



001 – EXECUTIVE LIMITATION

Plain Language Summary

Aligns with governance best practices for non-profit agencies

ED will not:

- do anything illegal, imprudent or unethical;
- let operations impede corporate vision;
- change his own compensation or set compensation policy different from Mac

The Executive Director will follow the Employment Standards Act and McMaster HR policies.

He will set service standards for the office and ensure they are widely known.

He will create a fair and easy to understand dispute resolution processes that starts informally and moves towards more formal.

The Executive Director will use modern approaches that work well elsewhere to keep the Board informed on issues.

He will provide the Board with performance metrics on topics of interest to the Board.

He will insure that the board is made aware of

ALIGNMENT WITH NOT-FOR-PROFIT CORPORATION BEST PRACTICES

This policy aligns with governance best practices for a not-for-profit corporation operating within a policy governance model.

A. GENERAL EXECUTIVE LIMITATION

The Executive Director shall not cause or allow any practice, activity, decision or organizational circumstance which is illegal, not in accordance with MAPS' by-laws or policies, imprudent, or in violation of commonly accepted business and professional ethics. The Executive Director shall not allow the day-to-day operations to impede the vision or prohibit the achievement of the Association's ends.

In providing for compensation and benefits of other staff, the Executive Director shall:

1. Not change his compensation and/or benefits; or
2. Establish current compensation and benefits which do not deviate materially from guidelines established by McMaster University.

B. ETHICS, FAIRNESS, STANDARDS

The Executive Director shall be ethical, fair and socially responsible in his dealings on behalf of the Association.

The Executive Director will operate in accordance within the *Employment Standards Act* and, where policy or procedure within this organization fall silent, follow McMaster University's Human Resources Policy. Within this context, the executive director shall establish:

1. **Service standards** for all staff and ensure the standards are known to the Membership and others who have dealings with the association.
2. **Informal and formal dispute resolution processes** in the event of a complaint, which are clear, understandable and have no artificial barriers to escalation to the board.
3. **A communications strategy** to promote both.

C. COMMUNICATION AND COUNSEL TO THE BOARD

The Executive Director will employ management best practices to ensure the Board is fully informed and advised; which may include, but not limited to:

1. **Monitoring metrics** in a manner that is understandable to the Board
2. **Report on relevant trends, media coverage, anticipated legal actions**, or other material **changes** that may require the board to act.
3. **Advise the Board if it is not in compliance** with statutes, by-laws or policies; particularly if Board's behaviour is detrimental to the working relationship between the Board and the Executive Director.
4. **Interact with the Board collectively**, while assisting individual board members

Plain Language Summary

any negative issue as well.

The Executive Director will not place the financial stability of the Association in danger.

He will prepare a budget for approval and then will operate within it.

He will not overspend the associations money, liquidate its assets except as provided by the board, and will ensure remittance for payroll deductions and WSIB are made.

He will ensure that the budget is easy to understand, is conservative in approach and aligns with the Board's objective and Members' needs.

The Executive Director will keep a record of the asset owned by the association in a form approved by the Auditors. He will make sure we have sufficient insurance coverage. He will ensure the office and furnishings are maintained. He will invest the association's money into low risk investments.

with requests and supporting the members of the executive committee on association matters.

5. **Report any actual or anticipated matters of non-compliance** in a timely matter.

D. FINANCIAL REQUIREMENTS

The Executive Director will do nothing that jeopardizes MAPS' financial situation, compromise approved priorities or limit the Board's ability to ensure financial accountability and stability. Accordingly, the Executive Director shall:

1. **Develop an annual budget** for approval and then **operate within that budget**
2. **Ensure that the Association does not spend more money than is expected to be received**
3. **Only spend net assets or liquidate investment in keeping with Board policy**
4. **Ensure that credit facilities (corporate credit cards) are only used for authorized purposes**
5. **Ensure remittance of deductions / payments** to all statutory authorities.

E. BUDGET AND FORECASTING

The Executive Director is responsible for preparing the Association's budget and ensuring that the funding is allocated to support Board strategic objectives or ends, is in keeping with board policies and by-laws, and demonstrates reasonable foresight in when projecting expenses and revenues. The annual budget shall

1. **State planning assumptions clearly**
2. **Be based on past performance, expected material changes, and employ reasonable projections**
3. **Be conservative in approach**, underestimating revenue and overestimating costs
4. **Be focused on investments to achieve the Board's strategic objectives or ends.**
5. **Supports membership needs and priorities.**

F. ASSET PROTECTION

The Executive Director shall:

1. Maintain a log of the Association's assets in keeping with the requirements of the Corporation's Auditors.
2. **Ensure that adequate general, commercial, and officer and director liability insurance** policies are maintained and the Association risk liability profile is periodically reassessed.
3. **Maintain leasehold improvements, furnishings and equipment** to the

All staff are obligated to report if they know something has happened that is contrary to this policy. The Executive Director or Board may reverse a decision that they feel is wrong. If they can't, they will attempt to recover any cost directly from the person who acted against the policy

standards allowed by the approved capital expenditure budget.

4. **Ensure adequate financial and security controls** are in place to safeguard cash, records and other assets of the Association.
5. Make **periodic investment of the Association's funds** that align with the Board's financial risk tolerance policy.

G. REPORTING OF NON-COMPLIANT TRANSACTIONS

Any transaction that does not comply with this or other applicable policies must be reported, preferably in writing, to the Executive Director (or directly to the Board if the Executive Director is the person at issue). Failure to disclose non-compliant transactions is grounds for summary dismissal.

The Executive Director and/or the Board reserve the right to reverse any non-compliant transaction where the nature of the transactions falls outside the spirit and intent of the Association's policies, the policies of McMaster University, or best practices for non-profit organizations. If reversal is not possible, the person who conducted the transaction is personally liable for the transaction, and MAPS reserves the right to take all necessary steps to recover the corresponding amounts from the individual.

H. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

November 11, 2014



Jacqueline Arlen, President



David Moore, Secretary



002 – DELEGATION OF AUTHORITY

Plain Language Summary

ALIGNMENT WITH NOT-FOR-PROFIT BEST PRACTICES

Best practice

This policy aligns with governance best practices for a not-for-profit corporation operating within a policy governance model.

The Board is responsible for ensure controls are in place.

The Executive Director is responsible for creating /using the control, and reporting when they aren't used.

A. BOARD AND EXECUTIVE DIRECTOR OBLIGATIONS

The Board of Directors ensure that appropriate internal financial and operational controls are in place which protect the Association from any risk of financial mismanagement.

The Executive Director is responsible for proposing, implementing, validating, and following those procedures, and to report proactively to the Board when a variance occurs.

B. OFFICERS AND STAFF GENERAL OBLIGATIONS

All MAPS officers and staff have a responsibility under this policy to:

1. Understand delegations of authority, their limits, and act within them.
2. Employ the policy consistently in order to establish appropriate norms within MAPS.
3. Be empowered to ask questions (with no risk or fear of reprisals).
4. Advise the Executive Director if a violation of this policy occurs.
5. Advise the President if the violation pertains to an act of the Executive Director.
6. Advise another member of the Board, if it is not practicable or imprudent to speak to the President (e.g. the President is aware or complicit, and the practice does not change) or if the President fails to inform the Board.

Everyone on the Board or working for MAPS is required to know the delegations of authority, follow this policy, ask questions about apparent variance from this policy, and inform the ED or President or a board member if a variance occurs.

C. REQUIREMENT TO ENSURE FUNDS AVAILABLE

No one may agree to or approve an expense, or any other instrument that has the same effect, without confirming funds are available with either the Vice-President (Finance) or the Executive Director.

The V-P (Finance) or the Executive Director may confirm funds are available if:

- (a) the expense was included in the annual budget and the current budget is within 5% of the projected budget for the same period (committed funding);
- (b) there are surplus funds in the operating budget to fund the cost as a result of increased revenue or reduced costs (offset funding) which have not already been reallocated; or (c) the Board approves the expense.

No one can make an expense without checking with the VP Finance or ED First.

The VP Finance or ED will confirm funds are available if one of the three conditions noted is true.

Purchases will follow our procurement policy. VP (Finance will normally be second signing officer)

D. PURCHASE AUTHORIZATIONS FOR ITEMS WITHIN BUDGET

Purchase authorizations for items within budget shall be in accordance with **Policy 004 – Expense Reimbursement and Procurement**. Where a second signing officer is needed, it shall normally be the Vice President Finance after appropriate review.

Employment agreements for existing positions that are under \$65,000 pa in value may be executed by two officers, normally the ED and VP (finance).

Positions greater than \$65k require board approval.

E. EXECUTION OF EMPLOYMENT AGREEMENTS

For employment agreements for positions within budget and the total compensation is no more than \$65,000, the employment agreement may be executed by two signing officers, which shall normally be the Executive Director and Vice President Finance.

For all other employment agreements (e.g. total annual compensation is greater than \$65,000; position not within budget), the Board must first approve that the position be created, and then approve the employment agreement. After approval, the agreement may be executed by two signing officers, which shall normally be the Executive Director and Vice President Finance.

All contracts must follow the Procurement process.

If budgeted, not sole sourced, and under \$40,000, contracts can be executed by two signing officers.

Any other contract requires Board approval

F. EXECUTION OF CONTRACTS

Any contract for services or products must follow **Policy 004 – Expense Reimbursement and Procurement**.

Contracts with an annual value of no more than \$40,000 and are within budget, may be executed by two signing officers, which shall normally be the Executive Director and Vice President Finance.

For all other contracts (e.g. those with an annual value greater than \$40,000; are not within budget; or are sole-sourced):

1. The Board shall first explicitly approve soliciting the contract and amending the annual budget.
2. Once approved, the contract may be executed by two signing officers, which shall normally be the Executive Director and Vice President Finance.

G. CHEQUES AND FINANCIAL INSTRUMENTS

Association cheques or other financial instruments issued for budgeted expenses, requested or recommended by the Executive Director, may be executed with normal signing provisions, when:

1. No more than \$20,000
2. Between \$20,000 and \$40,000 first approved in writing by three officers.
3. Greater than \$40,000 or not recommended by the Executive Director, if approved by the Board.

Normal signing provisions means endorsement of the cheque or financial instrument by two signing officers, which shall normally be the Vice-President (Finance) and one other officer.

A signing officer may not sign a cheque or financial instrument on behalf of the

Cheques for things under \$20,000 which are in the budget can be signed by 2 officers.

If the value is between \$20 and \$40K, 3 officers need to agree in writing; otherwise Board approval is needed

Association where that officer is also the payee.

H. CORPORATE CREDIT CARDS

Officers and employees (corporate cardholders) may be issued a corporate credit card to enable the purchase of budgeted expenses, approved items, and non-board related travel expenses. The Board will set a global limit on the credit facility and a limit for each credit card.

Corporate card holders may only use a corporate credit card as provided for in this policy, specifically sections B, C, and D.

Lost or stolen corporate credit card are to be reported to the financial institution which issued the card and the Executive Director.

Corporate credit cards may not be used for personal expenses.

Board reserves its rights to approve transactions and how to execute them

I. BOARD'S DISCRETION RE: APPROVAL/EXECUTION PRESERVED

Nothing in this or other policies takes away from the Board's discretion to explicitly approve a transaction and direct the manner in which and the person by whom a particular document or type of document shall be executed.

