$40 per calendar year)

SECTION 5 – MAINTENANCE OF A SLO

1. SLOs must keep an up-to-date financial ledger throughout the year that tracks all money that flows in and out of the organization. If a SLO needs help with this, it is welcome to consult the NUGSS Staff, the Board of Directors, or the Monetary Affairs Commission.
 - 1.1. All financial requirements of an SLO are listed in Financial Policy IX.
2. All SLOs must abide by the NUGSS Bylaws and Policies.
3. If an SLO is not meeting the criteria required for the maintenance of an SLO, NUGSS Staff may, after submitting the reasons in writing to the SLO involved:
 - 3.1. Reduce that SLO's potential NUGSS funding by 25 to 100 percent based upon the unmet criterion.
 - 3.2. Any other reduction of SLO benefits that the Board of Directors sees fit.
 - 3.2.1. The SLO may appeal any such decisions to the Board of Directors, providing necessary supporting documentation and presenting at a Board of Directors Meeting.

SECTION 6 – TABLE AND ROOM BOOKING

1. To book a table or room in the NUSC building or through UNBC Conference and Event Services, the SLO must be recognized by NUGSS. (See SECTIONS 2 and 3 above.)
2. SLOs must request to book a room in the NUSC building through NUGSS **before** contacting UNBC Conference and Event Services to request a booking outside of the NUSC.
3. To book a room in the NUSC building or one of the tables administered by NUGSS in the Wintergarden, the SLO must contact the NUGSS office by e-mailing nugss-hello@unbc.ca with the requested date(s), time(s), nature of the event/activity, and the number of persons attending. A NUGSS Staff member will review the booking request, and the decision granting/denying the booking request will be communicated to the SLO.
4. If the SLO is booking a room outside of the NUSC building or a table in the Wintergarden, which NUGSS does not manage, they must follow the same procedure above and send the booking request to UNBC's Conference and Events Services department to confirm the booking.
 - 4.1. The SLO is responsible for notifying NUGSS before any booking requests are made outside of the NUSC building to ensure appropriate insurance waivers are in place for their event.
5. The SLO is responsible for any lost or damaged equipment, tables, or rooms and will be billed appropriately. Once these debts are paid, the SLO will be eligible for funding or benefits associated with NUGSS recognition.
6. If the SLO wishes to provide food and non-alcoholic beverages for booked events outside the NUSC building, the SLO must work with UNBC Food Services for catering.
 - 6.1. No outside food or non-alcoholic beverages are permitted in any rooms outside the NUSC.
7. SLOs holding events within the NUSC building may bring in outside food and non-alcoholic beverages or may book catering through NUGSS.
 - 7.1. If an SLO plans to bring outside food and non-alcoholic beverages to their event, NUGSS recommends that one or more SLO members hold a current Food Safe certificate.
 - 7.2. Any outside food or non-alcoholic beverages must be delivered from a food service establishment such as a restaurant or catering service.
 - 7.2.1. The SLO hosting the event is responsible for maintaining the Food Safe presentation and temperature holding of all items served during the event.

- 7.3. Outside food or non-alcoholic beverages produced by a private individual(s) at a household are prohibited unless that individual is a licensed caterer and can maintain food-safe temperatures at all stages of production and delivery.
- 7.4. If the outside food is considered a “baked good” under the [Bake Sale Guidelines](#), the conditions under 7.3 can be waived.
- 7.5. NUGSS will not be responsible for any illness caused by food or non-alcoholic beverages served at an SLO event.
8. The consumption of alcoholic beverages at SLO events outside of the Thirsty Moose Pub (TMP) or an event with a valid liquor license hosted in the NUSC space is prohibited.
 - 8.1. NUGSS will not be held responsible for any charges to members of an SLO resulting from infractions of the Liquor Control and Licensing Act.
 - 8.2. If an SLO wishes to host an event with alcohol in the NUSC event space, they are encouraged to meet with the Thirsty Moose Pub management as early as possible to ensure sufficient licensing is in place.
 - 8.3. The cost, or portion of the cost, for the liquor license application for the NUSC event space may be passed on to the SLO requesting the use of this space.

SECTION 7 – DISSOLUTION OF A SLO

1. The Board will make any decision to dissolve an SLO of Directors.
 - 1.1. Board decisions to dissolve an SLO are deemed final.
 - 1.2. Should a dissolved SLO wish to reactivate, it must follow the procedures outlined in SECTION 2 – FORMING A NEW/PROBATIONARY SLO.
2. An Established SLO is deemed to be dissolved after one full year of inactivity, as stated in SECTION 1.3.2.
3. A Probationary SLO is deemed to be dissolved if they do not renew as stated in SECTION 1.3.1.
4. All equipment and assets owned by a SLO will be relinquished to NUGSS upon dissolution.
 - 4.1. All monies in the SLO account will be donated to NUGSS. The allocation of these monies is up to the discretion of the Monetary Affairs Commission.
 - 4.2. NUGSS will either donate any equipment and assets stored in NUGSS-managed facilities to the NUGSS Free Store or repurpose the items for NUGSS use.
 - 4.3. If the club has specified where they want equipment to go in their package, NUGSS will make efforts to facilitate this request before following 4.2 above. NUGSS will store these items for up to 6 months while attempting to follow the club’s donation request, but after this time, NUGSS will follow 4.2 if the items remain on site.
5. All outstanding debts to NUGSS, including but not limited to equipment damages and photocopying debts, will be abolished two years after the dissolution of the SLO.

SECTION 8 – FUNDRAISING, EVENTS AND PROMOTIONS

1. All SLOs must notify NUGSS before fundraising or events to ensure appropriate insurance waivers are in place.
2. All SLOs must keep records of funds produced through fundraising events.
3. Any gaming events, including but not limited to ticket raffles and bingo events held by SLOs, must have a gaming event license, and this license must be in plain sight where the members of the SLO are conducting the gaming event.
 - 3.1. The acquisition of a gaming event license is the responsibility of the SLO hosting the event. NUGSS will not be held responsible for any Criminal Code of Canada enforcements brought against an SLO for unlawfully conducting a gaming event without a license.
 - 3.2. Should an SLO not have a gaming event license, they will be asked to stop the event immediately.
4. When producing posters, online content, or other advertisements for events, SLOs may not include any advertisement promoting the overconsumption of alcohol or the use of any banned substances on the poster.

- 4.1. NUGSS will not take any legal responsibility for advertisements created for these events.
- 4.2. NUGSS requires any SLO considering the promotion of alcoholic consumption at their event to review and follow [BC Liquor Act advertising requirements](#).
5. When producing posters, online content, or other event advertisements, SLOs may not use any official UNBC symbols or the UNBC logo in any form.
 - 5.1. SLOs should review the UNBC document “USE OF UNBC NAMES AND SYMBOLS” for further information on UNBC's symbol and logo use policy.
6. Should an SLO wish to engage in fundraising activities by producing apparel or accessories bearing the words “UNBC SLO name,” the SLO must communicate such plans with UNBC’s Communications and Marketing department to acquire permission to use the UNBC acronym in such a manner.
 - 6.1. The results of this request must be communicated to NUGSS promptly to ensure we are aware of approval or denial.
7. Should an SLO wish to engage in a bake sale as a fundraising event, the SLO must follow UNBC Bake Sale Guidelines. A link to these Guidelines is posted on the [NUGSS website](#).
8. All SLOs that propose to organize functions outside of their respective normal operations, fundraising drives, or meetings on campus shall first secure the permission of NUGSS before conducting such functions.
 - 8.1. An SLO holding a special event must fill out a detailed [Student Events Checklist](#) and wait for approval before hosting or promoting the event. Please begin this process 3 to 4 weeks before your booking to allow enough time for all departments to review and approve/ask questions.
 - 8.2. This includes SLOs organizing events anywhere outside the NUSC space, including other areas of UNBC or off-campus.
 - 8.3. If you are coordinating a large-scale event (more than 100 people) in the NUSC event space without the direct participation of NUGSS, please complete the form to ensure all potential areas have been reviewed by the NUGSS GM or designate before the event takes place.

SECTION 9 – GENERAL CONDUCT OF SLOS

1. If an SLO is found to be engaging in any activities the Board of Directors determines compromises the values of NUGSS, condones unethical practices, condones behaviours that cause distress or harm to members of the club, or is exclusionary in nature, that SLO will receive one warning to correct the problem(s).
2. Should the problem(s) not be corrected within a reasonable period (set out within the warning notice provided to the SLO), the SLO may be suspended and/or dissolved at the discretion of the Board of Directors.
3. NUGSS General Manager has the discretion to monitor or suspend a SLO’s funding, privileges, and/or status where it ascertains a violation of the legal statute, ethical procedures, NUGSS policies, or the SLO’s constitution or policies. Suspended SLOs may appeal to the NUGSS Board of Directors for reinstatement.
4. Should an SLO or an executive, on behalf of the SLO, commit an illegal act, it will be moved forward for dissolution, and the executive members of that SLO involved in the unlawful activity shall be held responsible. The Board of Directors will review and motion this at the next regularly scheduled meeting.

SECTION 10 – ELECTIONS AND SUCCESSION PLANNING

1. An SLO should hold annual elections to elect its Executive for the following SLO year.
 - 1.1. For SLOs renewing in September, their election period should occur in February, succession planning in March, and new executives and associates should come into the office on April 1.
 - 1.2. For SLOs renewing in January, their election period should occur in June, succession planning in July, and new executives and associates should come into Office on August 1.
 - 1.3. For SLOs renewing in May, their election period should take place in October, succession planning in November and executives should come into the office on December 1.
 - 1.4. The election period should cover a minimum of two weeks:

- 1.4.1. Week One: Nomination and Campaign Period.
- 1.4.2. Week Two: Election Period.
- 2. If an SLO already has an election and succession plan that follows their SLO constitution that they would prefer to follow, they may do so at the discretion of the respective SLO executives.
- 3. All updated SLO board member information must be provided to the NUGSS office within 30 days of the annual election.

SECTION 11 – SLO ROOM ACCESS

- 1. The SLO Room is noted as Room 6-392
- 2. The SLO Room was created as a space for SLOs to use as needed (store materials, meetings, crafting, etc.)
- 3. The SLO Room will remain locked, with access via tap card.
 - 3.1. The General Manager and/or Office Manager shall be permitted to grant and revoke members’ access to the SLO Room.
 - 3.2. The SLO member accessing the Room assumes responsibility for the care of all materials in the Room and is entrusted with ensuring they are correctly locked after they are done.
 - 3.3. Executive members of SLOs may apply for tap card access through the NUGSS office.
 - 3.3.1. All such access will remain in place until the end of the academic year in which access was granted.
 - 3.4. Members of an SLO not on the SLO’s executive must show a current UNBC student card to NUGSS staff and verify their SLO membership before being allowed access to the SLO Room.
 - 3.5. All NUGSS front office staff will be provided access to this room but assume the same responsibilities outlined in Policy 3.2.
 - 3.6. NUGSS is not liable for items stored in the SLO Room; SLOs assume responsibility for all items stored in this room.
- 4. All SLOs are entitled to 1 (one) filing cabinet drawer in the SLO room to allow storage space for all SLOs.
 - 4.1. To request a filing cabinet drawer, an SLO must fill out a “Filing Cabinet Request Form,” which must be approved by NUGSS Staff. This can be done any time during the year, but it is in the SLO’s best interest to do so early to secure a space.
 - 4.2. SLOs who use more than one filing cabinet drawer without approval from NUGSS may have their items removed.
- 5. SLOs may continue to renew their storage space each year if they continue to be approved as SLOs.
 - 5.1. Use of the SLO Room must be renewed with NUGSS annually.
 - 5.2. SLOs must provide an annual inventory to NUGSS of all items stored in the SLO Room to ensure SLO executives are aware of items being stored in the Room and to remove items no longer in use.
 - 5.3. The annual inventory must be submitted to NUGSS within thirty (30) days of receiving recognition notification as an official NUGSS SLO.
 - 5.3.1. Failure to produce an annual inventory may result in the SLO losing storage privileges and may require the SLO to remove their items from the SLO Room.
 - 5.3.1.1. Should an SLO which has lost storage privileges fail to remove their items from the SLO Room within 60 days of receiving notice by NUGSS, NUGSS staff will remove their items and donate them to the Free Store, PGPIRG Reciprocity Shelf, repurpose as needed by NUGSS or dispose of/recycle said items.

SECTION 12 – SLO ROOM GENERAL & EXTRAORDINARY SPACE USE

- 1. If an SLO has items that will not fit into a filing cabinet drawer, they may store their items in the general space of the SLO Room, following the tape guidelines on the floor. These items must be labelled, indicating which SLO they belong to and stored in a neat and orderly fashion.

- 1.1. Organization and cleanliness standards will be set at the discretion of NUGSS Staff and the Board of Directors.
- 1.2. Any questions or concerns about the tidiness of the SLO Room should be brought to NUGSS Staff.
- 1.3. Any decision made by the NUGSS Staff regarding SLO Room cleanliness may be brought to the Board of Directors for reconsideration. The decision made by the Board of Directors is final.
- 1.4. SLO Room space must always be made with the equal opportunity of space for all SLOs in mind.
- 1.5. The following factors will be considered when a request is being reviewed:
 - 1.5.1. The necessity of this storage space for the functionality of the SLO status of the SLO.
 - 1.5.2. The SLO's ability to demonstrate strong organizational skills and responsibility.

SECTION 13 – MAINTENANCE OF THE SLO ROOM

1. All approved NUGSS SLOs are responsible for maintaining a clean and orderly SLO Room.
2. If the SLO Room reaches a state of evident disorder, NUGSS Staff will create a plan of action to restore the SLO Room to a reasonably clean and organized space.
3. Any plan for the maintenance or restoration of the SLO Room as a tidy and welcoming space must:
 - 3.1. Give SLOs a minimum notice of 30 days before urgent action will be taken. This grace period is provided to give SLOs a chance to take responsibility for their items. It is also important to consider the time of the school year, i.e., vacation and exam time.
 - 3.2. Be clearly communicated to SLOs.
 - 3.3. Allow SLOs to contact NUGSS Staff with questions or concerns.
4. An SLO's access to the SLO Room may be suspended or banned if they are found to be abusing their privilege of the space. An act that is considered an abuse of privilege can take the form of, but is not limited to, the following:
 - 4.1. Consistently leaving the SLO Room in a messy and disorganized manner.
 - 4.2. A lack of respect for fellow SLO members and/or property.
 - 4.3. Not using the correct avenues for accessing the SLO Room or securing storage options in the SLO Room.
5. Sanctions for the misuse of the SLO Room include:
 - 5.1. Suspending access to the SLO Room and/or the ability to book other rooms in the NUSC.
 - 5.2. Removing your storage privileges.
 - 5.3. A reduction in SLO status.

LAST UPDATED: NOVEMBER 7, 2023
 UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY VI – DAY-TO-DAY MONEY POLICIES

EFFECTIVE DATE: NOVEMBER 13, 1998

INTRODUCTION

This policy intends to ensure an efficient money management system during the Student Society's day-to-day operations.

SECTION 1 - GENERAL

1. The front office cash access shall be limited to only the General Manager and Office staff.
2. Access to the pub petty cash float shall be limited to the General Manager and front-of-house supervisor/manager.
3. Access to the Degrees petty cash float shall be limited to the General Manager and Degrees Manager.
4. Access to the Food Bank float shall be limited to the General Manager and Office Manager.
5. All cash deposits for NUGSS, Degrees, and the Thirsty Moose Pub require a deposit slip with a complete description of what the deposit is for, and a copy of this slip must be provided to the General Manager.
6. The General Manager, Office Manager, or Degrees Manager should make all cash deposits to CWB.

LAST UPDATED: NOVEMBER 7, 2023
UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY VII – ELECTIONS OF THE SOCIETY

EFFECTIVE DATE: JULY 15, 2003

INTRODUCTION

Elections are essential for the Society and the student population. The election must be well organized, and information communicated to the student population must encourage student engagement and participation. This policy intends to inform and regulate the election process for the benefit of NUGSS Directors, employees, candidates and voting members.

SECTION 1 – DEFINITIONS

1. *Campaigning* shall refer to a candidate's actions to influence that election.
2. *Candidate* shall refer to any person whose nomination form has been received and verified.
3. *Election* shall mean a general election or by-election.
4. *CRO* means Chief Returning Officer.
5. *Voter* shall mean an elector who has appeared at a polling place and has accepted a ballot for marking, which has been placed in the ballot box or has declined their ballot, and so declared.
6. *Complainant* shall refer to the individual(s) who file a complaint.

SECTION 2 – CHIEF RETURNING OFFICER (CRO)

1. The position of CRO is usually given to the Ombudsperson. Still, it is also possible for another NUGSS Manager to take on this position if the Board desires or if the Ombudsperson is unable or unwilling to perform the duties of the CRO.
2. The CRO shall ensure that nomination and election information is placed at each of the following places at least three days before the opening of the nomination period:
 - 2.1. On the NUGSS office door and inside the NUGSS office, around the front desk location.
 - 2.2. On the bulletin boards across campus at UNBC.
 - 2.3. Ensure election information is sent electronically to UNBC Regional Campuses.
 - 2.4. On the NUGSS official social media channels.
 - 2.5. In any other location(s) the CRO deems appropriate or that which the Board of Directors directs.

SECTION 3 – CAMPAIGN

GENERAL

1. For a general election or by-election, a minimum campaign period of seven consecutive days, at least five days shall be regular school days, shall be allowed for each position.
2. Campaigning is anything you do to convince students to vote for you.
3. Campaign posters are only permitted on general NUGSS Bulletin boards.
 - 3.1. Posters must be removed one day after voting is completed. Candidates will only receive their deposit back if posters are removed within this period.
4. Persons acting on behalf of nominees (third party) are subject to the same rules, offences, and disciplinary action which are assigned to the nominee themselves.
5. No one shall campaign on days that are set for voting.
6. It is suggested that all nominees review NUGSS Bylaw VI- Elections to ensure they are aware of all rules around elections and campaigning.

SPEECHES

7. The CRO shall organize, advertise, promote and chair at least one day of speeches to allow candidates, including acclaimed candidates, the opportunity to speak and answer any questions that the student membership may have.
8. Candidate speeches are limited to 2 minutes in length.
9. Following their speech, each candidate should be prepared to answer one question from each of their opponents (if applicable).
10. Following this, a reasonable number of questions will be asked from the audience, as directed by the CRO
11. All speeches shall be filmed and made available electronically.

SECTION 4 – COMPLAINTS

1. All complaints must be in writing.
2. All complaints must be made to the CRO with the following exception: complaints against the CRO must be made to the NUGSS General Manager. If the CRO is the General Manager, the complaint will be made to the next senior NUGSS Manager.
3. If a complaint is made to an improper authority, the complaint will be passed on to the proper authority without being investigated by the original recipient.
4. All complaints will be investigated and ruled on within two business days of receiving the complaint by the proper authority.
5. The subject(s) of the complaint shall have a chance to respond to the complaint before the CRO makes a decision.
6. Respondents shall receive a copy of the complaint with the complainant's name(s) censored and a Response Form.
7. Respondents have one business day to submit a response after receiving a copy of the complaint.
8. Complaints will no longer be received forty-eight hours after the end of polling.

SECTION 5 – FINALIZING THE ELECTION

1. Election results are considered confidential until publicly posted.
2. As set out in Bylaw VI Section 8:
 - 2.1. Following the counting of the ballots, the CRO shall declare elected the candidate for each position who has obtained the largest number of votes.
 - 2.2. If the “none of the above” option for a position obtains the largest number of votes, the CRO shall call a by-election for that position set at a further date.
 - 2.3. If an equal number of votes are found to have been cast for two or more candidates, and an additional vote would entitle one of them to be declared elected, the CRO shall call a by-election set at a further date.

- 2.4. Following the counting of the ballots, the CRO shall communicate the results to the society's membership. This shall be done by posting the results on the door of the NUGSS office and communicated to the student body in any way deemed appropriate by the CRO.
- 2.5. Candidates may call for a single recount after the posting of official results if the vote difference is ten or less.
3. The CRO shall hand over all election materials to the General Manager of NUGSS. Unless the Board of Directors otherwise directs, the General Manager shall immediately destroy all election materials on the thirty-first day following an election. Election materials shall include each candidate's nomination form, all ballots cast, and the voter's list.

