TRINITY WESTERN UNIVERSITY

STUDENT ASSOCIATION POLICY MANUAL

APPROVED BY COUNCIL – APRIL 7th, 2020

EFFECTIVE APRIL 7th, 2021



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**Abigail Sefzik | 2020-21 TWUSA Executive Vice President**

**Daniela Lombardo | 2020-21 TWUSA President**

**Richard Taylor | Vice President of Student Life**

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# 

# I. TWUSA Council Members - Job Descriptions

## A. Executive

**President**

* + - * Serve as the Chief Executive Officer of the Student Association.
      * Be responsible for all actions of TWUSA Council.
      * Represent the Student Association at various University gatherings, and to the community at large.
      * Coordinate weekly Executive meetings.
      * Coordinate weekly TWUSA Council Team Meetings.
      * Coordinate Leadership Team meetings as needed, at least once a month.
      * Create a curriculum for the spiritual, professional and team management development of the TWUSA Council.
      * Serve as the student representative on the President’s Advisory Council.
      * Serve on the Document Review, Finance, and Proposal Advisory Committee.
      * Act as an ex-officio member of all Elected Representative committees of the Student Association.
      * TWUSA Senate Responsibilities:
        + Communicate with TWUSA Senate one (1) time before the end of the academic year prior to assuming office to seek advice on the upcoming year.
        + Be responsible for maintaining communication with at least one (1) TWUSA Senate member in the summer prior to assuming office for the purposes of planning Pre-SLO, establishing continuity between TWUSA Councils and formulating a vision.
        + Attend all meetings of TWUSA Senate, and act as a source of information for that body.
      * Meet with various University administrators to discuss matters of mutual interest.
      * Serve as the team leader for both the Student Association’s Executive and Leadership Teams. The Executive Team which includes the following Council members: Executive Vice President, Vice President of Finance, Vice President of Student Relations, Vice President of Academic Relations. The Leadership Team is composed by the Executive Team and the Director of Marketing, Director of Operations and Services, and Director of Events.
      * Connect with other Student Organizations at other post-secondary institutions in order to learn from them.
      * In the Spring semester of the current term in office, undertake the training of the President-elect who shall, upon election, serve as an assistant to the President until the completion of the academic year.

**Executive Vice President (EVP)**

* + - * Assist the President and assume all the duties of the President if for any reason the President is unable to fulfill the duties of his/her office.
      * Supervise the TWUSA Council personnel, ensuring that all members perform their duties and enforcing disciplinary action if needed.
      * Have an in-depth knowledge of the Constitution, Bylaws and Policy Manual.
      * Chair the Document Review Committee.
        + Maintain an annual update of the TWUSA Council governing documents.
      * Be responsible for all Student Association Meetings, as defined by Bylaw VI.
        + Be knowledgeable of Parliamentary Procedure and Robert’s Rules of Order.
        + Preside as Chair at Student Association meetings, voting only in the event of a tie.
        + Maintain the effective and efficient discussion of items on agenda.
        + Ensure fairness for all members.
        + Be responsible for setting a professional and controlled tone.
        + Maintain and update the Rules of Procedure manual.
      * Determine a TWUSA Council member to keep an orderly record and minutes of all meetings of the TWUSA Council, Representative Assembly, and Student Association for the academic year.
      * Oversee the annual archiving of TWUSA materials with the assistance of the Director of Operations, in accordance with the Student Association Archiving Guidelines (see Policy Manual, Section XI).
      * Elections:
        + Oversee the election procedure.
        + Develop and maintain the Manual for Elections and Referenda.
      * Be responsible for the organization and scheduling of interviews.
      * Serve as a student representative on the University Senate as a voting member, unless the Executive Vice President, the President, and the chair of the University Senate mutually agree upon a delegate assuming this role.
      * Be responsible for the compilation and distribution of transition documents for the TWUSA council members assuming office in the following academic year. (See Policy Manual, XVI)
      * In the Spring semester of the current term of office, undertake the training of the Executive Vice President-elect who shall, upon election, serve as an assistant to the Executive Vice President until the completion of the academic year.

**Vice President of Finance (VPF)**

* + - * Be responsible for ensuring that all financial procedures are followed.
      * Be responsible for managing all Student Association assets.
      * Financial Procedure:
        + Prepare and propose the Pre-AGM budget and an annual operating budget for approval to the Representative Assembly.
        + Instruct all TWUSA Council members in spending and reimbursement policies of the Student Association as these policies apply to them.
        + Count all funds collected from various events and make corresponding deposits.
        + Keep financial records up-to-date (i.e. banking and proposal computer files).
        + Prepare and make deposits with the to ensure accountability of funds.
        + Monitor all expenditures of the Student Association and ensure that all expenditures are in compliance with University regulations and Student Association financial policy.
        + Ensure fiscal responsibility with clubs and attend the first Council of Club Presidents meeting of each semester.
        + Establish a relationship with the Student Media Representatives and ensure members integrally administer their budgets and actively fulfill the mandate agreed upon in their contracts.
        + Notify the Executive of any apparent irregularities or variances from budgetary procedures and financial policies.
        + Keep an orderly account of all receipts and expenditures of the Student Association.
        + Present a financial statement to the TWUSA Council monthly.
        + Maintain and update the Financial Procedure Manual.
      * Explore and develop opportunities for revenue generation.
      * Receive a performance report and an annual portfolio valuation report from the University’s Management Investment Committee.
      * Maintain a strong relationship with the University’s Vice President of Finance through monthly meetings.
      * Maintain a strong relationship with the University employee responsible for the accounting of the Student Association.
      * Represent students and the TWUSA Council on the Student Media Board, which oversees all student publications.
      * Serve as Chair of the TWUSA Finance Committee.
      * In the Spring semester of the current term of office, undertake the training of the Vice President for Finance-elect who shall, upon election, serve as an assistant to the Vice President for Finance until the completion of the academic year.
      * The VP of Finance is required to have completed and passed BUSI 176, BUSI 121 and BUSI 222 before the start of their term.
      * The VP of Finance cannot be a member of the Student Managed Investment Fund (SMIF) during the term which they serve on TWUSA.

**Vice President of Student Relations (VPSR)**

* + - * Serve provides oversight to the Student Association’s Marketing and Communications Department, while supporting and working with the Director of Marketing.
      * Co-Lead a bi-weekly meeting (as needed) in conjunction with the Director of Events, over the Communications and Events Departments, in order to discuss advertising for upcoming TWUSA events led by the Events Department.
      * Responsible for providing services for students as the face of TWUSA in the following ways:
        + Ombudsman

Maintain strict Confidentiality on all prior and current cases.

Maintain a database of previous cases, archiving in collaboration with the Executive Vice President.

Maintain a relationship with the Director for Community Life.

Prepare students for meetings with University Representatives.

Have an in-depth knowledge of University policy and procedure.

Help students with appeals including but not limited to: academic, housing, accountability, and facilitate resolutions.

Be aware of the University departments that are responsible for specific concerns and issues.

In cases where a student approaches TWUSA and feels that there has been an infringement of their academic freedom, the Vice President of Student Relations will meet with the Provost to ascertain how to proceed with the matter.

* + - * + Be a voice for student concerns and issues with a responsibility to communicate appropriate actions to the university in conjunction with the President and Executive Vice-President through:

Surveys

Committees

Regular meetings with university administration.

* + - * + Represent TWUSA to the student body, and the student body to administration on major issues. This list may include but is not limited to: tuition costs, TWU’s public image, etc.
      * Determine a member of the Communications Department to conduct website design/updates to keep links working, information consistent, and website on-brand.
      * Build and maintain connections with various university groups (collegiums, Inter-Cultural Programs etc.) in order to create dialogue and receive consistent feedback.
      * Provide oversight, leadership, and direction to the Marketing and Communications team by meeting with the Director of Marketing as needed, with the recommendation to meet at least on a bi-weekly basis to ensure the Marketing and Communications Departmental goals align with the mission and vision of TWUSA.
      * Give leadership to the TWUSA Ad Hoc Positions in terms of curriculum development, equal representation, and mentorship.
      * Be responsible for coordinating with Transition Programs TWUSA representation and involvement at O-Day in both the Fall and Spring terms.
      * Make connections with the student body at large and set the vision of the current TWUSA team along with the TWUSA Executive Team.
      * The VP of Finance, Director of Operations and Services, VP of Student Relations, and Director of Marketing will work in conjunction to seek external partnerships for the benefit of the student body as it pertains to revenue, services, public relations, and marketing.
      * In the Spring semester of the current term in office, undertake the training of the Vice President of Student Relations elect who shall, upon election, serve as an assistant to the Vice President of Student Relations until the completion of the academic year.