J. ROLES OF PRESIDENT & CORPORATE SECRETARY MINUTES AND FILINGS

President and Corporate Secretary authorize minutes.

In addition to the duties detailed in the by-laws, the President and Corporate Secretary are responsible for and authorized to sign approved final minutes of the Board and General Meetings on behalf of the Association.

Corporate Secretary maintains corporate register and periodically reports it to the province.

The Corporate Secretary is also responsible for and authorized to submit updates/filings for the government corporate register and other agencies as required.

For clarity, this does not include employee source deductions, WSIB materials, or analogous materials.

J. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

November 11, 2014

A handwritten signature in cursive script, reading "Jacqueline Arlen".

Jacqueline Arlen, President

A handwritten signature in cursive script, reading "David Moore".

David Moore, Secretary



003 – MATERIAL IMPORTANCE DESIGNATION

Plain Language Summary

The Board must provide public notice of changes to certain items considered important to the association.

Board or Membership may designate anything as Materially Important. Anything that changes the annual operating budget by 20% or more is automatically materially important. Only the Membership can remove the designation.

If the Board wishes to make changes to something designated Materially Important, it must provide the membership with four weeks to comment on the change the Board wants to make.

SUPPORTS DECISION-MAKING TRANSPARENCY

This policy provides for the notification of the Membership when the Board proposes to change a process, policy or other approach that affects the accountability framework of the Association.

A. MATTERS OF MATERIAL IMPORTANCE

The Board or the Membership may designate any policy, process, or procedure a matter of material importance.

Non-urgent budgetary or operational changes that result in a 20% or greater change in the annual operating budget are deemed to be a matter of material importance.

Once designated, only the Membership may rescind the designation (i.e. the Board does not have rescinding authority)

B. PROCESS

Once an item has been designated as materially important, the Membership must be notified of any proposed changes and given at least a 4 week opportunity to provide comment prior to the Board making any final decisions.

Notification shall be done in the same manner as a Special Meeting notice. The Board shall determine when notification is issued, and may combine the notifications of several changes into a single notice; where final decisions on all items will be made at the same Board meeting.

The notice to members shall include information about the proposed change and presented in the following order:

- (a) A brief description of the item and the proposed change;
- (b) The benefits and risks identified with making the change;
- (c) How Members may provide their comments on the change, and the deadline for providing comments; and
- (d) The date of the Board meeting where the final decision on the change is planned to occur.

Members may provide their comments:

- (a) In writing and delivered to the MAPS offices
- (b) By email to MAPS@mcmaster.ca or other designated email address
- (c) By non-binding electronic poll, if provided for by the Board.
- (d) In person, by addressing the Board at the meeting where the final decision is on the Agenda.

Plain Language Summary

Board members should encourage Members to provide feedback on proposed changes.

Board member may not campaign for or against a change.

Interference in the collection of input is a violation of a core responsibility

An impartial person (may be the executive director) will receive and summarize the feedback for the board. The summary will be posted for public review and included in the meeting materials where the final decision is on the agenda.

The Board's decision will be posted on the association's website and social media sites, and other sign.

C. BREACH OF FIDUCIARY RESPONSIBILITY TO INTERFERE

Board members are encouraged to speak to members to urge feedback and ensure that members know how to make their opinions known.

Board members shall not actively campaign in favour or against a proposed change to a designated matter.

A Board member who interferes in the solicitation, collection, and collation of members' input on a designated matter is in breach of his obligations as a fiduciary.

D. SUMMARY AND CONSIDERATION OF INPUT

The Executive Director, or another person deemed impartial by the Board will receive and prepare a summary of the feedback for the Board. This summary will be posted on the association's website and public media websites and provided to the Board with the agenda package for the meeting where the final decision of the decision as part of the materials for the meeting where the matter is on the agenda.

While the input from members is non-binding, the Board shall seriously consider the input provided and assure itself that concerns raised are, where reasonable, addressed.

A. DECISION OF THE BOARD ANNOUNCED

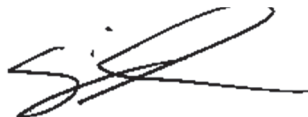
The final decision of the Board shall announced by posting of the decision on the association's website and social media sites, and on any electronic signage owned or controlled by the association.

J. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

November 12, 2013



Andrew Smith, President



David Moore, Secretary



McMaster Association of
Part-time Students

BOARD POLICY

004 – EXPENSE REIMBURSEMENT AND PROCUREMENT

Plain Language Summary

This policy aligns with the university's'. Where there is a conflict or no policy, the university's policy will be followed

If a transaction does not follow this policy, it must be reported.

The ED or the Board may reverse any non-compliant transaction, or hold the person responsible personally liable.

People travelling to represent MAPS at external meetings may be reimbursed for out-of-pocket expense, if they are incurred.

Original receipts are required.

There are time limits on seeking reimbursement

Purchases for things that MAPS needs should be done by the ED.

Other policies exist that limit procurement.

For the purposes of this policy the total annual contracted costs is the value used to determine authorization.

ALIGNMENT WITH MCMASTER UNIVERSITY

This policy aligns with the procurement policy of McMaster University. Where this policy is silent, or where a conflict exists between this policy and the University's, the University's policy shall prevail.

A. REPORTING OF NON-COMPLIANT TRANSACTIONS

Transactions that do not comply with this policy must be reported to the Executive Director; or to the Board of Directors action of the Executive Director is non-compliant. The Executive Director and/or the Board may reverse any non-compliant transaction; where the nature of the transactions falls outside the spirit and intent of the University's policies.

If reversal is not possible, the person responsible for the non-compliant transaction are personally liable for the cost of the non-compliant transaction, and MAPS reserves the right to exercise appropriate remedies accordingly. Individuals seeking reimbursement from MAPS accept and agree that MAPS may affect the recovery of any non-compliant payment through the most expedient process available.

B. TRAVEL ON MAPS BUSINESS

If someone incurs travel expenses while on sanctioned business of the Association, they may be reimbursed for reasonable travel expenses, if:

- The person has actually incurred a cost in order to claim reimbursement (for example, if a friend drives you to Toronto for a meeting, you may not claim the per kilometer rate unless you produce a receipt from your friend indicating that you have paid him/her for that service).
- The request for reimbursement may not exceed the limits established in this policy
- The request for reimbursement must be completed on the appropriate form and with ORIGINAL receipts attached. The claim form must be signed by the claimant and countersigned normally by the Executive Director or the President; confirming that the travel was on association business.
- Claims must be submitted within 60 days of incurring the costs. Claims submitted after 60 days may be refused. Claims not submitted within 60 days of the fiscal year end in which they were incurred will be denied.

C. PROCUREMENT

Procurement of goods and services will, to the greatest extent possible, be organized and managed by the Executive Director, or in his/her absence, the President. Policies 001 - Executive Limitation and 002- Delegation of Authority are intended to complement this policy, but take precedence if there is a conflict. Where policy regarding procurement or reimbursement is silent, the relevant university shall prevail.

It is a violation of this policy to artificially deconstruct a purchase into lesser amounts so as to circumvent this policy.

Plain Language Summary

It is a violation to deconstruct a purchase to avoid limits in this policy.

Monthly administration of a contract falls to delegated authority.

Recurring purchases are assessed on the total annual value of the purchase. However, once the annual purchase is approved, monthly administration falls within the signing authority prescribed in Delegations of Authority.

The following chart lists the type of expense, conditions associated with the type of expenses, what limits or rates apply to reimbursement, and other notes relevant to the reimbursement.

Level 1 – Personally incurred work or travel related costs			
Expense category	Conditions/Approvals	Rate / Limits on claim	Other / notes
Travel from MAPS offices to offsite meeting (Note: distance is calculated from MAPS Office regardless of where travel begins)	Prior approval required for car rental, or for any expected travel expense over \$100.	The per km rate allowed by McMaster if driving personal vehicle	If round trip is expected to exceed 200km, car rental preferred option
Travel within the City of Hamilton Travel in the Greater Toronto Area	None required	HSR fare GO Transit Taxi Fare	HSR is the preferred mode of intercity travel Go Transit is preferred regional mode of travel Taxi reimbursement limited to \$75 (round trip)
Travel exceeding 200km round trip	Prior approval for cost over \$100	Rental vehicle Train Fare Air Fares	With prior authorization, rental of an economy-sized car for distances greater than 200km Economy fares Economy fares
Board of Directors meetings	Eligible for reimbursement if Board meeting was primary reason for coming to campus	Transit Fare Mileage expense (at McMaster posted rate) Parking (at rate charged 30 mins prior to meeting)	Board members are required to complete and submit claim each fiscal quarter. Claimed amounts will be posted on website
Meals while travelling on MAPS business	Meals reimbursed if business requires you to be away from your home for 24 consecutive hours	Combination of breakfast, lunch and dinner (alcohol excluded) to the maximum allowed by McMaster	Reimbursed with submission of original receipts only – will only cover MAPS member

Level 1 – Personally incurred work or travel related costs			
Expense category	Conditions/Approvals	Rate / Limits on claim	Other / notes
Gifts of appreciation (speakers, etc.)	Requires prior approval of the Executive Director or Board	Maximum value of gift is \$50	The customary gift of appreciation is a gift card from the Campus Store (billed to our account).
Other expenses related to participating in MAPS or University meetings	Requires prior approval of the Executive Director or Board. -	Costs may be considered on an exception basis, upon request to the Executive Director. Each request will be evaluated on its merits.	Examples of expenses not reimbursed: Any costs for telecommunication usage (cellular, long distance) Costs to print meeting materials
Hospitality (offsite) – the objectives of providing the hospitality must align with current strategic ends	Limited to a maximum of 10 individuals; requires approval of President or Executive Director.	Up to \$50 per person, including reasonable expense for alcohol, if served with meal	Original receipts must be submitted Board approval required for hospitality in excess of 10 people.
Hospitality (onsite)	Executive Director to prepare cost estimate for approval by president / board in advance of event	Any limit imposed on the approval by the Board or president at the time authorization is given	Hospitality must be provided by university catering services.

Level 2 – Purchases made on behalf of the Association			
Dollar value	Quotation requirement	Authorization required	Other requirements / notes
\$1 - \$500	Discretionary	See 002 – Delegation of Authority	Generally, purchases should be made by purchase order through MAPS billing accounts.
\$501 - \$2,500	Three written quotations requested from selected vendors by MAPS		Whenever possible, purchases should be made by purchase order through MAPS billing accounts.

Level 3 – Significant value purchases, leaseholds improvements, furniture and equipment			
Dollar value	Quotation requirement	Authorization Required	Requirements / notes
\$2,501 - \$5,000	Three written quotations Or 14 Day Posting on MERX	If purchase is approved in budget ED may initiate quotation Two officers sign off on purchase Board resolution	Whenever possible, purchases should be made by purchase order through MAPS billing accounts.

Level 3 – Significant value purchases, leaseholds improvements, furniture and equipment			
Dollar value	Quotation requirement	Authorization Required	Requirements / notes
\$5,001+	14 day posting on MERX	If purchase is approved in budget ED may initiate quotation Board approval required	Whenever possible, purchases should be made by purchase order through MAPS billing accounts. RFPs may include a penalty clause for late/delayed products or services.