LAST UPDATED: DECEMBER 18, 2020
UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY VIII– REGIONAL CAMPUSES

EFFECTIVE DATE: JANUARY 20, 2020

INTRODUCTION

The following policy is designed to work in conjunction with NUGSS Bylaw XIX. Details in this policy provide directions for NUGSS to formally conduct business with regional campuses and regional programs. This policy does not take away or subjugate the authority or autonomy of NUGSS to its regional students.

SECTION 1 – REGIONAL CAMPUSES & REGIONAL PROGRAMS DEFINITIONS

1. NUGSS recognizes Regional Campuses as UNBC campuses, with undergraduate students paying NUGSS Society Fees.
2. The following campuses are considered regional campuses: Peace River-Liard Campus, Northwest Campus, and South-Central Campus.
3. All other locations besides those listed under Section 2 are considered regional programs.
4. NUGSS provides services to the regional campuses listed above; all items mentioned below apply to Regional Campuses only.
5. At least one member of the Board of Directors will visit the Regional Campuses at least once per academic year based on financial and environmental costs. To clarify, if the cost of travelling to the regional campus is more than the campus society fees collected and/or results in an environmental cost that exceeds the benefits of visiting the campus, the Board of Directors may choose to conduct a phone or video conference call with this Regional Campus instead.
6. Due to the Board of Directors also being students, they will not be asked to miss classes to attend regional campus activities. They may choose to do this but will never be required to miss classes.
7. The Board of Directors shall make reasonable efforts to contact each Regional Campus representative at least once per semester via telephone or video conference call.

SECTION 2 – REGIONAL CAMPUS REPRESENTATION

1. Representatives
 - 1.1. There shall be a minimum of one representative from each regional campus whenever possible.

- 1.2. The representative(s) present funding requests to the Board of Directors and student concerns that may arise unless there is no designated representative, at which time, requests may come from the UNBC Liaison at that campus.
- 1.3. Representative(s) shall survey students once per academic year to understand student needs and issues.
2. Selection of Representatives
 - 2.1. Students at each campus may put their names forward as the representative for that campus at any time of year.
 - 2.2. The prospective Regional Representative must complete the nomination form in full and submit the completed form to the Board of Directors.
 - 2.3. Upon reviewing the nomination(s), the Board of Directors will choose one applicant for appointment.
 - 2.4. If no name has come forward for nomination, the Board of Directors shall consider that seat vacant until such a time that a name is brought forward for nomination.
3. Qualifications of Regional Representative
 - 3.1. Regional representatives must be registered at the campus that they represent
 - 3.2. The Regional Representative must be a registered UNBC undergraduate student.
4. Removal from Appointment
 - 4.1. The Board of Directors may remove a Regional Representative from their appointment based on the just cause(s) (e.g., contravening the Society's Constitution or Bylaws or acting in bad faith).
 - 4.2. Removal from appointment requires an 80% majority vote by the Board of Directors.
5. A UNBC Employee Liaison will represent Regional Campuses that do not have an appointed student representative.
6. Regional Campuses that have one or more appointed student representative(s) who act on behalf of the Regional Campus as a NUGSS Regional Representative will communicate with the NUGSS Administration and the Board of Directors on items of concern or interest. NUGSS will work with the Regional Representative and the UNBC Employee Liaison in these cases.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY IX – COMMITTEE APPOINTMENTS

EFFECTIVE DATE: APRIL 1, 2017

INTRODUCTION

It is the goal of the Board of Directors to advocate and represent undergraduate students at UNBC. The Board of Directors cannot sit on all committees requiring student representation, so they will appoint a mix of Directors and General Members to ensure representation and to fulfill the society's goals. The policies below are meant to give guidelines on committee appointments.

SECTION 1 – CHOOSING CANDIDATES FOR APPOINTMENT

1. The Board of Directors will, at times, appoint members to sit on committees of the university, NUGSS or other external bodies.
2. The Board of Directors will choose the most appropriate candidate for each position.
 - 2.1. Committees requiring direct coordination should have an appointed member of the Board of Directors.

- 2.2. Many internal and external committees can and should be filled with general members of the Society that show an interest and the aptitude to fulfill the position.

SECTION 2 – GENERAL MEMBERS APPOINTED TO COMMITTEES

1. Members chosen for committee membership are responsible for the following:
 - 1.1. Attending all meetings of the committee to which they are appointed,
 - 1.2. Communicating progress, resolutions, and/or policy changes instituted in their respective committees to a member of the Board of Directors.

SECTION 3 – DIRECTORS APPOINTED TO COMMITTEES

1. At the first meeting of a new term of the Board of Directors, they will decide who is best qualified to represent students and NUGSS on the committees they have deemed most appropriate to sit on.
 - 1.1. If multiple members would like to sit on a committee, the decision will be decided by secret ballot.

LAST UPDATED: JULY 16, 2020

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY X – VOLUNTEERS

EFFECTIVE DATE: FEBRUARY 21, 2018

INTRODUCTION

The Society needs the help of student volunteers to maintain the proper functioning of many of its services and activities. Recruiting volunteers to help with the society's functioning is one way for NUGSS to involve its student population. This policy will govern the recruitment, selection, and placement of volunteers.

SECTION 1 – VOLUNTEER PROGRAMS

1. The Board of Directors will decide on the strategic direction and vision of volunteer programs.
2. NUGSS Staff will be responsible for implementing and coordinating volunteer programs.

SECTION 2 – RECRUITMENT

1. Volunteers for the society's activities will be used as a tool for student engagement.
2. The Board of Directors will take an active role in recruiting candidates for volunteer positions.
 - 2.1. Volunteer positions should be widely advertised when they arise.

SECTION 3 – SELECTION & PLACEMENT

1. NUGSS Staff will provide volunteer candidates with the Volunteer Application Form.
 - 1.1. Candidates can submit the completed form to the NUGSS Office.
2. NUGSS Staff will be responsible for screening applications and selecting suitable candidates for volunteer positions.

LAST UPDATED: MARCH 15, 2022

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XI – RULES FOR GENERAL MEETINGS OF THE MEMBERSHIP

EFFECTIVE DATE: MARCH 10, 2004

INTRODUCTION

This policy establishes the rules for the NUGSS Annual General Meeting (AGM) and all Extraordinary General Meetings (EGM).

SECTION 1 - GENERAL

1. NUGSS will use Robert’s Rules of Order to govern the AGM and all EGMs.
2. Materials to be considered and placed on the Agenda for any AGM or EGM must be submitted to the General Manager of the Society at least twenty-one (21) days before the stated commencement time of the meeting unless otherwise stated by Provincial or Federal Legislation.
 - 2.1. If new business has arisen between the cut-off date and the meeting, the voting members present may effect a change to the agenda through a simple majority vote.
3. All motions will be attached to the agenda.
4. Attendance at the AGM and all EGMs is mandatory for all members of the Board of Directors.
 - 4.1. If a Director cannot attend the meeting, they must submit a reason for missing the meeting at the weekly Board of Directors before the scheduled date of the AGM or EGM.
 - 4.2. If the AGM or EGM does not convene on the first scheduled day, the Director must re-apply for permission to miss the next meeting following the same procedure as outlined in Section 4.1 (above).
5. At each AGM, all Directors on the Board may present a report to the membership explaining what they have completed in their term of office up until that point,
 - 5.1. Any deviation from stating what they have completed (e.g., stating what they intend to do for the remainder of the term or stating opinions regarding the actions of themselves or the NUGSS Board) may result in disciplinary action by the Board of Directors, should they deem it necessary.
6. The following rules are mandatory at all AGMs and EGMs for the members of the NUGSS Board and Council for Equity, Diversity and Inclusion, the Chair of the meeting and the minute-taker for the meetings:
 - 6.1. Be prepared to start the meeting promptly at the advertised time.
 - 6.1.1. In the event the meeting starts later than this due to a lack of quorum, all Directors, Councillors, the Chair, and the minute-taker must remain at the table until the prescribed 30 minutes have passed.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XII – RULES FOR BOARD OF DIRECTORS MEETINGS

EFFECTIVE DATE: NOVEMBER 25, 1997

INTRODUCTION

This policy intends to regulate changes to the procedures of meetings.

SECTION 1 - GENERAL

1. NUGSS will use Robert’s Rules of Order to govern all meetings, except in the following overriding instances:
 - 1.1. The President will act as Chair of the meetings, holding an equal vote to all other members.
 - 1.2. Voting by proxy or advanced voting is not allowed.
2. In meetings where the President cannot participate, the Vice-President will assume all duties set out in this policy.
3. The agenda and attached documents will be circulated to the Board/Council by 24 hours before the start of the meeting.
4. Any member of the Board can request a vote on time-sensitive matters by email or another electronic platform, subject to the following rules:
 - 4.1. An email containing the rationale, time constraints and all supporting documents must be sent to the President.
 - 4.2. The President must forward all information to the NUGSS Board (including the General Manager) and clearly state and communicate the platform on which the discussion will be held.
 - 4.3. 24 hours of discussion (starting when the e-mail is sent to the Board) must be reserved.
 - 4.4. At the end of the 24 hours, the President must send an email out to the Board containing all documents in the first email, transcripts of the discussion, a motion to vote on and other necessary information related to the motion.
 - 4.5. 12 hours will be reserved (from when the second email is sent) to vote on the motion.
 - 4.6. All Directors must send a response to the vote stating “yes,” “no,” or “abstain.”
 - 4.7. A Director may respond to the vote with “veto,” stating that they do not think it is appropriate to vote on this motion via email. One “veto” from any Director kills the motion.
 - 4.8. Directors should respond to the email as soon as possible; no Director may refuse to engage in the email vote.
 - 4.9. Each motion voted on electronically will be considered an extraordinary meeting of the Board of Directors. Regular quorum rules apply, and minutes are to be approved at the next regular meeting of the Board of Directors.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XIII – COUNCIL FOR EQUITY, DIVERSITY, AND INCLUSION

EFFECTIVE DATE: JANUARY 24, 2017

INTRODUCTION

The Council for Equity, Diversity and Inclusion was created to review all decisions and policies of NUGSS from the perspective of each elected representative’s representative Bylaw V).

SECTION 1 - GENERAL

1. This policy may be called the Council for Equity, Diversity, and Inclusion Policy.
2. The Council for Equity, Diversity, and Inclusion will:
 - 2.1. Meet in April to consider recommendations for the following academic year.
 - 2.2. Meet at least once a month.
 - 2.3. Present agenda items to the Board on all matters within its scope, including, but not limited to:

- 2.3.1. The activities of the Council.
- 2.3.2. The activities of the organizations that the members represent.
- 2.3.3. Advocacy issues that the Council would like the Board of Directors to consider.
- 2.3.4. Any item within the scope of the Council powers and duties laid out in NUGSS Bylaws.
- 2.4. Consider all decisions the Board of Directors makes through their represented perspective.
- 2.5. Be the liaison and periodically report on the activities of the campus organizations the members represent.
- 2.6. Consider any matter the Board of Directors believes is usefully considered by the Council.
- 3. The Council for Equity, Diversity and Inclusion will be given a budget to organize outreach and educational events.
- 4. All Councillors should complete a sexualized violence prevention workshop authorized by NUGSS.
 - 4.1. They should advise the Council of their attendance and completion of the workshop at the next meeting following the workshop completion.
 - 4.2. NUGSS Admin will advise on approved sexualized violence prevention workshops upon request.
- 5. All Councillors should complete a minimum of three Equity, Diversity, and Inclusion courses via the UNBC LinkedIn Learning website.
 - 5.1. They should advise the Council of their course completion at the following applicable meeting following course completion.
 - 5.2. NUGSS encourages participation in more than three courses if time permits.

SECTION 2 – ELECTION OF A CHAIR

- 1. The NUGSS President will be the Interim chair of the Council for Equity, Diversity and Inclusion until its members can elect a Chairperson.
 - 1.1. The Council should elect a chairperson at the first meeting after the election of new members as directed by NUGSS Bylaw V.
 - 1.2. The NUGSS President will not let their name stand as a candidate for chairperson if nominated.

LAST UPDATED: APRIL 26, 2021

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XIV – REPORTING POLICIES

EFFECTIVE DATE: MAY 11, 2017

INTRODUCTION

This policy is intended to provide a structure for the reporting the Board of Directors wishes to receive regularly.

SECTION 1 - GENERAL

- 1. Society staff, members of the Board and other organizations will provide the following reports to the Board of Directors under the following schedule. The approval of each report presented rests with the Board of Directors.

Report	Frequency	Detail	Responsibility
Updated Budget to Actual comparisons	Monthly	Explanations included in the document will be supplied for any items the GM considers a concern the Board should be advised of. The Board of Directors may ask the GM for a	General Manager

		detailed explanation of an item included or excluded from the report.	
Report regarding the continuing priorities of the Society	The first meeting of the newly elected Board of Directors	Report that outlines earlier directions given to staff so that the Board may ensure their strategic plan and values spend available staff time.	General Manager
Budget	Annually Assumptions: May 1 st Draft: Start of June Final Approval: Before June 30	Assumptions shall include analysis and targets of debt servicing. Assumptions that require the Board of Directors' approval include: 1) Enrollment for the coming year 2) Debt load for the Society 3) Health and Dental Service Levels 4) Internal obligations (fund balances) 5) Performance of enterprise operations 6) Integration and funding of different capital items proposed in the Five-Year Plan	Primary preparation by the General Manager, with input and review by the Board of Directors
Report Regarding the Five-Year Plan	Updated Annually Assumptions: Early December 1 st Draft: Before holidays Final Approval: Before January 31 st	Assumptions shall include: 1) Long-term priorities of the society (capital and service) 2) Enrollment for the coming year 3) Debt load for the Society 4) Health and Dental Service Levels 5) Internal obligations (fund balances) 6) Performance of enterprise operations The draft shall include: 1) SWOT analysis 2) Rolling budgets for the next five years 3) Guiding Principles and Mission	Primary preparation by the General Manager, with input and review from the Board as a whole
Air Miles Usage Report	As miles are used	Verbal, unless instructed otherwise	General Manager
Operational Report	Provide updates, when applicable, at each meeting of the Board of Directors.	It is recommended, but optional, that core society Staff supply reports on their positions to the Board. This report should include details about the NUGSS front office operations, Degrees Coffee Co., The Thirsty Moose Pub (Kitchen and front-of-house operations) and Catering services.	General Manager and/or designated NUGSS staff

Bursaries Report	Annually, during the winter semester, at a Meeting of the meeting Directors	As per Financial Policy XI	General Manager
NUGSS Elections Report	After the completion of an election or by-election	As per Society Operational Policy VII	Chief Returning Officer
Northern Sports Center Report	After each meeting of the Northern Sports Center Board of Directors	Updates on the activities of the Sports Center and any issues that may affect the Society and/or students	President
UNBC Senate Update	After each meeting of the UNBC Senate	Updates on the activities of the UNBC Senate and any issues that may affect the Society and/or students	President
Monetary Affairs Commission Report	At the last meeting of the Board of Directors each month	As per Society Financial Policy VIII	Vice President or Director
Committee Reports	The next Board of Directors meeting after the various committees have met	As per Operational Policy IX	Board of Directors, NUGSS representatives
Strategic Priorities Update	Monthly	A report detailing the progress on items listed in the year's strategic priorities	Board of Directors
Council for Equity, Diversity, and Inclusion Report	At least once per semester	As per Operational Policy XIII	Designated members of the Council
Northern Women's Centre Report	Once per fall & winter semester	As per NUGSS Bylaw XX	Executive Director of the Northern Women's Centre
Tenancy Report	Annually	Representatives from CFUR, Over the Edge, Northern Pride Centre, and PGPIRG on the activities of their organizations.	Representatives from NUSC Tenant organizations
SLO Status Report - internal	Annually, at the beginning of October, February, and June	As per Operational Policy V – Student-Led Organizations, to request the Board accept the SLO status recommendations (Established/Probationary/Suspended/Dissolved) based on the receipt of SLO Application/Renewal packages or the lack thereof.	Office Manager or General Manager
SLO Status Report – External	Annually at the beginning of October and as	Report listing all current approved SLOs, date of approval, the status of SLO (Established/Probationary), SLO President and	Office Manager or General Manager

	needed, pending the approval of the internal reports by the Board of Directors	SLO @unbc.ca email address sent to UNBC Security, Conference Services, Distribution, Northern Sports Centre, NUGSS Insurance provider, and updated on the NUGSS website	
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LAST UPDATED: NOVEMBER 7, 2023
 UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XV – THE NUGSS FOOD BANK PROGRAM

EFFECTIVE DATE: FEBRUARY 7, 2018

INTRODUCTION

This policy is to regulate the NUGSS Food Bank Program on the UNBC campus in Prince George. The Board of Directors intends that the Food Bank focus on decreasing food insecurity in the UNBC community, aiming to be stigma-free and stable.

SECTION 1 - GENERAL

1. The NUGSS Food Bank is an emergency food relief service for UNBC community members.
2. The Food Bank purchases food and receives donations from various individuals and businesses.
3. The NUGSS Food Bank ensures that food distributed in the community meets and/or exceeds established safety and quality standards. We always encourage the practice: when in doubt, throw it out. To accomplish this, the NUGSS Food Bank will:
 - 3.1. Ensure all relevant staff and volunteers working with the Food Bank understand the policies.
 - 3.2. Ensure that all physical space and infrastructure are continually inspected and monitored to maintain cleanliness, adequate temperature controls, and safety.
 - 3.3. Screen all potentially unsafe food (perishable and non-perishable items) before distribution to Food Bank visitors. This includes examining packages for safety and review the best before and expiration dates on potentially unsafe items and products.
 - 3.4. After receiving the product, Perform an initial screening of all fresh fruits and vegetables. If, upon inspection, most items appear spoiled, soft or badly bruised, they will be disposed of in the most appropriate method.
 - 3.5. Follow all packing guidelines related to potentially unsafe foods, such as dairy and meat products. Products received in a condition not in accordance with that indicated on the packaging will be disposed of.
 - 3.6. Ensure that food is covered and that packaging is in good condition.
4. The NUGSS Food Bank will not accept or distribute:
 - 4.1. Any meat product that has exceeded the expiration date displayed on the product, excluding items which were frozen before their best-before dates.
 - 4.2. Any canned goods where the can appears to be opened, swollen or bulging, leaking or has mould, has visible signs of rust or corrosion, or the label is missing or illegible.
 - 4.3. Any dry goods (i.e., packaging involving cereal, coffee, pasta, rice, etc.) with signs of a rip or tear in the inner packaging, visible water or moisture damage on the packaging or displays signs of chewing or pest infestation.

- 4.4. according to our Best Before (BB) food distribution guidelines, any food product is past its best-before date.
- 4.5. Any baked products, for example, bread, showing signs of visible mould.
- 4.6. Any food item in a state outside of that outlined on the manufacturer’s packaging, for example, any frozen food product that has thawed.
5. NUGSS does not accept any liability for spoiled foods students take from any food bank service centres; students are responsible for assessing the food at their own risk.
6. Room 6-386 (in the NUGSS Office) will be used for the Food Bank.

SECTION 2 – BEST BEFORE (BB) FOOD DISTRIBUTION GUIDELINES

1. Some foods past their “best before dates” are safe to eat. Our website provides guidelines on how long past the best-before date an unopened food item is safe to consume.
 - 1.1. NUGSS always encourages visual inspections in addition to BB food distribution guidelines.
 - 1.2. NUGSS recommends never tasting food that looks or smells strange. If in doubt, throw it out.

SECTION 3 – COORDINATION AND VOLUNTEERS

2. The Food Bank will be administered and coordinated by a NUGSS staff member.
 - 2.1. Volunteers will be recruited to help execute the program.

SECTION 4 – FOCUS & EXPANSION

1. As the administration, coordination, and capital upkeep of the Food Bank Program is administered by NUGSS, it is intended to focus on serving the UNBC community.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XVI – CAMPAIGN AND ADVOCACY

EFFECTIVE DATE: JANUARY 13, 2021

INTRODUCTION

This policy is intended to provide guidelines for the Board of Directors and Council for Equity, Diversity, and Inclusion on matters of campaign and advocacy.

SECTION 1 – GENERAL

1. This policy can also be called the *NUGSS Campaign and Advocacy Policy*.
2. Campaign and advocacy initiatives should reflect the principles and values upheld by the Society.

