

Common Procedure of Quest University Students' Association ("QUSA")

Part I - Interpretations

Order

1.1 The Constitution, Bylaws, Policies, and Roles and Responsibilities of Quest University Students Association ("QUSA") always supersede these Procedures.

1.2 If there is a conflict between these Procedures and any superseding documents, superseding documents always prevail.

Purpose

1.3 The Procedure document outlines expected standards of procedure in all QUSA dealings. QUSA members are to refer to this document for guidance and precedent on operating procedures.

1.4 This document refers to non-binding precedent that may be changed with simple majority vote by QUSA directors. Edit history must be maintained for purposes of institutional memory and historical precedent.

Part II - General QUSA Procedure

Referenda

2.1A Submission of Referenda

All referenda submissions are to the Chairperson.

2.1B Signatures of Referenda

For a signature on a petition to be considered legitimate it must include the name, student number, and Quest email address of a Student Association member.

2.1C Referenda Meeting Facilitation

The Chairperson will arrange and facilitate a meeting between QUSA and interested students in order to resolve the issue. If either party is not satisfied by the end of the meeting, a referendum will be held.

Review Groups

2.5 General Procedure for All Review Groups

The creation of a Review Group may be called by any Director, by the Chairperson, or by at least 2% of the Student Association. A Review Group comprises of five randomly selected

members of the Student Association, who are not Directors or QUSA employees. The Review Group is contacted and formed by a Point Person, who is mutually decided upon by the parties involved in the Review Group within three business days. The Point Person acts as an intermediary between involved parties and the Review Group to maintain the Review Group's anonymity. The Review Group should make their decisions by consensus; however, if a consensus cannot be reached, a decision may be made by four out of the five students. A QUSA employee who is not one of the involved parties will join the meetings of the Review Group to take minutes, to be made available to those who receive the decision, as specified in the following 3.4 Bylaws. Review Groups may take up to eight hours of meeting to complete this process. They will report their hours through the Point Person, and be compensated the standard campus Work-Study hourly wage for their work by QUSA. QUSA, the Chairperson, or 2% of the Student Association may assert that a Review Group is being called for an issue that has been previously decided upon by a Review Group. If this occurs, the former Review Group will be called to reconvene and determine if the new issue and the previous issue are the same. If so, the decision of the former Review Group applies again. If not, a new Review Group is formed. If more than one member of the former Review Group cannot take part, the issue will automatically be considered a new issue, and as such a new Review Group will be called to decide the issue.

Elections

2.6A. By-Election Procedure

Those elected will enter office on May 1st, and leave office on April 31st of the following year.

2.6B. Election Procedure

Directors are elected using instant-runoff voting. On each ballot, there will be a non-confidence option. If the non-confidence option wins the election, another election for that position will be held as soon as possible. The results of the election, including the vote tallies, must be promptly released to the Student Association after the close of the voting period. The exact timing of elections, the Director positions, and campaigning rules must be all specified in (a) Tier 2 Bylaw(s). Changes to the Directorial positions come into effect for the next full QUSA election.

2.6C. Elections Committee

Student Association members must ensure clear communication with regards to the Elections Committee in order that only one committee is formed and that all interested Student Association members can participate. The Elections Committee must run a nomination period, Director debates, a voting period, as well as announce the rules for campaigning and the results of the vote. The Elections Committee must publicize the timeline and rules for the election. The Elections Committee is responsible for collecting and publicizing nominations, arranging debates including booking spaces and facilitating student questions, monitoring and regulating campaigning, setting up online voting through the Quest Portal, and publishing the results of the election including vote counts. No member of the Elections Committee may run in the election.

Resignation

2.7 A Terms of Resignation

A Director may resign from their position by giving four weeks' notice to QUSA. In case of an emergency, QUSA may waive the four weeks' notice that a Director is obliged to give. After a Director resigns, replacement will occur as specified in the By-law document.

2.7B Election for Replacement

An election for the replacement Director will be held after resignation is submitted. If a Director position receives no nominations, the nomination period for that position must be extended by twenty-four hours. If there are still no more nominations, the current QUSA must actively recruit for this position until a nominee is found or until the Director elects come into power. Once such Director elects become QUSA, they may choose to hold a by-election for the vacant position by consensus at any time during their term.

Complaints

2.7A

The Chairperson will review the complaint by speaking with the relevant parties. Their review will include consideration for the effect of social power in interpersonal interactions. Further process details may be found in the By-laws document detailing the Chairperson's duties and responsibilities. If the Chairperson concludes that the Director in question has acted inappropriately, the Director will be placed on probation. The length of the probation period will be decided on by the Chairperson and will be for no longer than three weeks.

QUSA will divide the duties of the Director in question amongst themselves during the probation. In the case that the Director is on probation for failing to fulfill the duties of their position, they will continue their QUSA duties with supervision from another Director, designated for this role by QUSA. Directors do not receive stipend installments while they are on probation.