**Vice President of Academic Relations (VPAR)**

* + - * Encourage and support intellectual pursuits on campus by:
        + Representing the interests and concerns of the faculty representatives to the Administration of TWU.
        + Collaborating with the academic community of TWU on new and prescribed initiatives.
      * Serve as Overseer of all Student Association Clubs
        + Serve as the Chair of the Council of Club Presidents by meeting with the Presidents of all Student Association Affiliated Entities/Clubs (in conjunction with the appropriate Faculty Representative and the Vice President of Finance) at the beginning of each semester for the purpose of overseeing the growth, continuity, and maintenance of these Student Association Clubs.
        + Operate closely with any club proposing ratification or renewal.
        + Host a club fair once per semester.
        + Ensure communication, when appropriate, between Clubs and the Executive.
      * Serve as a student representative on the Undergraduate Academic Council as a voting member, unless the Executive Vice President, the President, and the chair of the Undergraduate Academic Council mutually agree upon another member assuming this responsibility.
      * Serve as Chairperson of the Proposal Advisory Committee, unless an alternate delegate is agreed upon by both the Vice President of Academic Relations and President.
      * Serve as the team leader of the Student Association’s Faculty Representative Department, which includes the following Council members: School of Arts, Media, and Culture Representative, School of Business Representative, School of Education Representative, School of Human Kinetics Representative, Humanities Representative, Social Sciences Representative, Natural and Applied Sciences Representative, School of Nursing Representative.
        + Oversee the Representatives’ use of digital media (suggested, but not limited to, social media accounts and digital newsletters).
      * In the Spring semester of the current term in office, undertake the training of the Vice President of Academic Relations-elect who shall, upon election, serve as an assistant to the Vice President of Academic Relations until the completion of the academic year.

**Director of Events (DE)**

* + - * Oversee all TWUSA events with the Events Assistants.
      * Responsible for ensuring campus event approval process through Student Life is followed for all Student Association events as needed.
      * Responsible for the creation, initiation, and evaluation of new activities and events.
      * With assistance from the Vice President of Finance, create and regulate the use of the Events Budget for the year.
      * Oversee planning and organization for all TWUSA events in conjunction with the Events Assistants including, but not limited to, these suggested foundational events:
        + TWUSA- Kick-off Barbeque
        + Banana Challenge
        + Dorm Skits
        + Late Night with TWUSA
        + Robson Underground
        + Christmas Celebration Event
        + Hootenanny Talent Show
        + Grad Banquet
        + Year-End Barbecue (planned by incoming Director of Events)
      * Responsible for coordinating all security and first-aid personnel for events.
      * Collaborate with the Marketing and Communications Department to publicize Student Association events and news.
      * Co-Lead a bi-weekly meeting, or as needed, with the Marketing and Communications Department and the Events Department, in order to discuss advertising for upcoming TWUSA events led by the Events Department.
      * Serve as the team leader of the Student Association’s Events Department, which includes the Senior Events Assistant and two General Events Assistants
      * In the Spring semester of the current term in office, undertake the training of the appointed Director of Events who shall, upon being appointed, serve as an assistant to the Director of Events until the completion of the academic year.

**Director of Operations and Services (DOS)**

* + - * Oversee the operations and streamlining of TWUSA’s procedures.
      * Serve as the general manager of the TWUSA Lounge and Trinity Western House spaces, supervising all internal matters relating, but not limited, to administration, supply and maintenance.
      * Develop and maintain a professional Lounge atmosphere that will reflect TWUSA’s tradition and heritage.
      * Oversee innovation and implementation of the Lounge environment.
      * Create schedules for the team to staff the Lounge and Trinity Western House during hours of operation.
      * Be responsible for creating and managing a platform for booking the office.
      * Coordinate with coffee bar suppliers and printing service suppliers for weekly shipments and supplement additional supplies through weekly purchases.
      * Determine a TWUSA Council member to be responsible for the organization and scheduling of TWUSA Pop-Up Shops.
      * In conjunction with the following departments, work on streamlining, innovating, and making changes to various TWUSA systems, including, but not limited to:
        + Rental Systems with input from the Events team.
        + Club ratification procedures and archiving with the Vice President of Academic Relations.
        + Assist in keeping archiving methods current and optimized to ensure historical records are taken, and maintain consistency between teams, in conjunction with the Executive Vice President.
      * Actively seek outside sponsorships based on TWUSA’s organizational needs, including but not limited to:
        + Events
        + TWUSA Lounge partnerships
        + TWU House partnerships
      * Have an in-depth knowledge of TWUSA’s Bylaws and Policy Manual to ensure that operations and new initiatives are consistent and align with organizational procedures.
      * In the Spring semester of the current term in office, undertake the training of the newly appointed Director of Operations and Services, who shall, upon being appointed, serve as assistant Director of Operations and Services until the completion of the academic year.

## B. Elected Representatives

**Faculty Representatives**

* + - * Perform all TWUSA duties outlined in Bylaw IV: TWUSA Council Members: General Duties B
      * Represent the students within the respective faculties/schools to the TWUSA Council and the Administration of the Faculty/School. In order to do so, each representative will:
        + Establish a relationship with the respective Dean of the faculty or school along with the department Chairs within each faculty.
        + Seek to resolve, where applicable, concerns within faculty/school in a timely manner.
      * Represent and support all clubs within the representative’s faculty/school. In order to do so, the representative will:
        + Meet in the first month of each semester for the Council of Club Presidents meeting, with all Faculty Representatives, Club Presidents, the Vice President of Academic Relations and the Vice President of Finance in attendance, for the purpose of communicating council policies and business procedures.
        + Organize at least one meeting per semester with club presidents within their faculty/school.
        + Facilitate communication between the faculty’s clubs and the Vice President of Academic Relations.
        + Assist any clubs proposing ratification or renewal.
      * Facilitate community and academic excellence through various events. In order to do so, each representative will:
        + Partner with and assist clubs for all events, at the discretion of the Vice President of Academic Relations.
        + Organize, coordinate, publicize, and execute a minimum of 2 events per semester. A minimum of one of those events must be an independent event. The format of the events should be: 1 online and 1 in person.
        + In faculties where club events are significantly more demanding, the requirement for an independent event may be waived with permission from the Vice-President of Academic Relations.
        + Attend all events within the school/faculty for the purpose of connecting with faculty and students, if able due to COVID-19 restrictions. Absence from an event may only be granted by the Vice President of Academic Relations.
        + Partner with the faculty’s social media accounts, or in the absence of them, create social media accounts to communicate faculty updates, events and other relevant communication.
        + In the Spring semester of the current term in office, undertake the training of the relevant Faculty Representative-elect.
      * Faculty representatives must complete a minimum of one faculty specific initiative per semester. The following are examples of initiatives, but are not an exhaustive list:
        + Improving faculty infrastructure.
        + Opening additional resources for the faculty, both for students and professors.
        + Creating faculty merchandise.
        + Advocating for specific changes within the faculty.
        + Connecting students with faculty or alumni in new ways.

## C. Appointed Positions

**Director of Marketing**

* The Director of Marketing operates under the Vice President of Student Relations and is the team lead for the Marketing and Communications Department, and will:
  + Provide team leadership to TWUSA’s Marketing and Communications team which will consist of the Media Coordinator, Communications Coordinator and Technology Coordinator.
  + Team leadership will include but not be limited to professional mentorship, vision setting, development of marketing plans and long term business goals in alignment with the organizational development and goals of TWUSA.
  + Develop marketing campaigns, and sit on the Strategic Planning Committee with the VP of Finance.
  + Act as a liaison between TWU’s Marketing Department and TWUSA by meeting to coordinate and partner in university communications.
  + Lead a weekly team meeting with their department, meet individually on a bi-weekly basis with the VP of Student Relations, hold regular meetings with the Editor and Chief of Mars’ Hill and Editor and Chief of Pillar.
  + Seek out client partnership opportunities within the TWU community through ICP, Richmond Campus, Student Ministries, LOVE Ministries, and Community Life.
  + They will co-lead bi-weekly meetings with the Director of Events with the entirety of the Marketing and Communications Team and the Events Team.
  + The Director of Marketing will also assist the VP of Student Relations for the development of TWUSA’s representation at O-Day.
  + The VP of Finance, Director of Operations and Services, VP of Student Relations, and Director of Marketing will work in conjunction to seek external partnerships for the benefit of the student body as it pertains to revenue, services, public relations, and marketing.

**Communications Coordinator**

* + - * Under the supervision of the Director of Marketing, be responsible for the creation of advertising and graphics for all TWUSA Council requirements as part of the Communications Department. This shall include, but is not limited to:
        + Managing social media:

Platforms (ex: Facebook, Instagram etc.)