SECTION 2 – REVIEW AND APPROVAL

1. Both external groups and members of the Board of Directors and Council for Equity, Diversity, and Inclusion can introduce campaign and advocacy initiatives (hereafter initiatives).
 - 1.1. In the case of external groups seeking the endorsement of initiatives, they must complete the *NUGSS Eligibility Criteria for Sponsorship and Campaign* (hereafter *Eligibility Criteria*) form. The Board should review and approve all external initiatives before proceeding to the next stage.

- 1.2. In the case of initiatives presented by members of the Board, the same review and approval processes as 1.1 apply.
- 1.3. In the case of initiatives introduced by Council for Equity, Diversity and Inclusion members, completing the *Eligibility Criteria* form is still required. However, the review and approval processes lie within the Council for Equity, Diversity, and Inclusion.
 - 1.3.1. During the review process, the President and the designated staff member should provide additional perspectives when deemed necessary.
 - 1.3.2. If deemed necessary, the Councillor should consult with relevant campus groups (e.g., Northern Women's Centre, First Nations Centre, etc.) regarding the content of the Campaign/Advocacy initiative before approval.
 - 1.3.3. Approval of initiatives requires a two-thirds (2/3) majority vote by elected voting members of the Council.
 - 1.3.4. Once the Council approves initiatives, the President must update the rest of the Board at the next Board meeting.
2. During the first Board of Directors meeting in July, members of the Council should present a list of campaign and advocacy initiatives to their respective groups for review and approval. Submitted documents should include the *Eligibility Criteria* form and other relevant materials (e.g., proposed expenditure).
 - 2.1. initiatives should be approved at the subsequent meeting following the presentation of relevant Campaign/Advocacy documents to allow sufficient time for review.
 - 2.2. The Council for Equity, Diversity and Inclusion will be given a budget for campaign and advocacy. Each member is budgeted \$300 annually to organize events and activities related to proposed initiatives.
 - 2.3. Proposed expenditure should be, at most, the budget allocated for campaign and advocacy.
 - 2.3.1. If any member of the Council for Equity, Diversity and Inclusion wishes to spend additional monies for their initiative(s), they should seek approval from the Board of Directors. Council's initiative(s) with less than \$300 expenditure do not need approval from the Board.
 - 2.4. Campaign and advocacy budget for the Board of Directors is subjected to discussion and approval when preparing the Society's budget for the following fiscal year.
 - 2.4.1. The Board of Directors should refer to the previous year's spending on campaign and advocacy as a reference when deciding the specific amount budgeted for the following fiscal year.
 - 2.4.2. Approval of the Board's campaign and advocacy budget requires a two-thirds (2/3) majority vote by its members.
3. Once approved, a list of the confirmed campaign and advocacy initiatives should be included in the NUGSS Strategic Priority Plan for publication in late September.
4. If Board and/or Council members receive a request for external campaign/advocacy endorsement after July, they must ensure the request is included in the agenda for the next Board/Council meeting.
 - 4.1. When receiving requests from external groups, members of the Board and Council should forward that request to the President and the General Manager for information.
 - 4.2. Review and approval of external campaign/advocacy requests can happen during the same meeting if enough time is given. (at least 48 hours in advance)
 - 4.3. If deemed necessary because of time sensitivity, members of the Board and Council can call a special meeting to order with 48 hours notice.
 - 4.3.1. If there is a Board meeting within 48 hours, the Equity Council members can bring the request to the Board for review and approval.

SECTION 3 – PLANNING AND IMPLEMENTATION

1. Once confirmed, members (s) of the Board/Council are responsible for contacting the organizer(s) of the initiative via email to notify them about the confirmation and seek additional information on the planning of delivering the Campaign/Advocacy initiative.
 - 1.1. The President and General Manager should be cc 'ed in all email communication to external groups.
 - 1.1.1. The President is responsible for updating the rest of the Board on the progress of Council-approved initiative(s) during regular Board meetings.
2. Board/Council members should work with a designated staff member on the timeline and location of Campaign/Advocacy events and activities to ensure minimal conflict with other major NUGSS or UNBC events.

3. Board/Council members should also contact relevant campus group(s) seeking collaboration and participation in Campaign/Advocacy events and activities.
4. Campaign/Advocacy advertising on social media platforms should follow the rules outlined by the *NUGSS social media Policy*.

SECTION 4 – ASSESSMENT AND FEEDBACK

1. Upon the conclusion of Campaign/Advocacy events and activities, the Board/Council member is responsible for supplying a verbal report to their respective group.

LAST UPDATED: MARCH 10, 2021

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XVII – SECURITY CAMERAS

EFFECTIVE DATE: MARCH 24, 2021

INTRODUCTION

This policy establishes guidelines for using security cameras in NUGSS facilities such as the Main Office and Degrees Coffee Co.

SECTION 1 – GENERAL

1. As described in Personnel Policy XI – Workplace Violence and Prevention Policy, the management of NUGSS recognizes the potential for violent acts or threats directed towards staff by persons other than NUGSS employees. One of the methods NUGSS has chosen to monitor and potentially prevent any such violent acts or threats is the installation of security cameras in the NUGSS office and Degrees Coffee Co.
2. Any security cameras being used by NUGSS for violence prevention must be installed in such a manner so as not to record any persons outside of facilities managed by NUGSS – i.e., not recording passersby in hallways or UNBC property.
 - 2.1. The field of vision for any security camera installation in the NUGSS office must focus on visitors directly at the main reception area, at the entrance of the food bank and any non-NUGSS employee/Board of Directors/CEDI member who passes beyond the “NUGSS Staff Only Beyond This Point signage.”
 - 2.2. The field of vision for any security camera installation at Degrees Coffee Co. must focus on visitors directly at the beverage order and payment counter and the beverage pickup counter.
3. The use of security camera systems with audio recording capabilities is prohibited at any NUGSS-operated facility.
4. Video signals received by the security camera systems will be temporarily recorded onto USB drives. Once the drive’s storage capacity has been reached, the system will automatically record over any previous imaging, or a designated manager will physically erase any prior recording. No video captured by the security camera systems will be stored except footage about theft or threats towards a NUGSS employee or customers. This footage will be held until reviewed by NUGSS Management, UNBC Security and, if necessary, the RCMP.
5. The security camera system has not been installed to monitor employee work performance and will not be used to monitor such areas.
6. It may be used to watch for alleged misconduct towards other employees, guests, or contractors by NUGSS employees or customers. This means using it to investigate potential criminal activities or conduct that violates NUGSS or UNBC code of conduct policies.

7. The security camera systems being employed by NUGSS will have signage indicating that the security cameras in use are posted in a conspicuous location.
8. The operations of and access to the information temporarily stored by the security camera system will be restricted to NUGSS management only.
9. Should an unauthorized disclosure of images occur, NUGSS management will investigate and proceed with disciplinary action towards the individual in question up to and including immediate termination of employment.
10. All NUGSS employees, the Board of Directors, and the Council of Equity, Diversity and Inclusion councillors must sign off on the security camera access policy explaining who has access to the personal information captured on video and the consequences for not following the policy, up to and including immediate termination.
11. The NUGSS General Manager shall be accountable for privacy compliance and answering any questions about the surveillance.
12. Individuals may request access to personal information captured on video. The GM will provide access to the video if it still exists (it has yet to be recorded over).
13. NUGSS will review the need for recording video semi-annually to evaluate whether there are more appropriate methods of safeguarding our guests and employees and to review any incidents that have arisen during this time.

CREATED: MARCH 24, 2021

APPROVED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XVIII – BULLETIN BOARDS

EFFECTIVE DATE: NOVEMBER 13, 1998

INTRODUCTION

At the request of the Administration of the University of Northern British Columbia, the Northern Undergraduate Student Society has accepted the caretaker role over the Prince George Campus bulletin boards. This Policy intends to govern the use of those bulletin boards that fall under the authority of the Northern Undergraduate Student Society.

SECTION 1 – JURISDICTION

1. The boards under Student Society authority shall include all boards on the Prince George Campus, excluding all boards currently assigned to:
 - 1.1. The Student Success Centre,
 - 1.2. The Northern Sports Centre,
 - 1.3. The Fitness Centre,
 - 1.4. The First Nations Centre,
 - 1.5. The Health and Wellness Centre,
 - 1.6. Administrative boards,
 - 1.7. Program or Faculty boards,
 - 1.8. CTS-designated boards.

SECTION 2 – AUTHORIZATION

1. A date stamp and the staff's initials in ink shall recognize a staff's authorization.
2. Authorization of a posting to be displayed shall be made at the discretion of the NUGSS staff members based on the criteria below.
3. The Society reserves the right to deny authorization of any posting it deems inappropriate.
4. The Society reserves the right to remove and destroy, without compensation, any posting not authorized by a staff member, which is overdue, is posted using staples, and/or is posted on an inappropriate board.
5. The following procedure will be followed if any UNBC student, staff, or faculty feels a posting contains statements or images that are derogatory:
 - 5.1. Complaints will be taken to the ombudsperson. If the ombudsperson decides that posting(s) do not adhere to NUGSS's harassment and discrimination policy, posting(s) will be removed from all NUGSS bulletin boards.

SECTION 3 – CONTENTS

1. Postings shall adhere to NUGSS Personnel Policy IX – Free Speech requirements. They may not contain any statements or images derogatory towards any group of people as defined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Act.
 - 1.1. .
2. The contents of a posting do not in any way represent the views and/or opinions of the Society, its Directors, and/or its Staff.
3. The size of a posting may not exceed 27.5 cm X 42.5 cm (11" X 17").

SECTION 4 – GENERAL

1. A maximum of one (1) copy of a single posting may be displayed on any appropriate board, at most ten (10) copies.
2. SLOs and UNBC groups may put up posters free of charge. Outside groups (not members of UNBC) must pay a fee of \$10 to put up posters.
3. A posting shall be displayed for up to two (2) weeks from the authorization date if under the \$10 fee.
4. A semester posting for \$25 is also available for those seeking a longer than two-week period. All official University of Northern British Columbia postings shall be exempt from this policy.
 - 4.1. The Student Society recognizes any posting bearing the official header and logo of the University of Northern British Columbia as an official posting if it is being used for a UNBC purpose.
 - 4.2. Postings must still be displayed on the appropriate boards, as NUGSS only has authorization for their designated bulletin boards.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XIX – NUGSS COMMUNICATIONS

EFFECTIVE DATE: JUNE 25, 2021

INTRODUCTION

This policy establishes guidelines for NUGSS's use of internal and external communications. This policy relates to the NUGSS-specific channels and does not directly include the Thirsty Moose Pub or Degrees Coffee Co.

The Board of Directors intends that all NUGSS internal and external communications content (including Degrees Coffee Co. and the Thirsty Moose Pub) is consistent with our mission statement. All communications, whether internal or external, by any NUGSS representative, including the Board of Directors, Council for Equity, Diversity, and Inclusion, and NUGSS employees must abide by the Respect in the Workplace Policy and Response Procedures of the University of Northern British Columbia, and follow the Canadian Charter of Rights and Freedoms.

SECTION 1 – EXTERNAL COMMUNICATION PLATFORMS

1. NUGSS currently uses the following social media platforms:
 - 1.1. Facebook.
 - 1.2. Instagram.
2. NUGSS currently uses the website Canva to create and manage social media posts.
3. NUGSS currently operates a Discord Server as nugssunbc#0838 as a means of communication and engagement for SLOs.
4. NUGSS manages a Facebook Group, “UNBC Textbooks Official,” to allow UNBC students to buy and sell textbooks and supplies.
 - 4.1. Administration of this Facebook Group is the responsibility of the General Manager and Office Manager.
5. Administrative access and usage of all NUGSS social media platforms are restricted to NUGSS Operational staff.
 - 5.1. The NUGSS GM and Office Manager are responsible for maintaining passwords to the NUGSS social media platforms.
 - 5.2. Passwords must not be shared between social media platforms; each account must have a unique password.
 - 5.3. Passwords should be changed immediately if an account has been or is believed to have been compromised, and two-factor verification should be used where possible to help minimize the risk of a security breach.
 - 5.4. All passwords created for each social media account must be shared between the NUGSS GM, Office Manager and authorized NUGSS Admin to allow for maintenance of the accounts and support as needed for creating and sharing posts.

SECTION 2 – NUGSS SOCIAL MEDIA FEEDS

1. The @nugss.unbc Facebook page and Instagram account represent NUGSS's primary business side. Stories, highlights, and static posts will be used to cover content related to NUGSS services, campaigns, and general notifications.
2. The @nugss.slo Facebook page and Instagram account represent the NUGSS recognized Student-Led Organizations (SLOs) and include all posts relevant to SLOs, such as SLO days, SLO application/renewal deadlines, SLO Room, SLO Lockers, Discord, sharing posts from our SLO's pages, and Monetary Affairs Commission SLO funding application information.

SECTION 3 – LOGOS AND USE

1. The NUGSS Board of Directors has approved the following as the official logos representing the Society. All logos have transparent backgrounds.

1.1. Primary Logo:



1.2. Secondary Logos:



2. Use of the NUGSS logo is restricted to official NUGSS documents, social media posts, posters and any advertising approved by the Board of Directors.
 - 2.1. The NUGSS logo may only be used in a manner consistent with the NUGSS mission statement.
 - 2.2. The NUGSS logo may not be used by external organizations, including SLOs, without the permission of the Board of Directors or NUGSS GM.
3. The official NUGSS colours to be used for logos and promotional documents/advertising are as follows:



HEX:
0579BA



HEX:
000000



HEX:
FFFFFF

SECTION 4 – DOCUMENT STANDARDIZATION

1. The NUGSS Board of Directors has adopted the following font as the standard font for all documentation NUGSS produces: Times New Roman, Font Size 12.
 - 1.1. The only exception granted has been the use of alternative texts as needed for social media posts and posters to capture attention and reflect the messaging being created.
2. Word documents are to maintain the following standards:
 - 2.1. Margins: Top, Bottom, Left, Right all = 1”
 - 2.2. Single spacing.
 - 2.3. Paper size 8 ½ by 11” unless alternative sizes are required for custom documents.
 - 2.4. Spacing before and after lines and paragraphs: 0 pt.
 - 2.5. White space should be used to improve the document’s readability.
 - 2.6. The NUGSS logo (blue) should be inserted in the document’s header.
 - 2.7. Suggested text for the document’s footer: 3333 University Way, Prince George, BC, V2N 4Z9 Email: nugss-hello@unbc.ca Phone: (250) 960-6427.
 - 2.7.1. Page numbers may be inserted in the document’s footer when the address is not required.
3. Edits to the Bylaw and Policy documents must include the Track Changes feature to differentiate current and proposed changes.

- 3.1. Track changes should only be accepted once the document has been reviewed and approved by the Board of Directors for Policy changes and by the student body at Annual/Extraordinary General Meetings for Bylaws.
4. To maintain the document's integrity, final copies of Word documents being posted to the website or shared via email must be converted to PDF before posting/sharing.
 - 4.1. Any document requiring user input may be converted into a fillable PDF.
 - 4.1.1. Any signatures required in a document must be physically created via handwriting/tablet/iPad.
 - 4.1.1.1. Digital signatures like those created via Adobe Acrobat are not currently accepted.
5. Excel documents are to be created using Times New Roman text.
 - 5.1. Spreadsheets within the Excel workbook should be created, as needed, to provide precise data management, such as individual semesters for lockers.
6. Posters created to promote NUGSS events are to maintain the following standards:
 - 6.1. Maximum size = 11 x 17"
 - 6.2. The NUGSS logo should be placed in the lower right-hand corner of the poster.
 - 6.2.1. The use of the blue/black/white logo depends on the background colour chosen for the poster and should allow the logo to be easily visible.
 - 6.3. Backgrounds, text, and graphics/photos should easily represent the messaging presented and be consistent with the NUGSS mission statement.
 - 6.3.1. Any graphics/photos promoting the overconsumption of alcohol, the use of banned substances, the promotion of discrimination/hatred/violence/riots/civil disobedience or any other means of negatively impacting any member of the UNBC community, or which would damage the relationship between NUGSS and UNBC are prohibited.
 - 6.4. The use of the UNBC logo may not be used in any form except with the express written consent of the University of Northern British Columbia.
 - 6.5. Printing of 11 x 17" posters is done via UNBC Copy Services. The NUGSS GM or Office Manager should be consulted to confirm the number of printed copies, and the poster's PDF must be sent to Copy Services before the event is promoted.
 - 6.5.1. Posters may only be hung on NUGSS-managed bulletin boards using push pins/thumbtacks.
 - 6.5.1.1. Posters for Annual General Meetings, Extraordinary General Meetings, Elections and By-Elections must also be posted outside the NUGSS office door and the NUGSS bulletin board at the top of the staircase near the office.
 - 6.5.2. Posters must be removed as soon as possible after the end date of the event/promotion/campaign.
7. Social Media Posts must reflect the feed(s) to which the content is posted. See Section 2 above.
 - 7.1. All graphics should adhere to the Instagram ratio of 1080 x 1080 pixels.
 - 7.1.1. Graphics content should adhere to Section 4.6.3.1 above.
 - 7.2. Text messaging should be used in the graphic to clarify the message clearly and concisely.
 - 7.3. The NUGSS logo in blue/black/white should be placed on the graphic's bottom right-hand corner (if possible) and any logos indicating partnership(s) for a campaign/service.
 - 7.4. Each social media post should include a written description summarizing the content of the graphic and provide any links/directions to documents or further information.
 - 7.5. Where possible, all video content created by NUGSS should contain closed captioning to provide additional accessibility to deaf and hard-of-hearing viewers.
 - 7.6. Social Media posts containing content provided by an external source, such as a campaign partner, must follow all specifications and messages defined by the campaign partner.

UPDATED: AUGUST 3, 2023

UPDATED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XX – NUGSS DOCUMENT ARCHIVES

EFFECTIVE DATE: June 25, 2021

INTRODUCTION

This policy establishes guidelines for archiving historical NUGSS documents and records to maintain a searchable and auditable history of the Society.

SECTION 1 – WORKING DOCUMENTS

1. The NUGSS Board of Directors, Council of Equity, Diversity, and Inclusion, NUGSS GM, Office Manager, Front Desk and Admin staff are responsible for the secure maintenance and storage of all working documents about the operations and maintenance of NUGSS.
 - 1.1. Working documents include such items as:
 - 1.1.1. Email,
 - 1.1.2. Word documents,
 - 1.1.3. Excel spreadsheets,
 - 1.1.4. PowerPoint presentations,
 - 1.1.5. Documents created in Publisher or Visio,
 - 1.1.6. Notebooks created in OneNote.
 - 1.2. All NUGSS documents must be stored to facilitate efficient knowledge transfer during Board/CEDI transitions or the replacement of NUGSS operational staff.
 - 1.2.1. At the end of their terms, each Board and CEDI member must provide a copy of their working documents to their successors via the appropriate folder(s) in NUGSS' Microsoft Teams.
 - 1.2.2. Before the departure from their positions, all NUGSS operational staff, such as the GM, Office Manager, Front Desk or Admin staff, must make their working documents available to their successor.
2. NUGSS operational and administrative staff are responsible for storing and maintaining all working documents provided to or created by themselves.
 - 2.1. The storage of documents on work/personal desktops/laptops is discouraged to prevent data breaches or hard drive failures resulting in a loss of information.
 - 2.1.1. Personal documents such as personal photos, homework assignments, music, and any other documents of a personal nature must not be stored on any NUGSS computer or NUGSS external storage device.
 - 2.2. Working documents in use should be stored in the designated NUGSS Microsoft Teams folder to avoid data theft or a breach of confidential information and to provide ease of sharing between staff members.
 - 2.3. Documents no longer in active use should be stored in the NUGSS Microsoft Teams Archive folder in their appropriate sub-folders.
 - 2.3.1. All documents stored in the Archive folder must be named to provide ease of retrieval in a search.
 - 2.3.2. All documents, except for SLO documents, must be stored in folders appropriate to the fiscal year they belong to.
 - 2.3.3. Access to the NUGSS Archive folder and Employee folders are reserved for the NUGSS GM and Office Manager.
 - 2.3.3.1. The NUGSS GM and Office Manager are responsible for the maintenance and secure storage of these documents.

SECTION 2 – FISCAL YEAR STORAGE

1. Per BC Society Act regulations, NUGSS must maintain paper copies of all documents pertaining to the last ten years of operations.

