



Policies

Okanagan College Students' Union

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Conflict of Interest Policy

OCSU 001

Adopted 15.07.28

1. Determination of Conflict

- a. A conflict of interest exists when a Student Representative stands to personally benefit from their association with the OCSU. This includes using their position within the OCSU to pursue personal interests or represent those of third parties, such as other businesses or associations with whom the Student Representative has a relationship, or family and friends.
- b. A Student Representative must seek to diligently avoid situations or positions within other organizations that would constitute a conflict of interest within the OCSU. This is particularly important when a Student Representative has a business relationship or membership with a third party organization that itself has a relationship with the Okanagan College Students' Union.

2. Disclosure

- a. Student Representatives must fully disclose any circumstances that may constitute a conflict of interest.
- b. If a Student Representative becomes aware of a conflict of interest towards an item on a meeting document prior to the meeting itself, they are required to send a written declaration of conflict of interest to the chair, which the chair shall present or summarize during the meeting in which the matter is discussed.
- c. If a Student Representative becomes aware of a conflict during a meeting, they must use a point of personal privilege to declare their conflict to the chair.
- d. If a Student Representative becomes aware of a conflict of interest after discussions on the relevant matter have concluded, they are required to send a retroactive declaration of conflict to the chair. Any actions concerning the matter in which the Student Representative participated in discussion or voted may be subject to review and repeal.
- e. If a Student Representative is in doubt whether a situation involves a conflict prior to discussion, they shall present the issue to the portfolio committee to determine if a conflict exists. Until such time as the portfolio committee declares a conflict does not exist the Student Representative will be treated as if in conflict.

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- f. If a Student Representative is concerned that another Student Representative is in conflict, the Student Representative shall bring his or her concern to the portfolio committee for determination; this is considered a perceived conflict of interest.
 - g. Once a conflict has been declared, the Student Representative's voting rights will be removed, and the Board shall determine the extent of the Student Representative's participation in the meeting, including speaking rights. If a meeting item is in camera or moved in camera after a conflict is declared, the conflicted party will be removed from the discussion entirely, as would any non-voting member.
 - h. Depending on the nature of the conflict, a Student Representative's participation in any future discussions on the matter, whether in person or online, may be determined by the Board.

3. Perceived and Declared Conflict of Interest

- a. Declared conflict exists when the Board by majority vote determines a conflict of interest exists. A Student Representative has a fiduciary duty to declare their conflict to the Board when they become aware of it.
- b. An individual may be perceived to have a conflict of interest, whether through direct or indirect competing interests or a personal relationship with a student representative in a declared conflict of interest. Perceived conflicts of interest will be treated in the same manner as declared conflicts.
- c. If the Student Representative perceived or declared to be in conflict of interest disputes the conflict and seeks legal counsel, they are personally financially responsible for any legal fees accrued. If the Board by majority wishes legal counsel on the matter, incurred fees will be drawn from the OCSU's legal budget.

4. External Association, Employment or Business Interests

- a. A Student Representative that accepts a position within another organization that may interfere with their acting in strict accordance with the OCSU's goals will discuss the implications of the relationship with the Board to determine if the relationship is appropriate and how the relationship will affect their ability to participate in future discussions.
- b. A Student Representative has a fiduciary duty to determine if their existing relationships with or positions within another organization constitute a conflict and inform the Board/portfolio accordingly.
- c. A Student Representative must not hold a significant financial interest; either directly or through a relative or associate, whereby the Student Representative can influence the spending and investment decisions of the OCSU for personal gain.

5. Confidential Information

- a. A Student Representative must maintain confidentiality on all OCSU matters declared or implied to be confidential. This applies within all of a Student Representatives personal and professional relationships.
- b. If a Student Representative is uncertain as to whether a matter is confidential, they shall seek clarification from either staff members or the portfolio committee and treat the matter as confidential unless directed to do otherwise.

Discipline and Behavior Policy

OCSU 012

Adopted – 19.03.24

Objective

OCSU Council Member Discipline and Behavior Policy

Policy Purpose

The Okanagan College Students' Union promotes fair and constructive treatment of unacceptable conduct or work performance as outlined in the OCSU Code of Conduct. This is accomplished in part through a progressive discipline process. The purpose of this policy is to explain when and how progressive discipline will be applied. The progressive discipline process is carried out with the intent to improve behaviour.

Policy Guidelines

Generally, council member conduct that warrants discipline results from unacceptable behavior, poor performance or violation of the Union's policies, practices, bylaws, procedures or cultural norms. However, discipline may be issued for conduct that falls outside of those identified areas.

Procedures

1. **Verbal Warning:** A council member will be given a verbal warning when they engage in problematic behaviour. As the first step in the progressive discipline policy, a verbal caution is meant to alert the council member that a problem may exist or that one has been identified, and must be addressed. Verbal warnings will be documented and maintained on the council members personnel file. Meetings for verbal warnings will be attended by two OCSU team members and the campus council member in question and minutes from the meeting will be taken and be signed by all meeting participants. A verbal caution remains in effect for the remainder of the campus council member's term.
2. **Written Warning:** A written warning is more serious than a verbal warning. A written warning will be given when a council member continues to act inappropriately as outlined by the Code of Conduct during the period that a verbal warning is in effect. Written warnings are maintained in a council member's personnel file and remains in effect for the remainder of the campus council member's term.
3. **Suspension:** A suspension without pay is more serious than a written warning. A council member will be suspended when they engage in conduct that justifies a

suspension or the council member engages in unacceptable behavior during the period that a written warning is in effect. A council member's suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for the remainder of the campus council member's term.

4. **Vote of Non-Confidence:** A council member will be considered by their Campus Council when they engage in conduct that justifies resignation or does not correct the matter that resulted in less severe discipline. While the OCSU will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation through a vote of non-confidence conducted by secret ballot at a campus council meeting. Some forms of misconduct, including theft or fraud, violence, or threats of violence, harassment or violations of the College substance policy will generally result in immediate dismissal with cause.

5. **Campus Council Vacancy:** Following a vote on non-confidence, a campus council may select a vacancy by appointment process if the vacancy occurs between October 15-December 1, and January 15-June 1 each year rather than a by-election.

6. **Campus Council Appointment:** All appointments shall follow the same notice period as general elections and by-elections but on a reduced timeline. Candidates will be required to attend a campus council meeting for a group interview. The Campus council shall vote by secret ballot.

Electoral Policy

OCSU 002

Adopted – 09.01.06

Amended – 17.11.26, 18.03.11, 18.11.18, 19.03.24, 19.11.17, 20.02.08, 22.03.27

1. Definitions

Candidate:

Any member whose nomination form was accepted by the Chief Returning Officer and Electoral Committee.

Committee:

The Electoral Committee of the Students' Union as defined in Bylaws VII, 1.

By-election:

Any election held to fill a position that has become vacant between regularly scheduled general elections.

General Election:

Any election in which members of the Union select all representatives to sit on the Campus Councils.

Member:

A member of the Okanagan College Students' Union as defined in Bylaw II.

Nominee:

Any member who submits a completed nomination prior to the deadline for a general election.

Employee:

Any individual who has been employed by the Students' Union in the four months preceding a general election or by-election. For the purposes of electoral regulations, individuals who work for the Students' Union indirectly through sub-contractors shall be included in this category.

