



## **Code of Conduct for Elected and Appointed Officials**

Policy No.

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2019

### **1. Reason for Policy**

Individuals in elected and appointed positions are required to carry out their responsibilities in a manner which reflects the unbiased representation of the AUArts student community.

### **2. Scope**

This policy applies to all elected and appointed representatives of the Association.

### **3. Policy Statement**

- **Conduct**
  - Representatives are expected to serve the best interests of students
  - Representatives shall use honesty and integrity in all meetings and business of the Association
  - Representatives shall maintain in confidence any confidential information revealed to them in their capacity as elected or appointed representatives of the Association
  - Representatives shall comply with all Students' Association Bylaws, Policies and Procedures
  - Representatives who resign their position during their elected or appointed term must provide written notice of resignation to the Executive Committee
- **Statement of Ethics**

All elected and appointed representatives of the SA shall adhere to the Code of Conduct and Statement of Ethics as outlined below. By adhering to this statement the representative agrees to:

  - Be willing and eager to work collaboratively with team members to accomplish goals while also respecting and adhering to the boundaries of roles and responsibilities between the EC, SLC, Staff, and volunteers



- Foster the highest possible standard of professional competence both personally and among those for whom they are responsible. This conduct includes, but is not limited to:
  - Use professional language which shall not be passive aggressive, manipulative, misleading, aggressive or disingenuous when acting as a public representative of the Association such as in presentations, meetings, and online
  - Be mindful that personal attire should not be disruptive or conflicting with the core values of the SA and should reflect the member's personal best when acting on behalf of and representing the Association
  - Communicate on behalf of the Association during operating hours (9-5) unless a situation requires immediate attention such is the case in certain emergencies and urgent circumstances
  - Maintain business relationships with honesty, integrity, respect, impartiality, and propriety that cannot be reasonably questioned
  - Be held accountable for the impact of their actions and behaviors on the Association
  - Present information which, in the best judgment of the member, is current, valid and true in all respects
  - Not engage in sexual relations with other staff and/or elected and appointed representatives in such a way that the offending person abuses a position of trust, power and/or authority
  - Strive for personal conduct that is free from threats, violence, drugs, harassment and discrimination
  - Not use Association property for personal purposes unless authorized in advance by the Supervisor
  - Not engage in, promote, or condone any illegal activities
  - Conduct themselves with personal and professional integrity in relationships and settings which affect the reputation, morale, abilities, and capacity of the Association. Failing to comply with this conduct includes but is not limited to:
    - Not maintaining the hygiene and organization of shared office spaces
    - Not giving full attention during meetings, presentations, conversations
    - Working on projects not related to the discussion at hand unless previously receiving permission to do so



- Failing to follow through on the completion of tasks, projects, and deadlines that were agreed upon without communication on the progress of said tasks
- Not respecting the time of the team by failing to adhere to the communicated office schedule and deadlines
- Being unprepared for meetings, which includes:
  - Preparing agendas
  - Circulating meeting materials
  - Reading minutes
  - Preparing notes for discussion
  - Gathering research

#### 4. Responsibilities

- **Executive Director**  
The major responsibilities of this position are to prepare any required documents as related to this policy, to ensure that all representatives understand the outlined contents, and to comply with all regulations as set out in the policy.
- **Representative**  
The major responsibilities of this position are to comply with all regulations as set out in the policy.

#### 5. Enforcement

- Failure to comply with the aforementioned regulations may result in disciplinary action, up to and including removal or dismissal from the position
- A breach of the Code that is considered a serious offence, such as fraud, theft or an act of violence, shall result in immediate dismissal and be reported to the appropriate authorities
- Should a member fail to adhere to the statement of ethics, they will be found in violation of the AUArts SA Code of Conduct and are subject to disciplinary action

#### 6. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2017-04-28	Student Leadership Council	Policy Approved
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted





## Conflict of Interest

Policy No.

Type of Policy: Governance

Effective Date: February 2021

Last Revised: February 2019

### 1. Reason for Policy

Employees/Elected Representatives are required to support and advance the interests of the organization and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Association or its members.

### 2. Scope

This policy applies to all employees and elected or appointed representatives.

### 3. Policy Statement

- **Definition**

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's or elected representative's judgment in acting in the best interest of the Association or its members.

- It includes using an employee's or elected representative's position, confidential information, corporate time, materials or facilities for expectation of, and/or actual private gain or advancement.
- A conflict may also occur when an interest benefits any member of the employee's or elected representative's family, friends or business associates.

- **Conditions**

The rules and examples that follow do not exhaust the possibilities for conflict of interest, but they identify obvious situations covered by the policy.

- Employees and elected representatives are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's or elected representative's family, their friends or business associates.

