



**Students' Representative Council**

**Policy Manual**

**July 2011**

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**Statement of Purpose:**

We are accountable for the priorities we set, the performance of our staff, the allocation of our resources, and the performance of our institution. We will measure our performance and communicate the results freely inside and outside the University.  
(Degrees of Freedom, 1993)

# General

## **01 Language Usage:**

The official language utilized by the Students' Representative Council is English. All communication, both written and oral, will be in English form.

## **02 Sexual Harassment:**

The Students' Representative Council of the University of New Brunswick Saint John does not condone sexual harassment in any way, shape or form. It is the organization's utmost responsibility to provide a workplace free of harassment and therefore takes reasonable steps to insure its' prevention. Any employee, regardless of position, who sexually harasses another individual in the work place, shall be disciplined.

### What is Sexual Harassment?

Sexual harassment is defined as a course of abusive, unwelcome conduct or comments; or any sexual solicitation or advance that is known to be unwelcome. This behaviour is exceptionally noted if it places conditions on employment, benefits or service. The unwanted behaviour may be physical or verbal and may include one or more of the following:

- Unwelcome physical contact
- Implied or expressed promise of reward or threat of reprisal for complying with a sexual solicitation or advance
- Unwelcome sexual remarks or jokes that denigrate one's gender
- Unwelcome, ongoing, sexual solicitations or advances
- Displaying derogatory materials such as pictures or cartoons that denigrate either women or men.

### If you have been sexually harassed:

If you believe that you have been sexually harassed, you are encouraged to immediately tell the harasser to stop. If the harasser persists or if you choose not to confront him/her, tell a member of the executive council immediately. The executive will investigate any complaint promptly and notify both parties of the outcome.

If the evidence supports the complaint, the Students' Representative Council will do everything in its' power to halt the harassment, and if appropriate, discipline the perpetrator. If the evidence does not support the complaint, no persecution will occur for the individual filing the complaint, if the complaint was made in good faith.

## **03 Racism:**

The Students' Representative Council values cultural diversity and condemns all forms of racial discrimination and harassment. The SRC is committed to ensuring that individuals and groups are not disadvantaged because of their race (including colour, nationality, descent or ethnic origin).

#### **04 Religious Affiliation:**

The Students' Representative Council does not associate with any one religious group or denomination. It supports and encourages all forms of religious belief and strives to provide an environment where individuals are able to develop and prosper within their respective belief system.

#### **05 Smoking on Campus:**

The Students' Representative Council supports the University's position on smoking. It is as follows:

- (i) Smoking will not be permitted in any University building, within a ten-meter perimeter of any University building, or adjacent to any ventilation air intake
- (ii) All building entrances will be non-smoking areas
- (iii) All Residence Buildings, including residence rooms, will be non-smoking
- (iv) All buildings or areas where members of the public are invited to assemble, including food service areas, reception areas and meeting rooms, will be non-smoking
- (v) "No Smoking" signs will be posted at all entrances to buildings and at appropriate locations outside buildings by the Department of Physical Plant

Enforcement:

The success of this policy will depend upon the consideration and cooperation of smokers and non-smokers. All faculty, staff, students and visitors share in the responsibility for adhering to this policy. The right of the non-smoker to protect his/her health and safety will take precedence over another's desire to smoke. The Dean, Department Chairperson, or Director will be responsible for enforcement of this policy.

#### **06 Narcotics :**

The Students' Representative Council does not tolerate the presence of forbidden drugs on its' premises or at it's sponsored events. Should any quantity of a forbidden drug be found on the premises, and such fact comes to the attention of the Students' Representative Council executive, all appropriate steps will be taken to remedy the situation.

#### **07 Violence:**

The Students' Representative Council condemns violence of any kind on campus and exercises all precautionary measures to ensure that UNBSJ maintains its' warm, friendly and safe environment. This includes collaborative efforts with university administration to guarantee that current security practices are as effective as possible and suitable for our current campus needs.

## **08 Solicitation:**

Policy to be inserted at a later date.

## **09 International Student Employment:**

The Students' Representative Council fully supports International student employment off campus. Access to good paying jobs in the community enables International students to offset the cost of their education while simultaneously gaining valuable work experience.

The community benefits greatly by employing these individuals as they bring new ideas, talent and an enriching cultural diversity.

The Students' Representative Council would also like to see a shift from networking to actual job placement for all students.

# **General Administrative**

## **10 Membership Fees :**

Each member of the Student body contributes membership fees to the Students' Representative Council. These fees are collected by University administration at the time of tuition payment on behalf of the Students' Representative Council.

Fees are as follows:

- (i) Each full time undergraduate student registered in course for credit will contribute one hundred ten dollars (110) per annum. Provided a student attends university for one term only, they will pay half of the full time fee, fifty-five dollars (55.00).
- (ii) Each first-time UNB student will be charged a forty dollar (40) Orientation Fee in September.
- (iii) Each part time undergraduate student registered in course for credit will contribute twelve dollars fifty-cents (12.50) per course for credit.