Union:

The Okanagan College Students' Union.

Executive:

The board of directors for the Union.

CRO:

Electoral Officers:

Members of the Committee.

2. Objectives

The primary function of the Electoral Policy is to provide for an orderly and democratic process for the selection of members to serve on the Executive. Therefore, the Electoral Policy is based on the following principles: that there is respect for the rules and democratic process; that the candidates and Electoral Officers treat each other with fairness and respect; that candidates have the right to participate in a fair and just election and to expect that their campaign materials and their person be treated with respect and dignity by fellow candidates; that there is an established process for electoral policy rulings; and that there are transparent rules for discipline and disqualification.

3. Election Notice

- a.** General Elections shall be held in the Fall Term of each year for the positions outlined in Bylaw XII. The term of office for the positions outlined in Bylaw XII shall be one year commencing the ratification of the election results.
- b.** By-elections shall be held in Winter Term of each year to fill vacancies in the positions outlined in Bylaw XII. The term of office for the positions to be filled through by-election shall be until the next general election.
 - i.** If Penticton or Salmon Arm Campus Councils of the Union are reduced to three (3) or fewer active members a by-election must be called to occur within four (4) weeks. If Kelowna Campus Council is reduced to five (5) or fewer active members a by-election must be called to occur within four (4) weeks.
 - ii.** Notwithstanding 3.b.ii above, by-elections, may not occur between May 1 and August 31, between December 10 and January 10, or during the academic mid-semester study break in February.
 - iii.** In the event of a by-election at any campus, a by-election shall be called for all campuses with vacant positions simultaneously.
- c.** For all Union General elections and By-elections, a Notice of Elections shall be published at least two (2) weeks prior to the end of the nomination period and shall be posted on a minimum of twenty (20)

posters on the Kelowna Campus, and ten (10) posters on the Penticton and Salmon Arm campuses. Posters must be at least eight (8) by eleven (11) inches in size.

- d.** The Notice of General Elections and By-elections shall state:
 - i.** The positions up for election
 - ii.** The date and hour nominations open and close
 - iii.** The dates of the campaign period
 - iv.** The dates, times and location(s) for polling
 - v.** The method for nomination, including where to obtain nomination packages

4. Electoral Committee

- a.** The Committee shall be maintained in accordance with Bylaw X and in addition to those responsibilities listed in Bylaw X, the committee shall:
 - i.** Be responsible for adjudicating all electoral appeals;
 - ii.** Be responsible for the administration of all by-elections;
 - iii.** Make all reasonable efforts to ensure that candidates are aware of the bylaws and policies of the Union, specifically those concerning elections;
 - v.** Ensure that candidates act in a respectful and honest manner that complies with the Bylaws and policies for elections set out by the Union.
- b.** The Committee shall be responsible for conducting fair elections that follow the principle of natural justice.
- c.** The Executive shall appoint a CRO from among the Electoral Officers.
- d.** The Committee delegates the administration of elections to the CRO.
- e.** The CRO has the authority of the Executive to enforce all election regulations.

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- f.** Electoral Officers are expected to remain impartial and not undertake promotion or campaigning for any candidate.
 - i.** Electoral Officers found to be assisting one candidate over another shall be removed from the Committee by the CRO.
 - ii.** If the CRO is found to be in violation of clause 4.f, they shall be removed from the Committee and replaced by a vote of the Executive.

5. General Election & By-election Regulations

Nominations and Eligibility

- a.** Members seeking nomination for a Campus Council position must attend 50% or more of their courses at the campus that they seek to represent.
- b.** Prior to receiving a nomination form, a member seeking nomination must verify in writing that they have read and understand the Nomination Guidelines and must provide proof of membership.
- c.** The Committee shall have the right to disqualify a candidate with an incorrect or fraudulent nomination form.
- d.** Employees may not be nominated for Campus Council positions.
- e.** Following the close of nominations, the CRO shall contact all eligible nominees.
- f.** The Committee shall hold an All Candidates Meeting at each campus following the close of nominations. Alternate arrangements between the Electoral Committee member and a candidate can be arranged if required.
 - i.** Each candidate must attend the All Candidates Meeting or their nomination will be rejected.
 - ii.** At this meeting the rules and regulations of the election period will be discussed, with a question period to follow.
 - iii.** Candidates must submit their preferred name for display on the electoral ballot.
 - iv.** Any candidate who fails to comply with clause 5.f.i may be disqualified at the discretion of the Committee.

- g.** A candidate may withdraw their nomination any time prior to the opening of polling by delivering a written notice of withdrawal to the CRO.
- h.** All members who are running on a slate must indicate the name of their slate on their nomination form.
- i.** All candidates are required to submit a biography of no more than seventy-five (75) words and a headshot or photo of their likeness to be displayed at the polling station and through official OCSU social media channels.

6. Campaign Materials

- a.** Physical campaign materials are limited to posters, handbills and buttons; other physical campaign materials are prohibited, and their usage shall result in disqualification.
- b.** Online campaign materials are acceptable but must have printed or emailed screenshots submitted to the CRO for approval prior to going live. Online campaign materials are construed as social media accounts, and any website or webpage. A candidate or slate found in violation of this regulation by posting prior to approval or without approval shall be disqualified.
- c.** Candidates may post on the OCSU app but must have printed or emailed screenshots submitted to the CRO for approval prior to going live. A candidate found in violation of this regulation by posting prior to approval or without approval shall be disqualified.
- d.** Each candidate may post up to twenty (20) posters not more than 11 inches by 17 inches in size on the KLO Campus, and not more than ten (10) posters of equal size on the Penticton and Salmon Arm campuses.
- e.** All posters must be approved and numbered by the CRO, or their designate, prior to being posted. The CRO, or their designate, shall return a candidate's approved materials within 24 hours of submission.
- f.** Posters shall be erected on general bulletin boards or areas where posting of notices is generally acceptable. Posters shall not be erected on glass doors, windows or bulletin boards belonging to a particular department of the College. Electoral Officers may remove posters placed improperly with no compensation to the candidate. The Committee may

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- penalize a candidate found to repeatedly in violation of posting regulations by reducing the candidate's maximum number of posters.
- g.** Campaign materials shall not be erected in the Union's offices, at Union events, or outside of College property. This includes linking to campaign materials from or on OCSU social media or websites. A candidate found in violation of this regulation shall be disqualified.
 - h.** Vandalism and removal of a candidate's posters is strictly prohibited. Any candidate found defacing; removing or disrupting posters belonging to another candidate shall be disqualified.
 - i.** Blatant harassment through a candidate's, or slate's, online campaign materials will not be tolerated, and a candidate or slate found in violation of this regulation shall be disqualified.
 - j.** Interference or loitering by a candidate, slate, or their supporters with any other candidate, slate, campaign materials (physical or online), will not be tolerated, and a candidate or slate found in violation of this regulation shall be disqualified.
 - k.** Each candidate may distribute the equivalent of 300 handbills of 4.25 inches by 5.5 inches in size. Handbills must be passed directly to members. Candidates found leaving handbills on vehicles or distributing handbills off campus shall be disqualified.
 - l.** A candidate may not advertise endorsements of groups or clubs on campaign materials.
 - m.** If any group of candidates plans to run as a slate with a common platform, they may produce matching campaign material.
 - n.** Door to door distribution of campaign materials, including in residence, is prohibited.
 - o.** Advertising in off-campus media, outside of online campaign materials outlined in 6.m above, is prohibited and shall result in disqualification.
 - p.** All candidates are prohibited from using copyrighted material, slogans, logos or characters in any and all campaigning with the exception of memes and derivative works.
 - q.** All candidates are prohibited from using the OCSU and Okanagan College logo on all campaign materials. A candidate or slate found in violation of this regulation shall be disqualified.