Posts, comment and message replies

* + - * + Graphic design:

Posters promoting:

General TWUSA Events

Faculty Representative Events

TWUSA Initiatives

TWUSA Applications

Any other TWUSA-related items that the Executive deems necessary

Facebook event page graphics (cover photo, etc.)

Other social media infographics requiring graphic design work

TWUSA Graphic (logo/theme)

Business Cards

Clothing line

Pins/stickers/patches

* + - * While maintaining creative control, work closely with the Events Team in advertising for upcoming TWUSA events.
      * In the Spring semester of the current term in office, undertake the training of the newly appointed Communications Coordinator, who shall, upon being appointed, serve as assistant Communications Coordinator until the completion of the academic year.

**Media Coordinator**

* Under the supervision of the Director of Marketing , be responsible for the creation of photo and video media, as well as social media management, for all TWUSA Council requirements as part of the Communications Department. This shall include, but is not limited to:
  + Along with the Communications Coordinator, co-managing an online presence through social media
  + Website design and development, updates
  + Photography and videography for:
    - Social media posts
    - Posters
    - Website
    - Team photos
    - “Hype” videos and event promo videos
* While maintaining creative control, work closely with the Events Department members in advertising for upcoming TWUSA events.
* In the Spring semester of the current term in office, undertake the training of the newly appointed Media Coordinator, who shall, upon being appointed, serve as assistant Media Coordinator until the completion of the academic year.

**Events Assistants**

* + - * Assist the Director of Events in the implementation of all TWUSA Events.
      * Responsible for printing and posting of advertising for events in coordination with the Director of Communications.
      * Responsible to inform the Marketing and Communications Department of all events at minimum four (4) weeks before each event.
      * Responsible to attend all events and be involved in setup and teardown.
      * Responsible for organization and maintenance of all Events equipment and supplies.
      * Responsible for submitting all budgets for their specific event to the Director of Events for approval. Rental deposits for events must be made with a TWUSA credit card post budget approval.
      * In the Spring semester of the current term, undertake the training of the newly appointed Events Assistants, who shall, upon being appointed, serve as assistant Events Assistants until the completion of the academic year.
        + Freshman Assistant

Plan, advertise, and execute at a minimum one (1) event per year oriented towards the first-year student population.

* + - * + Senior Assistant

Upon appointment, attend the Graduation Banquet in the Spring semester to become acquainted with the event.

Oversee and plan the Graduation Banquet.

Serve on the Graduation Committee for the purposes of planning Graduation Weekend.

* + - * + General Assistants

Plan, advertise, and execute a minimum of one (1) event per year.

## D. Student Media

### Mars’ Hill

**Required Positions**

* Mars’ Hill must fill various leadership positions for the smooth operation of their publication. These required positions are as follows:

**Editor-in-Chief**

* + - * Cultivate a vision for the newspaper for the year.
      * Create the official Trinity Western University student newspaper, subject first to the Student Association Media Guidelines formulated by the University’s Communications Committee, and then to the Student Association Bylaws and Policies governing the publications. These guidelines stipulate that the University’s Vice-President of Student Life must approve the Newspaper Editor-in-Chief.
      * Create a newspaper which includes, but is not limited to: News, Academy, Sports, Humor, and Arts & Culture.
      * Create a newspaper that is a service to the TWU community: providing information, announcements and advertising that benefit them.
      * Uphold a professional, integral journalistic standard for all material printed in accordance with the mission and purpose of Mars’ Hill.
      * Appoint all Mars’ Hill staff in conjunction with the Media Advisor.
      * Create the Mars’ Hill department budget in conjunction with the Vice President of Finance and manage those funds throughout the term.
      * Plan and lead editorial meetings.
      * Delegate responsibilities and tasks to appropriate staff members.
      * Submit two copies of each issue of Mars’ Hill to the University archivist.
      * Discuss issues such as University Press memberships with the outgoing Editor-in-Chief, in order to terminate such contracts before the end of the current Editor’s term if necessary.
      * In the Spring semester of the current term in office, undertake the training of the newly appointed Mars’ Hill Editor-in-Chief who shall, upon appointment, serve as an assistant to the Mars’ Hill Editor-in-Chief until the completion of the academic year.

**Managing Editor**

* Acts as a support for the Editor-in-Chief in any necessary duties, including the following administrative duties:
* Oversees communication and coordination of other administrative aspects.
* Mediates conflict and conversations between Mars’ Hill staff members.
* Act as team leader of the Section Editors to facilitate an environment which is pursuant of high journalistic integrity and quality.
* Maintain a relationship with the TWUSA Vice President of Finance by meeting with him or her on a regular basis for the purpose of accountability.
* Submitting reimbursement forms to the TWUSA Vice President of Finance.
* Communicate with Mars’ Hill advertisement clients regarding print ads.
* In the absence or retirement of the Editor-in-Chief, the Managing Editor will temporarily assume the role until a suitable replacement can be found and hired by the TWUSA Hiring Committee with input from the Managing Editor. This replacement may be the current Managing Editor.

**Visual Editor**

* Plan and execute the visual vision for the newspaper, including the following duties:
* Create the cover and feature art.
* Oversee the visuals/layout of the paper, including illustration creation during newspaper production.
* Responsible for overseeing the printing process.

**Layout Editor**

* Under the supervision of the Visual Editor, plan and execute the digital newspaper layout based on the content, including the following duties:
* Oversee digital placing of the newspaper during production
* Assist the Web Editor with the layout of the Mars’ Hill website as necessary.

**Section Editors**

* Under the supervision of the Managing Editor, collect and edit content of publishable quality, in keeping with the highest journalistic standards. This includes the following duties:
* Create and uphold a vision for their section.
* Assist contributors with article editing and writing, if needed.
* Write articles for their own section when needed.

Core Section Editors are required to be hired to ensure content is created for each section of the paper. Additional Section Editors may be hired at the discretion of the Editor-In-Chief, in collaboration with the TWUSA Document Review and Hiring Committees.

Required Section Editors include:

**News Editor**

* Collect, edit, and write articles based on news, with a focus on TWU-related topics.

**Feature Editor**

* Collect, edit, and write feature articles as well as various extra content sections of the paper, with a focus on TWU-related topics.

**Academy Editor**

* Collect, edit, and write articles based on academia, including academic research, op-eds, and contemplative pieces.

**Arts & Culture Editor**

* Collect, edit, and write articles based on arts and culture, including current cultural events, movements, and student-created works of art.

**Sports Editor**

* Collect, edit, and write articles based on sports, with a focus on TWU athletics and athletes, and also including local, Canadian, and international current events in sports.

**Humour Editor**

* Collect, edit, and write articles of appropriate comedic content, satire, as well as (if submitted) comics and comedic pieces of art.

**Discretionary Positions**

The Mars’ Hill EIC may also search for various positions that can be hired at the discretion of the EIC, as finances and needs require. These discretionary positions are as follows:

**Illustration Editor**

* Under the supervision of the Visual Editor, plan out illustrations and visuals for articles, including the following duties:
* Working with Section Editors to determine which visuals will fit with their content.
* Creating these illustrations before or during newspaper production.

**Staff Writer**

* Under the supervision of the Managing Editor, write at least one article for each Mars’ Hill issue, in a section determined by the Managing Editor.
* Be available for writing additional pieces as needed.

**Web Editor**

* In collaboration with the Social Media Manager, maintain the Mars’ Hill website, including the following duties:
* Collect, edit, and write exclusive online content
* Under the supervision of the Editor-in-Chief, select articles from the printed newspaper to upload to the website.

**Social Media Manager**

* In collaboration with the Web Editor, maintain Mars’ Hill social media platforms, including the following duties:
* Promote Mars’ Hill events and news
* Plan out a weekly posting schedule for social media
* Maintain a consistent online presence and brand.

**Chief Copy Editor**

* Under the supervision of the Managing Editor, complete final edits of all published content for Mars’ Hill, including the following duties:
* Checking for plagiarism and false claims
* Upholding editing standards to the Canadian Press style guide, with exceptions made in agreement with the Editor-in-Chief.

**Photography Editor**

* Under the supervision of the Visual Editor, take all photos used in the newspaper and on the Mars’ Hill website, including, but not limited to the following duties:
* Photos accompanying section content
* The Letter From the Editor photo
* Staff photos.