## **11 Committees :**

Numerous committees exist within the University. The Students' Representative Council believes it essential to have at least one student representative present on each in order for the students' voice to be heard.

## **12 Council meetings:**

Council meetings shall be held no less than four (4) times in the fall semester and four (4) times in the winter semester. These meetings are primarily for executive and council members; however, all members of the general student body are welcome. Notice of all meetings should be sent to all Directors as well as advertised to the student body one (1) week prior.

The Company Chair shall ensure that an agenda be circulated to the executive and council members no later than two business days prior to the meeting. The agenda shall contain the time, date and location of the meeting as well as the motions and issues to be discussed. The most current copy of the agenda shall be made available for distribution upon request of the general student body.

### **13 Executive Meetings :**

Executive meetings, consisting of executive members only, shall be held once per week unless circumstances create need for greater frequency. The president shall determine the time, date and location of the regularly scheduled meetings as well as ensure that an agenda be made available no later than two business days prior to the meeting. The agenda shall contain the time, date and location of the meeting as well as the motions and issues to be discussed.

If during the summer months, executive members are unable to attend regular meetings, they are to keep contact with the president on weekly basis.

### **14 Office Hours:**

#### Purpose:

To ensure that there is consistent application of hours of operation for the Students' Representative Council and to maximize service to students and the general public.

#### Application:

The Students' Representative Council operates between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday. Each SRC member holding office, excluding the President, must set a minimum of 15 office hours during this time frame. The President must set a minimum of 35 office hours during this time frame. Walk in times must be posted on the door of the SRC office as well as advertised in the Baron.

The SRC will follow University guidelines for holiday closings and summer hours.

#### Temporary closure of the Students' Representative Council office:

Temporary closure of the SRC office rests exclusively with the president. If executive members, staff or students become aware of an emergency situation that they feel warrants the office's closure, they should immediately advise the president. The president will assess the situation and issue any instructions that are deemed necessary. If the office is temporarily closed, a sign detailing the expected time/date of reopening will be posted at the office entrance.

### **15 Legal Representation:**

The Students' Representative Council will extend legal representation to its' executive, employees and members contingent on the following:

If, while carrying out his/her respective designated duties for the Students' Representative Council, an individual is named a defendant in civil proceedings, the Students' Representative Council will absorb the legal expense, provided that:

- i) There is no conflict of interest apparent or possible between the defendant and the Students' Representative Council;
- ii) The individual has not acted in bad faith, malice or in an unprofessional manner;
- iii) The individual does not omit to any action that will prejudice the defense or representation of such proceedings or preliminary negotiations;
- iv) The individual fully cooperates with the Students' Representative Council's legal counsel

### **16 Archives:**

Documentation and preservation of information is essential to the continuity and success of the Students' Representative Council. The preservation of both financial and non-financial information is necessary.

Financial documentation to be preserved includes: general ledgers, general journals, payroll, financial statements, budgets, information on assets, investments, written agreements entered into by the Students' Representative Council and the like. Furthermore, information and documentation pertaining to the methodology used to reach key decisions should also be maintained in the archives.

General records to be preserved include: minutes from council and committee meetings, employee records, employee contracts, the signed by-laws of the company, and other pertinent information.

The archives are to be updated and maintained by the SRC's General Manager

### **17 Insurance:**

The Students' Representative Council requires a two (2) million dollar general comprehensive liability insurance plan to execute their operations. Special events insurance must be purchased for activities outside the realm of this policy. No student events may take place if insurance is not secured.

### **18 Student Center Lease Agreement:**

The Students' Representative Council believes that liability and rental costs for occupancy of the Thomas J. Condon Student Center should be minimal. Students pay for these facilities through their tuition fees on an annual basis and should not be charged an additional amount through student fees to occupy this space.

### **19 Whitebone Lounge :**

The Whitebone Lounge is for the Students of UNB Saint John. This room is open daily from 8 am to 10. This room is available for group functions provided the event is student focused in nature. Bookings for this facility may be done through the General Manager of the SRC. A policy for use of the Whitebone by Administration must be developed in order to preserve the "student-use first" aspect of the room.

## **20 Campus Bar:**

The Students' Representative Council contributed a large sum of money to renovate Colonel Tuckers'. Although the SRC has a vested interest in the operation, it will not promote events that it does not support. The onus lies with Housing and Food services.

## **21 Student Groups:**

### **Application Process:**

Applications for official recognition as a student group can be made through the Vice President Internal. The process involves submitting a proposed constitution, which will ensure the continuity of the group and its purpose. It should make clear the organization's reason for being, and outline its main objectives and whom it serves. Furthermore, it should include the structure of the organization and the process for electing its executives.