2. All such documents are to be stored in the filing cabinets in the NUGSS storage room and grouped by fiscal year.
 - 2.1. After each annual audit, the documents about the previous year’s fiscal period must be stored in the hanging files, and the documents from 11 years past must be scanned and stored on the NUGSS Passport.
 - 2.1.1. All documents being scanned must be named in such a manner as to be easily retrieved during a file search and stored in the appropriate fiscal year in their respective category.
 - 2.1.2. All physical documents must be shredded after being scanned into the Passport.
3. Employee files will be alphabetically stored in the NUGSS storage room.
 - 3.1. After each annual audit, documents about individual employees must be added to their files.
4. The NUGSS GM or Office Manager authorizes access to the NUGSS storage room. Filing cabinets must be locked when not in use to prevent unauthorized access to confidential information.

CREATED: MAY 12, 2023

APPROVED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XXI – NUGSS MISSION, VISION & VALUES

EFFECTIVE DATE: February 22, 2022

INTRODUCTION

This policy establishes guidelines for the Society around our Mission, Vision, and Values. These provide short- and long-term guidance for the society’s operations and strategic plans.

The Student Society recognizes the need to have these to guide the formation of policies and any decisions affecting the use of space within the NUSC building.

SECTION 1 – MISSION STATEMENT

1. NUGSS Mission Statement:

“NUGSS IS AN ORGANIZATION BUILT BY STUDENT LEADERSHIP AND FOCUSED ON THE NEEDS OF STUDENTS. OUR MISSION IS TO ENHANCE THE SOCIAL AND ACADEMIC LIFE OF UNBC STUDENTS BY PROVIDING SERVICES THAT ADDRESS THE DIVERSITY OF STUDENT NEEDS RESPONSIBLY AND INCLUSIVELY.”

SECTION 2 – VISION STATEMENT

5. NUGSS Vision Statement:

“To ensure every undergraduate student has use of our services and the ability to participate in social activities, while the NUGSS Board of Directors ensures their overall interests are represented at UNBC.”

SECTION 3 – VALUES

1. NUGSS Values drive our decisions and actions:
 - 1.1. Showing honesty in our communications, processes, finances, and operational decisions,
 - 1.2. Respecting our diverse membership through representation on our Board of Directors and Council for Equity, Diversity, and Inclusion,
 - 1.3. Encouraging diversity through elections and employment practices,

- 1.4. Maintaining the integrity to do what is right, what represents the student body and what is morally and ethically responsible,
- 1.5. Earning the trust of our Society members through honest communications, transparent financial reporting, and the availability to our members to ask questions and seek answers,
- 1.6. Committing to services that benefit our student membership, with the willingness to review any service's ability to add value to the membership and to take steps to add or remove services as needed in the future
- 1.7. Engaging in innovation in the services we provide, our communications, and our partnerships, internal and external to the UNBC community,
- 1.8. Maintaining accountability to our members through honesty, respect, diversity, integrity, and commitment to providing beneficial services to the student body.

CREATED: FEBRUARY 22, 2022

APPROVED BY: BOARD OF DIRECTORS

OPERATIONAL POLICY XXII – USE OF NUSC MEETING ROOMS & EVENT SPACE

EFFECTIVE DATE: FEBRUARY 20, 2014

INTRODUCTION

This policy intends to regulate member use of the meeting rooms and event space in the Northern Undergraduate Student Centre (NUSC). It is important to control the use of the rooms to keep this space organized and welcoming to student members of NUGSS.

SECTION 1 – MEETING ROOMS & EVENT SPACE ACCESS

1. All students recognized under NUGSS have access to the meeting rooms and event space in the NUSC to hold meetings or for individual use.
2. To hold a meeting in the NUSC, members must book a room with the NUGSS office front desk.

SECTION 2 – MEMBERS' GENERAL SPACE USE

1. Reservations of meeting rooms or event space fall into group and individual reservations.
 - 1.1. Group Reservation
 - 1.1.1. Students may reserve a meeting room or the event space as a group to study or engage in group projects
 - 1.2. Individual Reservation
 - 1.2.1. Individual students may reserve a meeting room or the event space for educational purposes
 - 1.2.2. Individual use is restricted to an amount of up to 14 hours per week from Monday to Sunday
 - 1.2.3. Members wishing to reserve a meeting room or event space may not combine permitted hours of use
2. The meeting rooms and event space should be reserved at least one day in advance
3. Groups and individual members may only reserve a meeting room or event space for four hours per day with permission from the NUGSS Office Manager or General Manager.

SECTION 3 – MAINTENANCE OF THE MEETING ROOMS & EVENT SPACE

1. All approved NUGSS members are responsible for the maintenance of a clean and orderly room

2. If the meeting rooms and event space reaches a state of apparent disorder, NUGSS Management and/or the NUGSS Board of Directors are responsible for taking action to prevent a further state of disorder.
3. A member's access to the meeting rooms and event space may be suspended or banned if they are found to be abusing their privilege of the area. An act that is considered an abuse of privilege can take the form of, but is not limited to the following:
 - 3.1. Consistently leaving the meeting rooms or event space in a messy and disorganized manner
 - 3.2. A lack of respect for a fellow member and/or property
 - 3.3. Not using the correct avenues for booking the meeting rooms or event space
4. Sanctions for the misuse of the meeting rooms and event space include:
 - 4.1. Suspending your privilege to book the event space or other rooms in the NUSC

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICIES

FINANCIAL POLICY I – GENERAL FINANCIAL POLICIES

EFFECTIVE DATE: DECEMBER 15, 1997

INTRODUCTION

The Student Society members are responsible for ensuring that each dollar of student fees and Society revenues is spent in ways most beneficial to the maximum number of students possible. Discharge of these responsibilities is a complex and time-consuming task. To ensure fair and, as far as possible, equal distribution of funds, specific guidelines listed below shall be followed when considering all applications for funding or all expenditures of Society monies.

SECTION 1 – DEFINITIONS

1. *From here on, The University of Northern British Columbia Student Society shall be referred to as the Northern Undergraduate Students Society or NUGSS.*

SECTION 2 – PRIORITIES

1. Allot top priority to the non-academic needs as mandated in the NUGSS Constitution and Bylaws.
2. Ensure that the assets and resources of NUGSS are reserved for the use of the Society and not for personal use.
3. Examine the beneficial relationship of SLO activities or otherwise related to the student body as a whole.
4. Examine sources of funds available to a particular SLO or organization other than the Society monies.
5. Obtain monies available from the University Administration or Faculty Budget where projects are mutually desired or needed by the University and the Society.
6. Recognize that precedents are not binding in future decisions.
7. Not support programs other than approved student organizations except where the Board agrees that the program is of obvious benefit to members of the Society.
8. Not support programs that benefit only a few members of an approved student organization.
9. Observe a set rate for travel, meals, and lodgings, which shall be \$12 / breakfast, \$15 / lunch, and \$22 /supper (\$49/day) for meals. \$0.62 / km for mileage. The cost of lodging will be determined after a reasonable investigation of accommodations.
10. Not support any other media deemed as a duplication of an existing one. Hence, one Newspaper and one Radio

Station will be supported via tenancy in the NUSC building.

11. Ensure all SLOs can view or print a copy of the NUGSS Financial Policy and its regulations.

SECTION 3 – GENERAL FINANCIAL POLICIES

1. All requests for budget allocation, additional funds or other financial matters involving the general funds of NUGSS, excluding Student Venture Grants and SLO Funding, shall be presented to the Board of Directors.
2. Requests for funds that have yet to be reviewed by the General Manager shall not be accepted by NUGSS.
 - 2.1. If the office of the General Manager is compromised or in conflict, the Board of Directors may approve a request.
3. All payments of accounts shall be made by cheque or e-transfer drawn on the Society's current account (i.e., SLO expenses shall not be paid personally by any individual expecting to be reimbursed by the Society).
4. NUGSS reserves the right to suspend or cancel any budget or budget item should it become necessary.
5. The Society shall not pay for the purchase of alcohol by SLOs.
6. It is the policy of the Society to make payments directly to the suppliers of all goods and services.

SECTION 4 – CONTROL OF EXPENDITURES AND REVENUE

GENERAL

1. For the budget, transactions of business, and control of accounts, the fiscal year of the Society is defined as the period from July 1 to June 30 of the following year.
2. The accounts of the Society shall be audited annually by a firm of chartered accountants at the close of the fiscal year.
3. No NUGSS service shall exceed in the expenditure the total amount authorized by the Board in its budget without notification to the Board of Directors and approval via motion whenever possible
4. Should a NUGSS service wish to have its budget increased, it must apply in writing to the Board of Directors.
5. The General Manager shall present a report on budget variances and provide updates and recommendations on the state of the society's finances to the Board of Directors on a monthly basis.

EXPENDITURES

6. All expenditures, except those made from an authorized Society credit card, shall be paid for by cheque or e-transfer drawn on the Society's current account.
7. Individuals shall not make expenditures from their personal money on behalf of the society with the assumption that they will automatically be reimbursed. Such a procedure shall be considered a refusal to comply with the financial regulations of the Society, which have been designed to control and protect the funds of the Society.
8. Authorized signing officers of NUGSS are subject to society bylaws.
9. The signing officers shall only have permission to authorize an expenditure approved by the Board of Directors based on the type of expense. Regular purchases for inventory and supplies do not fall into this category, as they are ongoing operational items.

PETTY CASH

10. Itemized receipts shall be obtained for all disbursements of Petty Cash and presented to the Society Office.
11. The General Manager must authorize all petty cash accounts within the financial authority of the Society.
12. Wherever possible, a cheque or e-transfer will be issued instead of petty cash disbursements. Issuing a cheque or e-transfer provides additional review and oversight of petty cash reimbursement.

LAST UPDATED: FEBRUARY 15, 2024
UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY II – DEBT MANAGEMENT

EFFECTIVE DATE: FEBRUARY 1, 2016

INTRODUCTION

The Board of Directors of NUGSS states that the debt incurred by the society can be managed sustainably and responsibly. The objectives of this policy are to:

- Promote sustainable, long-term financial planning
- Ensure that debt incurred is within the society's financial and strategic objectives
- Outline debt issuance processes and procedures

SECTION 1 - DEFINITIONS

1. *Debt Servicing Cost* - The annual amount paid or payable, including interest and principal costs necessary to meet the Society's capital debt obligations.
2. *Sustainability* - The degree to which the society can maintain its existing financial obligations regarding its service commitments and financial commitment to creditors, employees, and others without increasing debt or student fee burden relative to the community it operates in.
3. *Stakeholders* - Parties interested in the society's debt management program. They include but are not limited to the Board of Directors, UNBC, Society Staff, members of the society and other partners.
4. *Tangible Capital Asset* - A non-financial asset with a physical substance continuously used in the Society's operation, has a useful life that extends beyond one year and is held for resale in the ordinary course of operations.
5. *Capital Liabilities* - Debt obligations or liabilities incurred by the organization to undertake capital improvements, including purchasing tangible capital assets and/or betterments. Repayment extends over more than one year.
6. *Betterment* - Subsequent expenditures related to a tangible capital asset that increases service capacity, lowers associated operating costs, extends the asset's useful life, or improves the quality of the output.
7. *Liabilities* - Obligations of the organization arising from past transactions or events, the settlement of which may result in the transfer or use of assets, provision of services or another yielding of economic benefits in the future. Liabilities have three essential characteristics. They include a responsibility to others to pay back an amount borrowed by a future transfer or use of assets and provision of services to another, yielding economic benefits, at a specified or determinable date on the occurrence of a specified demand. The responsibility obligates the entity, leaving little or no discretion to avoid it, and the transaction or event obligating the entity has already occurred.
8. *The Society, Society, and the Northern Undergraduate Student Society* - References to "The Society, Society and the Northern Undergraduate Student Society" are the same.

SECTION 2 – DEBT MANAGEMENT

1. This policy does not infringe the authority of debt-related regulations in the Societies Act and the Bylaws, Referendum Acts and Constitution of the Society, as presented or revised.
2. Responsibility for carrying out the processes and procedures included in this policy is assigned to the General Manager or designate.

PURPOSE OF DEBTS

3. The Society may undertake a debt obligation for the following purposes:
 - 3.1. Temporarily, to be used as a line of credit, pending the receipt of fee revenues
 - 3.2. Temporarily, to be used as a bridging instrument pending long-term financing

- 3.3. Temporarily, for a financial emergency that was not anticipated
- 3.4. For financing tangible capital assets and/or betterments
- 4. The Society will not undertake a debt obligation for financing operating activities.

TYPES OF DEBT OBLIGATIONS

- 5. Types of Debt Obligations:

Debt Type	Institution	Purpose
Line of Credit	Society Banking Institution	Lines of Credit are used to cover cash flow shortages that may occur throughout the year pending the collection of property taxes or in the case of an emergency.
Temporary Borrowing	Society Banking Institution or UNBC	Temporary borrowing is used for purchases of a capital nature and may be at most five years.
Long Term Debt	Society Banking Institution	Long Term Debt funds Long Term Infrastructure investments, like building improvements. Terms of repayment may vary from five to twenty years.

TERMS OF REPAYMENT FOR PROPOSED DEBT OBLIGATIONS

- 6. The term of repayment for any proposed debt obligation will be determined in the context of the following considerations:
 - 6.1. Following standards and regulations as outlined in the appropriate guiding regulations.
 - 6.2. The useful life of the financed asset (the term for the related borrowing will not exceed the asset's useful life).
 - 6.3. The cost of borrowing as it relates to the term (the cost of short-term interest rates will be compared to long-term interest rates when assessing the term of the debt obligation).
 - 6.4. The term of the additional borrowing will be considered in the context of maturing debt obligations and planned future borrowing.

LIMITATIONS ON BORROWING (DEBT CAPACITY)

- 7. The amount of debt that the Society can afford to carry at a specific point in time or undertake in the future depends not only on the amount of debt outstanding but also on the maturity of its existing debt obligations, the terms of repayment of existing and/or planned obligations as well as the market interest rate payable on all the obligations undertaken.
- 8. Establishing limits and targets for debt borrowing assists in analyzing what is affordable and equitable. It should be considered in the context of the Society's environment.
- 9. As part of the annual budgeting process, an analysis of limits and targets, as outlined below, will be reported to the Board of Directors before approving and incurring additional debt.
- 10. The Northern Undergraduate Student Society will stay within its debt servicing liability limit of borrowing to 35% of the annual calculation of student fee revenue of the society for the previous year.

STRUCTURE

11. The Society's capital debt obligations will be repaid by annual revenue specific to the fund in which the debt is recorded.
12. The decision to use a variable or fixed-rate interest debt instrument will be considered after assessing the proposed debt obligation's cost, risk, timing, and value.

PROCESSES AND PROCEDURES

13. Before the Society can undertake additional debt obligations, it must first be included in the Society's Five-Year Plan, which is subject to stakeholder input within the consultation process.
14. Subsequent authorization will be under other requirements laid out in the Society Act, Society Bylaws, and Referendum Acts.

DISCLOSURE

15. Disclosure of the Society's outstanding debt obligations will be presented in the annual financial statements and statement of financial information following standards and regulations outlined by the Canadian Institute of Chartered Accountants Handbook.

LAST UPDATED: JULY 29, 2020

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY III – PURCHASING

EFFECTIVE DATE: DECEMBER 15, 2016

INTRODUCTION

The purpose of this policy is to guide Society staff and the Board of Directors in purchasing goods and services and to define roles and responsibilities in the procurement process. The objectives of this policy are to:

- Ensure ethical, efficient, and accountable sourcing, contracting, purchasing, and other activities within NUGSS's operations.
- Established guidelines for purchasing goods and services are reflected in the goals of the Board of Directors and, by extension, the General Membership of the Society.
- Ensure that fairness and openness are maintained with all suppliers.

SECTION 1 – DEFINITIONS

1. *Purchaser* – (i) The Board of Directors where an order is given to the General Manager to purchase on their behalf, (ii) the General Manager, or (iii) designates of the General Manager that has the approval to purchase from the General Manager.
2. *Purchase* - refers to:
 - 2.1. Any one-time purchase of a good or service that exceeds \$300 before taxes and delivery.
 - 2.2. The delivery fee is to be, at most, \$50.
 - 2.3. Installation fees are not included in the one-time purchase amount.
 - 2.3.1. The General Manager must report all “one-off” large purchases at the next board meeting.
 - 2.4. Any new series of goods or services. Once the sequence of goods or services has been approved, these items no longer require approval from the Board of Directors (ex: Operational inventory items).
 - 2.5. The Board of Directors must approve all capital item purchases.

SECTION 2 – PURCHASING

1. The following principles apply to the procurement of goods and services for the Society:
 - 1.1. All goods and services must be purchased using a competitive process that ensures that NUGSS obtains the best value while considering safety, cost, environmental performance, quality of products or services, locality of buying, and social objectives of the Board.
 - 1.2. All potential conflicts of interest must be declared before purchases are undertaken.
2. After a purchase or contract is budgeted for, the purchaser will consider the following questions:
 - 2.1. Can students provide this good or service to a similar standard?
 - 2.2. Can the UNBC community provide this good or service to a similar standard or freely through an internal requisition or charitable donation?
 - 2.3. Can this good or service be provided free from some other body through sponsorship?
 - 2.4. Can grants be sought to purchase this good or service?
 - 2.5. Is there fundraising potential for this good or service?
 - 2.6. Have three prices been sought for this good or service?
3. Purchasers will formally or informally make the following considerations before a purchase is recommended or approved by the Board of Directors or General Manager.

Consideration	Weight (0 worst, ten best)	Score – include comments & data
Cost: How does the cost measure up to budgeted amounts? Review the operational budget & provide details.	Out of 10	
Environment: What potential impacts can this purchase have on the environment?	Out of 5	
Social: Will people be ethically treated through the purchase of this product?	Out of 5	
Quality: How long will the product last? This includes providing warranty information, rating information and any other relevant data.	Out of 10	
Locality: Is the product from a local company? Are there any other local benefits to this purchase?	Out of 5	
Students: Will UNBC students benefit from the purchase of this product? Detail how they will benefit.	Out of 10	
Total	Out of 45	

LAST UPDATED: MAY 25, 2021
UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY IV – CHEQUES OR E-TRANSFER

EFFECTIVE DATE: OCTOBER 14, 1998

INTRODUCTION

This policy is intended to manage and direct the use and process of cheques or e-transfer from the Society.

SECTION 1 - GENERAL

1. Cheques or e-transfer will be issued following the Society's Financial Policy.
2. Cheques will be issued only on official Society Cheques bearing the proper name, address, and logo of the Society.
3. All cheques or e-transfer issued by the Society will have a standing order (otherwise known as a source document) attached to their records denoting:
 - 3.1. The approval authority
 - 3.2. The reason the cheque or e-transfer has been issued
4. Cheques must be signed by three (3) of the signing officers. Only under extreme circumstances should a cheque be issued with only two (2) signatures. If this happens, a copy of this must be presented to another signing officer at the earliest date for approval and signature on the copy of the cheque.
5. E-transfers must be initiated by one signing authority and approved by a second signing authority. The e-transfer approval and supporting documentation must be reviewed and signed by the other two signing authorities for verification and approval.

LAST UPDATED: FEBRUARY 15, 2024
UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY V – CORPORATE CREDIT CARDS

EFFECTIVE DATE: OCTOBER 14, 1998

INTRODUCTION

The corporate credit card allows the GM and any additional approved employees to make reasonable expenditures when a cheque and other approvals are not required.

SECTION 1 - GENERAL

1. The following individuals are permitted holders of the Student Society credit card (being allowed to hold a card does not mean one will be issued):
 - 1.1. General Manager
 - 1.2. Others approved by the Board of Directors and General Manager
 - 1.3. There will be a maximum of four (4) credit cards issued with reasons presented to the Board of Directors

- 1.4. Standard operating procedure will be four (4) cards issued.
2. Corporate credit card holders are responsible for purchases made on their cards. If they cannot provide receipts, they will be responsible for repayment of those items within a reasonable timeframe.
3. As soon as the purchase is made, or at least once a week, the credit card slip and receipt should be submitted to the General Manager and uploaded into the bookkeeping software program.

