

Coast Mountain College Students' Union

POLICY MANUAL

Last updated August, 2018

Local 14 – British Columbia Federation of Students

SECTION A: STUDENTS' RIGHTS

Declaration of Students' Rights

We declare that a full policy of non-discrimination against students must be enforced at all educational institutions within Canadian Society. Furthermore, every person has their right to equal treatment without being discriminated against on the basis of race, national or ethnic origin, religion, age, gender, mental or physical disability, marital status, sexual orientation, political belief, or socioeconomic background.

In accordance with these principles, we declare the following as undeniable rights of all people in Canada:

1. The Right to an Education

- a. The right to an accessible, high quality education, free from incidental fees.
- b. The right of all students to apply for financial assistance based on application criteria.
- c. The right of students to be fully informed about financial assistance programs.
- d. The right to an educational environment free from harassment.
- e. The right to accessibility for disabled students into all campus buildings.
- f. The right of students once having entered a program to complete their program on the same terms that existed at the time of their admission to that program.
- g. The right to a faculty/student ratio that allows students to receive adequate personal attention in each course.
- h. The right to support services that enable students to have a high quality of life.

2. The Right to Organise

- a. the right of all students to organize and participate in democratic, autonomous student organisations which represent all students on their respective campuses.
- b. The right of all students to adequate representation by their student organisations.
- c. The right of student organisations to have access to their member lists, including names, addresses, and telephone numbers
- d. The right of student organisations to incorporate independently of the institutions' administration.
- e. The right of all students, and student organisations, to participate in political actions such as boycotts, walkouts, demonstrations, or strikes without fear or recrimination.
- f. The right of student organisations to have their fees collected by the administration, and remitted according to mutual agreement.
- g. The right of student organisations to publicize their activities in reasonable places.

3. The Right of Justice in the Educational Community

- a. The right of individuals to have access to any and all personal documentation held by the organisation, and the right of individuals to withhold release of any such documentation.
- b. The right of copyright to all original work produced by the student.
- c. The right to participate in the formulation of objective course and instructor evaluations.
- d. The right of students to be informed of the evaluation procedures and criteria at the commencement of the course. These procedures and criteria once established, and agreed to by the students, shall not be altered without the consent of both parties.
- e. The right to a legitimate appeal procedure in all cases of penalization.
- f. The right of students to an established grievance procedure to deal with all harassment cases.
- g. The right to student parity on all decision-making bodies affecting the educational goals of the students.
- h. The right to redress all grievances.
- i. The right to a safe and healthy study environment, including to and from the study area.

SECTION B: RELATIONS REGARDING THE STUDENTS' UNION

External Relations

1. Business Agreements

The Coast Mountain Students' Union may enter into contract with or maintain any form of business relationship with any company or organisation with approval of the Regional Executive or local campus councils. The company or organisation may not violate any governmental legislation concerning employment of individuals, or in any way violate the rights of individuals, according to the Constitution of Canada.

The company or organisation shall not practice:

- a. discriminatory hiring practices, or
- b. inequitable wage policies based on gender, age, ethnic or racial origin, religious beliefs, sexual orientation, or physical and mental disability.

2. Student Organisations

The Union may join student organisations provided that the bylaws of the students' union are followed.

3. Political Organisations

The Union will not affiliate itself with any political party (eg: New Democratic Party, Conservative Party, etc.)

Internal Relations

1. Disputes

The Union shall maintain a policy of non-intervention in any dispute between the Board of Governors, College Administration, College Faculty, and Support Staff, except where such disputes are demonstrated to have an adverse effect on the rights, or education of the students.

The Union will endeavor to settle any differences it may have with any of these groups by means of consultation, rather than confrontation.

The Union shall endeavor to have at least one student representative sit on all committees, councils, and advisory boards that have any relationship to the interests of students.

SECTION C: HARASSMENT

The Union will not tolerate, nor support any form of harassment, including but not limited to, denigration of an individual or group on the basis of race, national or ethnic origin, religion, age, gender, mental or physical disability, marital status, sexual orientation, political belief, or socioeconomic background.

If a claim of harassment is brought against any member of the Union, a Harassment committee shall be formed; a proceeding shall follow as per the Union's Bylaws.

SECTION D: STUDENT AID

The Union shall maintain a regular fund of monies to be made available to students who demonstrate exceptional need.

The Union shall dedicate thirty (30) percent of any net profit from any event toward a fund, provided such monies are not already allocated to another form of student aid.