Level 4 – Contracts, leases, commitments, and long-term obligations (not specified elsewhere)			
Dollar value	Quotation requirement	Authorization required	Requirements / notes
\$5,000 +	Electronic RFP via MERX OR Invitations for submission (if nature of work is specialized) Cost benefit analysis for the initiation of the contemplated work is required prior to board submission	See policy 002 - delegated authority	Any terms imposed by the Board when approved. RFPs may include a penalty clause for late/delayed products or services.

Level 5 – Sole Source Contracts			
Dollar value	Quotation requirement	Authorization required	Requirements / notes
Any value <i>Note: sole source contracts are not a preferred means of procurement and should only be used in exceptional circumstances (limited expertise base, etc)</i>	A written proposal supporting the decision to sole source a contract. Will include a cost/benefit analysis and a risk evaluation of not proceeding.	Board approval required	Any terms imposed by the Board when approved.

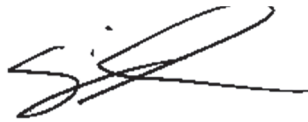
Level 6 – Gifts, bursaries, capital endowments or multi-year pledges to McMaster University			
Dollar value	Board Endorsement	Membership Support	Membership may cancel
\$10,000 + <i>(for gifts from the Association's Net Assets)</i>	A detailed case for the gift must be first submitted to the Board for approval. Board must recommend gift to the Membership prior to consideration	Follows the same rules as the levying of new fees in By-law 1	Follows the same rules as the levying of new fees in By-law 1

J. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

November 12, 2013



Andrew Smith, President



David Moore, Secretary



005 – EQUITY, FAIRNESS AND ENGAGEMENT

Plain Language Summary

Any previous decision to declare someone *persona non grata* is rescinded.

MAPS irrevocably eliminates its ability to make this declaration.

The ED may ask people to leave the office or lounge when he believes they could be a threat to the safety, comfort or security of those in the office or lounge.

And may call campus security to remove them.

If a person is asked to leave the office or lounge twice for this reason they will be charged with trespass to property if they return to the office or lounge for the next 12 months. The Board may shorten this period.

Members should be given reasonable notice of meetings or forums called for this purpose.

A. MAPS PARTICIPATION RIGHTS

The MAPS Board does not believe it has the right or capacity to declare any member of the University community to be unwanted or unacceptable, barring limited extreme circumstances.

The rights of individuals to participate in the activities of the Association are generally defined by their enrolment at McMaster and any position held within the organization (a board member, or past-president), by by-law or Board policy.

Accordingly, the Board of Directors irrevocably eliminates any ability to declare any person or entity *persona non grata* and rescinds any prior declarations to this effect. The Board affirms that historic declarations of this type will not be used by the Association in any way, for any reason.

B. SECURITY AND PROTECTION OF PROPERTY

- i) The Executive Director is responsible for the safety and comfort of staff, members, and visitors to the MAPS lounge and offices.
- ii) Should the Executive Director reasonably determine that one or more persons are an actual or perceived threat to the safety, comfort, or security of those using our facilities, the Executive Director is authorized to direct the person or persons to leave the premises immediately.
- iii) The Executive Director may, in his sole discretion, contact campus security and ask them to remove the person or persons from the premises.
- iv) **Two strikes results in barred access to facility:** Any person asked to leave the premises a second time due to a violation of this policy will be barred access to the Association's offices and Lounge for a period of time and will be charged with trespass to property if they attempt access the Lounge or offices during that period. This period will be one year, or a shorter period as determined by the Board.

C. MEMBERSHIP NOTIFICATION

- i) MAPS is committed to providing timely notifications of meetings and provision of agendas to the Membership; and making supporting meeting materials readily available on our website in accordance with notice requirements.
- ii) Where no notice provision is specified, Members should be provided reasonable notice of the issue and of the meeting or forum where it will be considered.

The Membership of the Association will be engaged to obtain their thoughts and opinions every two years, and will be done in a way that recognizes the diversity of our membership.

The purpose of engagement is to determine what part-time students want/need from the association and where the association should focus its advocacy efforts.

The results will be compiled in a report and employed to develop the strategic plan.

The Association may use any means to engage the membership with some options listed here.

D. MEMBERSHIP ENGAGEMENT PROCESS

Every two years, the Board shall engage and consult the Membership to help determine the Association's goals, objectives and priorities for the upcoming two years.

1. At least every two years, MAPS will engage a diverse cross-section of the Membership, including but not limited to:
 - a. Part-time undergraduate students enrolled in 17 units or less during the current academic session, including both students who are adult learners; and students who have not yet started their professional careers.
 - b. Students who were enrolled in part-time studies during the May – August academic session immediately prior to the current academic session.
 - c. Students enrolled through the Centre for Continuing Education (CCE).
 - d. Students enrolled in the post-diploma clinical behavioural sciences certificate (CBS) program.
 - e. Any other distinct program offered by the university in which part-time students are enrolled.
2. The engagement should be focused on gaining insight and information regarding the needs, priorities, and interests of part-time students at McMaster as they relate to:
 - a. Current lifestyle choices and decisions regarding work-life-school balance;
 - b. Opportunities to receive additional education geared to improving:
 - i) their work-school-life balance;
 - ii) grades or program comprehension;
 - iii) employment prospects post-graduation
 - c. Inequities or other matters where part-time students are inequitably managed in relation to their full-time students; and
 - d. Other priorities as may be identified through the process.
3. The results of the engagement be compiled into a Services and Advocacy Report. The report will identify the main themes and priorities that MAPS should focus on when developing their strategic and operating plans and key priorities.
4. Means of Engagement
 - a. MAPS may use any means to engage the Membership, as long as all identified groups have an equivalent opportunity to substantively participate. For example, while each group may have differing needs, all groups should be asked similar questions where appropriate.
 - b. Without limiting the means employed by MAPS, engagement may take the form of:
 1. Holding open houses / town hall meetings, at central locations or venues proximate to the students being engaged;

Non members (visitors) may attend MAPS meetings.

Visitors may attend closed session meetings if members attending members agree to it.

Visitors may speak to agenda items, but may not participate in debate.

People who are in violation of section B of this policy, are party to a legal proceeding relating to MAPS may not be allowed.

2. Email surveys to the Membership; and
3. Non-binding polls of the Membership.

E. ATTENDANCE OF NON-MEMBERS AT ASSOCIATION MEETINGS

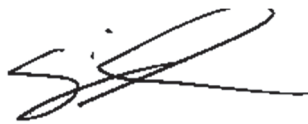
1. In the interests of openness and demonstrating transparency of process, non-members (visitors) may usually attend general meetings of the membership, the MAPS Board or a committee. The presiding officer will usually acknowledge any visitors to the meeting and advise the visitor(s) regarding any rules of conduct that are to be observed during the meeting.
2. Visitors may be allowed to attend closed session meetings if the membership in attendance agrees to allow this. However, this should not be the norm given the confidential nature of closed session.
3. Visitors may be allowed to speak to an agenda item where they have a direct interest, and may respond to corresponding questions. They may not, however, participate in the debate and do not have a vote.
4. MAPS reserves its rights to not allow any individual who has been removed from the MAPS office by campus security, or are a party to an actual or potential legal action/investigation involving MAPS.

K. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

November 12, 2013



Andrew Smith, President



David Moore, Secretary



006 – PLEDGE OF OFFICE

A. PLEDGE OF OFFICE REQUIRED

The Board of Directors, as the stewards of the Association have an ongoing obligation, over the course of their term, to act in a manner that is in the best interests of the Corporation and its members. To this end, and to ensure that Board members understand their obligations, each is required to take the following pledge in the presence of the President and Corporate Secretary.

PLEDGE OF OFFICE

I, _____ do solemnly pledge that I will discharge to the best of my ability the duties and responsibilities as a director of MAPS [and of the office of _____] to which I have been elected.
(If applicable)

I further pledge to follow and enforce the policies set by the membership and the Board with respect to my duty of care to the Membership and my fiduciary responsibilities; and that I will act, at all times, in the interests of part-time students at McMaster University.

DATED _____ the ____, 201__ in Hamilton, Ontario

Witness signature

Name of witness

Signature of Director

Name of Director

APPROVED BY THE BOARD.

November 12, 2013

Andrew Smith, President

David Moore, Secretary

007 – COMPUTER ACCEPTABLE USE

A. ACCEPTABLE USE

The Board of Directors, in order to protect the Association from liability and to ensure that neither the Association nor McMaster University is brought into disrepute, sets the following policy for use of computers available in the MAPS Lounge.

ACCEPTED UPON LOG-IN

The following policy statement will appear on each computer prior to the user logging into the system. The user must agree to the policy in order to access online services, and the policy statement may be modified and updated as needed from time to time to be in accordance with McMaster policies and changes in usage and computer availability.

ACCEPTABLE USE POLICY

You may use this computer if you are a MAPS member or a registered guest of the association. You may register with one of the office staff at any time.

This computer may be used during normal office hours for the following purposes:

- To access, download and print materials related to classes at McMaster University
- For personal email and internet access, subject to the limitations of this policy
- There is no time limit set for use of computers, but MAPS staff reserve the right to ask to you limit or end your session on this computer if there is a queue for computer access and/or you have been using this computer for longer than 60 minutes.

UNACCEPTABLE USES

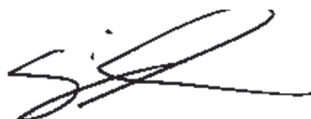
This computer may not be used for:

- Private business use
- Political or partisan activities
- Contributing, supporting, or promoting actions that would be construed as harassment (sexual, ethnic, racial, cultural or otherwise), discrimination, creating a poisoned environment, or hate literature
- The viewing or downloading of pornographic or sexually explicit material (except where required by a course syllabus in which the user is enrolled)
- Any form of illegal trade, negotiations, or conspiracy to conduct illegal acts
- Accessing or playing on-line gaming services or gambling services
- Any act or acts that may bring MAPS or McMaster University into disrepute

By clicking on the "I agree" button below, you agree to these conditions of use.

APPROVED BY THE BOARD.

November 12, 2013



Andrew Smith, President



David Moore, Secretary



008 – FISCAL AND OPERATING PLANS

Plain Language Summary

Board sets strategic ends. ED develops budget and operating plan to advance the ends. Metrics are used to measure progress

The Board decides what its strategic goals (or ends) are for a two-year period.