LAST UPDATED: FEBRUARY 15, 2024
UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY VI – CONFERENCE EXPENSES

EFFECTIVE DATE: NOVEMBER 13, 1998

INTRODUCTION

Attending conferences benefits Directors, and the Society as conferences allow Directors to network with other student society representatives and learn more about society-relevant topics. As such, it is encouraged that Directors attend relevant conferences when finances allow. This policy intends to regulate expenses when travelling to conferences.

SECTION 1 - GENERAL

1. A Director wishing to attend a conference must first consult with the General Manager regarding the financial feasibility of their attendance.
 - 1.1. The Director and General Manager will then decide what costs NUGSS will incur for the conference or required travel.
 - 1.2. The Director will then present this arrangement at the next Board of Directors meeting; at this point, the Board will have the final say regarding whether NUGSS funds are allocated towards such a conference.
2. A verbal conference report will be presented at the Board of Directors meeting following a trip or conference.
3. All Directors are to be sure that the purchasing policy is followed when planning expenses for a conference.
4. During the annual budgeting process, the NUGSS Board of Directors should consider upcoming conferences and the amount they would like to set aside for them. If nothing is presented, the General Manager will allocate a small amount of funds, and then the Board can motion for additional funding at the relevant board meeting.

LAST UPDATED: MAY 12, 2023
UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY VII – MONETARY AFFAIRS COMMISSION

EFFECTIVE DATE: JANUARY 27, 1998

INTRODUCTION

This policy intends to establish a Standing Commission on Monetary Affairs. This Commission will be responsible for examining all financial issues brought before them and providing recommendations to the Board of Directors under the financial policies of the Northern Undergraduate Student Society.

SECTION 1 - GENERAL

1. This policy may be called the Monetary Affairs Commission (MAC) policy.
 - 1.1. The Board of Directors will be responsible for selecting student representatives through the volunteer application process.
 - 1.1.1. NUGSS Management will conduct screening and interviews for the MAC and complete a report with recommendations and notes for the Board of Directors to review.
 - 1.2. Application deadline is the last Monday in September. The Standing Commission on Monetary Affairs will be approved at the first available Board of Directors meeting in October.
 - 1.3. If there are vacancies after this date and additional candidates come forward, these applications will be presented for review and approval at the next available Board of Directors meeting.
 - 1.4. The term of the Monetary Affairs Commission will be for two semesters and may be extended to a calendar year at the discretion of the Board of Directors.
 - 1.5. Removal from the Commission will be upon the Vice President's recommendations unless the Board feels it is necessary to remove a member acting in contradiction of the Society Constitution, BC Society Act, or other Standing Policy.
 - 1.5.1. If the Vice President recommends removal, this will be presented at the next Board of Directors meeting for discussion.
 - 1.5.2. After discussion, the Vice President will present a motion for removal, and the Board of Directors will vote.
 - 1.5.3. The Vice President will ensure that the member has been advised and all relevant communication methods have been updated to reflect the change in MAC composition.
2. The Monetary Affairs Commission will:
 - 2.1. Meet in October to consider recommendations for the following fiscal year.
 - 2.2. Meet at a minimum once per month, with additional meetings being called at the discretion of the Chair.
 - 2.3. Present documented recommendations to the Board on all financial matters referred to by the Board of Directors. This may also include financial matters developed at the MAC level that the MAC would like the Board of Directors to consider.
 - 2.4. Consider any financial matters classified as a non-budget expense referred to it at the discretion of the Board of Directors. Determine if funds for non-budget expenses are available and if the funds are warranted, make recommendations to the Board.
 - 2.5. Review current NUGSS Financial Policies upon request of the Board of Directors or if a member has identified an improvement or correction during their term.
3. The Monetary Affairs Commission shall be responsible for an annual audit of the financial statements of all recognized Student-Led Organizations (SLOs).
 - 3.1. This will be done throughout the Fall and Winter semesters to audit all active SLOs by the end of the MAC term.
 - 3.2. This audit will provide the club with a neutral third-party review of the financial stability of the club's finances.
 - 3.3. This will help ensure the Treasurer and all other signing authorities are current with the club's financial standing.
4. All SLOs must provide the Commission, via the NUGSS Office Manager, with their up-to-date bank account statements, cancelled cheques, financial ledger, deposit books, and any other financial document that is deemed necessary to ensure that accurate accounts are being kept upon request.

- 4.1.1. These documents must be provided two weeks before the MAC meeting in which the SLO is applying for funding.
- 4.1.2. For SLOs not applying for funding, these documents must be provided two weeks before a MAC meeting in either the fall or winter semester.
- 5. The Monetary Affairs Commission shall use the SLO status report approved by the Board of Directors to determine which funding level an SLO may apply for.
 - 5.1. Probationary SLOs may apply for a maximum of \$250 (two hundred and fifty dollars) per NUGSS fiscal year.
 - 5.2. Established SLOs who have applied by the SLO renewal deadline may apply for a maximum of \$500 (five hundred dollars) per NUGSS fiscal year.
 - 5.3. Established SLOs who applied after the SLO renewal deadline may apply for a maximum of \$250 (two hundred and fifty dollars) per NUGSS fiscal year.
- 6. The Monetary Affairs Commission shall be responsible for ensuring that all Society funds allocated to SLOs or associated groups of the Society are spent for the purpose for which they were requested.
- 7. Should a member of the MAC be an executive or regular member of the SLO applying for MAC SLO funding, that MAC member must abstain from all decisions about the SLO's application.
 - 7.1. If the abstention results in a loss of quorum for the MAC meeting in progress, the decision on the SLO's funding application will be made by the Board of Directors at their next available Board Meeting.
- 8. The Vice President or other designated Director will provide a report to the Board of Directors on the commission's activities after each MAC meeting.

LAST UPDATED: MAY 12, 2023
 UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY VIII – STUDENT-LED ORGANIZATION (SLO) FUNDING

EFFECTIVE DATE: JUNE 4, 2001

INTRODUCTION

This policy intends to establish controls and regulate the funding and fundraising of recognized Student-Led Organizations (SLOs) and their activities.

SECTION 1 – DEFINITIONS

- 1. *Financial Statements* - means those documents that include, but are not limited to, bank statements, general ledger, bank reconciliation, income statement, and balance sheet.

SECTION 2 – STUDENT-LED ORGANIZATION FUNDING ALLOCATION

- 1. An SLO recognized by NUGSS is eligible to apply for SLO grant funding from NUGSS via the Monetary Affairs Commission on an event-to-event basis. The Monetary Affairs Commission shall review the following criteria of an SLO event to determine its funding value:

Category for Consideration	Score	Explanation
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Financial viability of the actual event and fundraising efforts for the event conducted by the SLO	__ / 10	
Demonstration of service and benefit to undergraduate students at UNBC (ensuring an EDI approach is considered)	__ / 10	
Exposure and public recognition for NUGSS and the broader UNBC community (including Northern BC and Indigenous communities)	__ / 10	
Past and present performance of the SLO and any events that they have organized (if applicable)	__ / 5	
Collaboration of other SLOs in the planning and execution of the event (possible joint committees, joint events)	__ / 5	
Environmental impact of the event and methods used to reduce this impact	_ / 5	
Minimum of 22.5 points for approval of 50% of the request Minimum of 27 points (60%) for approval of a complete funding request	Total Score: () / 45	

2. If an SLO abuses funds (e.g., personal use of SLO money), further funding will be halted until it is shown that the abuses are paid back to the SLO in full and the offending member(s) are removed from the SLO.
3. Each SLO will make a presentation to the MAC, after which the members of the Commission will decide on the size of the grant to be awarded based on the event score on the matrix shown in Section 2.
4. The MAC will not fund the purchase of prizes or alcohol.
5. All events must adhere to Municipal, Provincial and Federal laws.
6. When the Monetary Affairs Commission is inactive, the NUGSS Board of Directors will follow the same process noted below. Substitute the Board of Directors for the Monetary Affairs Commission or MAC when this happens.
7. The Monetary Affairs Commission will determine the amounts the SLOs shall receive per SLO grant based on Policy VIII above.
 - 7.1. Once the amount is determined, it will be voted on by the MAC during the in-camera session of the meeting.

- 7.2. If the MAC reaches a funding decision, the NUGSS Administration member attending the meeting will advise the NUGSS General Manager so a cheque or e-transfer can be prepared.
- 7.3. If the MAC cannot reach a funding decision or they feel it requires further discussion, they can request the funding decision to be deferred to the Board of Directors for final consideration. The NUGSS Administration member attending the meeting will advise the NUGSS General Manager to add this to the next available Board of Directors meeting.
- 7.4. Approval of SLO grant funding is subject to the presentation of adequate documentation (i.e., the event's cost quotes/invoices, event proposal, etc.).
 - 7.4.1. All SLOs must provide the MAC with the past 6 (six) months of bank account statements, cancelled cheques, financial ledger, deposit books, and any other financial document that is deemed necessary to assure the SLO has examined all available funding sources before approaching the MAC.
 - 7.4.1.1. These documents must be provided two weeks before the MAC meeting in which the SLO requests funding.
- 7.5. The NUGSS General Manager and/or NUGSS Board of Directors may withhold approved SLO grant funding until SLOs provide proper documentation to the Society.
- 7.6. Within 14 days succeeding a grant-funded event, an individual, SLO, or associated groups of the Society must provide all event receipts to NUGSS Staff.
 - 7.6.1. If an SLO does not provide sufficient documentation for the funded event within the timeframe mentioned above, the Board of Directors may reprimand that SLO in the following ways:
 - 7.6.1.1. A hold may be placed on the SLO's bank account.
 - 7.6.1.2. The approval of SLO status may change to "suspended" with a loss of SLO benefits until event receipts are provided to NUGSS Staff.
8. An SLO should not be allocated SLO grant funding to send a member to a conference directly. Instead, they should be encouraged to apply for a Student Venture Grant. However, a student(s) can demonstrate (via petition) that all members of the SLO are in support of the use of SLO funding to send the member(s) to a Conference. In that case, this can be brought forth to the Board of Directors for consideration.
9. Retroactive proposals will only be considered if the requested materials are provided to NUGSS within the requested timelines and approval is unavailable due to the missing materials.
10. When materials are submitted in time, but the MAC can only meet after the event, retroactive proposals will be allowed.

APPLICATION PROCESS

11. An SLO must complete an SLO grant funding application form available at the NUGSS office or online on the NUGSS website and submit it to the NUGSS Office Manager.
12. The MAC will review the application and associated financial documents provided by the SLO before the meeting. The SLO will be asked to make a presentation to the Commission.
 - 12.1. At least one representative from the SLO will present themselves in front of the MAC to answer questions that the Commission may have. The Commission will then decide regarding the request.
 - 12.1.1. It is recommended that the SLO's representative be the Treasurer or someone familiar with the SLO's finances.
 - 12.1.2. The Monetary Affairs Commission can approve requests to the maximum amount associated with an SLO's status, given that those quorum requirements established by the Society Bylaws are met.
 - 12.1.3. All Monetary Affairs Commission approvals shall be submitted to the Board of Directors for information purposes. This can be done via the MAC report at the Board of Directors meetings.
13. NUGSS funding shall only be used for the purpose it has been allocated for. Any unused portions must be returned to NUGSS.
14. Cheques issued for SLO funding will be held by NUGSS for one month after the issue date. Unclaimed funds will be returned to the SLO grant budget, with the physical cheque being destroyed.

SECTION 3 – STUDENT LED ORGANIZATION FINANCIAL REQUIREMENTS

1. SLOs should keep an up-to-date financial ledger throughout the year. If an SLO needs help with this, they are welcome to consult the MAC, Board of Directors, or NUGSS Staff upon a written request or appointment.
2. Expenditures by an SLO must be endorsed and authorized by at least two SLO executive members.
3. All SLOs must provide the Board of Directors or General Manager with their up-to-date bank account statements, cancelled cheques, financial ledger, deposit books, and any other financial document that is deemed necessary to ensure that accurate accounts are being kept upon request.
 - 3.1. These documents must be provided within fourteen days before a MAC meeting.
 - 3.2. If the documents are not provided within fourteen days, the MAC may decide to postpone the application presentation based on the Chair's discretion.
 - 3.3. If the MAC decides to postpone the application due to the SLO not providing financial documents, all resulting delays or negative impacts will be solely due to the SLOs decisions, and neither NUGSS nor the MAC will be held responsible for any outcomes resulting from the SLO decision.
4. SLOs may only open accounts at banks pre-approved by the Board of Directors.
 - 4.1. The account of an SLO must be separate from the personal account of any member, past or present.
 - 4.2. The account of an SLO must have at least two executives to act as co-signing authorities, although NUGSS strongly recommends having three signing authorities on each account.
5. An SLO must provide their membership with a report on the organization's accounts at least once yearly. NUGSS recommends that this be done at the SLO Annual General Meeting.
6. All SLOs must abide by NUGSS's financial policies.
 - 6.1. Any violation of the regulations will result in the loss of Society funding for the organization concerned.
 - 6.2. The signing executives of the organization concerned shall be held responsible for administrating and controlling all funds during their term in office.
 - 6.3. If any offence is committed concerning funds administration, the Society may prosecute those responsibly.

SECTION 4 – FUNDRAISING

1. All SLOs must try to raise funds through fundraising efforts.
2. All fundraising activities are the sole responsibility of the SLO, and NUGSS will not be liable for any unexpected costs that arise.
3. Upon request, any SLOs doing fundraising must inform the NUGSS General Manager, in writing, of any fundraising activities.
4. SLOs that solicit donations from individuals or businesses must submit a list of individuals approached and the amount received from everyone to the General Manager.
 - 4.1. Best practice is to advise the NUGSS General Manager before the solicitation process so the General Manager can advise if any concerns or additional information may impact the SLO and/or NUGSS s reputation with the individuals or businesses listed.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY IX – STUDENT VENTURE GRANTS (SVG)

EFFECTIVE DATE: MARCH 10, 1995

INTRODUCTION

This policy intends to assist students with travel-related educational ventures because of extra-curricular activities.

SECTION 1 - GENERAL

1. NUGSS will offer travel grants to UNBC undergraduate students to sponsor student ventures that promote learning opportunities and program-specific opportunities
2. Each grant will be, at most, \$100.00 per student.
3. Individuals are eligible for up to one student venture grant per academic year. For this policy, an academic year is defined as the period from September through August.
4. Students are only eligible for Student Venture Grants if their associated SLO has yet to be funded by SLO grants for the specific event.
5. If a student is considering funding in the form of a Student Venture Grant and has not been included in the funding already allocated to the SLO the student is associated with, NUGSS Staff will instruct the SLO's executive to ensure that equitable distribution of funds will occur between all participants/parties attending the venture.
6. If a student receives a Student Venture Grant before their respective SLO's grant hearing, the allocated amount given to the individual student will be deducted from the SLO's potential funding for the specific event.
7. Individuals involved in a SLO-sponsored venture must apply separately.
8. Student Venture Grants are considered extraordinary funding and are therefore exempt from an appeal.
9. Retroactive proposals will be considered up to seven (7) days after the event date. This is to ensure a cut-off date that allows for time after the event, although we recommend applying for funding before the event to budget funds correctly.
10. The Monetary Affairs Commission must receive conference or travel receipts before funding approval. This requires paid receipts, potential quotes, or expenses to be eligible for consideration.
11. If receipts can only be provided after the event, this must be done with the application within the seven (7) days noted above.
12. Up to a maximum of 500 dollars' worth of Student Venture Grants may be given for each conference or event.
 - 12.1.1. The Monetary Affairs Commission can approve requests up to \$500, given that quorum requirements established by society bylaws are kept.
 - 12.1.2. All Monetary Affairs Commission approvals shall be submitted to the Board of Directors for information.
 - 12.1.3. If the conference or event has more than \$500 in funding requests, the order of applications received will be used to determine the individuals qualifying for the funding.
 - 12.1.4. If the applications are received at the same time (or within a close timeframe), and the total exceeds the \$500 limit, the Monetary Affairs Commission reserves the right to split the \$500 limit equally over the applications received, resulting in the potential for less than \$100 per person to be approved.
13. A student may not be given both a Student Venture Grant and SLO funding for the same event or conference.
14. Cheques issued for Student Venture Grants will be held by NUGSS for one month after the issue date. Unclaimed funds will be allocated to the Student Venture Grant budget, and the physical cheque will be disposed of.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY X – BURSARIES

EFFECTIVE DATE: SEPTEMBER 6, 2000

INTRODUCTION

This policy intends to direct the Board of Directors to provide financial assistance to undergraduate students at the University of Northern British Columbia in the form of bursaries for \$1000.00

SECTION 1 – DEFINITIONS

1. *Agreement* - the agreement signed between the Northern Undergraduate Student Society and the University of Northern British Columbia, including the terms and conditions set out for the bursaries.

SECTION 2 – BURSARIES

1. NUGSS has contributed ten thousand dollars (\$10,000) annually to the NUGSS Bursary Fund to reach the policy maximum of thirty thousand dollars (\$30,000).
2. The NUGSS bursaries will consist of at least \$1000.00, with additional amounts being provided over the years based on the health of the award fund.
3. The award's criterion will be determined per the agreement with/by the designated UNBC committee. The UNBC committee approves the successful recipients.
4. NUGSS will abide by all terms set out in the agreement.
5. NUGSS also works with Studentcare to provide \$500 per annum towards this bursary.
6. NUGSS Staff will maintain an inventory of all bursaries that it has caused to be created and will ensure their continuation and provide a report on their status on an annual basis.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY XI – EMERGENCY AID FUND

EFFECTIVE DATE: JANUARY 19, 1999

INTRODUCTION

The purpose of the NUGSS Emergency Aid Fund is to provide financial aid to students in need of immediate assistance. This fund will be available to students who have already applied for the University of Northern British Columbia Emergency Loan.

SECTION 1 - GENERAL

1. Students must meet the following criteria to be eligible:
 - 1.1. Have paid their student society fees for that academic semester,
 - 1.2. Be a registered undergraduate student at UNBC,
 - 1.3. Must clearly demonstrate financial need.
 - 1.4. Promote the individual case,
 - 1.5. Describe the purpose of the funds for necessities of life,
2. The Society understands necessities of life to be:

- 2.1. Rent,
- 2.2. Food,
- 2.3. Medical emergency,
- 2.4. Any other circumstance to be determined by the Ombudsperson.
3. The maximum funds allocated to a student at one time will be \$250.00.
4. Funds will be granted a maximum of once per academic year to the same member.
5. The funds allocated are not a loan and are not required to be paid back.

LAST UPDATED: MARCH 15, 2022

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY XII – DONATIONS

EFFECTIVE DATE: NOVEMBER 13, 1998

INTRODUCTION

This policy ensures that a director or employee does not accidentally commit the Student Society to any action/inaction.

SECTION 1 - GENERAL

1. NUGSS will accept monies if they are donated if there are no conditions to acceptance.
 - 1.1. The exception shall be sponsorship monies and monies received for selling memberships, as noted in Financial Policy XIV – Advancement & Sponsorship.
2. NUGSS will accept non-monetary donations if there are no conditions for acceptance.
3. Donations to the NUGSS Food Bank will follow the rules noted under Operational Policy XV- The NUGSS Food Bank Program.

LAST UPDATED: SEPTEMBER 18, 2020

UPDATED BY: BOARD OF DIRECTORS

FINANCIAL POLICY XIII – ADVANCEMENT & SPONSORSHIP

EFFECTIVE DATE: NOVEMBER 21, 2018

INTRODUCTION

It is the intent of this policy to:

1. Provide a guideline for NUGSS representatives attempting to receive external sponsorship for an event or purpose.
2. Standardize external sponsorship procedures.
3. Display what NUGSS can offer to external parties, providing more information for representatives attempting to receive sponsorship.

SECTION 1 - GENERAL

1. NUGSS can receive sponsorship in two forms: Event and General.
 - 1.1 Event Sponsorship is a form of external support for a specific event held by NUGSS. This can take the form of cash, cheque, or e-transfer and is paid directly to NUGSS; those monies must be used for the event in question and, in the event of excess cash, be saved for the next iteration of the event. Sponsorship can also include in-kind sponsorship offering goods/services at a discount or for free. This form of sponsorship must also pertain directly to the event in question.
 - 1.2 General Sponsorship is external support continuously or without a specific purpose in mind. General Sponsorship can also take various forms, including direct cash, in-kind sponsorship, and/or discounts. These funds can be used in any way unless a stipulation states otherwise (e.g., a discount on beer for The Thirsty Moose). These funds should be used in the most cost-efficient and effective method as judged by the NUGSS Board and/or General Manager.
 - 1.3 NUGSS aims to gain external support to benefit the organization and any endeavours NUGSS may take on. By receiving sponsorship, NUGSS can better provide events and services to their student body and thus improve the university experience.
2. What NUGSS can offer:
 - 2.1 NUGSS can offer many things to an external party seeking to support an event or in a general sense. Primarily, NUGSS offers reach and access to external parties, allowing them to market to all or a portion of students. Additionally, NUGSS can tailor agreements based on the needs and requirements of the external supporter. This can take any form as long as both parties agree.