### Pillar

**Required Positions**

Mars’ Hill must fill various leadership positions for the smooth operation of their publication. These required positions are as follows:

**Editor-in-Chief**

* + - * Produce the student yearbook of the Trinity Western Community subject first to the Student Association Media Guidelines formulated by the University’s Communications Committee, and then to the Student Association Bylaws and Policies governing the publications. These guidelines stipulate that the University’s Vice-President of Student Life must approve the Yearbook Editor-in-Chief.
      * Produce a monthly progress report on the status of the Yearbook Project to the Vice President of Finance and to the University’s Finance and Media Department.
      * Delegate responsibilities and tasks to appropriate staff members.
      * Create and develop the theme for the yearbook.
      * Oversee the selection and preparation of materials including content, layout, style, proofreading, and submissions.
      * Decide on the specific page content of the yearbook, including, but not limited to these topics: gallery pictures, grad pictures,, student events, TWUSA Council, student life, academics, campus groups and clubs, sports, student photography, various student leadership groups university president’s message.
      * Keep resources on photography, design, and production updated and organized for the current and following year.
      * Implement a plan to provide all the necessary photographs for the yearbook.
      * Keep and maintain all Pillar camera equipment, making it available to yearbook photographers.
      * Provide a way for students to submit their own photographs to be used in the yearbook.
      * Submit two copies of Pillar to the University archivists at the end of the year.
      * Appoint the assistant yearbook editors and photographers in conjunction with the Managing Editor.

**Managing Editor**

* Acts as a support for the Editor-in-Chief in any necessary duties, including the following duties:
* Photographer management and organization, including equipment inventory management.
* Layout, design, and illustration principles.
* Oversee the Social Media Manager.
* Assist with organizing team outings.
* Maintain a relationship with the TWUSA Vice President of Finance by meeting with him or her on a regular basis for the purpose of accountability.
* Oversee communication and coordination of other administrative aspects.
* Mediates conflict and conversations between Pillar staff members.
* In the absence or retirement of the Editor-in-Chief, the Managing Editor will temporarily assume the role until a suitable replacement can be found and hired by the TWUSA/SMC Hiring Committee with input from the Managing Editor. This replacement may be the current Managing Editor.

**Visual Editor**

* Plan and execute the visual vision for the yearbook, including the following duties:
* Aid or lead in the layout and design of the yearbook depending on the Editor-in-Chief’s skill set and needs.
* Assist the Editor-in-Chief/Managing Editor in determining the tone and style for the yearbook.

**Photographers**

#### 

* Take photos that represent life and happenings at TWU throughout the year, including the following specific duties:
* Take photos of campus life/buildings.
* Take photos of various Student Leadership teams.
* Take photos of students, both residents and commuters.
* Take photos at all events put on by TWUSA, including photo booths where applicable, as well as external or requested events by other groups on campus at the discretion of the Editor-in-Chief/Managing Editor.
* Between 4-6 photographers shall be hired, as available and required.

**Discretionary Positions**

The Pillar EIC may also search for various positions that can be hired at the discretion of the EIC, as finances and needs require. These discretionary positions are as follows:

**Social Media Manager**

* Maintain all of Pillar’s social media platforms, including the following duties:
* Promote Pillar events and news.
* Posting photos on Pillar’s Instagram and Facebook throughout the year.
* Advertising for Grad Photos and Gallery Photos.
* Assists Editor-in-Chief and Managing Editor in external communication through social media and email.

# II. Inter-Departmental Teams

The President, Vice President of Finance, Director of Marketing, Vice President of Academics, and Director of Events will each lead an inter-departmental team.

Each departmental team will meet at a minimum once a week. The weekly team meeting will serve as a time to assist each member in fulfilling their goals, events and providing support and assistance for each team member.

## A. Executive Department

* + - The President will be responsible for the Executive team, composed of the Executive Vice President, the Vice President of Finance, the Vice President of Student Relations, and the Vice President of Academic Relations.

## B. Marketing and Communications Department

* + - The Director of Marketing will lead the Marketing and Communications department, which will consist of the Communications Coordinator, the Media Coordinator and the Technology Coordinator. This department will specifically oversee all of the Council’s endeavors of branding, photo/video, social media, external communications, and postering/signage.

## C. Finance Department

* + - The Vice President of Finance will lead the Finance Department. This department will oversee the handling of finances within TWUSA.

## D. Faculty Representatives Department

* + - The Vice President of Academic Relations will lead the Faculty Representatives team, which will consist of the School of Business Representative, the Humanities Representative, the Social Sciences Representative, the Natural and Applied Sciences Representative, the School of Arts, Media, and Culture Representative, the School of Education Representative, the School of Nursing Representative and the School of Human Kinetics Representative.

## E. Events Department

* + - The Director of Events will lead the Events department, which will consist of three (3) Events Assistants, including the Senior Events Assistants (see Bylaw IV). This department oversees planning and execution of all TWUSA events.

# III. Finances

## A. Purchasing Procedures

* + - The Vice President of Finance must be notified of any impending purchases.
    - All purchased items require a receipt or paid invoice. Keep receipts and fill out a disbursement form.
    - In case of small item purchases, the Vice President of Finance may permit a Council member to make the specific purchases with his/her own funds.
    - In case of items that are pre-ordered, or large-priced items, the Vice President of Finance may be requested to issue a cheque to the vendor.
    - Honorarium payments are made by completing a cheque request form, which must be processed by TWU’s Finance Department for tax purposes.

## B. Revenue

* + - All revenue from TWUSA events should be submitted to the Vice President of Finance. No department should ever pay for expenses with cash they have received in the form of revenue. All expenses that occur are to be paid for separately.

## C. Reimbursements

* + - To receive reimbursement for items approved by the Vice President of Finance, fill out a reimbursement form. Include, as well, any applicable invoice, receipt, or packing slip for verification.
    - Funds are reimbursed through TWU's Finance Department or TWUSA’s chequing account. The preferred method is for all reimbursements to be sent through the TWU Finance Department.
    - Cheques will never be available with the fields “payable to” or “amount” blank.
    - The Vice President of Finance reserves the right not to reimburse Council Members for purchases made if the TWUSA Financial Procedures are not followed.

# IV. Lounge and Operational Policy

## A. TWUSA Lounge and TWU House Operations

* + - All listed operations will abide by the university’s COVID-19 health and safety guidelines.
    - The TWUSA Lounge shall be open to the use of all Student Association members. The TWUSA office shall be hosted daily by members of TWUSA Council who shall serve scheduled office shifts as directed by the Director of Operations and Services.
    - It is recommended that the Lounge shall remain open between 9:00 am to 5:00 PM Monday through Thursday. The TWU House will be open fromThe lounge will be closed between 1:15 PM and 2:45 PM on Tuesdays and Thursdays for Council meetings.
    - The TWUSA Lounge and TWU House will stream chapel from 11:00 to 11:30 Monday, Wednesday and Fridays.
    - It is expected that TWUSA Council members who are unable to attend their scheduled Lounge shift will find a replacement for their time from within the Council.
    - TWUSA Council members who fail to serve their scheduled Lounge shift or complete other duties are subject to the following penalties:
      * Following one (1) unexcused absence or failure to complete duties per semester, a formal warning shall be issued.
      * Following two (2) unexcused absence or failure to complete duties per semester, a member will be fined $50 by the Executive Vice President, who shall direct the Vice President of Finance to deduct the amount from the member’s stipend.
      * Subsequent absences will be penalized by doubling the fine for each absence.
      * An absence is deemed excused or unexcused at the discretion of the Executive Vice President.
      * The member in violation may appeal the Executive Vice President’s decision to the TWUSA Senate.

## B. Bookings

* + - The TWUSA Lounge can be booked by current members of the Student Association. Office bookings must be coordinated with the office schedule. Council members reserve the right to refuse use of the office.

## C. Computers, Printing, and Photocopies

* + - All Student Association members are entitled to use TWUSA office supplies, including computers, printers, and photocopiers, during regular office hours (see Policy Manual V.A.iii). Students receive ten (10) free pages per day. An additional rate of five (5) cents per page will apply for additional copies.

## D. Equipment Rental

* + - Any member of the Student Association can rent TWUSA equipment for a TWU sponsored event or for personal use. The equipment will not be available to non-Student Association members.
    - As a condition of renting out any item from TWUSA, the renter automatically becomes liable for the items during which the items are under the care of the renter. Any damage or misplacement of items will result in a fine or charge for replacement.
    - The Director of Operations and Services oversees pre-booking of the equipment.
    - The equipment must be returned by the time agreed upon with the Director of Operations and Services.
    - The TWUSA Council reserves the right to refuse rental of TWUSA equipment to Student Association members.