- All other elected and/or appointed representatives are eligible for Students' Association administered or funded awards so long as they are not on the jury that evaluates the submissions
- Jury members are not eligible to receive or be accepted to participate in the award or programming that their jury determines
- Executive officers may participate in Students' Association programming so long as all proper procedures are followed

## 4. Responsibilities

- **Executive Director**

- The major responsibilities of this position are to prepare any required documents as mentioned above, to ensure that all representatives and employees understand the outlined contents, and to comply with all regulations as set out in the policy.

- **Representative**

- The major responsibilities of this position are to comply with all regulations as set out in the policy.

- **Employee**

- The major responsibilities of this position are to comply with all regulations as set out in the policy.

## 5. Enforcement

- Failure to comply with the aforementioned regulations may result in disciplinary action up to and including removal or dismissal from the position

## 6. Policy History

Revision Date	Author	Description
2021-02-25	Student Leadership Council	Policy Approved
2021-02-03	Policy Committee	Policy Revised
2019-02-27	Policy Committee	Policy Revised
2013-07-04	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted





## Campaign Regulations

Policy No.

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2019

### 1. Reason for Policy

To ensure a set of standard guidelines are provided for election campaigns, and to ensure a fair and democratic election process is conducted.

### 2. Scope

This policy applies to the Elections Officer, and any member who is an eligible candidate running for an elected position.

### 3. Policy Statement

- **Campaign Activities**

- Candidates shall limit their campaign activity to the campaign period as defined in the *Election Schedule*
- Campaign materials may be posted on the AUArts community bulletin boards for viewing by all AUArts SA members
- Campaign materials shall not be posted in such a way that presents any health, safety, and/or fire hazard
- Materials may not be posted on windows, in washrooms, in elevators and in stairwells
- Candidates are limited to spending a maximum of fifty dollars (\$50) of their personal funds for campaign materials and expenses
- Campaign materials shall be removed within 48 hours after the final vote is announced

- **Candidate Promotion**

- Candidates' platform statements shall be made available to the AUArts SA members



- The time and place of the candidates' forum shall be listed on the notice of elections
- Each candidate may speak publicly to the AUArts SA membership
- The order of speeches, and maximum allocated time for speaking shall be determined by the Elections Officer
- Each candidate shall be granted the same amount of time
- Speeches shall be made only by the candidate
- In extreme cases, the candidate may request to the Elections Officer that the campaign manager present the speech
- The Elections Officer may approve such requests if they deem it appropriate
- Multiple candidates for a single position shall be listed alphabetically in any materials required to complete the election process

#### 4. Responsibilities

- **Elections Officer**

The major responsibilities of this position are to facilitate and oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.

- **Nominee**

The major responsibilities of this position are to comply with all regulations as set out in the policies and bylaws pertaining to elected positions

#### 5. Enforcement

- Candidates who are found breaking any of the regulations as stated above shall be subject to disqualification by the Elections Officer
- Disqualified candidates shall not be eligible for an elected position for one (1) full calendar year

#### 6. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted





## Election Nominations

Policy No.

Type of Policy: Governance

Effective Date: February 2021

Last Revised: February 2019

### 1. Reason for Policy

To ensure that the nomination process for elected positions is conducted in a fair, transparent, and democratic manner.

### 2. Scope

This policy applies to any member who is submitting their nomination for an elected position.

### 3. Policy Statement

- **Nomination Eligibility**

The eligibility conditions for elected positions are as follows:

- Be an active member of the Association
- Be nominated by a minimum of ten (10) active members, excluding the nominee
- Have submitted all required supporting documents including but not limited to:
  - \$20 bond
  - Campaign statement
  - Unofficial transcript
  - Nomination form
- Executive Committee Positions:
  - Not be an employee of the Association or the University during their term of office
  - Be enrolled in a minimum of 3 and a maximum of 9 credits during their proposed term of office
  - Hold a current grade point average (GPA) of 2.67 or higher
- Student Leadership Council Positions:





- Be enrolled in a minimum of 3 credits during their proposed term of office
- Hold a current grade point average (GPA) of 2.0 or higher
- **Nomination Period**
  - Nominees for elected positions are entitled to a campaign manager who may plan and conduct the campaign with them
  - The Elections Officer shall declare the formal closing of the nomination period and announce the candidates for each position
  - Withdrawal from the election race must be made in writing and submitted to the Elections Officer
- Candidates who withdraw from the election during the campaign period, or those who violate the campaign regulations shall forfeit the \$20 bond

#### 4. Responsibilities

- **Campaign Manager**  
The major responsibilities of this position are to support the nominee in promoting and running their campaign during the campaign period.
- **Elections Officer**  
The major responsibilities of this position are to facilitate oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.
- **Nominee**  
The major responsibilities of this position are to follow all election regulations and policies during the campaign period.