SECTION E: RECORDS

Local campus councils shall keep up to date records of any policies, or guidelines that have been designed for specific events, or purposes, and any policies enacted by the Regional Executive, and vise-versa.

SECTION F: FINANCES OF THE UNION

Banking

1. Bank Account

- a. The Union shall maintain only one bank account.
- b. The Union's home branch shall be located in Terrace, BC.

2. Signing Authorities

- a. Only the Chairperson, Organiser, Treasurer, and Vice Chairperson of the Union shall have signing authority on the Union's bank account.
- b. A signing authority shall not sign cheques made out to herself/himself, excluding Students' Union Organiser.

Per Diem for Members on Students' Union Business

- a. When attending 'out-of-town' meetings or events on behalf of the Students' Union, members shall be paid a per diem of \$35.00 for each full day of the meeting or event unless meals were provided. In the case that some meals are provided, per diem shall be pro-rated.
- b. When traveling to attend a meeting or event on behalf of the Students' Union, members shall be paid \$35.00 for each day spent traveling, pro-rated for partial days.
- c. Per diem shall be pro-rated on the following scale:
 - Breakfast—\$10.00
 - Lunch—\$10.00
 - Dinner—\$15.00

Executive Compensation

- a. From September to April:

\$300 dollars per month is allocated for each executive position: Chairperson, Provincial Executive Representative and Treasurer; and,

\$100 dollars per month is allocated for each campus representative position.

Directors will receive this honorarium provided that directors in executive positions have completed a minimum of 30 hours, and campus representatives a minimum of 10 hours, of Students' Union work during each month. A work report must be received by the board of directors for each month.

- b. From May to August:

\$100 dollars per month is allocated for each executive position: Chairperson, Provincial Executive Representative and Treasurer; and,

\$50 dollars per month is allocated for each campus representative position.

Directors will receive this honorarium provided that directors in executive positions have completed a minimum of 10 hours, and campus representatives a minimum of 10 hours, of Students' Union work during each month. A work report must be received by the board of directors for each month.

Cell Phone Allowance Policy & Procedure Introduction

The purpose of this policy and procedure is to clarify the grounds in which an Executive Board Member will receive a monetary reimbursement for cell phone use. Due to the changing nature of technology, policies and procedures may be outdated regarding reimbursement for cell phone use.

a. Determining Eligibility

In order to be eligible for cell phone reimbursement, an individual member must be an Executive Board Member and must fit in the following criteria:

- (i) The individual cannot have an existing monthly cell phone contract that includes unlimited calling or texting prior to becoming an Executive Board Member.
- (ii) If the individual has an existing monthly cell phone contract with a restricted amount of calling or texting, they must provide a monthly statement to prove that they exceeded their restrictions due to Students' Union business.
- (iii) If the individual has exceeded their monthly use as stated in their contract they shall be reimbursed for the monetary value of Students' Union business usage that exceeds their usual monthly bill.
- (iv) If the individual has a pay-per-minute or pay-as-you-go cell phone agreement, the individual shall be reimbursed for the monetary value of Students' Union business usage and must provide a statement to prove proper cell phone usage.
- (v) The Students' Union will not reimburse an individual for the use of data.
- (vi) The Students' Union will not reimburse an individual if they sign a new contract containing unlimited use during their time as an Executive Board Member
- (vii) The Students' Union will not reimburse a monetary value exceeding \$20 per month, but it is not guaranteed that an individual will receive such amount. Each reimbursement will be reviewed on an individual and monthly basis.
- (viii) The Executive Board must approve all reimbursements through a vote.

Notes to the Executive Board

The eligibility criteria listed above is based on research of other organizations' policies, including non-profit organizations such as Parents Support Services Society of BC.

An individual is not eligible for reimbursement if they have an existing contract and an unlimited plan since it is not the responsibility of the Students' Union to cover financial costs an individual committed to prior to their involvement with the Students' Union.

Students' Union will not cover data since internet is virtually accessible in any public space and is free of charge on campus.

Students' Union will not longer cover a predetermined monetary amount for cell phone reimbursement. Instead, the Students' Union will cover the monetary amount of Students' Union business performed on the cell phone.

The monetary value cannot exceed \$20 per month, since upon review; Executive Board Members do not exceed this amount in their Students' Union business. The purpose for these eligibility criteria is to prevent the misuse of the reimbursement program.

SECTION G: TRAVEL

Members using their own vehicle for Students' Union business, under the pre-authorization of the Regional Executive or campus councils, shall be reimbursed at the rate of \$0.40 per kilometer traveled.