# V. Reporting Procedures

## A. Annual General Summary Report (AGSR)

* + - In order to ensure accountability and continuity between past and future TWUSA Councils, each TWUSA Council will present at the last Tuesday Business Meeting (TBM) the Annual General Summary Report.
    - The purpose of AGSR is to describe the achievements and the learning experiences of each TWUSA Council. This report will facilitate long-term planning and goal setting for future TWUSA Councils.
    - The President will gather and create the AGSR report which will include the following sections:
      * Introduction by the President
      * Proposals into the year
      * Initial Goals
      * Key achievements
      * SWOT analysis of the year
      * Future opportunities for TWUSA
      * Advocacy
        + Committees
        + Partnerships
        + Academics
        + Student Relations
      * Community
        + Events
        + Faculty Representatives
        + Media and Communications
      * Services
        + Rentals
        + TWUSA Lounge

## B. Faculty Representative Report

* + - This report must include the the following items, and be submitted to the VPAR and VP at the end of the fall semester:
      * The summary of the two (2) events completed over the course of the semester.
      * The summary of initiatives completed over the course of the semester.
      * How they have facilitated community and academic excellence through various events.
        + How they have partnered with and assisted clubs.
        + How they have organized, coordinated, publicized, and executed a minimum of two (2) events per semester. A minimum of one of those events must be an independent event.
      * Summary of how they have partnered with the faculty’s social media accounts and/or newsletters
      * Summary of any additional tasks completed each semester, as laid out in the role description for faculty representatives.
      * If the report shows that a faculty representative is not fulfilling their responsibilities, it will be up to the VPAR and the VP to take disciplinary action.

# VI. Conflict of Interest Policy

## A. Definition

* + - For the purpose of the Student Association, a conflict of interest is defined as any benefit, financial or otherwise, or any loyalty (of a type that is not common to the other members of Council) that a TWUSA Council member may have regarding a particular issue.

## B. Stating a Conflict

* + - Council members (elected or otherwise) must state to the Chair any conflict of interest that they have regarding an issue, prior to the beginning of the meeting in which the issue is being brought to the table.
    - If a Council member fails to disclose their conflict of interest, the Chair may remove them from the meeting. Prior to the discussion of the issue, the Chair must inform all Council members present which members have a conflict of interest, what their conflict is, and whether their vote has been suspended for the discussion.
    - The one exception to this being a case in which a Council member has a conflict of interest regarding an issue that has been discussed at a previous council meeting – in this case, said member may simply be asked to abstain from voting.

## C. Eligibility to Vote

* + - In the case of a conflict of interest involving an elected representative, voting privileges will be suspended for said Council member. Any Council member, including those in question, may object to this rule and call (with a second) the decision into question. The decision may be appealed by a majority vote of the Representative Assembly. A Representative Assembly member is included in the quorum regardless of the member’s voting status for a particular motion.

# VII. Resolution Policy

## A. Definition

* + - A resolution is a written motion voted on by the Representative Assembly. A resolution may address any concern pertaining to an interest of the Student Association at large.

## B. Formulation

* + - Any student may submit a resolution to the Proposal Advisory Committee (PAC), following the outline provided in Policy Manual (See Clubs and Affiliated Entities Policy Manual ). However, the proposal must be officially proposed and motioned by a member of the TWUSA Council.
    - All resolutions must be in line with the Student Association’s mission statement (See Constitution Article I.B).

## C. Ratification Procedure

* + - Resolutions must be submitted to the Proposal Advisory Committee (PAC) at least one week before the business meeting where it shall be voted on, unless otherwise specified by PAC.
    - The Executive department of the Student Association retains the right to refuse a resolution being brought to the table should they deem it to be in contrast with the Student Handbook of Trinity Western University or the mission of the Student Association. A TWUSA Council member must bring a resolution forward to the table.

## D. Voting

* + - Ratification of all Resolutions requires a two-thirds majority vote of the Representative Assembly.

## E. Post Ratification Procedure

* + - Any resolution after being ratified by the Representative Assembly shall be brought to the Vice President of Student Life, as well as to the appropriate committee or person, who is immediately responsible for the concern that the resolution addresses, by the Student Association President.
    - Should reasonable action not be taken within a reasonable amount of time, the Student Association President shall advise the Vice President of Student Life that the resolution at hand shall be brought forward to a subsequent meeting with the President of the University. ,
    - Should reasonable action still not be taken within a reasonable amount of time, the President of the Student Association shall present the resolution directly to the President of the University.

# 

# VIII. Rules of Procedure for Meetings

## A. Responsibility of the Chair

* + - Maintain order;
    - Ensure the right of the majority;
    - Ensure the right of the minority;
    - Defend the rights of individual members;
    - Ensure everyone’s right to speak and vote;
    - Determine action.

## B. Rights of Student Association Members

* + - The following are the rights of Student Association members guaranteed under these rules of procedure:  
      * Receive notices of Student Association Business meetings;
      * Attend meetings;
      * Make privileged and incidental motions;
      * Debate motions;
      * Know the meaning of the question being debated;
      * Have access to the minutes of all Student Association Business meetings;
      * Have access to a copy of the Constitution, By-laws and Policy Manual.

## C. Responsibilities of Student Association Members

* + - The following are the responsibilities of members under these rules of procedure:  
      * Treat everyone with courtesy;
      * Speak openly, but also let others have their turn to speak;
      * Follow the rules of debate;
      * Make a point concisely;
      * Be familiar with the basic rules of procedure;
      * Obey the rules of the campus and association;
      * Respect the rights of others;
      * Abide by the final decision of the majority;
      * Be familiar with the association’s Constitution, By-laws, Policy Manual, and Hospitality Policy;
      * Respect the chair’s opinions and rulings;
      * Assess one item at a time.

## D. Voting Members

* + - The Representative Assembly is made up of twelve (12) voting members (all elected representatives). They include the following positions:
      * President
      * Vice President of Finance
      * Vice President of Student Relations
      * Vice President of Academic Relations
      * Humanities Representative
      * Social Sciences Representative
      * School of Business Representative
      * Natural and Applied Sciences Representative
      * School of Arts, Media, and Culture Representative
      * School of Education Representative
      * School of Nursing Representative
      * School of Human Kinetics Representative
    - In the case of a tie, the Executive Vice President (the chair), would vote to break the tie.

## E. Quorum

* + - The minimum number of members required to conduct business according to the Bylaws. The Student Association’s Bylaws state that a quorum is set at two-thirds (2/3) of the voting members. The Executive Vice President is counted within the quorum count. Voting members who have a conflict of interest with the issue on the table or who choose to abstain from voting are counted within the quorum count.

## F. Motions

* + - A motion is a proposal for action by the group. In the case of the Student Association, only members of the Council may make a primary motion or a secondary motion. Any member of the Student Association may make an incidental or privileged motion. Motions are introduced with the words, “I move ….” There are two important types of motions:
      * Primary Motions
      * Secondary Motions
    - Each motion accomplishes a different action and is therefore treated differently. It is important to think of motions in a logical manner because there is a precedence of order. Primary motions are, for example, the foundation of all other motions and have the lowest ranking in terms of precedence. These and secondary motions will be those most frequently used for the Council’s purposes in business meetings.
    - Primary Motion
      * A primary motion introduces a new item of business. Only one (1) primary motion can be considered at a time. In the case of the Student Association one can only make a primary motion (often called a proposal) in writing by submitting it to the Proposal Advisory Committee (PAC). In this case be sure to follow the Proposal Guidelines available in the TWUSA office.
    - Secondary Motion
      * Secondary motions (also called subsidiary motions) are motions that are applied to other motions to help members dispose of main motions. There are six (6) secondary motions, three (3) are common to the Student Association:
        1. Tabling a motion (this allows members to resume discussion at any point, during any subsequent meeting, with a majority vote).
        2. Vote to vote (this ends debate and calls for a vote on whether to vote on the motion or not. If it passes a vote on the motion would immediately follow, if it fails discussion would continue).
        3. Amend a motion.

## G. Amendments

* + - An amendment is a secondary motion. It is a change made to a motion. Its primary purpose is to improve and perfect a motion, most often a primary motion, in an attempt to make it more acceptable to an assembly.
    - Once a motion has been moved, seconded and repeated by the chair, you do not need the permission of the mover to amend the motion because it then belongs to the assembly.
    - There are only two (2) kinds of amendments, Primary and Secondary.
      * Primary amendments:
        + Apply directly to the primary motion;
        + Can be amended.
      * Secondary amendments:
        + Does not apply directly to the primary motion, it is an amendment to the primary amendment.
        + Cannot be amended.
    - Two (2) amendments of the same degree cannot be considered at the same time. This means that you cannot have two (2) primary or two (2) secondary amendments on a motion at the same time. Amendments always:
      * Must pertain to the motion on the floor;
      * Must be seconded;
      * Require a majority vote to be adopted;
      * Can be reconsidered.
    - The Chair of the meeting of the Student Association will not accept more than a primary and secondary amendment.