The ED develops a plan that will align the association's resources to advance or achieve the strategic ends

A. ANNUAL ORGANIZATIONAL AND SPENDING PLAN REQUIRED

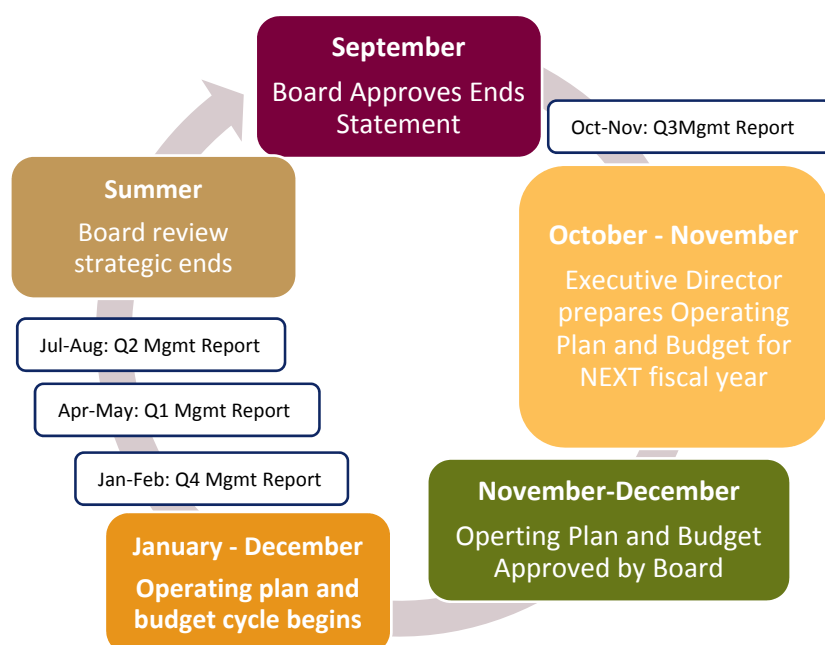
The Association will follow an annual planning cycle that sets, as its first priorities, the ends set by the Board of Directors (based on engagement with the Membership); which management will then employ to develop an operating plan and budget for Board approval. Metrics from the plan and budget will be selected as monitoring indicators to allow the Board to ensure appropriate oversight and accountability and ensure that programming and expenditures meet approved ends.

B. BOARD TO SET STRATEGIC ENDS FOR ASSOCIATION

The Board, normally before the end of September each year, will review and revise the ends for the Association based on identified mission, vision and values, and the identified needs of the Membership. In the event that the Board is unable to complete this task, the last approved ends for the organization will be used to develop the operational plan and annual budget.

C. EXECUTIVE DIRECTOR TO DEVELOP OPERATING PLAN FOR ASSOCIATION

The Executive Director will develop an Operating Plan designed to meet or advance the ends identified by the Board. The plan will speak to services, human, financial and other resources to be invested by the Association in order to meet or advance the ends. The Operating Plan will, to the extent possible, align spending of the annual budget to activities in the plan, which in turn shall be aligned with corporate ends.



Plain Language Summary

The operating plan aligns the resource and the budget allocates available resources to the things MAPS does and wants to do to achieve the ends

The ED is required to tell the Board if things are not going according to plan. He is also responsible for finding a way to minimize the risk or eliminating it. The Board decides on whether to fix the variance or not

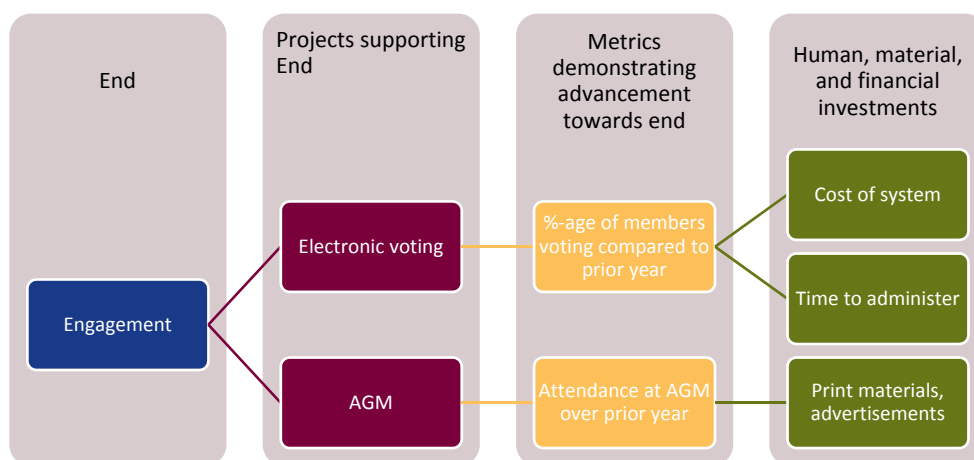
D. ANNUAL OPERATING BUDGET DERIVED FROM OPERATING PLAN

The Operating Plan and annual budget will be developed concurrently to ensure that resources are allocated to operating plan components. The budget will provide for operating costs of the lounge, office and staffing, current programs, and new or expanded programs, all of which will be components of the operating plan. The plan will be developed for a two year period, revised annually, and align with the corporate fiscal year.

E. REPORT BY EXCEPTION

In addition to quarterly budget and operational reports, the Executive Director will report variances to the Board as they are identified. The Executive Director is responsible for minimizing any risk resulting from a variance, and must obtain Board approval to proceed with the variance in place or take appropriate remedial action.

Example of how Operating Plan should reflect ends through to costs.



Plain Language Summary

Board sets strategic ends. ED develops budget and operating plan to advance the ends. Metrics are used to measure progress

F. MANAGEMENT REPORTING

The Executive Director will provide management reports to the board within four to six weeks after the completion of each fiscal quarter on the following schedule:
 Quarter 1: Financial – Budget to Actual Spending and Operational – Plan Update
 Quarter 2: Semi Annual Update on Operational Plan and Budget
 Quarter 3: Financial – Budget to Actual Spending and Operational – Plan Update
 Quarter 4: Year-end (Unaudited) Report on Budget and Operational Plan
 The reports will provide the Board with sufficient information regarding the progress of each program. The Q4 Report will list projects, total costs, performance achieved, and an overall evaluation of the association's advancement towards the corporate ends. Information from all reports will support the development of policies, programs and ongoing plans for any continuing ends, so that that the association learns and evolves with each iteration.

G. REPORTS PUBLICALLY AVAILABLE

All Board-approved plans and reports referred to in this policy will be posted on the Association's website.

H. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

March 11, 2015



Jacqueline Arlen, President



David Moore, Secretary



008A (INTERIM) – PROVISIONAL REVIEW OF FINANCIAL STATEMENTS

Plain Language Summary

The Board wants to ensure that MAPS' financial records are reviewed regularly so that it may confidently assure the members that funds are being used appropriately. This policy is only to be in effect until the Mosaic implementation is completed.

Staff will produce initial statements that may not be complete as MAPS may not have all the information needed from the University.

The Finance Committee is responsible for reviewing the statements and making sure that staff are aware of any issue or problems that the Committee finds.

Once MAPS has enough information to produce accurate statements, revised financial statements will be prepared for to the Committee. If there are no objections, the draft statements will be circulated to the full Board and posted.

The Board will still get regular updates on operations and activities through the executive director's report.

A. THE BOARD OF DIRECTORS IS COMMITTED TO MEETING ITS FIDUCIARY OBLIGATIONS IN A MANNER THAT IS RESPONSIBLE TO THE MEMBERSHIP

Understanding that during the Mosaic implementation that the University may experience delays in providing financial information to the Association, the Board will employ the following process to ensure a level of due diligence is conducted regularly until accurate financial statements can be posted.

This policy is in effect until December 31, 2015 and may be extended to December 31, 2016 at the discretion of the Finance Committee.

B. PROCESS TO REVIEW INTERIM QUARTERLY STATEMENTS (IQS)

1. Staff will prepare financial statements on a monthly basis; and use the monthly reconciliation process as an opportunity to confirm data/seek additional information from the University.
2. IQS will be prepared using the "as available" information provided by the University and circulated in closed session to the Finance Committee. The Finance Committee may choose to review the statements at a meeting or by correspondence.
3. The Finance Committee shall:
 - i. Review the IQSs and review the report of the executive director regarding the completeness of the statements.
 - ii. Identify any additional questions or concerns the Committee may have regarding the IQS.
 - iii. Ensure that any questions or concerns raised are resolved to the Committee's satisfaction.
4. Once staff believe that the Association has a materially complete record of transactions for the fiscal quarter, the IQS will be revised and issued as **Draft Unaudited Quarterly Statements (DUQS)**.
5. DUQS will be circulated to the Finance Committee for comment by correspondence. 10 days after the DUQs have been transmitted, barring any objection from the Finance Committee, the executive director will circulate the DUQS to the Board and post them on the Association's website.
6. The Board will continue to receive regular updates on Association operations and activities through the Executive and Management Report.

APPROVED BY THE BOARD.

August 11, 2015

A handwritten signature in cursive script, reading "Jacqueline Arlen".

Jacqueline Arlen, President

A handwritten signature in cursive script, reading "David Moore".

David Moore, Secretary



009A – ELECTIONS

Plain Language Summary

Elections will be conducted based on the by-laws and policies of the Association, or Robert's Rules of Order.

The nomination process will ensure fairness and transparency.

Nomination period for elections to the Board shall not be less than 3 weeks.

If there are fewer or equal nominees to available vacancies, nominees are elected by acclamation.

The Nominations Committee may re-open the nomination period for an additional 14 days after the close of the nomination period.

If there are more nominees than vacancies, an election is held. Notice of nomination periods and re-open periods will be made pursuant to Association by-law.

Nominees may withdraw from consideration in writing.

A Nominations Committee is appointed by the Board annually. Committee members may not stand for election.

A. RULES OF PROCEDURE

The Association will, at all times, conduct elections for all positions in full observance of the Association's By-laws and policies. Where any By-law or Policy falls silent, the Association will follow ***Robert's Rules of Order Newly Revised (11th edition)***.

B. NOMINATION PROCESSES

The nomination process shall ensure fair and transparent opportunity for members to participate in the governance of the Association and enable adherence to the notification timelines provided for in the Association's By-laws.

Nomination periods for elections to the Board of Directors shall not be less than three weeks.

If the number of qualified nominees is less than or equal to the number of available vacancies, the nominees shall be elected by acclamation.

Nominations for any remaining vacancies on the Board of Directors shall be re-opened for a period of up to fourteen (14) days, at the discretion of the Nominating Committee.

Notice of the re-opening of the nomination period shall be posted on the Association's bulletin boards, social media sites and website.

A candidate may withdraw at any time after nomination and prior to the opening of polls by delivering written notice of their decision to withdraw to the Association's offices. If the withdrawal of any nominee results in there being less than or equal number of candidates to the number of vacancies, the nominees shall be elected by acclamation.

C. NOMINATIONS COMMITTEE

The Nominations Committee shall be appointed by the Board annually and be entrusted with the overall nominations and elections process. As such, no member of the Nominations Committee may stand for election for the period they are on the Committee. A member of the nominating committee may resign from the committee should he/she wish to stand for appointment or election.

The Standing Terms of Reference are set as Policy 009B.

Plain Language Summary

Board elections will happen between January and April each year.

Elections will be conducted through electronic referendum.

If the election is held at a meeting of the membership, paper balloting will be used.

Candidates who receive the highest number of votes will be elected.

Election procedures will ensure the greatest possible participation by the membership.

Elections will follow by-law provisions.

The Board may appoint a member to a vacated seat for the balance of the vacated seat's term of office.

Election of officers will be conducted based on the by-laws and policies of the Association, or Robert's Rules of Order. Officers will be elected within 60 days of the annual election of Directors.

Officers are elected from among the directors.

The Corporate Secretary need not be an elected member of the Board.

D. ELECTION OF BOARD OF DIRECTORS

The annual general election of members to the Board of Directors will take place between January 1 and April 30; concluding no later than April 30 each year. Elections will follow approved By-law and Policies of the Association. Where By-law or Policy fall silent, the procedures described for election of directors in ***Robert's Rules of Order Newly Revised (11th edition)*** shall prevail.