Further Detailing Reach:
NUGSS has 2600 to 3300 members each year (Undergraduate Students).
Ability to place marketing material throughout UNBC.
Access to approximately 2000 members via social media accounts.
A strong relationship with local radio station CFUR.

Further Detailing Access:
NUGSS has access to over 40 student-led organizations ranging from specific discipline societies to environmental and competitive groups.
NUGSS can provide access to room bookings in the NUSC Building
NUGSS can provide limited student body information, arming external parties with access to information otherwise unavailable.
3. Sponsorship Relations
 - 3.1 Maintaining a long-term positive relationship with potential sponsors is important to ensure continuous success and a healthy working relationship. NUGSS aims to obtain long-term sponsors that give regularly or annually to ensure the continued success of various events and initiatives. As such, it is the responsibility of NUGSS and its representatives to remain professional when dealing with sponsors and always provide what is promised.
 - 3.2 General guidelines are highlighted below:
 - 3.2.1 Regular communication with sponsors should be maintained, especially regarding a specific event or purpose.
 - 3.2.2 All answers should be provided to sponsors within three days, preferably within 24 hours.
 - 3.2.3 Following up with sponsors after an event is essential to ensure satisfaction. Sponsors should be contacted within two days after the use of their funds.
 - 3.2.4 If it is not explicit with the nature of the sponsorship, sponsors should be informed of the use of their funds and the impact it has on students.

FINANCIAL POLICY XIV – HEALTH & DENTAL RESERVE FUND

EFFECTIVE DATE: MARCH 16, 2020

INTRODUCTION

This policy intends to allocate the excess funds collected annually for the Health and dental fees into a separate account for clear transparency and accounting of the Health & Dental Reserve Fund.

SECTION 1 - GENERAL

1. NUGSS will collect student health & dental funds (via UNBC) and place these into the NUGSS general bank account.
2. NUGSS will pay the health & dental provider, based on the invoice submitted by the plan provider, from the NUGSS general bank account.
3. Near or at the end of each fiscal year, the NUGSS General Manager will provide the Board of Directors with the number of excess funds collected for the fiscal year and submit the amount that needs to be transferred to the Health & Dental Reserve bank account.
4. This amount will be presented at a Board of Directors meeting.
 - 4.1. a motion must indicate the amount being moved to the Health & Dental Reserve bank account before any funds transfer occurs.
5. If there is a shortage of funds between the amounts collected by UNBC and submitted by NUGSS to the plan provider, the NUGSS General Manager will present the amount that needs to be transferred from the Health & Dental Reserve bank account back to the NUGSS general bank account.
6. This amount will be presented at a Board of Directors meeting.
 - 6.1. a motion must indicate the amount being moved from the Health & Dental Reserve bank account before any funds transfer occurs.
7. The Board of Directors may choose to transfer less than the excess or shortage amounts, provided the reasons are noted in the Board of Directors minutes and agreed upon in a motion of the Board of Directors.

PERSONNEL POLICIES

PERSONNEL POLICY I – GENERAL HIRING, EMPLOYMENT PRINCIPLES & PROCEDURES

EFFECTIVE DATE: OCTOBER 14, 1998

INTRODUCTION

It is crucial that NUGSS have a policy that ensures fairness in hiring for all positions. This policy outlines general principles and procedures to guide the Student Society's hiring practices. These are binding upon all personnel hiring decisions made by NUGSS. Persons using this policy should also refer to the more specific policies that govern hiring terms, management, hourly, and extraordinary employees.

SECTION 1 – GENERAL PRINCIPLES & PROCEDURES

1. All hiring procedures will be conducted and will remain in confidence to protect the candidates, current Student Society employees, and the integrity of the process.
2. The Student Society at the University of Northern British Columbia shall not differentiate or discriminate between applicants based on race, national or ethnic origin, colour, religion, gender, sex, sexual orientation, age, mental or physical disability. Selections shall be made based on merit.
3. The General Manager will handle advertising and hiring for all positions within the Student Society's businesses and will set the pay rate, contract length, and expectations for these positions. This may be delegated to department managers based on the positions being hired.
4. The Hiring Committee will handle advertising and hiring for the General Manager position at the Student Society and will set the pay rate, contract length, and expectations for this position.
5. Final approval for hiring the General Manager will rest with the Board of Directors, based on the recommendation of the Hiring Committee.
6. The Board of Directors will conduct the General Manager's review. Recommendations for raises and other changes to the contract will be presented to the Board of Directors for approval.

SECTION 2 – EMPLOYEE PERSONAL INFORMATION

1. Employee personal information includes information used to establish an employment relationship from the application materials through the hiring process, hiring package and Record of Employment (ROE), when applicable.
2. When NUGSS receives unsolicited applications, we reserve the right to dispose of them immediately via shredding or deleting electronic copies.
3. If NUGSS chooses to keep unsolicited applications for future use, we must protect the personal information and respond to any request to access the information and how the applicant used it.
4. We will keep applications received for posted positions on file for one year. This will allow the applicant access to the file and may include information on why we chose not to hire, if applicable.
5. We reserve the right to request a criminal record check and/or a driver's abstract so long as the information is necessary for the job. We will only request these items if they are relevant to the position and only upon being hired for the position. Offers of employment in these cases will be conditional on successful criminal record checks (CRC) or driver's abstract (DA). They will clearly state the result of unsuccessful CRCs or DAs or not providing the required CRC or DA.
6. NUGSS will only request a Driver's Abstract for a position directly required to transport individuals for NUGSS.

7. NUGSS will only request a Criminal Record Check for employees hired at the Department Manager level or above. All other employees will not be required to consent to a CRC.
8. All CRCs or DAs should be submitted to NUGSS via paper copy; we discourage electronic methods whenever possible.
9. Information obtained in a CRC or DA will only be used or disclosed for the purpose for which it was collected and not for any other purpose unless provided consent by the individual employee.
10. NUGSS will keep the CRC or DA in your employee file and will not share this information via email or other electronic methods.
11. Any electronic data we receive for employee CRC or DA will be deleted once a printed copy has been added to the employee file.
12. NUGSS requires all employees to advise the General Manager of any criminal charges or convictions that may impact the organization and their respective duties within NUGSS.
 - 12.1. This information will be kept confidential and only disclosed to necessary parties based on applicable laws.
 - 12.2. If the charges are unrelated to the employee's job duties, they should still be disclosed to the General Manager for discussion around how they may impact job performance, attendance, or other areas of employment. Having these conversations can ensure appropriate measures are taken ahead of time, allowing adjustments to be made.

SECTION 3 – HIRING COMMITTEE

1. There shall be a standing Hiring Committee that must consist of three members: The President, the Vice President, and a Board of Direct or outgoing General Manager.
2. In the event of a vacancy of one of the members of the Hiring Committee, the NUGSS Board, on the recommendation from the remaining committee members, must appoint members to the committee to ensure its effective operation.
3. If a member of the Board seeks to be hired by the society, that member must recuse him or herself from all discussions and influence on the hiring proceedings outside that of a regular candidate. The Board member would have to resign from the Board of Directors in order to apply for the position, as per Bylaw IV.
4. The committee will adhere to this policy's General Hiring and Employment Principles and Procedures. This includes following all applicable policy items noted in Section 2.
5. The following is the procedure set out for the Hiring Committee:
 - 5.1. The Hiring Committee will collectively shortlist the most appropriately qualified candidates by reviewing the submitted resumes.
 - 5.2. If a substantial number of potentially successful candidates are identified, the Hiring Committee may direct a member, typically the General Manager, to perform one-on-one interviews to narrow the selection to three candidates.
 - 5.3. The Hiring Committee will perform panel interviews on the final three candidates and select the most qualified candidate for the posted position. The three final candidates should be notified of timelines for decision-making at their interview.
 - 5.4. All unsuccessful candidates who received interviews will be notified as soon as possible after the successful candidate accepts the offer.
6. Upon the discretion of the Hiring Committee, the outgoing employee in the position to be vacated, or any other person with extensive knowledge of the position to be filled, may be asked to provide input in the selection process.

LAST UPDATED: MAY 12, 2023
 UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY II – OMBUDSPERSON

EFFECTIVE DATE: JANUARY 13, 1998

INTRODUCTION

The Ombudsperson of the UNBC Northern Undergraduate Student Society facilitates conversation when conflict arises among students, staff, faculty, administration, and services offered at the University of Northern British Columbia. To fulfill this obligation, the Ombudsperson will follow the guidelines of this document.

SECTION 1 – DEFINITIONS

1. *The Ombudsperson* of the UNBC Northern Undergraduate Student Society shall now be referred to as the Ombudsperson.
2. *The University of Northern British Columbia* shall be called UNBC.
3. *The UNBC Northern Undergraduate Student Society* shall hereinafter be referred to as NUGSS.
4. *The NUGSS Board of Directors* shall be referred to as the Board from now on.
5. *The UNBC Administration* staff shall be referred to as the Administration from now on.

SECTION 2 – APPOINTMENT

1. The Ombudsperson shall be a hired staff person.

SECTION 3 – JURISDICTION

1. The Ombudsperson may investigate all situations (e.g., complaints, concerns, or issues) affecting the UNBC Undergraduate Student Community.
2. A situation may be brought to the Ombudsperson for investigation by a UNBC Undergraduate Student Community member, or an investigation may begin due to the Ombudsperson's personal knowledge of a situation.
3. The Ombudsperson's physical authority of investigation shall be the UNBC campus and all relevant areas outside the campus that pertain to a particular investigation.
4. At no time during an investigation may the Ombudsperson commit an act deemed illegal by the community within which the Ombudsperson works.
5. The Ombudsperson holds no powers outside those of a private citizen.

SECTION 2 – DUTIES & RESPONSIBILITIES

1. The Ombudsperson shall act as an impartial, independent, and confidential counsel to the UNBC Undergraduate Student Community. The Ombudsperson is not a student advocate but is an advocate for fairness and will:
 - 1.1. Take a non-aligned role when hearing a concern.
 - 1.2. Operate independently of the Board and the Administration.
 - 1.3. Keep all records, contacts, and communications with complainants confidential.
 - 1.4. Investigate complaints only at the behest and with the complainant's consent.
 - 1.5. Be concerned with the rights of every person to be treated fairly.
2. The Ombudsperson shall inform students about UNBC policies, procedures, services, and programs.
3. The Ombudsperson shall refer a complainant to the appropriate UNBC authorities should a complaint fall outside the Ombudsperson's knowledge and/or authority.
4. If requested by the concerned parties to a complaint, the Ombudsperson can help identify and evaluate options for a resolution between conflicting parties.
5. The Ombudsperson shall receive complaints from individuals who feel they have been treated unfairly and investigate those well-founded complaints.

6. The Ombudsperson shall have the power to conduct all investigations necessary and appropriate to research a complaint.
7. The Ombudsperson may refuse to investigate a complaint or decide to discontinue an investigation should it be established that the complaint is unsubstantiated.
8. The Ombudsperson shall help identify systemic problems and weaknesses in institutional policy and practice to make recommendations to the appropriate authorities.

LAST UPDATED: MARCH 15, 2022
UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY III – HONOURARIUMS FOR DIRECTORS & COUNCILLORS

EFFECTIVE DATE: MARCH 10, 1998

INTRODUCTION

This policy is designed to act following NUGSS Bylaw XVIII. Honourariums are designed to reward Directors and Councillors for their time providing work for the Society.

SECTION 1 – DIRECTORS & COUNCILLOR HONOURARIA

1. What constitutes an honourarium shall be:
 - 1.1. Completion of Duties and timelines as assigned to the Board of Directors or the Council for Equity, Diversity, and Inclusion, as noted under Bylaw XVIII
 - 1.2. Directors and Councillors shall be paid an honourarium at the end of the Fall and Winter semesters.
 - 1.3. A Director or Councillor must be in office for at least three months before qualifying for an honourarium payment.
 - 1.4. No increase to the compensation of Directors and Councillors will take effect before the completion of the next general election.
 - 1.5. Directors must attend at least 80% of Board meetings (this does not include valid missed meetings such as exams, emergencies, etc.) during the semester(s) to qualify for full payment of their honouraria.
 - 1.6. The Board of Directors will assess the validity of attendance concerns on a case-by-case basis.
 - 1.7. If they attend less than 80% of meetings, reductions may be motioned by the remaining Board of Directors to reflect the reduced time allocated to Board duties by that Director.

SECTION 2 – COMMITTEE ATTENDANCE

1. Directors are encouraged to sit on at least two committees during their term.
2. A Director must be present when those committees meet unless compassionate grounds dictate otherwise.

SECTION 3 – ACCOUNTABILITY

1. The Board of Directors will prepare a monthly report on the activities of the Board and the Society overall as per Bylaw IV. These informal reports are presented at each meeting and through contributions to discussing agenda items.
2. The Council for Equity, Diversity and Inclusion will prepare a semester report on the activities of the Council as per Policy XIV.

3. Councillors will complete one campaign per semester, as noted in Bylaw XVIII, to qualify for their honourarium.
4. There will be no flexibility in Honourariums. When elected, Directors and Councillors are expected to complete all required duties and responsibilities from the date their term starts until the date that it ends.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY IV – ORGANIZATIONAL STRUCTURE

EFFECTIVE DATE: JANUARY 30, 2002

INTRODUCTION

The following are the specific duties and responsibilities required by each member of the Northern Undergraduate Student Society:

SECTION 1 - THE BOARD OF DIRECTORS

1. The Board of Directors will, through the setting of Policy, be responsible for the strategic direction of the society.
2. Board of Directors members will not instruct any NUGSS staff on executing their duties or responsibilities outside of a motion approved in a meeting of the Board as per Bylaw IV.
 - 2.1. If a Director is concerned about how any staff are conducting themselves, they will bring it to the Board of Directors and the General Manager's attention at the next Board meeting.

SECTION 2 – THE COUNCIL FOR EQUITY, DIVERSITY, AND INCLUSION

1. The Council for Equity, Diversity and Inclusion will be responsible for examining the strategic direction set by the Board of Directors through the lens of equality as dictated by NUGSS Bylaw V.
2. The Council for Equity, Diversity and Inclusion will not instruct any NUGSS staff on executing their duties or responsibilities.
 - 2.1. If a Councillor is concerned with how any staff are conducting themselves, they will bring it to the attention of the Board of Directors.

SECTION 3 – STAFF MEMBERS

1. NUGSS Staff will execute the strategic direction the Board of Directors sets.
2. The General Manager will be responsible for communicating the strategic direction of the Society to staff.
3. The General Manager will be responsible for adequately organizing and structuring the Society's various staff positions.
4. The Board of Directors will conduct a performance review for the General Manager every February.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY V – BOARD MEMBERS DEEMED TO BE IN ‘CONFLICT OF INTEREST’

EFFECTIVE DATE: APRIL 1, 2008

INTRODUCTION

This policy intends to ensure the NUGSS Board of Directors does not have political or other affiliations that create a ‘conflict of interest’ with their roles and responsibilities to the Society.

SECTION 1 - GENERAL

1. Directors of the Society cannot seek election or appointment to anybody or group, such as special interest groups,’ political organizations and any other group that the Board of Directors, by a two-thirds majority vote, deems to be inappropriate or in a ‘conflict of interest.’
2. Directors cannot be on the executive of any NUGSS SLO, per Bylaw IV.
3. If the Director is a member of an SLO that is requesting funding, being reviewed for status, etc., they must recuse themselves from that portion of the conversation and abstain from any vote conducted.
4. If a Director is employed by any organization that is being discussed for campaigns, donations, partnerships, etc., that Director must recuse themselves from that portion of the conversation and abstain from any vote conducted.
5. If a Director is in doubt about a potential conflict of interest, they must state this conflict, and then the remaining Board members will decide on the appropriate steps to be taken.
6. When a motion directly impacts the Director, there must be a discussion about the conflict of interest, and appropriate steps must be taken to eliminate any disputes at that time. This could be recusing themselves from the discussion, meeting, vote, or other methods based on the unique situation.
7. When a Director is deemed to be in a ‘conflict of interest,’ that Director shall be given five business days to rectify the situation by either submitting their resignation to their respective organization or to the NUGSS Board of Directors.
8. If a Director refuses to resign from either position, the Society’s Board of Directors must take appropriate action to remove the Director from the Board.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY VI – OUTREACH HOURS

EFFECTIVE DATE: APRIL 1, 2016

INTRODUCTION

This policy intends to ensure that members of the NUGSS Board of Directors are available to the general membership of NUGSS through the establishment of outreach hours. The secondary purpose is to provide opportunities for members of NUGSS to engage with the NUGSS Council for Equity, Diversity, and Inclusion. The third intention of this policy is to improve awareness of the NUGSS central office location, the NUGSS administration team and the services we provide.

SECTION 1 - GENERAL

1. The NUGSS Board of Directors will establish a weekly time and date for the Fall and Winter semesters, where the Directors will be available to answer questions that members may have.
 - 1.1. This time should be communicated to students via NUGSS communication channels.
 - 1.2. Directors and Councillors are encouraged to attend but are not required to be present at these weekly sessions.
 - 1.3. It is recommended that the Board choose a place in the school that is visible to many students.
2. The ideal schedule for the Fall and Winter semester will be as follows:
 - 2.1. Weekly time and date for tabling in the Wintergarden area, ideally 1.5 to 2 hours per week.
 - 2.2. Monthly events that encourage social bonding and opportunities to meet with students.
 - 2.3. Ideally, the tabling will take place in front of the NUGSS Display Case area unless otherwise reserved
3. The weekly schedule should run from September to November and January to March, with reduced sessions during the months of December and April. There will not be an expectation for these sessions to occur from May to August.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY VII – HARASSMENT & DISCRIMINATION

EFFECTIVE DATE: OCTOBER 4, 1998

INTRODUCTION

The UNBC Northern Undergraduate Student Society (NUGSS) is committed to maintaining a safe, healthy, positive working environment free from bullying and/or harassment for all our employees, Directors, Council Members, volunteers, and guests. For this purpose, the UNBC Northern Undergraduate Student Society has adopted an institution-wide policy and reporting procedures to ensure appropriate legal principles and survivor-centric methods are used. Harassment and discrimination will not be tolerated within the Society or in any operations we are involved with. Since we are tenants of UNBC and most of our team are also UNBC students, we will include references to their physical location, Respect in the Workplace Policy and Response Procedures, and Sexual Violence and Misconduct Policy.

SECTION 1 – POLICY STATEMENT

NUGSS is committed to providing a safe, healthy, equitable, and respectful workplace free from harassment (including discrimination and sexual harassment), discrimination, bullying, and violence. Harassment, discrimination, bullying or violence, in any manner or form, is expressly prohibited by NUGSS and UNBC.

NUGSS will take disciplinary measures, up to and including termination of employment or impeachment from Board/Council positions, as it deems reasonable and appropriate against anyone who engages in harassment, bullying, discrimination, or violence or otherwise violates this Policy.

This Policy outlines considerations about workplace harassment, bullying, discrimination or violence and the process of investigating allegations of such misconduct. It covers several different violations and circumstances that any employee, consultant, or contractor of NUGSS or any third party may report.

This Policy should be followed when there is a complaint of harassment, discrimination, bullying or violence, as defined below.

This Policy applies to all employees, consultants, and contractors. It also applies to all other persons who attend NUGSS premises, including all guests/customers, visitors, vendors, suppliers, and delivery persons.

SECTION 2 – DEFINITIONS

Workplace Harassment and Bullying

In this Policy, workplace “harassment and bullying” includes any inappropriate conduct or comment by a person towards an individual that the person knew or reasonably ought to have known would cause them to be humiliated or intimidated.