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- r.** All candidates are responsible for removing their campaign materials, including online campaign materials, within 24 hours of the end of the campaign period.

 - s.** Financing
 - i.** Campaign spending is limited to \$50 per candidate, and each candidate shall provide a list of all expenses and receipts for presentation to the Committee upon request during the election and within 12 hours of the close of polling times. Candidates or slates who fail to provide all their receipts for campaign expenses by the deadline and shall face discipline outlined in Section 8 at the discretion of the CRO.

 - ii.** The Union shall reimburse each candidate's campaign expenses up to a maximum of \$50. Slates may pool their campaign spending but must not exceed \$50 per candidate.

 - iii.** Candidates seeking reimbursement for campaign expenses must provide original receipts and complete a cheque requisition form.

 - iv.** No candidate shall receive outside financing for use on their campaign. Candidates or slates found to have accepted campaign donations shall be disqualified.

 - v.** Candidates who exceed the \$50 expense limit shall be disqualified.

7. Electoral Procedure

7.1. In-Person Polling

- a.** Poll Staff
 - i.** Only Electoral Officers or Poll Clerks shall staff polling stations.

 - ii.** Poll Clerks shall be hired by the Union's Hiring Committee.

 - iii.** The Union's Hiring Committee may appoint Poll Clerks from among the Union's staff.

- b.** Security of Ballots
 - i.** The CRO shall determine the type of ballot boxes to be used.

Scrutineers found in violation of these rules shall be removed from the counting room. Scrutineers are required to sign a non-disclosure agreement prior to ballot counting to ensure results are kept confidential.

- ii. Ballot counting shall be performed by Electoral Officers and Poll Clerks.
- iii. If the first count results in one or more candidates being separated by a margin of twenty (20) votes or less, the ballots shall be immediately recounted.
- iv. A candidate may request a recount of ballots within twenty-four (24) hours of the end of ballot counting.

7.2 Electronic Polling

a. Poll Staff

- i. Only Electoral Officers or Poll Clerks shall assemble and monitor online elections and polling.
- ii. The Union's Electoral Committee will appoint Poll Clerks from among the Union's staff.

b. Polling

- i. Electronic Polling will take place online via Election Buddy.
- ii. Polling shall occur for no fewer than two days.
- iii. Members will be emailed a secure, one-time use link to access their ballot; the link will contain a unique username and password to access their ballot.
- iv. Members will receive one additional reminder email twenty-four (24) hours before polling ends.
- v. The CRO will ensure there are spare voting links available to members who cannot access their original one-time link.
- vi. Candidates are strictly prohibited from assisting members with casting their votes. Candidates proven to be assisting members with voting electronically shall be disqualified.

vii. Candidates and members are strictly prohibited from using cameras, audio, or video devices to record their voting process. Candidates proven to be recording their voting, or the voting process, shall be disqualified.

viii. All candidates will be elected by ballot. Members can elect up to six (6) candidates on the Penticton campus, up to five (5) Salmon Arm campus, and up to eight (8) candidates on the Kelowna campus during general elections.

c. Counting of Ballots

i. Each candidate may appoint a representative to attend the final reveal of the electronic polling results as a scrutineer. Notice of the appointment of a scrutineer must be presented in writing to a member of the Electoral Committee prior to the close of the polling period. During the final reveal, scrutineers are not permitted to interfere in any way with the process, with the exception that questions regarding the procedure may be addressed to the CRO or another member of the Committee. Scrutineers found in violation of these rules shall be removed from the counting room. Scrutineers are required to sign a non-disclosure agreement prior to ballot counting to ensure results are kept confidential.

ii. Final result reviewing shall be performed by Electoral Officers.

8. Discipline and Disqualification

a. Complaints

i. Any dispute or complaint regarding the electoral process shall first be directed to the Committee. Decisions of the Committee may be appealed to the Executive as per clauses c. i - iv.

ii. All complaints must be made in writing.

iii. All complaints must be made to the CRO with the following exceptions:

A. Complaints made against the CRO must be made to the Committee.

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- B.** Complaints made against the Committee must be made to the Executive.

 - iv.** If a complaint is made to an improper authority, the complaint shall be passed on to the proper authority without being investigated by the original recipient.

 - v.** All rulings for complaints shall be made within twenty-four (24) hours of the complaint being received by the proper authority.

 - vi.** The subject(s) of the complaint shall be provided with an opportunity to respond to the complaint.

 - vii.** No complaints may be filed more than twenty-four (24) hours after the end of polling.
- b.** Discipline
- i.** Any violation of this policy by any individual member of a slate shall result in disciplinary action against all members of the slate.

 - ii.** Only the CRO or her designate from the Committee may discipline a candidate. Any disciplinary action resulting from an appeal or a complaint to the Committee or Executive shall be carried out by the CRO.

 - iii.** Disciplinary action includes, but is not limited to:
 - A.** Reducing the number of posters, and/or handbills, allowed for a candidate.

 - B.** Disqualification as outlined in iv. A - D below.

 - iv.** In the event that a candidate is to be disciplined the following procedure shall be followed:
 - A.** If the offense involves campaign material, the offending material shall be removed by an Electoral Officer or their designate.

 - B.** Electoral Officers must make every reasonable effort to meet with a candidate before rendering a decision on discipline.

- i.** Once the results of the election are considered official, the CRO shall prepare a report containing:
 - A.** The official results of the General election or By-election.
 - B.** A list of any infractions of this policy or the bylaws that occurred;
 - C.** Any suggestions to improve the efficiency and/or fairness of General elections or By-elections; and,
 - D.** Other information that the Committee deems to be important.
 - ii.** The report shall be signed by the CRO, and no fewer than two other Electoral Officers.
 - iii.** The report shall be submitted to the Executive no later than one (1) month after the results of the General election or By-election are considered official.
- c.** Destruction of the Ballots
- i.** Within one (1) week of the ratification of the General election or By-election the CRO shall destroy all cast ballots and all membership lists related to the election or referendum.
 - ii.** The destruction of cast ballots and membership lists shall be done in an environmentally friendly manner.

Liquor Event Policy

OCSU 003

Adopted – 09.01.10

Amended – 15.05.05

1. Definitions

Organizer

Any member of the hosting campus council and staff.

Licensee

The person in whose name the Special Occasions License has been obtained.

Special Occasions License

The license required by law to host a beer garden event.

Event MC

The member of the hosting campus council responsible for public announcements throughout the event.

Liquor Event

Any OCSU event, on any campus, where alcohol is being served by the OCSU.

Licensed Area

The area outlined on the campus liquor event policy application and map.