Normally, the election of members to the Board of Directors shall be through electronic balloting as part of a general referendum process.

Where the election of members to the Board of Directors occurs at a meeting of the membership, each member of the Association will be provided with a paper ballot on which they may vote for Candidates.

Candidates receiving the highest number of votes shall be elected to the Board of Directors.

In all cases, the employed election procedures will ensure the greatest possible participation by the membership with respect to seeking nominations and conducting the election of Directors.

The process for election of Board Directors may be completed by referendum or at meeting of the membership, as provided for in By-law 1, Sections 11, 12, 14(a), (d), (e); following the presiding rules provided for in By-law 1, including Sections 17-21.

Pursuant to By-law 2 Section 8, the Board may appoint or elect members to serve on the Board for the balance of a vacated term.

E. ELECTION OF OFFICERS

The election of officers of the Association will follow approved By-law and Policies of the Association. Where By-law or Policy fall silent, the procedures described for election of officers in ***Robert's Rules of Order Newly Revised (11th edition)*** shall prevail.

The following procedure will be employed to elect Officers of the Association.

No later than June 30, and normally within 60 days of the annual election of directors, a meeting of the Board of Directors will be held to elect the officers of the Association.

1. Officers of the Association may be elected from among the Directors for a term of about one year; with the following exceptions:

- A. The Corporate Secretary may be appointed by the Board for a period of more than one year, at the discretion of the Board. The Corporate Secretary is subject all other provisions governing the removal of Officers, as provided by By-law.

Plain Language Summary

The Executive Director is appointed to the Board by virtue of his employment.

The election of officers shall be chaired by a members who is not seeking election

The Board will use the described process for electing officers.

- B. The Executive Director shall be appointed as an officer of the Association for the duration of his/her appointment as Executive Director.
- C. During the election of officers, the meeting will be chaired by one of the following, at the discretion of the Board:
 - 1. A Director not standing for election as an Officer
 - 2. The Corporate Secretary, if his/her appointment is not on the agenda at that meeting
 - 3. The Executive Director.
- D. The chair will conduct elections for each office individually; using the following process:
 - 1. The chair will call for nominations for the office being elected.
 - 2. Any Director may nominate any other director, including him/herself
 - 3. No seconder is required for nomination.
 - 4. The nominee will either accept or decline nomination.
 - 5. The chair will ask again for nominations. Should none be forthcoming, the chair may close nominations.
 - 6. Each nominee will be provide with up to five minutes to speak to the Board regarding their candidacy. All nominees will be given an equal opportunity to address the Board.
 - 7. Once all nominees have addressed the Board, Directors may ask questions of each nominee.
 - 8. Each nominee may be allowed to answer a question from a Director, whether the question was posed to him/her or not.
 - 9. Once the Board has finished asking questions, the Chair will provide each Director with a slip of paper upon which they will write down the name of the nominee they wish to elect.
 - 10. Two of the Chair, Corporate Secretary or Executive Director shall count the votes for each nominee.
 - 11. The Director receiving 51% of all votes cast (including abstentions, which shall count in the negative for elections of officers) shall be declared elected to the office being elected. If no Director receives 51% of the votes, the Director with the lowest number of votes will be removed from the election, and Directors will cast votes for the Directors remaining. This process will continue until a Director receives 51% of the votes cast.
 - 12. Should two or more Directors receive an equal number of votes, and the vote cannot advance to the next stage, he Chair will advise the Board of the result and ask for a second vote to break the tie among those Directors who received an equal number of votes. This process shall continue until the tie is broken and the vote can proceed with or a winner can be declared.

13. Once the election for all Officers is completed, the Chair shall destroy the ballots. The vote count for offices will not be recorded unless requested by a majority of Directors.

14. Officers of the Association will normally be elected in the following order:

1. President
2. First Vice President
3. Second Vice President
4. Vice President Finance

This policy requires consultation with the Membership prior to any changes being approved.

F. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

February 11, 2015



Jacqueline Arlen, President



David Moore, Secretary



009B – NOMINATIONS COMMITTEE

Plain Language Summary

The Committee is responsible for recruiting members for election to the Board and other Committees

The Committee informs the membership about vacancies.

The Committee ensures that nominees are eligible for election or appointment.

The Committee provides information to potential candidates about vacant positions

The Committee will help unsuccessful candidates find other roles in the Association.

The Committee will report to the Board
The Committee will have 4-6 members including an officer of the corporation, the ED or corporate secretary, a director of the Association (not an officer) and Association members.

A. PURPOSE

The Nominations Committee is charged with the overall responsibility soliciting nominations for positions elected by the membership or appointed or recommended by the Board with a view to ensuring viable succession planning and supporting the volunteer activities of the Association.

B. DUTIES

The Nominations Committee:

1. Ensures that the membership is aware of vacancies on the Board of Directors and other committees by the means described in the Association's by-laws and policies, and well as other means the committee deems appropriate and reasonable. Such means may not contravene Association by-law or policy nor may they violate the policies or procedures of McMaster University.
2. Reviews submitted nominations to ensure:
 - I. Completion of the nomination form and confirm candidate eligibility (membership in the Association), are met.
 - II. Act as nominators where a nominee has submitted a nomination form without two nominators, and the nomination is otherwise in order.
3. Holds information sessions for prospective nominees to outline the roles of the vacant positions and provide additional information to prospective nominees.
4. Subsequent to the election of members to vacant positions, contacts the unsuccessful candidates and provides information on non-elected volunteer roles available within the association which may be of interest.
5. Reports to the Board of Directors on its activities prior to and after an election

C. MEMBERSHIP

The Nominations Committee shall normally be comprised of 4 to 6 people; and shall include:

1. An officer of the Association, who shall not be the Executive Director or the Corporate Secretary.
2. One of the Executive Director or the Corporate Secretary
3. A Director of the Association, who is not an officer

Plain Language Summary

The Committee may also have members of the university community attend its meetings.

The Committee is appointed annually by the Board of Directors

A Committee member cannot stand for election while on the Committee

The CRO chairs the Committee

The Committee follows the Association's rules for conducting meetings.

The Chair of the Committee is responsible for determining the Committee's work plan, chairing meetings, and producing agendas and minutes.

The Chair may be required to make reports to the Board of Directors

This policy requires consultation with the Membership prior to any changes being approved.

4. Up to three Association members who are neither a Director nor an Officer.
5. The committee may also invite members of the university community to participate on the committee, where the committee feels that the value of such membership would further advance the goals of the Association.

The Nominations Committee shall be appointed by the Board annually and be entrusted with the overall nominations and elections process. As such, no member of the Nominations Committee can stand for election for the period they are on the Committee. Should a member of the committee wish to stand for appointment or election, they may resign their seat on the committee.

The Nominations Committee shall be chaired by the Chief Returning Officer (CRO), who shall be appointed annually by the Board of Directors.

D. MEETINGS

The Committee will follow the same rules of procedure as the Board of Directors, as provided for in the By-laws and Operating Policies of the Association.

Meetings of the committee shall be at the call of the chair; and shall be convened to ensure the achievement of the committee's objectives.

E. DUTIES OF THE CHAIR /CRO

The Chair will work with the Executive Director or Corporate Secretary to develop a work plan for the Committee based on anticipated activity. The work plan will be approved by the committee and forwarded to the Board of Directors for confirmation.

The chair shall be responsible for chairing all meetings of the committee. The chair shall also be responsible for ensuring that meeting agendas and minutes are prepared and approved by the committee (in conjunction with the Executive Director or Corporate Secretary).

If the Chair is not a Director of the Association, he/she may be requested to attend meeting(s) of the Board to report on the Committee's activities.

F. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.

APPROVED BY THE BOARD.

February 11, 2015

A handwritten signature in cursive script, reading "Jacqueline Arlen".

Jacqueline Arlen, President

A handwritten signature in cursive script, reading "David Moore".

David Moore, Secretary



010 – DISPUTE RESOLUTION

Plain Language Summary

All disputes should be addressed fairly, first by the person who acted to cause the dispute, and then escalated if no solution is found.

A decision of staff, management or the Board may be disputed if it's not fair, unreasonable, biased, limits peoples' rights or actions, or is against policy

HR matters are handled through a separate process

A dispute may result in a change of a decision, the withdrawal of a decision, upholding a decision or the dismissal of the claim.

A dispute must begin at the appropriate level (with the original decision-maker)

The dispute resolution panel is the final body of appeal for any dispute and its decisions are binding.

A schematic is provided that shows how the process works.

A. PURPOSE AND INTENT

The Association believes issues of concern should be reviewed to ensure the right decision was made. The primary responsibility for correcting issues falls to the person/position that made the decision. If the issue cannot be resolved at this level, the issue may be escalated to the next responsible person or position.

B. WHAT MAY BE DISPUTED

A person may dispute a decision of the staff, executive director or of the Board if the decision is:

1. Believed to be inconsistent with Association by-law or policy
2. Believed to be unfair, unreasonable, or biased against a person or group of persons
3. Unreasonably limits or restricts the actions or rights of a person or group of persons
4. Not a Human Resource issues; which are exempt from this policy. Staff issues are managed through the Association's Human Resources Policy.

C. DISPUTE RESOLUTION OUTCOMES

If an issue is brought forward, the person or decision-making body may:

1. Change a decision if by-law or policy has been misinterpreted.
2. Withdraw a decision, if the cause of the decision no longer exists.
3. Uphold the decision.
4. Dismiss the decision as being frivolous or vexatious.

D. ESCALATION OF DISPUTE RESOLUTION

There are four levels of escalation for dispute resolution. The process begins at the level of the primary decision-maker. A schematic of the entire process is provided and described here:

1. Level 1 Disputes: A staff person has made a decision that is in dispute.
2. Level 2 Disputes: The Executive Director has made the decision, or the Executive Director is reviewing an unresolved Level 1 dispute.
3. Level 3 Disputes: The Board of Directors has made the decision, or the Board is reviewing a Level 2 dispute.
4. Level 4 Disputes: Where no other level has resolved the matter, a dispute is heard by a Dispute Resolution Tribunal (DRT), as described in the Association's By-laws.
 - a. The DRT will adopt appropriate and reasonable rules of procedure consonant with the matter before them, and shall use as their guide the quasi-judicial procedural rules set out by McMaster University.

Plain Language Summary

- b. The DRT will consider the issue and make a determination based on the Dispute Resolution Outcomes.
- c. The DRT may also identify errors or inconsistencies in the Association's by-law's or policies and direct the Board to correct the issue.
- 5. The decision of the Tribunal is final and binding on the Association and all parties to the dispute; subject to judicial review.

The Association is not
responsible for
anyone's costs

E. EXPENSES INCURRED AT THE DISPUTANT'S COST

Any person making a dispute is fully responsible for any or all costs incurred by them to pursue the dispute.

APPROVED BY THE BOARD.