## H. Debate

* + - Only Council members may make a primary or secondary motion, submit proposals, and make amendments. As well, the person who made the motion is entitled to speak first in the debate.
    - The person who makes the motion is the only member allowed to yield his or her time to someone else. It is the only time a yield will be recognized by the Chair of the business meetings.
    - The member who made the motion may not speak against it.
    - The person who makes the motion is the only member to whom questions may be asked.
    - The member who seconded the motion is not under the same constraints as the member who first made the motion. The person who seconds the motion may speak for or against the motion.
    - The debate must be confined to the merits of the pending question. Members cannot speak to other issues, no matter how important to the speaker. This decision is reserved to the discretion of the Chair of the Student Association Business Meetings.

## I. Ending Debate

* + - When a debate runs past its course, the chair can use the following expeditious and sensible methods to bring the question to a vote:
    - Motion to Vote
      1. A motion to vote must be motioned and seconded by a Council member.
      2. Council members may then object to voting.
      3. Should no Council member object to voting, the motion to vote will be accepted and the motion at hand will be voted upon.
      4. Should a Council member object to voting, a vote to vote will be taken where a majority vote in favor of ending the debate must be achieved to move to consider the question.
    - Table a Motion

To table a motion means to set aside a motion temporarily. If members want to debate the motion again, they need a majority vote to take it from the table. One speaker may speak in favor and one against.

## J. Voting

* + - Only members of the Representative Assembly are eligible to vote. In the case of a secondary motion, all members are eligible to vote. The Executive Vice President is not eligible to vote except in the event of a tied vote.
    - There are two methods of voting that are necessary for the Student Association. They are:
      1. The majority vote;
      2. The two-thirds (2/3) vote.
    - The Majority Vote
      * + Majority means that more than half the people entitled to vote must approve the motion for it to pass.
        + The majority vote is used in the following circumstances:

Approve a main motion;

Amend a motion;

Approve minutes;

Call for adjournment;

Table the motion;

Refer to committee;

Strike an amendment;

End discussion/send the matter to committee.

* + - * The Two-thirds (2/3) Vote
        + The two-thirds (2/3) vote is used in the following circumstances:

By-law Amendments;

Constitutional Amendments;

Policy Manual Amendments;

Referendum and recall;

Adoption of clubs.

* + - * A member who chooses to abstain from voting is not counted within the majority count or within the two-thirds count.

## K. The Chair

* + - The Chair of Student Association Business meetings shall be the Executive Vice President. In the event that the Executive Vice President is unable to attend a meeting, the Vice President of Academic Relations shall act as Chair.
    - All members should immediately stop talking if the Chair asserts privilege. For instance, if the Chair states a point of order, gives information, or speaks on any issue, the speaker must stop talking until the Chair’s remarks are concluded. People should not whisper, rustle papers, walk around the room, or in any way disrupt the Chair or any speaker. If the Chair calls a member out of order, the member must immediately cease talking.

## L. Dress Code

* + - All members of the TWUSA Council shall dress in business attire while attending weekly business meetings. There will be no dress code for TWUSA Council Meetings held on Thursday. Men must wear a dress shirt, dress pants and dress shoes. Women must wear a blouse or sweater, dress pants, skirt or dress and dress shoes. Absolutely no denim of any kind is permitted.

# IX. Committees

* *For specific committee descriptions and assignments, please refer to Appendix I*

## A. General Committee Guidelines

* The TWUSA Council represents the student body through participating in numerous committees within TWUSA and TWU. During the week of Pre-SLOW the Executive Team appoints members of the Council to numerous committees.
* TWUSA committee members should have a general understanding of their assigned committee. They should attend regularly, be prepared for the meetings and report back to the TWUSA Council on any updates or developments.
* By the end of each semester, TWUSA Council members are required to submit a Committee Report to the Executive Vice President and President. Please see Appendix 2.

## B. Chairing a TWUSA Committee

* Each TWUSA committee should be led by a committee chair, the responsibilities of the committee chair is as follows:
  + Lead and schedule regular meetings
  + Ensure that each committee members attends
  + File a committee report at the end of each semester,
  + Assign a notetaker for meeting minutes

## C. Strategic Planning Committee

* **Purpose:**
  + Create a unified vision to shape the future direction of TWUSA, by developing an overarching plan that spans the length of five years.
* **General Structure**:
  + 5 Members
    - Two members of the TWUSA Senate.
    - The President and Vice President of Finance.
    - A member of the TWUSA Council, appointed by the President.
  + The committee should meet on a bi-weekly basis.

## D. Document Review Committee

* **Purpose:**
  + Amend TWUSA’s governing documents to reflect ongoing changes and present procedures in the TWUSA Council.
  + Ensure there is clarity and direction in the governing documents.
* **General Structure**:
  + The Executive Vice President is the chair of the committee.
  + The President and three other TWUSA Council members.
  + The committee should meet on a weekly basis.

## E. Proposal Advisory Committee

* **Purpose:**
  + Review and discuss Club Funding Requests, Club Ratification Requests, Post-Proposal Summary and Revenue Proposal Forms.
  + Give recommendations to the TWUSA Council on Tuesday Business Meetings (TBMs) concerning the above points.
* **General Structure**:
  + The Vice President of Academic Relations the chair of the committee
  + President, Vice President of Finance and three other TWUSA Council members
  + The committee should meet on a regular basis, unless there are no proposals to review. It is recommended to meet on a weekly-basis.

# X. Research Guidelines

## A. Proposals

* + - Any proposal can be put to committee action if a movement to committee action is moved, seconded and receives a majority vote.
    - A committee shall be made up of at least one (1) voting Executive member, two (2) voting Representatives and an appointed member. The committee shall be composed of at least one (1) member who has spoken in favor and one (1) member who has spoken against the proposal. If any of these members are intrinsically involved in the proposal and their involvement constitutes a conflict of interest, the members shall abstain from participating and the Executive Vice President will appoint an alternate member(s).
    - The committee shall conduct research to determine student opinion on the proposal. The research shall be gathered in a manner fitting the proposal, most often through a survey of students. The following guidelines should be followed when conducting surveys:

## B. Surveys

* + - The survey sample shall attempt be made up of proportionate numbers of students in the following areas:
      * Male / Female;
      * Resident / Commuter;
      * Academic faculty;
      * Year of study.
    - The survey questions shall be unbiased. The group affected by the proposal, the mover of the proposal, a TWUSA Council member against the proposal and at least one Council advisor shall be consulted regarding the wording to survey questions.
    - A copy of the proposal shall be attached to the survey and posted on the TWUSA website.
    - Committee members should make note of any student questions regarding the proposal not answered in the fact sheet and forward the questions to the appropriate individuals.
    - The sample size of each survey shall be at least 5% of Student Association members.
    - The committee shall give its report of conclusions and recommendations to Council at a meeting determined by the President.
    - All results shall be distributed to each member of the TWUSA Council prior to the Business Meeting it is to be discussed.
    - One member of the committee shall present the results of the survey as well as commenting on the survey process, stating any recurring questions from students and relevant student comments.
    - If the committee unanimously agrees upon a course of action, it should be communicated to the Representative Assembly.

# XI. Archiving Guidelines

## A. General Guidelines

* + - The President, Executive Vice President and Director of Technology shall oversee the annual archival of TWUSA documents from the academic year.

## B. Procedure

* + - It is recommended that the archival process begin no later than the month of February in the given academic year, in order to give all TWUSA members sufficient time to assemble materials for archival.
    - Following the collection of relevant materials, the Director of Operations and Services will meet with the TWU Archivist in order to coordinate proper filing and storage for said materials.
    - Documents to be included in the archives, at a minimum, will include:
      * Copies of the pre-AGM and AGM budgets;
      * Copies of the Annual and Semi-Annual Reports;
      * A labeled photograph of Council or a list of Council members by position;
      * All Event and Committee Reports from the academic year;
      * All minutes from TWUSA Business Meetings;
      * All PowerPoint Slides from TWUSA Business Meetings.