Volunteers

Any OCSU member recruited and trained by an OCSU organizer or staff member for the purpose of facilitating an OCSU liquor event.

Server

Any Organizer or Volunteer designated to serve alcohol at some point during an OCSU liquor event.

2. Event Organizers

- a.** As Liquor events are generally the largest events hosted by the OCSU, all members of the hosting campus council are expected to be in attendance, assist with set up, clean up, and are considered organizers of the event.
- b.** All organizers are strongly encouraged to have taken and passed the Serving It Right examination, and have in their possession their serving it right number and two pieces of government issued ID during the event.

- c.** In the event that an Organizer does not have a Serving It Right certificate, the OCSU shall pay for the successful completion of the Organizer's Serving It Right Examination.
- d.** Organizers and volunteers are not permitted to consume alcohol prior to or during their scheduled shifts. There is zero tolerance for violation of this clause.
- e.** Organizers must not engage in practices that promote the over-consumption of alcohol such as happy hour, two for one-drink specials or drinking games.
- f.** Organizers are responsible for the management of all volunteers at the event.
- g.** Organizers must review this policy at a campus council meeting prior to the Liquor Event.
- h.** Organizers are responsible for the initial development of a designated driver program as well as the implementation and promotion of said designated driver program.

3. Liquor License

- a.** Prior to applying for a Special Occasion License, a Campus Liquor Application Form must be completed and approved.
- b.** The application for the Special Occasion License must be accompanied by:
 - i.** An approved Campus Liquor Application Form.
 - ii.** A letter of intent outlining time, date, location, procedures, designated driver program, and prices.
 - iii.** A map of the event location.
 - iv.** Anything else requested by the RCMP.
- c.** After Obtaining the Special Occasions License, a work report request must be sent to Facilities Management including;
 - i.** Date and time of event including an extra half hour before and after.

- ii. A map of the event including location, fencing, entrances and exits.
- d. Only an OCSU staff person, with a valid Serving It Right Licensee Certificate number, may obtain a Special Occasions License on behalf of the OCSU.
- e. The Special Occasions License must be obtained thirty (30) business days in advance of the event.
- f. The Special Occasions License, Campus Liquor Event Application and Alcohol proof of purchases must be displayed above the service area during the event.
- g. The OCSU may not hold a Special Event License for any event or function jointly hosted with another organization where the outside organization is directly involved with the service of alcohol.

4. Security

- a. One Organizer must be present at all entrances and exits into the licensed area at all times and is responsible for:
 - i. Ensuring all patrons entering the licensed area show 2 pieces of valid government issued identification, one with a photo, and both showing a signature.
 - ii. Ensuring all patrons who are of legal drinking age are identified with a stamp or wristband.
 - iii. Ensuring that the number of patrons does not exceed the capacity limits on the licensed area.
 - iv. Maintaining an accurate log of any incidents and communicating any potentially problematic patrons to all Organizers.
 - v. Ensuring that no alcohol is brought into, or brought out of, the licensed area.
 - vi. Ensuring that no patrons are intoxicated or engaging in disorderly conduct.
- b. All Organizers are responsible for surveying the event for potentially problematic patrons, and situations, and communicating them with the other Organizers.

- c. The licensed area must be clearly identified and secured.
- d. The Licensed Area must be clearly marked with signs that ask for all patrons to show two (2) pieces of government ID. One piece of government ID must have a photo.
- e. The Licensed Area must be clearly marked to show that no alcohol is permitted beyond the restricted areas.
- f. The Licensee will act as liaison to Campus Security and the RCMP.

5. Pricing and Services

- a. Servers must not accept cash as payment for alcohol. Servers may accept only tickets, at a rate of one (1) drink per ticket.
- b. Drink tickets must be purchased at a separate location within the licensed area. Tickets must;
 - i. Be purchased in batches no larger than four (4) per patron per visit.
 - ii. Cost no less than three dollars (\$3.00) per ticket.
 - ii. Remain at the same price for the duration of the event.
 - iv. Be stamped or hole punched upon purchase by the Organizer selling the tickets.
 - v. Be of a different colour than the last OCSU liquor event.
 - vi. Be torn in half by the server once redeemed for alcohol.
 - vii. Be refunded in full if returned anytime during the Liquor Event.
- c. Only an OCSU staff person is authorized to handle cash and sell tickets.
- d. Servers are limited to serving two (2) drinks per patron per visit.
- e. Servers must all have a valid Serving It Right certificate on their person throughout the liquor event.
- f. All alcohol must be served in accordance to the British Columbia Liquor Control and Licensing Act.

- g.** All alcohol must be poured from either bottles or cans into plastic cups.
- h.** Only beverages with alcohol content of 17% or below may be served at OCSU Liquor Events unless otherwise approved by the Executive.
- i.** No prizes may be given out at any OCSU Liquor Event that may be used to conceal alcohol.
- j.** Alcoholic drinks are only permitted in the Licensed Area.
- k.** Non-Alcoholic beverages and food must be provided within the Licensed Area.
- l.** Music must be lowered and a last call announcement made by the event MC at least thirty (30) minutes prior to the end of service.
- m.** All ticket sales must cease twenty (20) minutes prior to the end of service.
- n.** Hours of Service must be decided by the Licensee and comply with the restrictions in place as determined by Okanagan College Administration or the off-site managers of the event's location, as well as the Special Occasion License Licensing Guide.
- o.** Service of Alcohol must be limited to the Hours of Service as determined by 5.n.
- p.** Music must cease completely upon the end of service.
- q.** All alcohol must be cleared from tables within thirty (30) minutes after the end of service.
- r.** No materials or services may be compensated for by service of alcohol or tickets redeemable for alcohol.

6. Termination of Service Procedures

- a.** Care must be taken in that patrons are not served to intoxication.
- b.** No intoxicated patrons shall be served.
- c.** In the event that Organizers observe that a patron is intoxicated, the Organizer must remove the patron from the licensed area.

- d.** Before a patron is removed from the Licensed Area the Organizer must first;
 - i.** Have another Organizer in a 'backup' position.
 - ii.** Notify the Licensee.
 - iii.** Refer the patron to the designated driver program or call a cab to ensure the patron will not be driving home. In the event the patron refuses the designated driver program and the Organizer feels that the patron may drive, the Organizer must take down the license plate number of the patron and notify the RCMP immediately.

- e.** Once a patron is removed, the removing Organizer must;
 - i.** Record the incident in a logbook, including names of witnesses, exact time it happened and any other relevant information.
 - ii.** Notify all Organizers and Volunteers, as well as Campus Security that the individual is no longer allowed within the Licensed Area.

7. Violation of Policy

Any Campus Council or Executive Member found in violation of the Liquor Event Policy Section 2.d. pertaining to the consumption of alcohol during liquor events guided by this policy will be subject to impeachment as per Bylaw XI, section 3.

Lost & Found Policy

OCSU 004

Adopted – 09.01.06

Amended – 14.02.02

Preamble:

On behalf of the College, the Students' Union operates a lost and found service on the Kelowna Campus.