#### 5. Enforcement

- Failure to comply with the aforementioned regulations shall result in the immediate disqualification from the election period
- Contracts for elected representatives shall include mention and confirmation of enrollment in the aforementioned registered credit limits



## 6. Policy History

<b>Revision Date</b>	<b>Author</b>	<b>Description</b>
2021-02-25	Student Leadership Council	Policy Approved
2021-02-03	Policy Committee	Policy Revised
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted





## Elections Schedule

Policy No.

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2019

### 1. Reason for Policy

To ensure that elections are conducted in a consistent manner and held to a standard of efficiency.

### 2. Scope

This policy applies to the Elections Officer, and any member who is an eligible candidate running for an elected position.

### 3. Policy Statement

- **Elections**

- Election notices shall be prominently posted throughout the campus for viewing by all members
- Election notices shall contain the following elements:
  - Dates of the full election period
  - Opening and closing dates of the nomination period
  - Where to find information about the nomination process
  - The date, time and location of the Candidates' Forum
  - The location, dates, and hours for which the polling stations will be open
- The polls shall be open for eight hours on voting days
- All election schedules shall be set according to this policy by the Elections Officer and contain the following mandatory elements:



Notice Period	The notice period shall be one week.
Election Period	Begins after the notice period ends, and continues until the last day of voting.
Nomination Period	Nomination forms may be submitted for one week, starting at the opening of the election period.
Campaign Period	The Campaign period begins when the nomination period closes, and ends after the final vote is announced and shall run for at least one week.
Candidates' Forum	Occurs during the campaigning period.
Election Days	Occur during the last two days of the election period.

- **Election of the Executive Committee**

- Elections for all Executive Committee representatives shall be completed by March 31 of each academic year

- **Election of Representatives**

- Elections for all governing representatives shall be completed by March 31 of each academic year
- Governing representatives include:
  - Student Leadership Council Representatives (with the exception of the First Year Studies Representatives who will be elected during the fall election period)
- Elections for all other representatives at large shall be completed by September 30 of the academic year for which the representative is serving their term
- Other representatives at large may include:
  - Policy Committee Members at Large
  - Finance Committee Member at Large
  - Events Committee Members at Large
  - Board of Governors Student Representative
  - General Faculties Council Student Representative



- **By-Election**

- In the case of a vacant position(s) a by-election may be held
- By-elections may be held at any time but shall comply with all applicable requirements as outlined in this policy, and be in compliance with the Bylaws

#### **4. Responsibilities**

- **Elections Officer**

The major responsibilities of this position are to facilitate and oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.

- **Nominee**

The major responsibilities of this position are to comply with all regulations as set out in the policies and bylaws pertaining to elected positions

#### **5. Enforcement**

- If the schedule must be amended it shall be approved by the SLC in advance of the election period.

#### **6. Policy History**

<b>Revision Date</b>	<b>Author</b>	<b>Description</b>
2019-02-27	Policy Committee	Policy Revised
2014-05-15	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted





## **Elections Voting**

Policy No.

Type of Policy: Governance

Effective Date: February 2019

Last Revised: February 2019

### **1. Reason for Policy**

To ensure that the established voting process is conducted in a confidential and secure manner, and that the counting of ballots produces accurate results.

### **2. Scope**

This policy applies to the Elections Officer, Polling Clerk, and any member who is an eligible candidate running for an elected position.

### **3. Policy Statement**

- **Voting**
  - Voting shall be conducted by secret ballot
  - Ballots for all positions shall provide a Yes/No option for each candidate
  - When applicable, candidates shall be listed in alphabetical order on the ballot
  - The Polling Clerk shall confirm active member status by reviewing the complete list of AUArts active members prior to awarding a ballot to the voter
  - The only persons allowed in the polling area shall be:
    - Elections Officer
    - Polling Clerks
    - Voting Members
- **Counting of Ballots**
  - Immediately following the close of the poll, the Elections Officer shall convey the ballot boxes to the ballot counting area
  - Each candidate may select one (1) scrutineer to oversee the counting of ballots



- The only persons allowed in the counting area shall be:
  - Elections Officer
  - Polling Clerks
  - Scrutineers
  
- The Elections Officer shall decide the validity of all ballots
  
- Once the counting of ballots has concluded the Elections Officer shall declare the elected candidates to the membership
  
- There shall be at least two (2) polling clerks to count the ballots
  
- Where a discrepancy exists between the results of the polling clerks' total count of votes per candidate, the Elections Officer shall personally supervise a recount
  
- **Conclusion of the Election**
  - The ballots shall remain in sealed boxes for seven (7) days after the conclusion of the election
  
  - Candidates may submit an appeal to the Elections Officer within three (3) days after the conclusion of the election to request a recount of the ballots
  
  - In the event of an appeal the Elections Officer shall oversee the recounting of ballots by the Polling Clerks
  
  - In the event of an appeal new Polling Clerks must be appointed
  
  - If no appeals are filed within the allocated time frame the election results shall be declared final
  
  - After the election is declared

## 4. Responsibilities

- **Elections Officer**  
The major responsibilities of this position are to facilitate and oversee all election period related activities, and to fulfill the assigned duties as outlined in the Elections Officer Job Description.
  