# XII. Advertising Policy

## A. General Guidelines

* + - All advertising sanctioned by TWUSA, whether originating internally, externally, or from affiliated entities, must be approved either by the Director of Communications, the Director of Marketing or Vice President of Student Relations.
      * Any requests for advertising can be denied by any of the above parties for any reason.
    - The TWUSA Council reserves the right to disapprove any and all advertisements.
    - On-campus advertising by student and off-campus organizations must be approved and stamped by either Student Life or the TWUSA Council.
    - Once approved, advertisements shall only be posted according to the TWUSA and Trinity Western University guidelines.
    - The advertiser shall be responsible to remove all copies of the approved advertisement from on-campus display before the conclusion of their advertising period, which may extend no more than two (2) days after an advertised event’s conclusion.
    - If any copies of the approved advertisement continue to be posted after the conclusion of the approved advertising period, the posted copies will be promptly removed.
    - An advertisement must clearly present the name of the organization or group posting the advertisement, and if not, the same group must also present the organization sponsoring and/or funding the cause of the advertisement.
    - The advertisement must clearly present the date, time and location of the advertised event.
    - The location to be advertised for the event must be booked prior to submission of the advertisement for approval.
    - TWUSA Council reserves the right to disapprove any advertisements.
    - The advertisement shall not display or present objectionable content, including (but not limited to):
      * Obscene language;
      * Objectionable symbols;
      * Sexually suggestive or explicit text or graphics;
      * Violently explicit graphics;
      * Racial slurs or any hate speech;
      * Promotion of illegal drugs and/or illegal drug use;
      * Promotion of alcohol consumption;
      * Promotion of tobacco products;
      * Anything deemed objectionable by the Director of Communications or the Executive.
    - Advertisement must be posted according to TWUSA Council and University Display Guidelines for the purpose of keeping a clean and safe campus:
      * Do not post on any glass doors or windows.
      * Do not post on any painted surfaces.
      * Use only tacks or staples on bulletin boards.

# XIII. Manual for Elections and Referenda

## A. The Role of the Chief Electoral Officer

* + - The Chief Electoral Officer (CEO) shall be the Executive Vice President.
    - Oversee the elections and referenda of the Student Association.
    - Ensure that all candidates adhere to the guidelines set forth in the governing documents.
    - Ensure the validity of the voting process.

## B. Plurality of Votes

* + - In all Student Association elections, the candidate receiving the plurality of votes is elected to that office.
    - A plurality vote requires that a candidate have more votes than his/her opponents to be elected to an Executive position or to a Representative Assembly position. Plurality does not require a 50% majority.

## C. Election Procedures

* + - Applications and Information
      * Students wishing to run for a position shall apply for candidacy according to the time set by the CEO.
      * An information session on the available positions and eligibility requirements shall be hosted one week prior to the due date of applications.
    - Candidacy
      * Candidates shall submit a completed application to the CEO prior to the deadline set by the CEO. Individuals who are late in applying or declaring their candidacy may be given candidacy if agreed upon by the Student Association President and the CEO.
      * Candidates shall submit an unofficial transcript to the CEO before the application deadline.
      * Candidates must meet with the CEO to confirm their eligibility and be informed of pertinent election information.
      * Should a candidate be deemed ineligible, they may appeal their candidacy to TWUSA Senate prior to elections.
      * Candidates must be current members of the Student Association.
    - Campaign Regulations
      * Campaigning officially begins on the date and time specified by the CEO.
        + Campaigning, specifically, any of the below listed items, may not begin before the designated time, which may not begin later than 6:00 PM on the Friday before election week.
        + Campaigning can include, but is not limited to:

Campaign Literature, meaning print materials endorsing the election of a candidate, including campaign posters and all other related paraphernalia

Campaign Materials, meaning anything encouraging the election of a candidate, including campaign media such as any kind of mass messaging, social media profiles, websites, and videos.

* + - * The total expense of all campaigning paraphernalia and services shall not exceed $150 dollars per candidate.
      * In the event of a physical vote, all campaigning paraphernalia is prohibited from any of the student voting areas.
      * Paraphernalia may not be placed in or near the TWUSA office.
      * Posters may not be on glass or windows.
      * Posters may only be posted for students who are currently running for TWUSA positions; “fake” posters or campaigns will be destroyed at the discretion of the CEO.
        + Any posted “fake” posters or campaigns are subject to Student Life complaints or requisite fines at the discretion of the CEO.
      * A candidate may not be present while a student is voting; this includes current TWUSA Council members who are also candidates.
      * All campaigning paraphernalia shall be removed from the campus by the conclusion of election week as determined by the CEOr.
      * Candidates who are not present at the Langley campus at the time of the election may agree upon alternate methods of campaigning with the CEO.
    - Speeches
      * All candidates must make a formal public speech during the designated time.
      * Each speech shall be of a maximum of two minutes in length or in the time specified by the CEO.
      * The speaker’s list shall be made up in order of hierarchy of position and alphabetized thereafter.
      * Speeches shall adhere to the place and time prescribed by the CEO.
      * At the one-minute and one-minute-thirty-second time mark or at any other reasonable time mark chosen by the CEO, corresponding signs will be raised by the CEO, or designated assistant, in the front row indicating to the speaker the time remaining.
      * At zero time remaining a sign will be raised by the CEO indicating to the speaker that zero time remains.
      * At two (2) minutes and ten (10) seconds, or at the time specified by the CEO, the speaker’s microphone will be shut-off and the speaker will be asked to be seated.
    - All Candidates Forum
      * All candidates must attend the forum unless approved by the CEO.
      * The forum shall take place in the area and at the time designated by the CEO.
      * Candidates shall sit in the same order as the speeches were given.
      * The CEO may limit the candidates answer time per question as he/she sees fit.
    - Voting
      * Shall take place through a medium decided by the CEO.
      * Voting time shall be determined by the CEO but shall not be less than 48 hours.
      * Must be conducted by secret ballot online or by paper
      * All Student Association members are eligible to vote:
        + For Representative positions, only the appropriate constituent members are allowed to vote.
        + All students may vote for the Executive positions.
    - Ballot
      * Candidates shall appear on the ballot in order of hierarchy of position and alphabetical thereafter.
      * Candidates’ names cannot be linked together on the ballot.
    - Ballot Counting
      * All results from the election must be archived and put on file in the TWUSA database and filing system.
      * Results from the elections may be released to any member of the Student Association upon request.
    - Election Announcement to the Candidates
      * Results shall be announced to the candidates within the same day that the results are received by the CEO. All candidates must be informed at the same time.
    - Endorsements
      * Current TWUSA Council members may not endorse or aid a candidate in his or her campaign.
* All candidates must run alone, without any partnerships or coalitions among running candidates.
  + - Complaints
      * Complaints dealing with candidate indiscretions will be forwarded to the CEO and the complaint will be accepted or rejected through the discretion of the CEO and the Student Association President.
      * The candidate may be disqualified at the discretion of the CEO and Student Association President.
    - Technical Problems
      * In the event that the online system fails for a time during the election week, the CEO and Student Association President will decide how long to extend voting.
      * If necessary, voting may be rescheduled or moved to paper ballots.

## D. Elections Policy for Paper Ballots

* + - Voting
      * Shall take place online via the method approved and created by the CEO. In the event of a physical vote, voting shall take place in the Student Reimer Centre in front of the University Bookstore.
      * Shall take place by secret ballot.
      * In the event of a physical vote, polling station voters are required to present a student card for identification and must have their name crossed off from the voters list.
    - Ballot
      * Candidates shall appear on the ballot in order of hierarchy of position and alphabetical thereafter.
      * The ballot must include the CEO’s signature and a space for the validating signature.
      * The ballot must include a validating signature in order to be valid.
      * The CEO is not allowed to validate the ballot.
    - Ballot Counting
      * Each candidate shall appoint a scrutinizer who shall act on behalf of the candidate in the ballot counting procedure.
      * All ballots must have a validating signature in order to be counted.
      * The CEO must record the exact number of votes for each candidate, including Yes and No votes (if applicable).
      * The number of abstentions must also be recorded.
      * Results shall be announced immediately following the counting procedure by the CEO in the TWUSA Council Office. The announcement may not be made until all candidates are present.
    - Ballot Box
      * Must not be opened at any time during the election process until the votes are to be counted on the Thursday evening of the election week.
    - Spoiled Ballots
      * Spoiled ballots include ballots with:
        + Two or more choices selected in a single race ballots with strange markings;
        + Rude comments;
        + Any ballot that is not clearly marked for the appropriate candidate.
      * It is the responsibility of the CEO to decide whether a ballot is spoiled or not.
    - Election Announcement to the Candidates
      * After the votes have been counted and the scrutinizers have been informed of the result, the scrutinizers should be sent to bring back their particular candidate to the TWUSA office.
      * Candidates, therefore, should plan to be available between 5:30pm and 7:00pm on the Thursday night of election week.
      * Scrutinizers should not report to their candidate the results of the election before the CEO announces it to the group.