1. Receiving Items

- a.** All items tendered to the Lost and Found shall be tagged and logged on the day of their receipt.
- b.** All items, including cash sums, shall be held in trust and available for claim for not less than 30 days following their receipt. Unclaimed items become property of the Okanagan College Students' Union following 30 days of their submission to the Lost and Found.
- c.** In the case that bank or credit cards are submitted, the Lost and Found shall destroy the cards at the close of the business day following their submission, following efforts to locate the cardholder and notify the appropriate financial institution.
- d.** Any items producing an odor will be discarded immediately.

2. Disbursing Items

- a.** Items held in the Lost and Found may be claimed by the item's owner, following the provision of proof of ownership.
- b.** Where proof of ownership is not directly evident, the Lost and Found shall accept a detailed description of the item as reasonable proof.
- c.** Where the ownership of an item held in trust is disputed, the matter shall be referred to the Executive Committee.

Online and Social Media Policy

OCSU 005

Adopted – 14.03.02

Amended – 16.04.24

Preamble:

Okanagan College Students' Union welcomes participation through our website and social media channels and encourages high levels of interaction. We hope to provide a forum for dialogue among the many diverse voices of our organization. Posts containing slander, libel, profanity, sexually graphic material, hate speech or illegal material are prohibited.

1. Social Media Outlets

- a. www.ocsu.ca is the URL for the Okanagan College Students' Union. This website represents all members and campuses and is aimed at members.
- a. Facebook: Username is OkanaganCollege Students'Union. Pages: OCSU-Salmon Arm, OCSU-Penticton, and OCSU-Kelowna.
- a. Okanagan College Students' Union will operate one Facebook identity with a page for each region. Content on the Facebook identity must not contain content specific to just one region.
- a. Instagram: Username is ocstudentsunion. Instagram is for all campuses. This form of social media is aimed at members, community members, and politicians.
- a. Twitter: Username is @OCstudentsunion. Twitter is for all campuses. This form of social media is aimed at members, community members, and politicians.
- a. Youtube: Username is ocsu53. Any proposed Youtube content must be approved by the media and communications committee or the portfolio committee before content can be posted. Youtube is for all campuses. This form of social media is aimed at members, community members, politicians and citizens.

2. Content

We reserve the right, at our discretion, to remove any post or to revoke a user's privilege to post to our social media accounts. We will ensure that no spam, profanity,

defamatory, inappropriate or libelous language will be posted. Use of such language when posting comments is prohibited.

The union shall maintain an up-to-date website which will include but is not limited to:

- Current campaigns and services,
- The Constitution,
- A visual representation and description of the union's organizational structure,
- A list and description of union affiliated businesses,
- A list of union representatives and their union contact email,
- Notice of all upcoming board and general meetings,
- Notice of upcoming elections along with candidate information, and position requirements,
- Notice of upcoming referenda along with special resolutions to be considered

3. Removal

Failure to adhere to this policy may result in removal from the Board of Directors.

Poster Policy

OCSU 006

Adopted – 09.01.06

Amended – 15.04.12

- 1.** All posters must be stamped and dated by the Okanagan College Students' Union (OCSU). Posters must be stamped and dated in the respective Union office on each campus by a staff member; Room H125 at the KLO campus and in the Student Lounge at the Salmon Arm Campus. Penticton Campus Reception is responsible for all poster stamps.
- 2.** The OCSU reserves the right to not approve any poster. The OCSU reserves the right to remove any poster without notice. Posters that do not meet the requirements of this policy will be removed.
- 3.** No posting shall be larger than eleven (11) inches by seventeen (17) inches.
- 4.** No more than one (1) copy of any poster may be posted on each OCSU poster board. A maximum of ten (10) posters are permitted per campus.
- 5.** No poster shall be fixed to an OCSU board by use of staples or tape. Posters shall be fixed to bulletin boards by the use of thumbtacks or push pins.
- 6.** The OCSU is not responsible for placing or maintaining posters, or for posters that have been damaged or removed without our notice.
- 7.** Organizations or individuals putting up posters will not be allowed to cover posters already present. Rearranging within the approved areas of posters is permitted to maximize the use of space.
- 8.** All posters, other than housing postings, may be posted for up to fourteen (14) days. Housing postings may be posted for up to thirty (30) days.
- 9.** All Housing postings must be posted on the OCSU Housing boards using a Housing Listing Form. Only postings related to housing that is accessible to students are to be posted on OCSU housing boards.
- 10.** Posters may not contain defamatory information that is hateful or negative towards individuals or groups.
- 11.** All postings must not be in violation of the Canadian Bill of Rights, the Canadian Charter of Rights and Freedoms, all Okanagan College By-laws, the Constitution, By-laws, Policy of the OCSU and any other applicable laws.

- 12.** Posters must have gender equality if they display suggestive sexual imagery.
- 13.** Posters displaying messages germane to any religion or political party will not be approved.
- 14.** No poster bearing corporate sponsorship shall be posted unless the following criteria has been met:
 - a.** The corporation or business offers a discount to students of Okanagan College, which furthermore must be advertised on the posting, and;
 - b.** The corporation or business is a part of the International Student Identity Card (ISIC) or Student Saver program, or;
 - c.** The corporation of business has made contributions to OCSU in the form of prizing, event hosting, donations or sponsorship.
- 15.** This policy does not apply to the promotion of OCSU campaigns, services and events.

Referenda Policy

OCSU 007

Adopted – 16.06.15

1. Definitions

Committee:

The Electoral Committee of the Students' Union as defined in Bylaws VII, 1.

Member:

A member of the Okanagan College Students' Union as defined in Bylaw II.

Referendum Side:

A group of members undertaking to campaign either in favour or against a particular referendum question.

Employee:

Any individual who has been employed by the Students' Union in the four months preceding a general election or by-election. For the purposes of electoral regulations, individuals who work for the Students' Union indirectly through sub-contractors shall be included in this category.

Union:

The Okanagan College Students' Union.

Executive:

The board of directors for the Union.

CRO:

Chief Returning Officer.

Electoral Officers:

Members of the Committee.

2. Referenda Notice

- a.** For all Union referenda's, a Notice of Referendum measuring a minimum of eight (8) by eleven (11) inches shall be posted on a minimum of ten (10) poster boards on all campuses.
- b.** The Notice of Referendum shall state:
 - i.** The question(s) being voted on by the membership

- ii. The dates of the campaign period
- iii. The dates, times, and location(s) for polling
- iv. The requirements for registration of Referendum Sides

3. Electoral Committee

- a. The committee shall:
 - i. Be responsible for adjudicating all electoral appeals;
 - iv. Oversee and administer referenda in accordance with Bylaw IV; and,
 - v. Ensure that Referendum Sides act in a respectful and honest manner that complies with the Bylaws and policies for referenda set out by the Union.
- b. The Committee shall be responsible for conducting fair elections that follow the principle of natural justice.
- c. The Electoral Officers shall consist of the Portfolio Committee
- d. The Executive shall appoint a CRO from outside of the Union.
- e. The Committee delegates the administration of referenda to the CRO.
- f. The CRO has the authority of the Executive to enforce all referendum regulations.
- g. Electoral Officers are expected to remain impartial and not undertake promotion or campaigning for either referendum side.
 - i. Electoral Officers found to be assisting one referendum side over another shall be removed from the Committee by the CRO.
 - ii. If the CRO is found to be in violation of clause 3.f., she shall be removed from the Committee and replaced by a vote of the Executive.