Workplace “harassment and bullying” do not include reasonable actions relating to the management and direction of workers, including instructions or expectations, communicated professionally, concerning matters such as:

- Job duties and work to be performed.
- Workloads and deadlines.
- Layoffs, transfers, promotions, and reorganizations.
- Work instruction, supervision, or feedback.
- Performance evaluation and management; and
- Discipline, suspensions, or terminations.

Acts of harassment and bullying may include:

- spreading malicious rumours or false information.
- verbal abuse.
- potentially harmful hazing or initiation practices; and
- vandalism of personal belongings.

Discriminatory Harassment: is harassing conduct or communication directed at an individual and based on the following prohibited grounds: gender, gender identity, gender expression, sex, marital status, sexual orientation, race, colour, religious beliefs, origin, ancestry, age, source of income, family status, disability, political belief or conviction on a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of an individual. Discriminatory Harassment creates an intimidating, offensive or embarrassing work environment.

Sexual Harassment: is harassing conduct that includes any offensive and/or unwelcome sexual comment, gesture, physical contact, or demand of a sexual nature that is likely to cause offence or humiliation to an individual or that might, on reasonable grounds, be perceived by an individual as placing a condition of sexual nature on employment, or an opportunity for training or promotion. It creates an intimidating, offensive or embarrassing work environment. Sexual Harassment can take various forms. While sexual harassment is commonly targeted at women, men and transgender individuals also experience it. It includes any unwanted sexual attention or sexually-oriented conduct, including (for example only):

- Sexual flirtations, touching (including standing too close), advances or propositions.
- Verbal abuse of a sexual nature.
- Graphic or suggestive comments about an individual’s dress or body.
- Sexually degrading words to describe an individual.
- The display in the workplace of sexually suggestive objects or pictures, including nude or partially nude photographs and photographs involving provocative poses.
- Pressure for sexual favours, an element of which may be conducted, such as repeated and unwanted requests for dates.

- Direct or indirect propositions of a sexual nature.
- Remarks or questions about sexual activity or speculations about previous sexual experiences or
- Sexual assault.

Discrimination

Discrimination is defined as distinguishing differences or treating someone as inferior based on their race, sex, national origin, age, or other characteristics. Grounds of discrimination include but are not limited to ethnicity, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, disability, genetic characteristics, and a conviction for which a pardon has been granted.

Microaggression

A microaggression is a statement, action, or incident regarded as indirect, subtle, or unintentional discrimination against members of a marginalized group, such as a racial or ethnic minority or gender. Examples of microaggressions include inappropriate physical touching, calling a woman “honey,” or making jokes that emphasize a stereotype about a particular diversity group.

Workplace Violence

In this Policy, Workplace Violence includes sexual violence. It also includes, but is not limited to, the following:

- a) Conduct against or by an individual that causes or could likely have caused physical or psychological injury or harm. This includes, but is not limited to, physical acts such as punching, hitting, kicking, pushing, damaging property, or throwing objects.
- b) Attempted conduct against or by an individual that could likely have caused physical or psychological injury or harm.
- c) An action or statement (or series of actions or statements) reasonably believed to be a threat of physical or psychological harm or a threat to safety or security in the workplace or
- d) Bringing a weapon of any kind to NUGSS/UNBC premises or possessing a weapon of any kind while carrying out NUGSS business or threatening to bring a weapon to NUGSS/UNBC premises.

Employees experiencing violence outside of the workplace (e.g., domestic violence) that may create a risk of danger to themselves or others in the workplace are required to report it to NUGSS. While this may be uncomfortable for the person experiencing the violence, and they might feel shame, it is necessary so that NUGSS can take reasonable preventive steps to safeguard them and others in the workplace.

Complainant (s) – a person or people who make a report alleging a violation of this policy or UNBC’s applicable policies.

Respondent (s) – a person or people alleged to have violated this policy or UNBC’s applicable policies.

SECTION 3 – RESPONSIBILITIES AND OBLIGATIONS

All employees must:

- Always comply with this procedure.
- Avoid causing or participating in workplace harassment, bullying, discrimination, or violence.
- report to NUGSS any workplace harassment, bullying, discrimination, or violence that is witnessed or observed. If there is an extreme or imminent threat of physical harm to themselves or anyone, the worker should contact the police.

- participate in training regarding this procedure and any other procedures relating to workplace harassment, bullying and violence; and
- fully cooperate in any investigation into a complaint or incident of workplace harassment, bullying, discrimination, violence, or breaches of this procedure.

Employees seeking information or clarification regarding this procedure or wishing to have an informal discussion regarding a possible complaint are encouraged to contact the NUGSS General Manager. Such inquiries will be held in confidence to the extent possible.

NUGSS follows UNBC’s confidentiality policy and will not disclose the name of a complainant or the respondent or any other details that may identify the parties unless the information is required:

- for the investigation and resolution of a report.
- for taking preventative, remedial and/or disciplinary action.
- by law; or
- an individual is deemed to be at imminent risk of harming oneself or others.

There may be times when NUGSS will speak with UNBC Safety and Security when the complainant and/or respondent are UNBC students or employees. Since we are tenants at UNBC and there are many policies directly applicable to students and staff, we may need to coordinate or seek out additional assistance to ensure all relevant policies and procedures are being followed. UNBC will maintain confidentiality under the same conditions noted above, as indicated in their Respect in the Workplace Policy and their Sexual Violence and Misconduct Policy.

SECTION 4 – DISCLOSURE

NUGSS will use the same disclosure system and similar wording as UNBC to ensure our policies and procedures are coordinated.

- Individuals may disclose for various reasons, including the need to access support. Individuals who disclose will be taken seriously. A Disclosure is not a Report and will not initiate an investigation.
- A Member of NUGSS may be required to share information disclosed if any of the following circumstances apply:
 - a. An individual is deemed to be at imminent risk of self-harm.
 - b. An individual is deemed to be at imminent risk of harming others.
 - c. If Disclosure is otherwise required by law.
- Unless one of the exceptions listed above applies, members of NUGSS who receive a Disclosure must obtain the written consent of the person who disclosed it to them before sharing any information about the person who disclosed it.
- In the above instances, the minimum amount of information needed to meet legal or other obligations will be disclosed. Any Member of NUGSS who is unsure about their responsibility to disclose should seek advice from the NUGSS General Manager.
- Members of NUGSS who receive a Disclosure should ensure that the individual disclosing to them is aware of the Policy and Response Procedures to assist and support the needs of the Survivors/persons affected by this Disclosure.

SECTION 5 – REPORTS

NUGSS will use the same reporting system and similar wording as UNBC to ensure our policies and procedures are coordinated.

- Members of NUGSS who wish to make a Harassment Report should contact the NUGSS General Manager or department manager. A Report may be made at any time.
- Members of NUGSS may make a Report on their own initiative when required to comply with legal obligations listed under the Disclosures section above.
- NUGSS will promptly respond to Harassment Reports under this or any other NUGSS/UNBC Policy. All investigations and adjudicative processes will follow principles of fairness and natural justice and protect the rights of the Complainant, the Respondent, and the witnesses involved. Investigators will apply the balance of probabilities standard of proof (i.e., whether the information shows that it is more likely than not that a violation of Policy has occurred).
- Individuals have the right to involve a support person of their choice and/or legal counsel in any meetings or processes related to a Harassment Report.
- If, after reviewing a Harassment Report, NUGSS decides not to investigate, this should not be seen as a judgment against any person or a denial that the incident occurred. There are many reasons why NUGSS may not investigate. NUGSS will support the Complainant in all cases even if NUGSS does not investigate the Complainant's Report.
- Complainants have the right to withdraw a Report at any stage in the process. However, there are circumstances when NUGSS will be compelled to proceed without a Complainant's involvement, such as those listed in the Disclosures section.
- Complainants have the right to choose how they participate in the investigation, including the right not to participate; however, if the Complainant decides not to participate, NUGSS's investigation may be limited. Complainants may choose to be kept informed about the investigation whether or not they participate.
- NUGSS recognizes that being involved in an investigation process can be difficult. NUGSS is committed to treating all individuals engaged in a manner that is respectful, Trauma-Informed, and procedurally fair.
- All participants have the right to the following:
 - a. To have the complaint process explained to them.
 - b. To ask questions about the process.
 - c. To receive information about available supports and accountability options.
 - d. To communicate their own experiences.

SECTION 6 - PROCEDURE

Reporting Requirements

This Policy requires that complaints of workplace harassment, bullying, discrimination, or violence be reported in accordance with the procedure outlined below.

To whom should an employee report a complaint?

Complaints may be reported to NUGSS, in accordance with this Policy, by contacting the NUGSS General Manager or their Department Manager.

If a complaint concerns their Department Manager, employees are expected to report the complaint to the NUGSS GM. If the complaint concerns the NUGSS GM, they should contact the NUGSS President.

Procedure

Informal Resolution

Step 1:

Object (i.e., Say “No”) – An employee should not ignore perceived undesirable behaviour but instead should, where they feel safe doing so, make known their discomfort to the alleged offender transparently. Making the offender aware of the unacceptable actions allows them to change their behaviour. We recognize that power imbalance, intimidation, fear of retaliation, and other factors may make this approach inappropriate or unwise and that the person may need assistance resolving their concerns.

Step 2:

Seek Guidance – If a person feels unable to deal with the person directly, as noted in step 1, they should approach their manager for assistance. An employee should report to NUGSS any workplace harassment, bullying, discrimination, or violence that they experience or witness. When employees believe they may have experienced or witnessed any action or behaviour violating this policy but are unsure, they should approach their Department Manager or General Manager for guidance.

Step 3:

File a Formal Complaint – An employee may file a written complaint with NUGSS. Ideally, a formal complaint will be submitted within a short timeline of the incident. However, we recognize that this is not always feasible or something that a person is ready to come forward with.

Formal Resolution

All incidents of workplace harassment, bullying, discrimination, violence, or reprisal should be reported to NUGSS. If feasible, incidents should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

All complaints and incidents are to be recorded in writing by the reporting person/employee and the representative of NUGSS receiving the complaint. Where the complainant declines to put the complaint in writing, it still must be investigated if the information provided by the complainant is sufficiently detailed and warrants an investigation.

Please provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred when they occurred, and what behaviour, conduct and/or comment led to the complaint. Include supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

Suppose an incident of workplace violence involves a person who is not an employee of NUGSS. In that case, NUGSS may report the incident to that person’s employer and/or another person, as NUGSS determines is appropriate in the circumstances.

Investigation

NUGSS will promptly investigate all complaints or incidents of workplace harassment, bullying, or violence. The nature and scope of the investigation will vary depending on the nature of the allegation. The complainant, respondent, and witnesses will be informed of the requirement to keep the investigation confidential.

Information provided by employees to NUGSS will be handled with care and discretion. All reasonable efforts will be made to safeguard confidentiality throughout the process to the extent possible. In some circumstances,

disclosure may be necessary for investigating, reporting to law enforcement, taking disciplinary action concerning the complaint, or where required by law.

In cases where a conflict of interest may exist, NUGSS will ensure an impartial consideration of the complaint. No alleged perpetrator will take part in investigating the complaint or determining the complaint outcome.

After the investigation, NUGSS may prepare a written report summarizing the complaint, evidence, findings of fact and conclusion. Only a summary of the results and conclusions from the report will be shared with the complainant, respondent and any other worker affected by it. The background investigation materials will only be shared to the extent required by law or as required to allow NUGSS to complete their investigation.

No Reprisal/Retaliation

This Policy prohibits reprisals against employees who have made good faith complaints or provided information in good faith regarding a complaint or incident of workplace harassment, bullying, discrimination, or violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment for cause.

Interim Measures

- Where NUGSS receives information that requires it to act to protect the health and safety of its members or property, NUGSS may impose interim measures before an investigation is concluded.
- Interim measures seek to protect the safety of all parties involved and to protect the integrity of the ongoing investigation or disciplinary process. The need for interim measures and which measures are imposed will be decided on a case-by-case basis, considering the nature of the allegations and the circumstances of each situation.
- Any decision to impose interim measures will be made without prejudice to the rights of all parties and will not be construed as being against the Complainant or Respondent. Interim measures will remain in effect for as long as is reasonably required, pending the outcome of an investigation. Individuals affected by interim measures may request a review of such actions in writing.

Resolution of a Formal Report

Reports shall usually be resolved by the General Manager or Department Manager responsible for the Respondent. The General Manager will review the investigation report and decide as to whether Bullying and/or Harassment has occurred.

If there are findings of inappropriate behaviour, the General Manager shall give directions for remedial and/or disciplinary action required to resolve the Report. Remedial action may include a direction to cease the behaviour, provide an apology, and/or a requirement to participate in an education program regarding respect in the workplace or a letter of expectation.

Disciplinary action may include reprimand, suspension, or termination. Where disciplinary action is recommended, the General Manager may consult with the NUGSS President and/or UNBC Human Resources before finalizing any disciplinary action recommendations. Any recommended course of action should be considered regarding natural justice, fairness, reasonableness, and institutional consistency.

Where, in the opinion of the General Manager, personal harassment has had a negative impact on a particular work or educational group environment, the General Manager may consider remedial action designed to restore that environment.

The General Manager will inform the Respondent of their decision regarding the matter in person, when possible, and confirm in writing any remedial action or changes that may be required to prevent future complaints of a similar nature and any disciplinary action to be imposed. The Respondent may be accompanied by a support person at this meeting.

The General Manager or their delegate responsible for resolving the Report of Bullying and/or Harassment will convey the final disposition of the Report to the Complainant. This may include an overview of actions to remedy the situation for the Complainant and any measures undertaken to restore the environment if required.

Right to Appeal

Any disciplinary action taken because of a violation of this Policy may be subject to an appeal to the NUGSS President. Appeals to the NUGSS President must be in writing and occur within ten (10) working days of the decision being communicated to the Respondent. Any decision by the NUGSS President, in conjunction with the NUGSS Board of Directors, respecting an appeal under this procedure will be final.

Conflict of Interest

Should the nature of the Report place any of the Management responsible for acting under these Procedures in a conflict of interest, a member of the Board of Directors who is not involved in the situation will be responsible for identifying an alternative Manager, third-party contractor, or carrying out the investigation themselves, if needed.

When the Respondent is the General Manager, the Report will usually be referred to an external investigator who shall fulfill all the investigative responsibilities. The investigation report shall include an opinion on whether Bullying and/or Harassment occurred and may consist of recommendations for resolving the Report.

This investigation report will be submitted to the NUGSS President, who will review it with the NUGSS Board of Directors for remedial action or changes that may be required to prevent future complaints of a similar nature and any disciplinary action to be imposed.

Procedure Review

At least annually, NUGSS will review:

- this procedure, including reporting and investigation procedures; and
- steps are taken to prevent or minimize workplace harassment, bullying and violence.

SECTION 7 – BOARD OF DIRECTORS & COUNCIL FOR EQUITY, DIVERSITY & INCLUSION

1. All Board and Council members should complete at least one (1) sexualized violence prevention workshop or online course authorized by NUGSS.
 - a. They should advise the Board and/or Council members of their attendance and completion of the workshop at the next meeting following the workshop completion.
 - b. NUGSS Admin will advise on approved sexualized violence prevention workshops upon request.
2. All Board and Council members should complete a minimum of three (3) Equity, Diversity, and Inclusion courses via the UNBC LinkedIn Learning website.
 - a. They should advise the Board and/or Council of their course completions at the following applicable meeting following course completion.
 - b. NUGSS encourages participation in more than three courses if time permits.

SECTION 8 – EMPLOYEES

3. All supervisory or management employees must complete at least one (1) sexualized violence prevention course authorized by NUGSS.
 - a. They must advise their department manager and/or NUGSS General Manager of their attendance and completion of the course, including course name, date, and certificates (if applicable).
 - b. This must be completed before three months of employment, or NUGSS may only continue employment after the probationary period.
 - c. NUGSS Management will advise on approved sexualized violence prevention courses.
4. All other employees (not supervisory or management) must complete at least one (1) sexualized violence prevention course authorized by NUGSS.
 - a. They must advise their department manager and/or NUGSS General Manager of their attendance and completion of the course, including course name, date, and certificates (if applicable).
 - b. For new employees, this must be completed before three months of employment, or NUGSS may only continue employment after the probationary period.
 - c. For current or returning past employees, this must be completed within three months of receiving their current manager's notification of this policy change.
 - d. NUGSS Management will advise on approved sexualized violence prevention workshops.
5. All employees must complete a minimum of two Equity, Diversity, and Inclusion courses via the UNBC LinkedIn Learning website. We have compiled a list of courses, although we encourage you to seek additional courses to complement your existing knowledge. This is a partial list, but we require the course to focus on the areas of Diversity, Equity, Inclusion and Belonging and a minimum of 30 minutes in length.
 - a. Diversity, Inclusion and Belonging (47 min) – ideal for supervisors and managers
 - b. Mindfulness, Diversity, and the Quest for Inclusion (39 min)
 - c. Driving Inclusion with Empathy (51 min)
 - d. Teaching Civility in the Workplace (50 min) – ideal for supervisors and managers
 - e. Inclusive Mindset (55 min)
 - f. Multinational Communication in the Workplace (40 min)
 - g. Handling Workplace Bullying (42 min) – ideal for supervisors and managers
 - h. Creating Safer Spaces for Tough Conversations at Work (54 min)
 - i. Uncovering Unconscious Bias in Recruiting and Interviewing (51 min) – ideal for supervisors and managers
6. Once the courses have been completed:
 - a. They must advise their department manager of their course completions and provide a copy of the certificate of completion for their employee file.
 - b. This must be completed before three months of employment, or NUGSS will only continue employment after the probationary period.
 - c. NUGSS encourages participation in more than two courses if time permits.

LAST UPDATED: FEBRUARY 8, 2024
UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY VIII – FREE SPEECH

EFFECTIVE DATE: APRIL 1, 2016

INTRODUCTION

Members, students, and employees of NUGSS must conduct themselves to ensure that freedom of speech within the law is secured for its members, employees, and visitors. The freedom protected by this Policy is confined to exercising freedom of speech within the law. NUGSS believes that a culture of free, open, and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language.

SECTION 1 - GENERAL

1. No NUGSS policy will permit discrimination against a SLO regarding SLO certification, funding, or bookings based on its beliefs, opinions, or philosophy as long as it does not infringe upon fundamental freedoms protected under the Canadian Charter of Rights and Freedoms
2. Student elections rules and regulations do not empower the CRO or DRO to censor speech during elections or referenda as long as they do not infringe upon other individuals' fundamental freedoms protected under the Canadian Charter of Rights and Freedoms.
3. The Society cannot restrict individual students' advocacy on issues related to post-secondary education, including adopting or promoting formal positions concerning Provincial, Federal, or international issues.
4. NUGSS follows the following fundamental freedoms as listed in the Canadian Charter of Rights and Freedoms:
 - 4.1. Everyone has the following fundamental freedoms:
 - 4.1.1. freedom of conscience and religion.
 - 4.1.2. freedom of thought, belief, opinion, and expression, including freedom of the press and other media of communication.
 - 4.1.3. freedom of peaceful assembly, and
 - 4.1.4. freedom of association.

LAST UPDATED: MAY 12, 2023

UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY IX – ASSOCIATE MEMBERSHIPS

EFFECTIVE DATE: AUGUST 1, 2018

INTRODUCTION

In accordance with society bylaws, this policy guides the Board of Directors on how Associate Memberships of the Society are to be awarded.

Associate memberships are to be awarded to individuals who have made exceptional contributions to the welfare of the membership of NUGSS or the society as an entity. Further, they are awarded to those who work to facilitate an awareness of the rights and views of NUGSS members by acting fairly and democratically through the promotion, education, and representation of undergraduate students at UNBC.

SECTION 1 - GENERAL

1. The NUGSS Board of Directors will appoint non-members to associate membership status under the following conditions:
 - 1.1. Where nominations for Associate membership are sought from society membership.
 - 1.2. That a maximum of two associate memberships is given annually.
 - 1.3. That decision on associate memberships receives affirmative consent by the Council for Equity, Diversity and Inclusion and the Board of Directors by 3/4 vote, respectively.
2. Those that are appointed as associate members shall retain associate membership until:
 - 2.1. Their death.
 - 2.2. Revocation of Associate Membership by both the Council for Equity, Diversity and Inclusion and the Board of Directors by 3/4 vote, respectively.
3. Those that are appointed as associate members shall:
 - 3.1. Uphold the Constitution and Bylaws of the Society.
 - 3.2. Receive a certificate identifying their associate membership and will have their name added to the membership register.
 - 3.3. Not be eligible to vote in either referendums or elections of the Student Society.
 - 3.4. Not count towards quorum at General Meetings.
 - 3.5. Upon recognition by the Chair, be permitted to speak at the General Meetings of the membership.