September 16, 2014

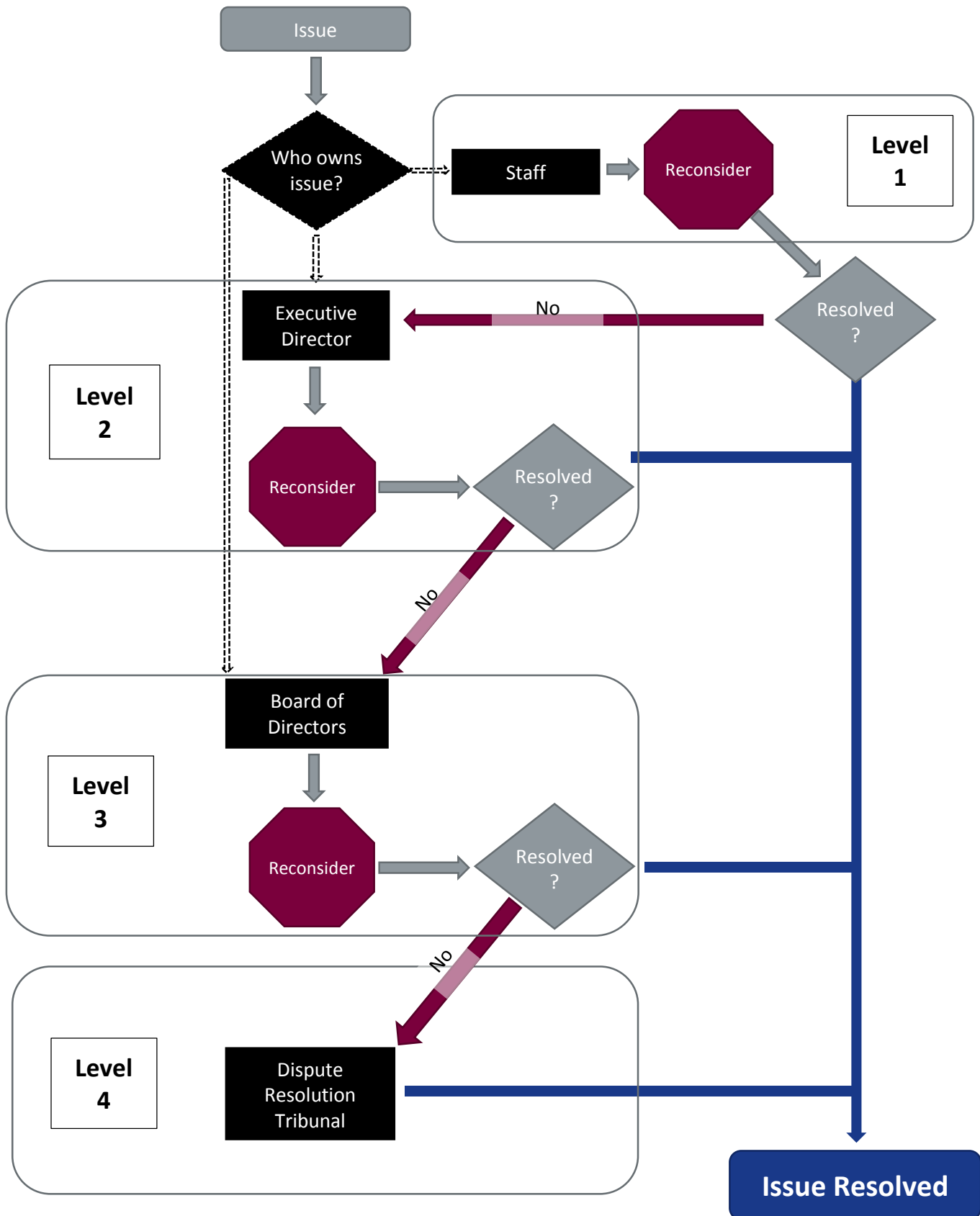


Jacqueline Arlen, President



David Moore, Secretary

DISPUTE RESOLUTION SCHEMATIC





011 – HUMAN RESOURCES

Plain Language Summary

We value our staff and will treat them with respect, fairness, and in keeping with university policy and provincial law.

The Executive Director is the only employee of the Board of Directors.

The Board may only be involved in HR matters as allowed for in this policy.

The Executive Director hires and is responsible for the administration of this policy and all staff-related matters.

The Association President is the supervisor of the Executive Director, and assumes that role when this policy is applied to the ED as an employee.

The Association is required to create, keep, and maintain employee records for current and past employees.

Each employee is responsible for ensuring that their name, address, contact information and banking and tax information is kept up to date.

A. PURPOSE AND INTENT

Second only to our members, our staff are the Association's most important asset. This policy provides the procedures for the hiring, management, evaluation, performance improvement and departure of staff.

Where this policy falls silent, the hiring, management, evaluation, performance improvement and termination policies for staff of McMaster University, or in the alternative, *The Employment Standards Act (Ontario)*, shall prevail.

B. DELEGATION OF AUTHORITY AND APPLICATION

The Board of Directors hires and employs the Executive Director to manage the day to day affairs of the Association. The Board sets policy and provides direction to the Executive Director, who implements policy. This includes the hiring, management, evaluation, and removal of staff within the limitations set out by the Board and its operational policies. The Executive Director shall report on these activities to the Board.

The Board of Directors may only intervene in human resource matters as provided for in this policy. Additionally, the Board may only act in its collective capacity, pursuant to the Executive Limitation Policy.

This policy applies to all full- and part-time employees of the Association.

Where this policy is applied to the Executive Director in his/her capacity as an employee, the Association President will assume all duties in his/her capacity as the Executive Director's supervisor.

C. MAINTENANCE AND RETENTION OF RECORDS

Pursuant to law, the Association will have and maintain employment records on all current employees, and will maintain records for all prior employees for a period of no less than seven years, but generally shall keep all records permanently.

Each employment record shall include those items prescribed by law, including but not limited to employee name, address, contact information and emergency contact information, social insurance number, banking information for payroll direct deposit, any documentation submitted in support of their employment application (resume, cover letter, references) and forms for the calculation of provincial and federal taxes, completed annually. Among these records will be a signed statement from the employee that the information provided by the employee is true and accurate and

Plain Language Summary

Each employee record will have a copy of all position descriptions that have been given to the employee, and all performance evaluations conducted. Any warnings, requirements, or probationary periods will be noted in the employee record.

The Association will ensure all records are stored securely and will limit access to employee records, based on HR administration.

The Executive Director is responsible for hiring staff, within the budget approved by the Board of Directors.

Job postings will be advertised where members can easily find them, and other locations at the discretion of the Executive Director

The Association will attempt to hire part-time students, but will first select the best person for each position.

The Association will not cover costs for attending interviews, unless agreed to in advance.

Elected Directors may not be employees of the Association, unless allowed by by-law (Corporate Secretary).

that providing false or misleading information is grounds for dismissal.

The employee is responsible for ensuring the currency of this information.

In addition, the employment record will include a copy of all prior and the present position description currently in use for the employee. All copies of performance evaluations, remediation plans, and the documented results of such remediation plans. The file will also include a log of any warnings given to the employee (verbal or written), noting the reason for the warning. The employment record will also indicate if the employee is on employment probation and the date that probation is to be reviewed or ended.

The Association is responsible for ensuring the privacy of these records and limiting access to these records to individuals who have a direct need for the purposes of human resources administration. The Association will ensure that all human resources records are retained in secure storage.

D. RECRUITMENT OF STAFF

The Executive Director is responsible for the hiring of staff based on the staffing complement approved by the Board of Directors in the Annual Budget.

Available positions will be posted on the Association's website, social media sites, and posted on the Association's bulletin boards and conspicuously in the Association's offices. The Association may also post available positions through campus and local media, and employ electronic job boards.

Where possible, the Association will hire part-time students at McMaster University. That being said, the overarching priority will seek to hire the applicant who can best perform the job.

The Association is not responsible for any expenses or costs incurred by prospective employees to attend an interview, unless the candidate is advised in advance.

Elected Directors of the Association may not be employed by the Association; except as Officers of the Association as provided under By-law.

Plain Language Summary

Generally, all staff will start employment on a 90 day probationary basis. Employees will be reviewed at some point before the probationary period ends and 30 days after the end of the period.

If the employee is not reviewed 30 days after the probationary period ends, the employee is no longer on probation.

Every employee will have the terms of their employment given to them in writing and it will say what the job is, hours of work, wages and other details.

Compensation will not exceed approved rates and set by the ED based on skills and experience.

Compensation, once set, can only be changed through this policy.

Every employed position within the Association will have a position description.

The description will be the primary tool used to evaluate employee performance.

Positions within the Association will be regularly compared to ensure equity among positions.

Each employee will be evaluated on their performance yearly.

Evaluations will be fair, reasonable, and reflective of the position. Evaluation approaches will be

Unless otherwise noted in the offer of employment, all staff shall begin employment with the Association on a probationary basis; which shall be not less than 90 days, beginning with the employee's first day of employment. The Executive Director must review the employee prior to the end of the Probationary Period to determine if the employee's employment will be continued or terminated. If the review does not take place within 120 days of employment, the employee is deemed to have cleared the Probationary Period and employment will be continued under the terms of the employment agreement and this policy.

If the probationary period is extended, it shall follow the requirements of Section F of this policy.

E. EMPLOYMENT AGREEMENTS

Upon selecting a candidate for a position, the Executive Director shall prepare and provide an employment agreement which specifies the scope of the job, hours, wages, and other pertinent details of the employment.

Compensation shall be set within the salary range detailed in the position description, at the discretion of the Executive Director, with due regard of the competence and experience of the prospective employee. Once the Employment Agreement has been signed, it may only be amended as provided in this policy or through the termination provisions provided for in that agreement.

F. POSITION DESCRIPTIONS

Prior to posting an available position, the Executive Director shall ensure that a position description is prepared and available to all applicants. The position description shall serve as the primary description of the duties to be performed by the employee. Position descriptions will follow a standard format to ensure comparability and consistency with respect to annual performance evaluations.

In the event that the duties or requirements of an employee change by more than 20% than those listed in their current position description, a new description will be prepared by the Executive Director and that position will be re-assessed with respect to the level of compensation.

To the extent possible, position descriptions within the Association will be ranked comparatively, for the purpose of equity of compensation.

G. EMPLOYEE EVALUATIONS

The Executive Director will ensure that a standard performance evaluation template is in place in order to conduct performance evaluations of all staff. The Executive Director will ensure that the performance evaluation forms are reasonable, fair and representative of the type and scope of work done in the office, and reflect current industry best practice. The Executive Director may conduct research and collaborate

Plain Language Summary

based on best practice and other organizations.

Evaluations will be done on the employee's anniversary date or another time.

Evaluations will focus on employee success, competence, and identify opportunities for improvement and growth.

Any areas of improvement require an improvement plan that the employees agrees to

The Association may provide additional training for this or other purposes.

If an improvement plan is not followed, or not successful, further action may be taken.

The Board of Directors sets a percentage rate for cost of living and merit, based on the provincial economy and what comparable organizations are doing.

Merit increases are based on the outcome of performance evaluations.

No other compensation or benefits are allowed without the permission of the Board of Directors.

Increases granted in the first six months of the year are effective as of January 1st of that year. Increases granted in the last six months are effective January 1st of the next year.

with other student organizations and/or McMaster University to achieve this.

On or around the anniversary date of each employee's hiring (or at another annual time selected by the Executive Director), the Executive Director will conduct a performance evaluation of each employee, comparing their demonstrated ability against the position description.

The focus of the performance evaluation is to celebrate success, recognize competence, and identify opportunities for improvement and growth.