4. Referenda Procedure

- a. Acknowledgement and Eligibility of Referendum Sides

- i. Referendum Sides may be formed by the presentation of a petition of no less than twenty-five (25) members supporting a position either in

favour or against any referendum question. In cases where more than one group claims to represent the same position, the Committee shall recognize the first group to present a valid petition.
 - ii. A recognized Referendum Side shall select a representative to act as a liaison with the Committee.
- b. Campaign Limits

 - i. Notwithstanding the following provisions, the Committee has the authority to act on the Executive's behalf to amend campaign limits for referenda to allow for adequate dissemination of information and informed debate. Such amendments shall not be considered as precedent.
- c. Campaign Materials

 - i. Each referendum side may post up to fifty (50) posters not more than 11 inches by 17 inches in size on the KLO Campus, and not more than twenty (20) posters of equal size on the Penticton and Salmon Arm Campuses.
 - ii. Referendum sides may post no more than five (5) banners of equal to or less than 15 square feet in size on the KLO Campus, and not more than two (2) banners of equal size on the Penticton and Salmon Arm Campuses.
 - iii. All posters and banners must be approved and numbered by the CRO or her designate prior to posting. The CRO or her designate shall return approved materials within 24 hours of their submission.
 - iv. Posters may be posted on general bulletin boards or areas where posting of notices is generally acceptable. Posters and banners shall not be erected on glass doors, windows or bulletin boards belonging to a particular department of the College. Electoral Officers may remove posters and banners placed improperly with no compensation to the referendum side. The Committee may penalize a referendum side found repeatedly in violation of

posting regulations by reducing the referendum side's maximum number of posters and banners.

- v.** Posters and banners shall not be erected in the Union offices, at Union events, or outside of College property. Referendum sides found in violation of this regulation may be disqualified.
- vi.** Vandalism and removal of the other referendum side's posters or banners is strictly prohibited. Any referendum side found defacing, removing or disrupting posters or banners belonging to the other side shall be disqualified.
- vii.** Each side may distribute the equivalent of 500 handbills of 4.25 inches by 5.5 inches in size. Handbills must be passed directly to members. Referendum sides found leaving handbills on vehicles or distributing handbills off campus may be disqualified.
- viii.** A referendum side may not advertise endorsements of groups or clubs on campaign materials.
- ix.** Door to door distribution of campaign materials, including in residence, is prohibited.
- x.** Advertising in off-campus media is prohibited and shall result in disqualification.
 - A.** All referendum sides are prohibited from using copyrighted material, slogans, logos or characters in any and all campaigning
 - B.** All referendum sides are responsible for removing their campaign materials within 24 hours of the end of the campaign period.
- d.** Financing
 - i.** The Union shall reimburse each referendum side's campaign expenses up to a maximum of \$100. The committee may reduce the maximum reimbursement total for any candidate as a form of discipline for campaign violations.
 - ii.** Campaign spending is limited to \$100, and each referendum side shall compile a list of expenses and receipts for presentation to the Committee upon request.

- iii.** Referendum sides seeking reimbursement for campaign expenses must provide original receipts and complete a cheque requisition form.
- iv.** No referendum side shall receive outside financing for use on their campaign. Referendum sides found to have accepted campaign donations shall be disqualified.

e. Forums

The Committee may host referendum forums for members to hear speeches from the referendum sides and ask questions. For all forums, the following rules shall apply:

- i.** Each referendum side shall be represented by a single spokesperson, to be selected by the referendum side.
- ii.** Each referendum side shall be given three (3) minutes to make a statement, and may provide a two-minute (2) response to a maximum of 3 questions posed by members in attendance. Each referendum side shall be given the opportunity to provide a one (1) minute rebuttal to responses to questions of the opposite referendum side.
- iii.** Referendum forums shall be held in rooms easily accessible to members.
- iv.** Referendum forums on the KLO Campus shall be advertised by no less than twenty-five (25) posters not less than 8.5 inches by 11 inches in size. Referendum forums on the Penticton and Salmon Arm Campuses shall be advertised by no less than ten (10) posters not less than 8.5 inches by 11 inches in size.
- v.** Referendum forum advertisement posters shall be posted no less than one week prior to the forum.
- vi.** Referendum forums shall be facilitated by the CRO or her designate from the Committee.
- vii.** Questions to referendum sides shall be presented to the facilitator in writing. Questions shall be presented following speeches by all referendum sides and shall be posed in the order in which they were received. Questions containing offensive or defamatory language or suggestions shall not be posed.

5. Polling Procedure

- a.** Poll Staff
 - i.** Only Electoral Officers or Poll Clerks shall staff polling stations.
 - ii.** Poll Clerks shall be hired by the Union's Hiring Committee.
 - iii.** The Union's Hiring Committee may appoint Poll Clerks from among the Union's staff.
- b.** Security of Ballots
 - i.** The CRO shall determine the type of ballot boxes to be used.
 - ii.** Prior to the opening of the polling station on the first day, the ballot boxes shall be inspected for contents by an Electoral Officer to ensure that they are empty. A Poll Clerk shall witness the inspection of contents.
 - iii.** At the close of polling each day, the ballot boxes shall be sealed by an Electoral Officer. A Poll Clerk shall witness the sealing of the boxes.
 - iv.** Prior to the opening of the polling station on all subsequent days, a Poll Clerk and an Electoral Officer shall verify that the ballot boxes remained sealed from the end of the previous polling period.
 - v.** The CRO shall be responsible for ensuring the security of the ballot boxes. The CRO or her designate shall store the ballot boxes in a locked Union office overnight during voting periods.
- c.** Polling
 - i.** On all campuses, polling will occur on no fewer than two days and will take place in a central location easily accessible by members.
 - ii.** Campaigners from referendum sides are strictly prohibited from loitering at polling stations. If referendum side campaigners consistently visit polling stations and loiter, an Electoral Officer shall issue a warning, and referendum sides may be disqualified if the behavior persists.
- d.** Counting of Ballots

- i.** Each referendum side may appoint a representative to attend ballot counting as a scrutineer. Notice of the appointment of a scrutineer must be presented in writing to a member of the Committee prior to the close of the polling period. During ballot counting, scrutineers are not permitted to speak to ballot counters or to interfere in any way with the process, with the exception that questions regarding the procedure may be addressed to the Chief Returning Officer or another member of the Committee. Scrutineers found in violation of these rules shall be removed from the counting room.
- ii.** Ballots counting shall be performed by Electoral Officers and Poll Clerks.
- iii.** If the first count results in a margin of twenty (20) votes or less, the ballots shall be immediately recounted.
- iv.** A referendum side may request a recount of ballots within 48 hours of the end of ballot counting.

6. Discipline and Disqualification

a. Complaints

- i.** Any dispute or complaint regarding the electoral process shall first be directed to the Committee. Decisions of the Committee may be appealed to the Executive as per clauses c. i - iv.
- ii.** All complaints must be made in writing.
- iii.** All complaints must be made to the CRO with the following exceptions:
 - A.** Complaints made against the CRO must be made to the Committee.
 - B.** Complaints made against the Committee must be made to the Executive.
- iv.** If a complaint is made to an improper authority, the complaint shall be passed on to the proper authority without being investigated by the original recipient.