If the Chairperson is not satisfied that the Director has changed their conduct and/or made sufficient reparations during this probationary period, QUSA will vote to remove them from office. Before a vote occurs the Director in question will be allowed to speak in their own defense. A two-thirds majority is required to remove a Director from office. If the Chairperson is perceived by any of the involved parties as having a conflict of interest, an individual that is mutually decided upon by the involved parties will carry out their role as described above.

2.7 B

The Student Association member(s) who filed the complaint may call for such a vote by submitting a petition of at least 3% Student Association members to the Chairperson and QUSA. These Student Association members will indicate on their petition who, out of the Directors and employees of QUSA, they would like to coordinate the vote. For the outcome of the vote to take effect, 30% of the student body must cast a 'yes' vote, and 65% of the votes cast must be 'yes'.

Hiring

2.8 Hiring Committees

New employees may be hired by QUSA to enhance the fulfillment of their collective mandate. Applicants cannot simultaneously hold the Residence Council Chair position and/or sit on The Mark Masthead. The duties and responsibilities of QUSA employees are specified by position in Bylaw 1.3. For any hired position, a Hiring Committee must be established that consists of no less than four and no more than five Directors. The Hiring Committee is established by the President. The Directors that form Hiring Committees are decided upon with consensus approval from the entire QUSA. The Hiring Committee will publicize the employment opening to the Student Association, collect applications, and interview candidates. The Hiring Committee will decide whether or not to hire an applicant by consensus. The Hiring Committee will not discriminate on the basis of oppressed identities against candidates in their selection of an applicant. Once the Hiring Committee has come to a consensus, they will inform the rest of QUSA of who they have selected. Quorum for consensus votes is one less than the total number of Directors on the Hiring Committee.

Budget

2.9

It is the responsibility of the Treasurer to present a budget detailing the planned expenditures of the upcoming academic year. The budget is to be approved by a consensus Council vote. This budget must be made available to the Student Association for comment before it is voted upon.

Post-Funding Procedures

2.10

After a proposal is funded by QUSA, the applicant will make the approved purchases and submit the receipts to the Treasurer for reimbursement within 30 days of the completion of event or purchase of materials. The applicant may also present the Treasurer with an invoice, and the Treasurer will deliver a cheque to the invoicer. Grant recipients should apply for reimbursement in the same manner as other reimbursement requests. The Treasurer will issue a cheque within two weeks of a request being submitted.

Proposal Procedure

2.11

Fast Track Proposals are to be addressed to one pertinent Director, and may be funded from their Director Budget at their own discretion. If a Fast Track Proposal is for an event, it must be submitted to the appropriate Director no later than three days prior to the event date. Common Proposals and Major Proposals are voted on according to the voting procedures as laid out in the By-laws document. If a Common Proposal is for an event, it must be presented to QUSA at least four weeks prior to the event date. If a Major Proposal is for an event, it must be presented to QUSA at least twelve weeks prior to the event date. If a proposal is approved, it will be funded according to the procedure in the By-laws document.

Meeting Structure

2.12A Funding Meeting Structure

The funding meetings are facilitated by the Chairperson and minutes are taken by the Secretary. Funding proposals that were submitted by the Saturday at midnight before the meeting and that have met the requirements of the Chairperson will be reviewed. After a discussion has been held at the funding meeting regarding whether the proposal aligns with the vision and mission of QUSA, the Director who sponsored the proposal must motion to either fund the proposal or to table the proposal. Another Director must second the motion. The motion is then voted on according to the procedure in the By-law document.

2.12B Policy Meeting Structure

The policy meetings are facilitated by the President and minutes are taken by the Secretary. Any Director may add an item to the agenda, which the President will distribute to QUSA and the Student Association prior to the meeting.

2.12C Internal Policy Meeting Structure

The internal policy meetings are chaired by the President and minutes are taken by the Secretary. These minutes are not published to the Student Association. An agenda for the meeting including any decisions made will be published to the Student Association

Part III - QUSA Director-Specific Procedure

This section can be populated by individual Directors based on procedures specific to their roles. Since this document can be changed at any time, this could be easily implemented by the incoming board based on received portfolios.

3.1 The President:

3.1A

3.2 The Vice President:

3.2A

3.3 The Treasurer

3.3A

3.4 The Director of Arts and Culture

3.4A

3.5 The Director of the Environment

3.5A

3.6 The Director of External Affairs

3.6A

3.7 The Director of Health and Wellness

3.7A

3.8 The Director of Human Rights

3.8A

3.9 The Director of Internationalization

3.9A

3.10 The Director of Recreation

3.10A

3.11 The Concentration Director

3.11A

3.12 The Foundation Director

3.12A

Part IV - QUSA Employee-Specific Procedure

This section can be populated by individual Employees based on procedures specific to their roles. Since this document can be changed at any time, this could be easily implemented by the new employees based on received portfolios/guidance from former employees.