A performance evaluation that cites any deficiencies in an employee's review must include a remediation plan that outlines what improvement is required by the Employer, a mutually agreed to plan to achieve this improvement, and a timeframe for re-evaluation.

The Association may provide, from time to time, staff development and training opportunities. Unless an employee is specifically exempted, all such training and development shall be considered a requirement of employment. Training and development required by the Association shall be provided at no cost to the employee.

An employee who does not reasonably comply with a remediation plan, or fails to achieve the required improvement within the specified time frame may have the lapse noted in their permanent record. Depending on the severity of the matter, this may be grounds for dismissal from employment for cause.

H. MERIT AND COST OF LIVING INCREASES

The Board of Directors will, when approving the Annual Budget, set percentage rates for increases to employee wages. The Board may set any rate as low as zero (0%) but no higher than the rates as follows:

1. **Cost of Living:** Based on the Consumer Price Index Annual Review prepared by Statistics Canada for Ontario for prior calendar year. Note: The Board may consider a percentage greater than the annual percentage if no increase was provided in one or more of the three preceding calendar years.
2. **Merit:** Merit increases will be a percentage of the employee's annual salary (based on the total earnings shown on each employee's last T4 slip). The recommendation will be prepared by the Executive Director and based on a review of data from Statistics Canada, internet job websites (like Charity Village and Monster.ca), and other authoritative sources (like McMaster University, Robert Half and Associates Annual Compensation Report, and other not-for-profit organizations). Notwithstanding the above, the Board will not approve a percentage increase based on merit that is greater than 7% in any given year. Allocation of merit increases shall be based on the employee meeting the following thresholds:
 - a. Does not meet expectations: no merit increase
 - b. Meets expectations: up to 30% of maximum merit increase
 - c. Exceeds expectations: up to 70% of maximum merit increase

d. High performance: up to 100% of maximum merit increase

3. **Other increases in wages, or taxable benefits:** No employee shall receive any additional earnings, wages, bonuses, gratuities, or access to equipment or services that would be deemed as a taxable benefit without the prior approval of the Board of Directors.
4. **Granting of increases:** Any approved inflationary or merit increases will be effective January 1 of the present fiscal year if granted within the first six months of that year, or effective January 1 of the next fiscal year, if granted within the last six months of the current fiscal year.

I. DISPUTE RESOLUTION

Where an employee feels that a decision, action, or the effect of a decision or action has resulted in unfair, unreasonable, or unintended consequences, the employee may raise the concern with the Executive Director.

The Executive Director will ensure he/she fully understands the employees concerns and the extent of the consequences which have resulted. The Executive Director will also consider the reasons that the action in dispute was taken, to determine if any alternative course of action can be taken that achieves similar ends but does not impact the employee (or does not impact the employee to the same extent).

If an alternative option is available, the Executive Director will explain all options to the employee (or employees, if more than is affected) and seek their input on whether one (or any) of the alternative actions should be taken to redress concerns. Should the employee(s) accept the alternative, the matter will be deemed resolved.

In the event that no other alternative is available to the Association, and it is not possible or impractical to reverse the original action, the Executive Director may offer options to redress the issue raised. If the employee(s) accept an option to partially or fully redress the issue raised, the matter will be deemed as resolved.

If alternative options are not possible, or if the Executive Director does not believe that the issue raised by the employee warrants redress or remediation, the Executive Director shall advise all affected employees. If no further action is taken by the employee(s) within 30 days of being advised, the matter will be deemed as resolved.

If the employee is not satisfied with the decision of the Executive Director, the employee will advise the Executive Director, who will then arrange a meeting between the employee(s), the Executive Director, and the President (acting in the capacity of the Executive Director's supervisor).

Based on the outcome of that meeting, the President may affirm the decision of the Executive Director, direct the Executive Director to reconsider his/her decision, or refer the matter to the Board of Directors.

If the President affirms the Executive Director's decision, the decision is final and binding with no further appeal, except where provided by law.

If the President directs the Executive Director to reconsider his/her decision, the Executive Director shall reconsider and provide the President with a written

Employees may dispute decisions or actions that have been directly unfair or unreasonable to the Employee.

The Employee will raise the matter with the Executive Director, who will review the matter and determine if action should be taken.

If action is possible, the Employee will be advised of the proposed solution. If the solution is acceptable, the matter is ended. If the matter is not acceptable, the employee has 30 days to appeal.

If the employee appeals, the Executive Director will arrange a meeting between the employee, the ED and the Association President.

The President, based on that meeting, will either agree with the ED, direct the ED to reconsider, and provide the employee and the President with a written explanation of the reconsidered decision.

If the employee accepts the reconsidered decision, the matter is settled. If the President accepts the reconsidered decision the matter is settled. If the President doesn't accept the

Plain Language Summary

reconsidered decision, the matter is referred to the Board of Directors.

The Employee may make a written submission to the Board to explain their disagreement with the reconsidered decision.

The board will make a decision, which will be binding on all parties.

All employees of the Association are required to follow the code of conduct.

The code sets out how employees shall act in the performance of their duties, their conduct at work, and their use of Association property and facilities.

Employees are required to be transparent in their decisions, which means being honest and open with everyone they deal with.

Conflicts of Interests will be disclosed as often as required to ensure the Association is aware of any.

Decisions will be made without bias or favour

Decisions will be made without considering personal interests or the interests of family or friends.

Purchases will be made according to Association policy.

Gifts are not accepted except as allowed by Association Policy and employees do not participate in decision-

explanation of the reconsidered decision, citing all appropriate facts at issue. A copy of this explanation will be provided to the affected employee(s).

Within 30 days of receipt of the written explanation, the Employee may accept the reconsidered decision. If the Employee does not accept the reconsidered decision, the President may deem the written explanation acceptable and binding with no further appeal, except where provided by law.

If the President does not accept the written explanation, it will be referred to the Board of Directors for determination.

If the matter is referred to the Board of Directors, the affected employee(s) may submit a written response to the Executive Director's reconsidered decision. The Board of Directors will review the information provided to them and make a decision. The decision of the Board will be deemed Association policy. The Board's decision is final with no further appeal, except where provided by law.

J. CODE OF CONDUCT

To ensure that the best interests of the Association are met, and that the reputation of the Association is maintained among its Members, the University administration and the University community generally, all employees of the Association will comply with the code of conduct in the performance of their duties, and/or while present in the Association's offices, and/or if attending an event on behalf of the Association.

The Association is a public service. We exist to provide trusted services and advocacy to our members. In order to have and keep the trust of our members, the University administration and the community at large, each employee needs to conduct themselves with integrity. In order to demonstrate integrity, each employee must conduct their duties with:

- | | |
|-----------------|-------------------|
| a. Transparency | c. Respect |
| b. Impartiality | d. Accountability |

a. Transparency

We are accountable for what we do and we ensure this by being open and honest in our dealings with our co-workers, supervisors, Board members, Members, and anyone who contacts our office.

Where there is a conflict between our personal interests and the Association's, **we disclose it immediately** and seek guidance from our supervisor.

We understand that circumstances change and **we have a continuing obligation to ensure any conflict is disclosed.**

b. Impartiality

We do our jobs:

- with the best interests of the Association in mind
- without bias or favour

Plain Language
Summary

making that might benefit themselves, family or friends.

Our full attention is committed to our jobs during hours of work

We ensure that Association property is safe at all times.

We keep confidential materials safe and disclose it only as permitted.

We are honest, polite, and courteous to everyone we deal with.

We dress appropriately.

We foster a collegial and supportive work environment.

We do not allow personal activities to interfere with our work

We do not use the Association's property or facilities for personal use without prior approval

We do not harass or intimidate others.

We do not manipulate, falsify or alter documents for fraudulent purposes.

We do not show or share sexually explicit, discriminatory, abusive, defamatory, or obscene materials in the office or on the Association's computers.

We do not conduct ourselves in the office or at an Association event in any way that might be seen in a sexually explicit, discriminatory, abusive, defamatory, or obscene light.

We do not make negative comments about the Association, co-workers, volunteers

We make:

- decisions without consideration of our personal interests, or those of family or friends.
- purchases following Association policy.

We do not

- accept gifts, hospitality, or entertainment from people who do business with the Association, or want to do business with the Association, except as provided by Association policy
- participate in decisions that benefit ourselves, our friends or family

c. Respect

We:

- devote ourselves fully to our jobs during our working hours
- ensure that all property of the Association entrusted to us is properly secured and protected at all times
- handle sensitive and confidential information with care and disclose it only as provided for in Association Policy
- are honest polite, and courteous when dealing with our co-workers, managers, Board members, and the general public
- recognize that we are the public face of the Association, and dress appropriately
- foster an atmosphere of collegiality and support our co-workers

We do not:

- allow our personal activities (like reading a magazine or surfing the internet) to interfere with our work
- use the facilities of the Association for personal purposes without approval of our supervisor in advance
- harass or intimate others
- manipulate, falsify, alter or amend documents information or records for fraudulent purposes
- access, distribute or display inappropriate material (including sexually explicit, discriminatory, abusive, defamatory, or obscene materials) using Association property or in the Association's facilities; nor conduct ourselves in any way that might be seen in this light
- publicly disparage the Association, our supervisors, co-workers or the Board of Directors

or supervisors, except as provided in this policy.

We comply with this code, seek help if we are unclear on any part of the code, and understand that compliance with the code is part of our performance evaluation.

We will advise the Association of any valid breaches of the agreement and assist in any investigation.

No employee will be disciplined for making an honest report about a potential violation of any policy or by-law.

Employees should advise of any breach to the individuals listed in this policy, in the order they appear.

As a last resort, the employee may report the breach to the university.

d. Accountability

In support of our personal accountability we:

- know this code and comply with it, review it as part of our annual performance review
- seek assistance interpreting the Code, as necessary
- disclose breaches of the Code immediately, whether they are committed by ourselves, a co-worker or supervisor
- fully cooperate with investigations into alleged wrongdoing
- understand that breaches of the Code may result in disciplinary action, up to and including termination of employment

e. Whistleblower Protection

No employee will be disciplined for making a report in good faith about a violation of this Code of Conduct, or nor of any violation of Association by-law or policy.

A breach should be reported to the Executive Director; or if that is not possible or appropriate, to the Association President. If neither the Executive Director or President are appropriate, then the breach should be reported to the people holding the following positions, in the order in which they are listed:

- First Vice President
- Second Vice President
- Vice President Finance
- Corporate Secretary
- A Board Director

As a final resort, if it is not possible to report the breach to one of the people holding the above positions, or if the reported breach is not investigated, then the breach should be reported to the university's Associate Vice President (Students and Learning) and Dean of Students.

K. SAMPLES

Samples of documents and forms required under this policy are attached as Appendix A. The appendix is not subject to policy amendment procedures.

APPROVED BY THE BOARD.

September 16, 2014

A handwritten signature in dark ink, appearing to read "Jacqueline Arlen". The script is cursive and fluid.

Jacqueline Arlen, President

A handwritten signature in dark ink, appearing to read "David Moore". The script is cursive and fluid.

David Moore, Secretary



012 – PRIVACY & ANTI-SPAM

Plain Language Summary

The Association will comply with university, provincial and federal requirements.

The Association receives information from McMaster University.

Members grant McMaster University the authority to share information with the Association.

The Association does not share sell or distribute personal information of members.

If third parties are used by the Association, they are subject to our policies.