- **Nominee**  
The major responsibilities of this position are to comply with all regulations as set out



in the policies and bylaws pertaining to elected positions

- **Polling Clerk**

The major responsibilities of this position are to comply with all regulations as set out in the related policies, and to fulfill the assigned duties as outlined in the Polling Clerk Job Description.

## 5. Enforcement

- Failure to comply with the aforementioned regulations may result in a second voting period if requested by the SLC
- In such cases where a second voting period is requested, it must be conducted within five (5) business days of the request and comply with all applicable policies, procedures, and bylaw

## 6. Policy History

Revision Date	Author	Description
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted







## Terms and Conditions for Elected/Appointed Officials

Policy No.

Type of Policy: Governance

Effective Date: February 2021

Last Revised: February 2019

### 1. Reason for Policy

To ensure that the terms and conditions for individuals who are elected or appointed to a representative position are outlined in a clear and concise manner.

### 2. Scope

This policy applies to any member who has successfully been appointed or elected to a representative position.

### 3. Policy Statement

- **Contractual Agreement**

- All elected and appointed individuals shall sign a contractual agreement with the Association
- All elected and appointed individuals shall complete a Personal Tax Credits Return (TD1 form) at the time of appointment.
- All elected and appointed individuals shall review and sign the following documents:
  - Code of Conduct
  - Conflict of Interest

- **Remuneration**

- Remuneration is set in accordance with the pay grid for elected and appointed positions
- No advances on pay will be granted to elected or appointed individuals except in extreme circumstances and on the approval of the SLC

- The SLC shall review the pay grid for elected and appointed positions on an annual basis and revise as appropriate
  - Executive Committee members shall be paid as per the Association’s payroll procedures
  - Honoraria for SLC Representatives shall be paid at month end
  - Honoraria for other representative positions shall be paid at the end of the academic year for which they have served
  - Remuneration shall be distributed to the individual by electronic means or made available for pick-up in the SA office
  - The Association shall deduct any amounts from an individual’s cheque that are legally required, including Income Tax, Employment Insurance and Canada Pension Plan
- **Compliance with Workplace Policies**
    - Individuals who have been elected or appointed to representative positions shall comply with University policies governing the workplace, including:
      - Respectful Workplace
      - Health and Safety
      - Privacy
      - FOIP
- **Performance Reviews**
    - The performance reviews for elected/appointed individuals shall be conducted as follows:

<b>Position</b>	<b>Responsible for Conducting Review</b>
Executive Committee - President	Vice-President Academic with the Executive Director
Executive Committee - Vice-President	President with the Executive Director
SLC Representative	Determined by the SLC

- **Professional Development**
  - Only elected or appointed members of the Executive Committee may submit proposals for personal professional development opportunities
  - Proposals submitted by members of the EC for personal professional development opportunities shall be reviewed and approved by the SLC



- The Association may conduct group professional development opportunities for elected and appointed representatives when deemed appropriate

Benefit to Association	Reimbursement Amount
Benefit to the entire membership	All expenses
Joint benefit to the Association and to the individual representative	Determined on a case by case basis

- **Resignation and Removal Process**

- The resignation or removal of elected and appointed representatives shall be conducted in accordance with the procedures outlined in the Bylaws

#### 4. Responsibilities

- **Executive Director**

- The major responsibilities of this position are to prepare any required documents as mentioned above, and to ensure that all representatives understand the outlined contents.

- **Representative**

- The major responsibilities of this position are to comply with all regulations as set out in the related policies, and to fulfill the assigned duties as outlined in their respective Position Descriptions.

#### 5. Enforcement

- Failure to comply with the aforementioned regulations may result in the removal of the representative from their position

#### 6. Related Information

Resource	Link



## 7. Policy History

<b>Revision Date</b>	<b>Author</b>	<b>Description</b>
2021-02-25	Student Leadership Council	Policy Approved
2021-02-03	Policy Committee	Policy Revised
2019-02-27	Policy Committee	Policy Revised
2013-02-27	Student Legislative Council	Policy Revised
2011-11-01	Student Legislative Council	Policy Approved
2009-09-08	Student Legislative Council	Policy Drafted