- A.** Exceeding the poster, handbill, or banner limit,
 - B.** Harassment,
 - C.** Door to door campaigning anywhere,
 - D.** Campaigning off campus,
 - E.** Campaigning within sight or sound of a polling station during polling hours,
 - F.** Committing three (3) or more minor offenses of the same nature,
 - G.** Removing or defacing the advertising of another referendum side,
 - H.** Campaigning outside of the campaign period.
- ix.** In the event that a referendum side is to be disqualified the following procedure shall be followed:
 - A.** The CRO shall contact the referendum side liaison, and inform them of the alleged infraction. The CRO and the candidate or referendum side liaison shall meet at a mutually agreed time at which the CRO shall render their ruling. The candidate or referendum side liaison shall also be informed at this time that they have the right to have a witness of their choosing present at the meeting.
 - B.** At the meeting both the CRO and at least one other Electoral Officer shall be present and the CRO shall provide a letter informing the candidate or referendum side liaison of the grounds for disqualification.
 - C.** If a candidate or referendum side wishes to appeal the decision, any appeal must be initiated within twenty-four (24) hours after the aforementioned meeting.
- c.** Appeals
 - i.** All appeals must be made in writing.

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- ii.** Any ruling of the CRO may be appealed to the Committee within twenty-four (24) hours of the ruling.
 - iii.** Any ruling of the Committee may be appealed to the Executive within twenty-four (24) hours of the ruling. The decision of the Executive is final.
 - iv.** The results of the referendum shall not be ratified until rulings are made on all outstanding appeals.

7. Conclusion

a. Official Results

- i.** When all cast ballots have been counted, and all complaints and appeals have been addressed, the results of the referendum shall be considered official.
- ii.** The CRO shall submit the official results to the Executive for ratification.
- iii.** The CRO or her designate shall post the official results of the referendum.

b. Electoral Report

- i.** Once the results of the referendum are considered official, the CRO shall prepare a report containing:
 - A.** The official results of the referendum;
 - B.** A list of any infractions of this policy or the bylaws that occurred;
 - C.** Any suggestions to improve the efficiency and/or fairness of referenda's; and,
 - D.** Other information that the Committee deems to be important.
- ii.** The report shall be signed by the CRO, and no fewer than two other Electoral Officers.

- iii.** The report shall be submitted to the Executive no later than one (1) month after the results of the referendum are considered official.
- c.** Destruction of the Ballots
 - i.** Within one (1) week of the ratification of the referendum results, the CRO shall destroy all cast ballots and all membership lists related to the referendum.
 - ii.** The destruction of cast ballots and membership lists shall be done in an environmentally friendly manner.

Standing Committee Policy

OCSU 008

Adopted – 09.01.10

Amended – 16.10.23

Amended – 17.10.22

1. Standing Committee Structure

- a.** The Okanagan College Students' Union shall maintain five (5) standing committees:
 - i.** Portfolio Committee
 - ii.** External Committee
 - iii.** Internal Committee
 - iv.** Hiring Committee
 - v.** Staff Relations Committee

- b.** Union Standing Committees shall be made up of the following members and non-voting members:
 - i.** Portfolio Committee:
Executive Chairperson;
External Director;
Internal Director.

 - ii.** External Committee:
External Director;
Federation Representative;
Salmon Arm Executive Representative;
Penticton Executive Representative;
Kelowna Executive Representative;
Executive Chairperson (non-voting).

 - iii.** Internal Committee:
Internal Director;
Salmon Arm Campus Internal Coordinator;
Penticton Campus Internal Coordinator;
Kelowna Campus Internal Coordinator;
Executive Chairperson (non-voting).

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- a.** Union Standing Committee Chairs shall:
- i.** Chair Union Standing Committee meetings in accordance to the most recent edition of Robert's Rules of Order;
 - ii.** Send notice of each standing committee meeting they chair not less than five (5) business days prior to the meeting;
 - ii.** Include the Executive Director on all notices of committee meetings so that staff can be resources;
 - iv.** Oversee the preparation and distribution of the agenda prior to each Standing Committee they chair;
 - v.** Ensure that quorum will be achieved for each committee meeting;
 - vi.** Perform any other duties that may be assigned by the Executive or the committee(s) they chair.
 - vii.** Chair Accountability
 - A.** If two (2) complaints are presented from two committee members regarding the Chairperson of their respective Standing Committee the Executive Director will give guidance to the Chairperson on how to improve his/her position.
 - B.** If the Chairperson receives an additional complaint, making a total of three complaints, the Chairperson will be asked to step down by the committee by the Executive Director.
 - C.** If the representative in question continues to act inappropriately after being asked to step down as Chairperson, the committee can decide to remove said individual from the Standing Committee.
- b.** Issues are to be referred to Union Standing Committees through a majority vote by the Executive
- b.** Union Standing Committees shall be delegated the following responsibilities by the Executive:

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- I.** Portfolio Committee shall:
 - A.** Facilitate communication between campuses;
 - B.** Discuss critical or time sensitive operational issues;
 - C.** Be empowered to make non-capital expenditures to a maximum of \$2500 with a $\frac{3}{4}$ majority vote of its members;
 - D.** Be responsible for all messaging around media communications;
 - E.** Conduct relations with the institution and all levels of government;
 - F.** Handle all in camera issues referred by the Executive;
 - G.** Report regularly to the Executive on the work of the Portfolio Committee;
 - H.** Be chaired by the Executive Chairperson;
 - I.** Perform other duties as may be assigned by the Executive.
 - J.** At every Executive Meeting, each Portfolio member will give a detailed speech on the work they performed throughout the month. The presentation must include:
 - I.** What is the primary project that the member has worked on and what have they completed in the past month?
 - II.** What are the member's future goals for the upcoming months?
 - III.** Who has the portfolio member delegated tasks to in the past month and what are they?
 - IV.** What else has the portfolio member discussed with those on the committee?
 - V.** At the conclusion of each semester (January, May and August) each Portfolio member will provide a written report to the Executive Chairperson

outlining the major projects they have worked on over last semester, as well as addressing the questions set out in "Portfolio Committee Shall." This is for the purpose of succession planning and in order to help successors integrate into their role more fluidly.

- d.** The External Committee shall;
 - i.** Discuss, plan and propose changes to the campaign strategy and services of the Union;
 - ii.** Plan and propose budgetary purchases concerning the campaigns of the Union;
 - A.** Facilitate communication between the Executive and Campus Councils on the focus and message of Union campaigns;
 - B.** Report regularly to the Executive on the progress of Union campaigns;
 - iii.** Plan and propose new Union services;
 - C.** Plan and propose changes to the promotion and delivery of Union services;
 - D.** Work with the Operations Committee on budgetary issues concerning Union services;
 - E.** Report regularly to the Executive on the status of Union services;
 - C.** Be chaired by the External Director;
 - D.** Perform other duties as may be assigned by the Executive.
 - iv.** The Internal Committee shall;
 - A.** Discuss and propose changes to the Union budget, capital expenses, and other financial issues that arise;

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- B.** Discuss and propose changes to the Bylaws and policy of the Union;
 - C.** Work with the Services Committee on budgetary issues concerning Union services;
 - D.** Report regularly to the Executive on the work of the committee;
 - E.** Be chaired by the Internal Director;
 - F.** Perform other duties as may be assigned by the Executive.
 - iv.** The Hiring Committee shall:
 - A.** Be responsible for the hiring and direction of all staff of the Union.
 - B.** Perform any other duties as may be assigned by the Executive.
 - v.** Staff Relations Committee Shall:
 - A.** Work with the Executive Director regarding staff as needed.