## E. In the Event of a Tie

* Should the instance of a tie between candidates arise, the CEO must announce to the candidates and the student body that there has been a tie; informing all parties of the following procedures.
* The CEO is to call for a secondary vote that is to take place among the Electoral College.
* Electoral College
* The Electoral College must comprise a quorum of the current Representative Assembly, Senate, and (if applicable) the newly elected Representative Assembly.
* Secondary Vote
* The secondary vote, by virtue of a secret ballot at a TWUSA Business Meeting, must take place within two academic weeks of an announcement to the student body.
* Candidates must be granted the opportunity to present their platform, for a maximum length of time decided upon by the CEO, in order for the Electoral College to make an informed vote.
* The CEO must then announce the results of the vote to the candidates and TWUSA Council immediately following the completion of the secondary voter; and consequently to the student body by, at the latest, the following Thursday.
* In the event of a tie in the secondary vote, the CEO is to vote in order to break the tie.

## F. Problems and Appeals

* + - Problem
      * Should a problem arise, or a candidate determine that a policy is being violated, the candidate shall alert the CEO immediately.
      * The CEO will then promptly respond to the concern at their discretion.
    - Appeals
      * Should a candidate determine that the violation was dealt with improperly nor in a timely manner, an appeal may be made to the President of the Student Association who will consult the Executive of the Student Association.
      * The majority decision of the Executive of the Student Association may be appealed to TWUSA Senate in extraordinary cases according to Bylaw VII.C

# XIV. Interviewing and Hiring

## A. Process

* + The Executive Vice President shall be responsible for the interview process of all TWUSA Council personnel. The Executive shall interview all candidates or applicants for TWUSA positions and shall maintain the confidentiality and integrity of all information. The Executive must hire applicants in accordance with all qualifying factors outlined in the Student Association Bylaws, including, but not limited to, academic standards and class standing.
  + Only current members of the Student Association may apply or be hired.
  + In the case that the TWUSA Executive deems there to be no suitable applicant for an appointed position, the Executive may leave the position vacant. For Student Media Editors-in-Chief, a recommendation will not be made to the Student Media Committee.

## B. Ad-Hoc Committees and Officers

* + The Executive of the Student Association shall have the prerogative to enlist the help of Student Association members in the effective workings of the TWUSA Council. The Executive may form new ad-hoc Student Association positions by formulating a job description or may form a new ad-hoc committee by formulating a committee description.
  + A TWUSA Council two-thirds (2/3) majority vote will be required to approve the funding of an ad-hoc officer; otherwise an ad-hoc office may be added at the discretion of the Executive.
  + Appointees must meet all eligibility requirements as outlined in Bylaw III. Ad-hoc officers shall be non-voting members of the TWUSA Council, and financial reimbursement shall be handled on an annual basis in proposal form.
    - A committee shall consist of a minimum of two members, of which at least one shall be a member of the TWUSA council.
    - Minutes shall be recorded at all official meetings.
    - All committees shall have a description of the purpose of the committee.
    - All committees shall report to council according to the schedule set out by the Executive.

# XV. Officer Training

## A. Transition

* + - Upon election or appointment, the new officer will begin weekly meetings with the incumbent officer for the purpose of transitioning. Incumbent officers are responsible to ensure that all information that would prove useful to future officers is recorded and presented to the Executive Vice President for coordination.
    - A transition document shall be presented to the new position holder at the beginning of his/her term. It is required that the transition document include the following sections:
      * Responsibilities
      * Key achievements and initiatives
      * Key contact information
      * Specific challenges of the role
      * Future opportunities
    - Additional transition information shall be completed and passed on to the new council member through the transition training retreat to be set by the joint Council Executives.
    - At the end of the transition period, each incumbent team member should have completed a lounge shift, be knowledgeable of their responsibilities per the bylaws and policy manual and have a general understanding of the role.

## B. Transition Day

* + - Each spring, following the elections and appointment of the new council, there shall be a day for training, transitioning, and teambuilding of the new council.
    - The transition retreat must take place prior to the joint council business meeting. It is the responsibility of the incoming Executive to communicate with other incoming council members the details of the retreat.

## C. SLO Week

* + - Student Leadership Orientation week is conducted one week before Orientation Week at the beginning of the fall semester each year. All members of the TWUSA Council are required to attend this week that combines Student Life programming with specific job instruction and team building exercises coordinated by the Executive.

## D. Pre-SLOW

* Pre-SLOW is a training, development, and orientation time for the TWUSA Executive department immediately prior to SLOW. Typically planned by the TWUSA President and held for the duration of a week at a location where the Executive can stay together.The intent is to build trust, plan for the year, and have fun.

# XVI. APPENDIX

## Committees

|  |  |  |
| --- | --- | --- |
| Committee | Member | Suggestions  (indicate your name when you suggest something) |
| Accountability Committee  Meets on the basis of necessity. | President  VPAR |  |
| Alumni Association Board  Meets monthly to discuss the future of the alumni association, alumni topics, and speaks into the role of membership and alumni relations. | President |  |
| Board of Governors  Meets three (3) times a year to discuss University affairs, the direction of the university; and how to move forward on many issues | President |  |
| Campus Planning Committee  It’s purpose is to examine and determine all renovations and building projects on campus | DOP  (S)  (S) |  |
| Communications Committee  This committee helps oversee the publications as well as hiring of editors | President  VPF |  |
| Course Evaluation Committee  This committee discusses the processes of course evaluations | (S) |  |
| Document Review Committee  Reviews the governing documents of the Student Association | VP  President  (S)  (S)  (S) |  |
| Dining Services Committee  Meets to bring TWUSA, Student Life and Sodexo together | VPSR  (S)  (S) |  |
| Ecological Stewardship Committee  Meets monthly to advise the administration in regards to issues such as tree removal and ecologically safe campus expansion | NATS rep  (S) |  |
| Housing Appeals Committee  This committee meets sporadically and is designed to deal with appeals in regards to the rule of students living on campus or at home until they reach an age of 21 | VPSR  (S) |  |
| Learning Commons Committee  This committee discusses the direction of the learning commons and how the learning commons can best serve students | VP  (S)  (S) |  |
| Library Committee  This committee discusses where the library is heading in relation to their online databases, online cataloguing and new books to be ordered | (S)  (S)  (S) |  |
| Office Renovations Committee  Meet to discuss the future plans of the TWUSA Office  Note: if doing major Renos, make the committee bigger. | DOP  VPF  (S)  (S)  (S) |  |
| President’s Council | President |  |
| Proposal Advisory Committee  This committee ensures that all documents are prepared before going before the representative assembly | VPAR  President  VPF  (S)  (S) |  |
| Recreation Enhancement  This committee oversees the spending of the new Recreation Fee | (S)  (S) |  |
| University Senate  This is also a new governing body on campus passed by UAC, this body oversees all campus policy and procedure | VP  VPAR  (S) |  |
| Curriculum Sub-committee | Education Rep  (S) |  |
| Undergraduate Academic Council  This is a sub-committee of the Senate. Same member who attends the Senate would attend this. Deals with anything to do with undergraduate academics, including courses, times for courses, changes in syllabi, etc. | VPAR  (S) |  |
| Senior Gift Committee  Organization of, and fundraising for the Senior Gift | Senior Events Assistant |  |
| Finance Committee  Exists to be a discussion board of how to spend TWUSA funds and receive money complaints | VPF  President |  |
| Strategic Planning Committee  Due to high turn around in TWUSA, this committee meets to ensure that TWUSA carries on a consistent vision for future to come | (S)  (S)  (S)  President  VPAR |  |
| Equity and Hospitality  A committee to give space for complaints and experiences of discrimination and abuse | President  VPSR  (S) |  |
| Health and Safety  Updates on health and safety guidelines | President  DE  DOP |  |

## 2. Suggested Transition Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Exec | Faculty Reps | Appointed |
| Week 1\* | Meet 1-on-1 with predecessor |  |  |
| Week 2 | Attend TWUSA Business meeting (Tuesday 1:30 - 2:45 PM) | -Meet 1-on-1 with predecessor  -Attend Thursday meeting (1:30 - 2:45 PM) |  |
| Week 3 | Lounge shift  Attend Exec Meeting  (Monday 9:00 PM) | Attend TWUSA Business meeting (Tuesday 1:30 - 2:45 PM) | -Meet 1-on-1 with predecessor  -Lounge shift |
| Week 4 | Attend Thursday meeting (1:30 - 2:45 PM) | Lounge shift | -Attend TWUSA Business meeting (Tuesday 1:30 - 2:45 PM) |
| Week 5 | Elect Exec Team meeting | All Faculty Reps meeting | Attend Thursday Meeting (1:30 - 2:45 PM) |
| Week 6 | Passing of the Torch | Passing of the Torch | Passing of the Torch |
| Week 7 | Transition TBM | Transition TBM | Transition TBM |

\*The announcement of Executive election results functions as the starting point of this schedule.