The Association is not responsible for any information provided by members to the Association through social media sites.

The Association provide no guarantee of privacy for information shared on social media sites, unless that guarantee is posted on the site.

A. PURPOSE AND INTENT

The Association is committed to following federal anti-spam regulation, provincial privacy law, and supporting university policy regarding the use of electronic communications with our members.

B. MEMBERS' PERSONAL INFORMATION RECEIVED FROM McMASTER UNIVERSITY

The Association receives the majority of its membership information from McMaster University, which is collected under the authority of *The McMaster University Act, 1976*.

While the Association is not subject to the same privacy provisions as the University, the Association uses members' personal information obtained from the University for the purpose of membership, administration, elections, annual general meetings, referenda, services provided to members, and related purposes (Association Business).

The Association does not disclose, share, or disseminate personal information to any person, organization or entity except where necessary to administer Association Business. When third parties are provided with access to personal information to assist the Association transact Association Business, each third party is required to follow the Association's privacy and anti-spam policy.

Upon request, the Association will confirm membership in the Association.

C. SUBMISSION OF PERSONAL INFORMATION THROUGH SOCIAL MEDIA SITES

Members are invited to provide the Association with information regarding their preferences (e.g., likes on Facebook), add their contact information to our social media site(s) (e.g. 'friend' us), or provide other information through such portals.

The submission of this information is voluntary only. While the Association will not attempt to use this information for any purpose other than Association Business, social media sites may be accessed by third parties; as such, the Association provides no guarantee of privacy on our social media sites, unless explicitly stated on the social media site.

The Association will accept personal information from Members to assist them in their dealings with the University.

We also collect information to support advocacy, but do not share personal information with your prior consent.

Consent may be provided to our staff verbally.

Withdrawal of consent may be in writing or provided verbally, but we are only responsible for a breach of confidentiality where the withdrawal of consent is made in writing.

In order to be considered for an award that is sponsored by the Association, all nominees are deemed to have given consent for related information to be made publically available.

Information provided to the Association for the purpose of election or appointment will be made available, pursuant to the relevant policy

Information collected from members in surveys or referenda will only be used in the aggregate to support Association business.

Any person who uses the Association's office as a pick up location for purchases made at the Campus Store agrees that the Association and the University/Campus Store may share purchase/pickup information.

D. SUBMISSION OF PERSONAL INFORMATION IN PERSON, BY MAIL OR ELECTRONIC MAIL

Members may wish to provide the Association with additional personal information to enable our staff to assist the member with a specific problem, or to use their information – aggregated with other members' – to support advocacy activities.

The Association will only share this personal information with the University or other third parties with the permission of the Member.

Where information is provided by a member to address a specific problem, staff will verbally confirm if they may share the information provided by the Member with the university, a university affiliate, or other party to provide assistance. No written confirmation will be required of consent.

A member may withdraw consent to share personal information obtained under this section. Notification may be provided verbally, but the Association will only be held liable for a breach of privacy where the notification was provided in writing.

E. AWARDS AND RECOGNITION

The Association obtains information regarding members and individuals in support of nominations for awards. Information collected for this purpose may be used by the Association to prepare media announcements, introductions, or other presentation or promotional materials as required by the Association to produce the award, announce the winners, and promote the Association, at the Association deems appropriate.

F. NOMINATIONS FOR ELECTED OR APPOINTED POSITIONS

Information provided in support of a nomination for an elected or appointed position will be shared as outlined in the Association's Election, Referenda, and Candidate Pool policies.

G. SURVEYS, REFERENDA AND ONLINE VOTING

Information collected from Members through surveys, referenda, general meetings or through online voting will only be shared in the aggregate (e.g., the total responses of all members).

H. PICK UP AND PURCHASE AGREEMENTS WITH THE ASSOCIATION

Where any person has asked the Association to act as a 'pick up' location for products purchased at the Campus Store, that person is deemed to have agreed that the Association and McMaster University may share personal information relating to the purchase and payment of such products; including such information as may be necessary to secure payment for any purchases made.

Association staff are required to confirm the identity of any person picking up items purchased from the Campus Store.

Anyone attending an Association event is deemed to have consented to being audio and/or video recorded and having their photograph taken for the purpose of promoting the Association.

Confidentiality of personnel records are provided for under our Human Resources Policy

Some communication of the Association – those that give notice of an existing or pending right – are exempt from Anti-spam regulations. Members may not be removed from email lists kept to transmit this information.

Members may ask to be removed from email lists that transmit General information.

Members are deemed to have given consent for the transmission of Privilege and General Communication each time they enroll for courses as a part-time student.

I. RECORDING OF EVENTS

Any person who attends an Association event is deemed to have consented to being audio recorded, video recorded, or photographed and agrees that such recordings and photographs may be used by the Association for promotion in print and online publications.

J. HUMAN RESOURCES RECORDS

Information collected by the Association for the intent of providing compensation to the person for services provided is covered under the Association's Human Resources Policy.

K. USE OF EMAIL COMMUNICATIONS

The Association uses electronic mail to communicate two types of information to members:

1. **Privilege Communications:** Privilege Communications provide notice of an existing or pending right and are therefore exempt from Canada's anti-spam regulations. Members may not be removed from the Privilege Communication email list. Examples of privilege communications include:
 - a. Notices of meetings
 - b. Calls for agenda items
 - c. Calls for nominations for appointment or election
 - d. Notifications of opportunities to participate as a Member of the Association
 - e. Notification of changes to by-law or policy
 - f. Notifications relating to online meetings, online referenda and online voting
 - g. Requests for input through surveys or other means to obtain input of the membership on matters of importance to the Association.
2. **General Communications:** General Communications are any other sort of message sent to the membership. These may include:
 - a. General information about the Association
 - b. Promotion of social, networking, or similar events
 - c. Promotion of third party events, including those of the university or university affiliates
 - d. Any unsolicited communication with commercial intent.
3. **Deemed consent:** Unless advised by a Member in writing or by email, the Association deems that it has permission to send general communications to members.

4. **Membership list renewed periodically:** The membership list is based on current enrollment and is updated regularly upon request of the Association to McMaster University. Requests for removal from the General Communications email list will be valid from September through April of each year. Persons who are no longer members may be automatically removed from our email lists. Members must request removal from the general communications email list annually.

APPROVED BY THE BOARD.

September 16, 2014



Jacqueline Arlen, President



David Moore, Secretary



013 – EXPENSE DISCLOSURE

Plain Language Summary

The Association will publicly report on expense reimbursements to Directors and Officers of the Association.

Reportable expenses include travel, meal or business expense, and other expenses, excluding Association supplies and materiel.

Expenses incurred by more than one Director/Officer, but reimbursed to one officer, shall be apportioned equally

A report will be provided to the Board and posted on the Association's website.

A. PURPOSE AND INTENT

For the purpose of accountability and transparency, the Association will report on personal expenses which are reimbursed to Directors and Officers of the Association.

B. DEFINITION OF EXPENSES

For the purposes of this policy, reportable expenses shall include:

1. Travel reimbursements for attending meetings
2. Reimbursed meal or business meeting expenses
3. Other reimbursed expenses, excluding the purchase of office supplies or materiel for the Association, pursuant to Association policy.

Where there is any discrepancy as to whether an expense is reportable, the Executive Director shall consult the *Broader Public Sector Expenses Directive* (Ontario) and/or the Association's auditors and report on the findings to the Board of Directors.

C. ALLOCATION OF EXPENSES

Where more than one Director/Officer is responsible for a submitted expense claim (for example, a business lunch where more than one officer is present), the costs for all Directors/Officers shall be equally apportioned among the Directors/Officers who incurred the expense.

D. REPORTING OF EXPENSES

The Executive Director shall provide the Board with a summary of reimbursed expenses of the Association's Directors and Officers on a quarterly basis. Once received by the Board, the report will be posted on the Association's website.

The report will indicate the name of the officer, the types of expenses reimbursed, and the amounts reimbursed each fiscal quarter.

APPROVED BY THE BOARD.

September 16, 2014

Jacqueline Arlen, President

David Moore, Secretary



014 – OFFICER/DIRECTOR LEAVE OF ABSENCE

Plain Language Summary

Officers or Directors of the Association may request a short leave-of-absence, once per term of office

Officers of the Association may take a leave of up to 90 days. If they do not return to their duties at that point, they have effectively resigned their office and the Board will appoint another Director to assume that office.

There is an order of precedence in the event of the President or First Vice-President taking a leave.

A. AN OFFICER OR DIRECTOR MAY REQUEST A LEAVE OF ABSENCE

A Director of the Association may request a leave of absence of their official duties once in each year of their term of office, without triggering the provisions of By-Law 2 Section 7. Elected Officers of the Association may request a leave of absence once during their term of office.

B. PROVISIONS FOR OFFICERS OF THE ASSOCIATION

1. A request for a leave of absence from an elected Officer must be provided to the Board of Directors in writing, through the Executive Director or Corporate Secretary.
2. The Leave of Absence will be effective once the Board of Directors:
 - a. has received the notice
 - b. confirmed the interim assumption of duties by another officer, as provided in this policy, and
 - c. has not taken action under Section D of this policy.

Officer requesting leave of absence	Order of precedence to assume duties	Additional appointments, if required
President	1. First Vice-President 2. Second Vice-President 3. Vice-President Finance	The Board may, at its discretion, make interim appointments to fill any vacancies created by the leave. Vacancies shall be filled from among the Directors not already serving as Officers.
First Vice-President	Second Vice-President	
Second Vice-President	Not applicable	
Vice-President (Finance)	Not applicable	

3. Leaves of Absence for Officers may not exceed 90 days. If an Officer fails to resume their duties after this period, they will be deemed to have resigned their office and the Board shall elect another Director to assume the vacated office.
4. In the case of a leave of absence of the President, the Officer who assumes this role shall be referred to as the Acting President.

A Director may take a leave of up to 120 days. If the Director does not resume their duties within this period, they have effectively resigned from the Board. The Board may make an interim appointment to fill the vacancy.

C. PROVISIONS FOR DIRECTORS OF THE ASSOCIATION

1. A request for a leave of absence from a Director must be provided to the Board of Directors in writing, through the Executive Director or Corporate Secretary.
2. The Leave of Absence will be effective once the Board of Directors has:
 - a. received the notice, and
 - b. not taken action under Section D of this policy.
3. A Leave of Absence by a Director may not exceed 120 days. If a Director fails to resume their duties after this period, they will be deemed to have resigned from the Board of Directors, and the Board may make an interim appointment to fill the vacated seat.

D. QUORUM REQUIREMENTS AND REFUSAL OF LEAVE REQUESTS

1. The Association shall, at all times, maintain a sufficient number of directors necessary to conduct the business of the Association.
2. A leave of absence may not be accepted if the result of that leave reduces the number of active directors to seven or less.
3. The leave may be accepted once this condition has been corrected through interim appointments or elections, as prescribed by Association By-law or Policy.
5. The Board may, within 14 days of receiving a leave of absence request, call a vote to deny the leave. The motion may be put at a meeting of the Board or through electronic ballot. A majority vote in support of the denial is required to refuse the leave. The officer/director requesting the leave shall be entitled to vote on the motion.

APPROVED BY THE BOARD.

October 13, 2015



Jacqueline Arlen, President



David Moore, Secretary