3. Standing Committee Scheduling and Attendance

- a.** Union Standing Committees shall meet as follows:
 - i.** Portfolio Committee – No less than twice per month.
 - ii.** External Committee – No less than twice per month during the months of August through April, and as needed in May, June and July.
 - iii.** Internal Committee – No less than twice per month during the months of August through April, and as needed in May, June and July.
 - iv.** Hiring Committee – As needed.
 - v.** Staff Relations Committee – As needed.
- b.** Union Standing Committees shall set the schedule for all further meetings

of the semester at the first committee meeting of each semester.

- c.** Committee chairs may call additional meetings as they see fit.
- d.** In order to exercise a vote, members of a committee must be present at the time the vote is put. Votes by proxy will not be allowed.
- e.** A member of a committee absent from two or more consecutive meetings of the respective committee as determined by a two-thirds majority vote of the respective committee, shall be deemed to have delivered their resignation from the respective committee.
- f.** A member of a committee absent from three or more meetings of the respective committee during their term as determined by a two-thirds majority vote of the respective committee, shall be deemed to have delivered their resignation from the respective committee.
- g.** Minutes of all Union Standing Committees shall be recorded and kept according to Bylaw XVII Section 3.

Student Initiatives Funding Policy

OCSU 009

Adopted – 16.06.15

Adopted – 17.10.22

Preamble:

Okanagan College Students' Union will provide students with funding to offer Union members the opportunity to pursue their interests beyond strictly academic endeavors to work on student initiatives on campus.

1. Definitions

Academic Year:

The Academic year runs from September 1-August 31

Union:

The Okanagan College Students' Union Executive Board.

Executive Meeting:

A regularly scheduled Union Executive Board Meeting.

Student Initiative:

A project, event or activity put on by students, to enhance their experience at Okanagan College.

2. Eligibility

- i. Okanagan College Students' Union members who are enrolled in the current academic semester.

3. Funding application

- i. Members or student organizations seeking funding must submit a completed funding application no less than five (5) days prior to a scheduled executive meeting. Applications will be available in the office or electronically through the Internal Director.
- ii. Funding may not be used to personally benefit the individual or a select group of individuals; to help host a college, administrative, departmental, or faculty event on or off campus, or; for the purchase of alcohol.
- iii. Funding applications will be reviewed and approved on a case-by-case basis by the Union.
- iv. As needed, the Union Portfolio Committee may determine the outcome of the funding application.

3. Forms of Funding

- i. Individual Funding**
A maximum of \$500 will be provided to an individual member whose initiative is approved and supports students.
 - ii. Group Funding**
A maximum of \$1500 will be provided to a group of students whose initiative is approved and supports students.
 - iii. Letters of Support**
The Union will provide a letter of support for any successful recipient upon request.

- 4. Prioritization of Funding**
 - i.** Funds will be distributed to on a first-come, first-served basis at the beginning of the Academic year (September 1-August 31).
 - ii.** The Union reserves the right to reject applications based on existing regional distribution during the academic year

- 5. Funding Disbursement**
 - i.** Funds will be distributed to successful recipients upon receiving and approving itemized documentation of expenses.
 - ii.** Student Initiative reimbursements must be received by July 31st of the given academic year in which the initiative was submitted. Reimbursements submitted beyond the deadline of July 31st will not be processed.

Survey Research Policy

OCSU 010

Adopted – 15.05.05

Preamble:

Okanagan College Students' Union surveys members to better understand existing or new services and campaigns, while protecting member's identities and ensuring proper procedures are followed throughout the process.

1. Purpose:

- a. To research members' thoughts on a new service or existing service
- b. To research members' thoughts on a new campaign or existing campaign

2. Collection:

- a. The information must be collected directly from the member.
- b. The Okanagan College Students' Union must explain, to the member being surveyed, the reason the information is being collected.
- c. The Okanagan College Students' Union must inform the member that their personal identification will remain private and their answers will be categorized anonymously.

3. Administration:

- a. Okanagan College Students' Union representatives as delegated by the Board of Directors, Portfolio Committee, Services Committee, Campaigns Committee or Internal Committee may request and collect information.
- ~~b.~~ The Board of Directors or one of the committees delegated, will decide as a collective which questions will be asked on the survey, how the survey will be designed, and whether it will be accessible online.

~~4.~~ Frequency:

- a. Okanagan College Students' Union is eligible to survey members no more than three (3) times per academic year.
- b. Surveys that involve the Canadian Federation of Students' campaigns or services are exempt from this restriction.

5. Storage and Access:

- a. Survey data will be compiled into one document where personal identification is not present. Results will be anonymously categorized.
- ~~b.~~ The anonymous survey results will be available for review in the OCSU offices by all OCSU representatives.
- c. Surveys that contain personal identification will be filed and stored in a locked cabinet or a locked folder on a computer in the Penticton, Kelowna or Salmon Arm Students' Union offices to protect the privacy of members.
- d. Surveys will be kept until the information collected is deemed unnecessary by the Board of Directors or by the committee delegated.
- e. Surveys and results will be destroyed in an environmentally friendly manner.

Organizational Identity Policy

OCSU 011

Adopted – 09.10.09

Amended- 16.10.23



INTRODUCTION

Using our organizations' identity correctly and consistently is important. Every time we use our logo, we send a message about the quality of our services, about the value we place on the organization and ourselves.

This manual has been designed to inform and help you implement our organizational identity. Please help me by paying careful attention to its contents.

BRIANNE BERCHOWITZ

Executive Director

DESIGN FIRM

Logotypes, documents and other artwork can be obtained by contacting the Design & Production Team:

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LOGOTYPE COLORS (CMYK)

There are two main organizational colors, and three main supporting colors.

OCSU LIGHT BLUE



C 63.00
M 0.00
Y 18.00
K 0.00

OCSU DARK GREY



C 71.00
M 65.00
Y 64.00
K 68.00

OCSU GREY



C 65.00
M 57.00
Y 56.00
K 35.00

OCSU RED



Eurostile LT ***BOLD ITALIC*** *abcdefghijklmnopqrstuvwxy*
ABCDEFGHIJKLMN***OPQRSTUVWXYZ***
1234567890!;:/?.,@%&*()|<+>'

ON A COLOR BACKGROUND

OCSU MAIN LOGOTYPE

The logotype can appear on a color or dark photographic background. It should only appear on an approved organizational color or image that will 'hold' the detail. Make sure the correct version of the logotype is used. When on a color/photograph the lettering can be of the main logotype colors or on the black or reversed white-out, depending on the quality and contrast of the background.



BLACK & WHITE VERSION

When reproduction is of a lower standard the black & white version of the logotype is to be used.



OCSU LOGOTYPE

It may not always be possible to print or render the logotype in color. If the quality of execution is high, the grey scale version of the logotype should be used.