LAST UPDATED: MARCH 17, 2021

UPDATED BY: BOARD OF DIRECTORS

PERSONNEL POLICY X – WORKPLACE VIOLENCE PREVENTION POLICY

EFFECTIVE DATE: DECEMBER 18, 2020

INTRODUCTION

The BC Occupational Health & Safety Regulations, this policy guides the Society's employees and the Board of Directors.

SECTION 1 - GENERAL

1. NUGSS has created a policy statement regarding workplace violence prevention.
2. NUGSS has created a workplace violence prevention program that consists of the following elements:
 - 2.1. Explanation of the requirements under the regulation and the general duties of employers, workers, and supervisors under the Workers Compensation Act.
 - 2.2. Risk assessment surveys, checklists, and inspection reports.
 - 2.3. Procedural manual for employees on how to minimize risk, best practices, and other related items; and
 - 2.4. Documents for reporting incidents, investigating incidents, and records of training to employees.

Prevention of violence in the workplace - Policy Statement

The management of the Northern Undergraduate Student Society (covering Degrees Coffee Co. and Thirsty Moose Pub) recognizes the potential for violent acts or threats directed against staff by persons other than Northern Undergraduate Student Society employees.

Every effort has been made to identify the sources of such action, and procedures have been developed to eliminate or minimize the risks to staff.

The management of the Northern Undergraduate Student Society will ensure that all staff members are aware of the hazards and are trained in the appropriate actions to protect them from acts or threats of violence.

Workers must follow the procedures implemented for their protection and immediately report all incidents of violence.

CREATED: DECEMBER 18, 2020

APPROVED BY: BOARD OF DIRECTORS

PERSONNEL POLICY XI – NUGSS DISCOUNT POLICY

EFFECTIVE DATE: FEBRUARY 3, 2021

INTRODUCTION

To promote the use of NUGSS operations and to recognize the services provided to NUGSS, we offer a discount policy for our operational locations that applies to Society employees, along with the Board of Directors and Council for Equity, Diversity, and Inclusion members.

SECTION 1 - GENERAL

1. NUGSS Discount Policy only applies to purchases made by the cardholder themselves; discounts will not be applied to items not consumed by the cardholder. This means you cannot purchase items at a discount for other people.
2. NUGSS offers the following two discounts, with definitions of each listed below.
3. NUGSS offers a 30% discount to the following members:
 - 3.1. Employees not assigned a supervisory or management title.
 - 3.2. Board of Directors.
 - 3.3. Council for Equity, Diversity, and Inclusion members.
4. NUGSS offers a 50% discount to the following members:
 - 4.1. Employees assigned a supervisory or management title.
5. Discount applies on all non-alcoholic beverage purchases at The Thirsty Moose Pub and Degrees Coffee Co.
 - 5.1. This discount can be used in conjunction with daily features or BAM discounts.
 - 5.2. This discount can not be used in conjunction with the Rewards program at Degrees Coffee Co.
6. Discount applies on all food purchases at The Thirsty Moose Pub and Degrees Coffee Co.
7. Discount applies on all retail purchases at The Thirsty Moose Pub and Degrees Coffee Co.
 - 7.1. This would exclude the free beverage portion of the Degrees Coffee Co. mug purchase offer.
8. Discount does not apply on alcoholic beverages or gift card purchases.
9. All discounts will only be provided with valid NUGSS “Employee” Discount Cards.
 - 9.1. Discount cards will be issued at 3-month intervals by the General Manager.
 - 9.2. Discount cards must be shown to Thirsty Moose Pub/Degrees Coffee Co. staff upon request.
 - 9.3. Discount cards must be shown to Thirsty Moose Pub/Degrees Coffee Co. staff after the General Manager issues new cards to ensure valid status is still in place.
 - 9.4. Thirsty Moose Pub/Degrees Coffee Co. staff will require all NUGSS personnel using Discount Cards to sign a printed receipt at each visit to allow accurate end-of-day closing procedures to be completed.

PERSONNEL POLICY XII – NUGSS REFERENCE CHECK POLICY

EFFECTIVE DATE: FEBRUARY 10, 2021

INTRODUCTION

This policy is designed to clarify the process of NUGSS personnel completing reference checks for potential employees and/or volunteers. This policy is also intended to provide a framework for what NUGSS employees can provide for employment verifications and character reference checks to third-party organizations. This policy applies to all Society employees, the Board of Directors and Council for Equity, Diversity, and Inclusion members.

SECTION 1 – CONDUCTING AN EMPLOYMENT REFERENCE CHECK

1. During the interview process, you must obtain consent from the applicant to contact their references and ask employment-related questions.
2. If the applicant lists references, this is considered implied consent. NUGSS still requires that consent be given, and verification of references is done while conducting step 3 below.
3. When reviewing and verifying the references provided, let the candidates know that you wish to speak with someone who supervised them, not just a co-worker or subordinate.
4. Ask for two to three work-related references (based on their employment history), with the goal of speaking to two references during the calling process.
5. Make sure you have the NUGSS Reference Check questions ready before calling the reference provided, and ensure the questions asked are the same for all applicants.
6. All questions must be job-related and legal. You cannot ask questions during a reference check that you are not legally allowed to ask during an interview.
7. Use the NUGSS Reference Check document provided by the General Manager. Make sure it is the latest copy before conducting reference checks.
8. Reference checks will be kept in the employee file if the applicant is hired.
9. Reference checks for candidates not hired will be kept by the Manager conducting the reference checks for one year. After one year, these should be destroyed.

SECTION 2 – CONDUCTING A REFERENCE CHECK FOR VOLUNTEERS

1. During the interview process, you must obtain consent from the applicant to contact their references and ask volunteer-related questions.
2. If the applicant lists references, this is considered implied consent, and you may contact those individuals listed by the applicant.
3. Ask for two-to-three-character references, with the goal of speaking to two references during the calling process.
4. Make sure you have the NUGSS Volunteer Reference Check questions before calling the reference provided, and ensure the questions asked are the same for all applicants.
5. All questions must be related to the volunteer position and legal. You cannot ask questions during a reference check that you are not legally allowed to ask during an interview.
6. Use the NUGSS Volunteer Reference Check sheet provided by the General Manager. Make sure it is the latest copy before conducting reference checks.

7. Reference checks will be kept in the volunteer file for the duration of their time with NUGSS.
8. Reference checks for candidates not brought on as volunteers will be kept by the Manager conducting the reference checks for three months. After three months, these should be destroyed.

SECTION 3 – THIRD-PARTY EMPLOYMENT REFERENCE CHECKS

1. NUGSS appreciates the need for third parties to verify employment with NUGSS and will verify employment as follows:
 - 1.1. If available, the hire date and position listed for this employee.
 - 1.2. Due to the seasonal nature of certain operations, there is a chance that the listed hire date will not reflect the original hire date. Any error in providing this information is unintentional, and NUGSS will endeavour to provide accurate information whenever possible.
 - 1.3. The last day of work listed for this employee.
 - 1.4. Confirmation of wage/salary if the third party provides the amount given to them via the applicant. NUGSS will only confirm the wage amount; we will not provide additional information without the current/former employee's consent.
2. NUGSS understands that some third parties will require or request additional information, usually considered to be employee work-related character reference verification. NUGSS will provide the following information, understanding that the Manager being contacted reserves the right to answer the questions based on each case.
 - 2.1. We will verify any promotions/accolades/awards the applicant has indicated that the third party directly asks for. We will provide this information as well if a question arises during the reference check that would require this information to be provided.
 - 2.2. We will provide information about any documented incidents in the employee file if the incident indicates the employee is aware of the issue. If the incident/discipline record does not suggest that the employee was made aware of the problem, we will not disclose this information.
 - 2.3. We will only answer questions about punctuality and attendance based on documented data.
 - 2.4. If there are concerns around items 2.2 and 2.3 due to documentation on hand, the Manager reserves the right to indicate that NUGSS policy requires only documented items to be shared, and the Manager cannot access this information and cannot answer this question.
 - 2.5. NUGSS encourages management to share positive information about an employee if the information is accurate and honest.
3. If management is unaware of an employee (past employee who did not work for them directly), they will only verify what is in the employment file. NUGSS Management will clarify to the third party that we did not work with this individual and, therefore, can only disclose items in the employee file, but this is not meant to reflect the employee and their time here with us.

SECTION 4 - THIRD-PARTY CHARACTER REFERENCE CHECKS

1. NUGSS understands that some third parties will request additional information, usually considered to be character reference verification. This may involve employees or members of the Board of Directors or Council for Equity, Diversity, and Inclusion.
2. NUGSS requires our employees to follow the requirements below; NUGSS does not approve all comments made by an employee other than the information below.
3. NUGSS Policy requires that the employee provides all character reference checks for non-employment situations in the context of a personal reference. NUGSS does not authorize official reference checks to be provided by employees for these situations.
4. NUGSS understands that all information an employee provides for a personal reference is done at their discretion and does not reflect NUGSS and its official positions on any individual. All personal references are provided by the employee of their own accord and at their liability.

PERSONNEL POLICY XIII – SOCIAL MEDIA USAGE POLICY

EFFECTIVE DATE: June 25, 2021

The NUGSS social media usage policy provides a framework for using social media by members of the Board of Directors, Council for Equity, Diversity, and Inclusion, NUGSS operational and administration staff and NUGSS employees. This policy provides practical advice to avoid issues arising from careless use of social media.

SECTION 1 – SOCIAL MEDIA POLICY

1. NUGSS recognizes social media includes a variety of online communities like blogs, social networks, chat rooms and forums in addition to platforms like Facebook or Twitter, and is a place where people exchange information, opinions, and experiences to learn, develop and have fun.
2. All members of the Board of Directors, Council for Equity, Diversity, and Inclusion, and NUGSS employees should remain productive and avoid damaging the Society.
3. NUGSS expects all members in subsection 2 above to be careful when posting on social media.
 - 3.1. NUGSS recognizes that the Society cannot restrict what members post on social media, but the Society expects adherence to NUGSS confidentiality policies.
 - 3.1.1. Posts must avoid sharing intellectual property like trademarks on a personal account without approval; this means following all applicable copyright laws. Examples would be using the NUGSS or UNBC logo without permission.
 - 3.1.2. Posts must avoid any defamatory, offensive, or derogatory content. Such posts may be considered a violation of the Society’s anti-harassment policy if directed towards colleagues, clients, or partners.
 - 3.1.3. Posts must avoid being worded in such a way to suggest they represent the Society.
4. NUGSS suggests all members listed in subsection 2 above ensure others know personal accounts or statements do not represent the Society and advises using a disclaimer such as “opinions are my own” to avoid misunderstandings.
5. All NUGSS administrative and operational staff who manage NUGSS’ social media accounts or members of the Board of Directors or Council for Equity, Diversity and Inclusion who speak on the Society’s behalf are expected to act responsibly to protect the Society’s image and reputation.
 - 5.1. Be respectful, polite, and patient when engaging in conversations on the Society’s behalf and be careful when making declarations or promises towards customers and stakeholders.
 - 5.2. Avoid speaking on matters outside their field of expertise when possible and avoid answering questions or making statements that fall under somebody else’s responsibility.
 - 5.3. Follow the Society’s confidentiality and data protection policies and observe copyright, trademarks, plagiarism, and fair use laws.
 - 5.4. Inform the NUGSS General Manager when sharing any major-impact content.
 - 5.5. Avoid deleting or ignoring comments for no reason, but listen and reply professionally to criticism.
 - 5.6. Never post discriminatory, offensive, or libellous content and commentary.
 - 5.7. Correct or remove any misleading or false content as quickly as possible.
6. NUGSS will monitor all social media postings on all NUGSS accounts.

- 6.1. NUGSS may take disciplinary action leading up to and including termination of employees or removal from the Board of Directors or Council for Equity, Diversity, and Inclusion if this policy's guidelines are not followed. Examples of non-conformity with the employee social media policy include but are not limited to:
 - 6.1.1. Disclosing confidential information through personal or corporate accounts.
 - 6.1.2. Directing offensive comments toward other members of the online community.
 - 6.1.3. Threats or comments that should be known to have a threatening or harmful tone to them.

LAST UPDATED: MAY 12, 2023

APPROVED BY: BOARD OF DIRECTORS

PERSONNEL POLICY XIV – MANAGEMENT EDUCATION BENEFIT

EFFECTIVE DATE: March 15, 2022

The NUGSS management education benefit policy provides an incentive system to maintain management positions and encourage ongoing learning that benefits NUGSS. These benefits can be seen as interactions with our student population, continuing skills development and creating a positive work-life balance.

SECTION 1 – EDUCATION BENEFIT AMOUNTS & CONDITIONS FOR ELIGIBILITY

1. NUGSS recognizes that management retention is a crucial element to the ongoing success of NUGSS as an operational entity. Additional benefits provided to management are common to promote long-term retention.
2. Expenses related to recruitment and retraining can be expensive, and with this benefit program, these funds can be reinvested into ongoing employee education, which provides additional benefits to NUGSS.
3. This benefit will only be provided to employees designated with a management title who have completed their three-month probationary period.
4. This will be a maximum of five (5) employees under the existing organizational structure. Any change to this will require approval from the Board of Directors.
5. NUGSS will provide up to \$800 per four-month semester (Fall, Winter, and May) up to a maximum of \$2400 per fiscal year per manager towards eligible tuition costs.
6. Only direct tuition costs related to courses will be covered; no ancillary fees, student fees or other associated fees will be reimbursed under this program.
7. Only courses taken at UNBC will be covered under this policy.
8. Employees must be employed with NUGSS for a minimum of four (4) months after the completion of each semester to qualify for reimbursement. This would mean that if you completed your course in December, you would be eligible for reimbursement in late April.
9. If you are laid off for the May semester due to NUGSS business needs and return to employment for the Fall semester, your courses taken during the Winter semester immediately before your layoff will be considered eligible for reimbursement. Reimbursement will take place after three months of employment.
10. Only courses that have been completed (a passing grade) will be considered for reimbursement.
11. NUGSS will not discriminate on the choice of courses; any course in any program offered at UNBC would be eligible for this benefit.
12. Proof of course completion and associated costs must be submitted to the NUGSS General Manager for approval.

13. In the case of the NUGSS General Manager, the course completion and associated costs must be submitted to the NUGSS President for approval.

CREATED: MARCH 15, 2022

APPROVED BY: BOARD OF DIRECTORS

PERSONNEL POLICY XV – EMPLOYEE COMPENSATION PROGRAM

EFFECTIVE DATE: June 1, 2022

The NUGSS employee compensation policy provides a defined and transparent incentive system to maintain hourly positions and encourage ongoing employment with NUGSS. This program offers parameters for increases in hourly rates, combined with a clear set of timelines for management to review and apply these increases. This program does not apply to management employees.

SECTION 1 – HOURLY INCREASES & CONDITIONS FOR ELIGIBILITY

14. All hourly increases will be applied above the minimum wage hourly rate. (Ex: \$15.65 minimum wage, \$15.90 hourly wage if a \$0.25 increase was applied)
15. If the minimum wage increases, then the hourly premium will be applied above the rise in the minimum wage. (Ex: minimum wage increases to \$15.90, hourly wage would increase to \$16.15 to reflect differential)
16. If an employee is paid an hourly wage above the current minimum wage, the increase would be applied above that hourly rate. (Ex: \$16.65 hourly wage, \$16.90 hourly wage if a \$0.25 increase was applied)
17. If an employee is promoted to a supervisory or managerial position, the hourly wage or salary will be negotiated at that time based on the position. The current wage differential will not carry over since this position is new.
18. If an employee works in two separate departments within NUGSS, the wage increase will be applied to each position at a 50% rate.
19. For this policy, June 1, 2022, will be the first review date.
20. Reviews will be conducted every three months after June 1, 2022, and any raises will take effect after the review date. Reviews will occur every year on September 1, December 1, March 1, and June 1.
21. NUGSS management will review the employees' hours worked from June 1, 2021 (using the June 4, 2021, payroll date) to the review date, and if the employee has performed more than 550 hours, they will be entitled to a \$0.25 per hour increase.
22. Once the employee has obtained the first hourly increase, they will be eligible for additional increases after each subsequent 550 hours.
23. If an employee leaves NUGSS for a period of time, this will not impact their ability to use the program, as the assessment only considers the hours worked from June 1, 2021, to the current assessment date.
24. An employee must be considered employed and working at the time of the assessment (must be employed on September 1, as an example) to be considered for the increase.

LAST UPDATED: MAY 12, 2023

APPROVED BY: BOARD OF DIRECTORS

PERSONNEL POLICY XVI – BEREAVEMENT LEAVE POLICY

EFFECTIVE DATE: May 12, 2023

The NUGSS bereavement leave policy provides a compassionate program for hourly and salary employees. This policy intends to provide a framework for these unfortunate situations, with the understanding that each employee and circumstance will be different if the BC Employment standards change so that our policy's time off and compensation fall below their means, current employment standards will supersede this policy.

SECTION 1 – BC EMPLOYMENT STANDARDS & DEFINITIONS

25. BC Employment standards provide employees with up to 3 days of unpaid leave on the death of a member of the employee's immediate family.
26. According to the BC employment standards, immediate family defines immediate family as a spouse, child, parent, guardian, sibling, grandchild, or grandparent of an employee and any person who lives with an employee as a member of the employee's family. This includes common-law spouses, step-parents, step-children, same-sex partners and their children as long as they live with the employee as a member of the employee's family.
27. Under the BC employment standards, there are no requirements for the time off to be consecutive, three days, or paid. In the event of a dispute, it would be reasonable for an employer to request that an employee provide proof of death and the nature of the relationship. NUGSS will also follow this standard for time off and evidence if needed.
28. For paid-off time with NUGSS, the following definitions will be used: extended and immediate family members. We recognize that every person will have a different relationship and that some people defined as extended may be considered immediate family members. This classification is not meant to limit anyone's relationship or the impact of death on our employees but rather to clarify the time off policies noted below.
29. Extended family includes an aunt, uncle, cousin, or other relatives not mentioned in the immediate family classification.
30. Immediate family includes a spouse, child, parent, guardian, sibling, grandchild, or grandparent of an employee and any person who lives with an employee as a member of the employee's family. This includes common-law spouses, step-parents, step-children, same-sex partners and their children as long as they live with the employee as a member of the employee's family.

SECTION 2 – TIME OFF & COMPENSATION

1. An employee must be considered employed and working at the time of the death to be compensated under this policy. Suppose the scheduled start date of an employee crosses with this unfortunate situation. In that case, time off will be permitted based on the employee's needs and in conjunction with the department manager. Compensation will not be provided in these cases.
2. During the probationary period, NUGSS will follow the B.C. Employment standards minimum requirements. After the probationary period is over, the NUGSS policy will take effect. This only applies to returning seasonal employees who have already finished their probationary period.
3. In the case of a death in an employee's extended family, they would be eligible for up to 3 days unpaid time off. No penalty or reprimand for asking or taking this time off may be applied as long as communication is provided to notify the department manager. Time off does not need to be taken consecutively.
4. In the case of a death in an employee's immediate family, NUGSS will provide three days of paid time off based on their average salary or hourly rate. This would reflect the missed shifts during the three days they would have been scheduled.

5. NUGSS recognizes that employees will often be unable to return to work after three days. We encourage all employees to take additional time off to support their family, loved ones, and themselves.
6. In conversation with the employee, the department manager should approve additional time off. The employee must communicate the need for extra time off and work with the department manager to establish a schedule for updates and check-in.
7. NUGSS will provide 50% of the regular salary or hourly wage (based on the average hours for the past 30 days, similar to stat pay) for up to 17 additional working days. This provides a total of 4 weeks of compensation to help provide our employees with time to address their personal needs.
8. Employees who feel a layoff would be better for them can request this anytime during the four weeks.
9. Employees and their department manager will discuss a layoff or return to work plan after four weeks. Both parties' interests will be considered when talking about the plan.

CREATED: MAY 12, 2023

CREATED BY: BOARD OF DIRECTORS