4.1 Chairperson

4.1A

4.2 Secretary

4.2A

4.3 Communications Officer

4.3A

4.4 General Manager

4.4A

5. Introduced Procedures and Systems for the 2019-2020 Term

PROCEDURE General
Funding meeting minutes
September 5, 2019

5.1 Executive and Administrative Spending

No executive or administrative expense should be made by one person. Expenses that do not require a full board vote (such as paper, cheques, ink, etc.) must be approved and signed off in an accounting book by all three executives. The purpose of this is to evenly distribute and mutually agree on liability. As well, to ensure all decisions are thought through and all parties are informed of purchases.

5.2 Standard Procedure for Major Proposals

Proposals to the amount of \$3,000.00 qualify as *Major Proposals*. The submission deadline for Major Proposals is *October 31st*. By October 31st, the QUSA Board must have set up an Events Advisory Committee (EAC). The EAC shall be composed of the President, Treasurer, and two ministers of QUSA. The EAC must also have (a) representative(s) from the Ancillary department and the head of Facilities. Optional/suggested members include (a) representative(s) from Security, Admissions, and Student life. The EAC is to convene within a week of the October deadline to review all Major Proposals for liability, reduction of cost, and streamlining of logistics. The EAC also provides a private recommendation to QUSA suggesting which proposals should be considered for funding. All proposals are returned to organizers to incorporate feedback and must be resubmitted to QUSA no later than 11:59 on the Saturday before the first week of fourth block. QUSA will then be presented and vote on all Major Proposals at the next funding meeting. Recommendations from the EAC are not a final vote and are advisory. QUSA retains the right to approve or decline finalized proposals.

5.3. Expense input and reconciliation

1. Cheque or invoice is received.
2. Whoever receives invoice or cheque will write on the logbook the date received and sign off stating that they have filed the invoice away in the proper place.
3. At the end of the week on an agreed upon time, at least two of three executive directors must do the weeks expense report (ideally the Treasurer should always be present and should always be responsible for completing Person B's role).
4. Person A & B will grab all invoices received.
5. Person A will ensure all invoices recorded in the logbook match the invoices that are in the filing cabinet.
6. Person A will be responsible for opening the invoices and ensuring that there has been a signature stating the invoice is correct.
7. After ensuring the signature has been provided, Person A will give the invoice to person B.
8. Person B then enters the invoice into excel.
9. After opening all invoices, person A will then enter all invoices into the tape calculator.
10. Person A & B will compare the final amount to ensure both the excel balance and the tape calculator balance matches.
11. Person A then enters all the invoices into QuickBooks.
12. Person B photocopies all invoices.
13. Person A will save the excel balance sheet as the Week and "Expense Balance Sheet"
14. Person A then prints the excel balance sheet, attaches the tape calculator's receipt, and all the photocopied (and original) invoices.
15. Both Person A & B must sign off on the excel balance sheet ensuring that everything entered is correct and that everything has been entered on QuickBooks.

16. The corresponding documents then get filed away in the filing cabinet.

5.4 Fast Track Procedure

1. Fast Track Proposal is received through QUSA email
2. The Chairperson is responsible for sending the fast track to the corresponding director
3. Director then proceeds in their discretion on whether to fund the proposal
4. Director notifies The Chairperson of said decision
5. The Chairperson is responsible for delivering the decision to the applicant
6. If the Director has agreed to fund the applicant's proposal they must;
 - Record the expense on their monthly briefing
 - Notify the The Treasurer
 - At the following QUSA meeting they must announce to the Board of what they have agreed to fund.

5.5 Monthly Briefing Procedure

1. Directors are responsible for logging all hours spent on QUSA in their monthly briefing
2. Directors must record all fast track expenses in their monthly briefings
3. Directors must submit their monthly briefings in PDF format before the first Monday of Block.

5.6 Internal Meeting Minutes Access

Minutes and audio from internal meetings may be requested to the secretary by any director, or the chairperson.

5.7 Strike meeting Minutes

A motion to strike minutes may be brought to a vote on the basis of confidentiality only. A motion to strike minutes may request that the names of individuals be redacted or that no minutes be kept during a given discussion. The chairperson will rule on if the motion has been brought on the basis of confidentiality. In the case that the motion is approved by the chairperson and carried by a two thirds majority vote, the motion passes.

PROCEDURE

Funding meeting minutes

October 28, 2019

5.8 In regard to the procedure of funding meetings:

1. Prior to voting, the board will hold a closed-door discussion.
2. All non-board members rank II staff, and directors' elect will be asked to leave during the closed-door period.
3. Minutes taken during the closed-door period are to be made public.
4. Minutes are to be posted with a notice that informs student association members of the complaint procedure and to follow proper complaint procedures.
 - 4.1. The notice will state that:
 - 4.1.1. Complaints must be directed through the chairperson;
 - 4.1.2. The chairperson must respond to and adequately investigate complaints;
 - 4.1.3. Directors do not have an obligation to respond to complaints filed incorrectly;

4.1.4. It is inappropriate to approach a director with a complaint directly and doing so may be considered harassment. Harassment will be taken to the dean of student life.