It is expected that in the first year of a new student group, a planning committee will be put into place rather than an executive elected to office, to establish the group. Details of who will comprise this planning committee and the methodology for these persons should be included in the application in the form of a cover letter.

A minimum of twenty-five (25) members will be required for consideration by the SRC. These members must be members of the SRC, and must have provided their full names, UNB login identifications and student numbers.

The Vice President Student Affairs shall help guide applications through this process without prejudice, however may provide aid by way of advice to the applicant regarding what characteristics might lead to a successful or unsuccessful application.

### **Decision Methodology:**

Decisions are made by the Executive Directors of the company. Such decisions will be made at their discretion with special attention given to ensuring the group does not contradict policies or by-laws of the SRC, human rights standards, or acts contrary to the best interest of the membership of the company.

Should an applicant wish to appeal the decision, notice should be given with seven (7) days of the decision to the President of the company. The appeal will follow the process described below.

Recognition as an SRC student group is not permanent, and may be revoked by any time for cause, at the discretion of the Executive Directors. This decision is subject to appeal, which will follow the process described below.

### **Renewal of Student Groups:**

Each group must submit a list of all executive members, with contact information for the summer months, as well as for the fall if available. This information should be re-confirmed the first week of the Fall Semester.

Furthermore, a full list of members of the group must be given to the Vice President Student Affairs and the General Manager as soon as possible at the beginning of the Fall Semester, no later than the end of the month of September. These members must be members of the SRC, and must have provided their full names, UNB login identifications and student numbers.

The minimum number of students required for any group to qualify for recognition by the SRC is twenty-five (25). Should any such group fail to meet this standard, their status will be revoked without prejudice, unless otherwise decided by the Executive Directors, at their discretion.

#### Membership of Student Groups:

The Vice President Student Affairs shall organize, for the Clubs and Societies, a membership fair at the beginning of the Fall Semester, no later than the end of the month of September. This will be the mechanism by which clubs, societies, and applicants for status, may recruit new members. All student groups may charge a maximum fee of \$10 for a membership.

Groups undergoing the application process must clearly identify themselves as tentative groups, seeking status, and may not charge membership fees until status is granted by the SRC.

#### Financial Support:

Financial support for recognized Clubs and Societies is decided annually by the Finance Committee. The membership of this committee will be established by the President and Vice President Finance of the SRC. Those qualified for consideration will be any member or employee of the SRC. The Vice President Finance will serve as chair of this committee.

Student groups applying for funding from the SRC should submit a proposal outlining their plans for the upcoming academic year, as well as a membership list from the previous year. Furthermore, they must submit their total number of members, as well as their updated membership list. These proposals should be submitted to the Vice President Finance by the end of the month of September of that academic year, unless otherwise informed by the Executive Directors.

The Finance Committee shall consider funding requests from all recognized clubs and societies, and shall determine funding at their discretion, while taking past performance of the group, membership base, as well as quality of the proposal into consideration.

Should a club or society wish to appeal the decision of the committee, they must notify the President of the company within seven (7) days of the decision. The appellant will be required to submit their appeal to the Executive Directors, who will make their decision in a timely fashion. This decision is not subject to appeal, unless petitioned by a Director of the company. Should a Director of the company petition for an appeal, it will follow the process described below.

### Student Group Finances:

All revenues, including membership fees, collected by SRC student groups shall be turned in to the Vice President Finance of the SRC in a timely fashion.

The treasurers of the respective student groups shall be the sole point of contact to the SRC Vice President Finance on matters relating to the group's finances. This is intended to avoid confusion and miscommunication.

The opening of a separate bank account for a SRC student group is strictly prohibited. The SRC Vice President Finance is ultimately responsible for all finances of student groups.

### Office Space:

Office space for student groups is allocated on the basis of members and usage. Groups holding the largest active member bases receive preference to those with smaller followings. Clubs and societies whose offices are most utilized for member services are given preference as well.

The Vice President Student Affairs monitors office space and club/society activity throughout the academic year. If he/she recognizes significant changes in status or usage, appropriate adjustments will be made.

There must be a detailed list kept of what office each club is in and who is holding keys to the office.

All phone passwords in the student group offices must be administered by the SRC and cannot be changed by anyone other than an executive member of the SRC. If at the end of the academic year, a password has been changed without the knowledge of the SRC and the services of the phone company are required to retrieve the changed password, that group will be penalized \$100 in the following year's budget.

### The Appeals Process:

The appellant will be invited to the subsequent meeting of the Directors and given sufficient time, as decided by the Chair of Company, to present their case for the appeal. The Directorship of the company will make their decision in a timely fashion. This decision is not subject to appeal.

***Specific and detailed club and financial instructions should be relayed to the clubs and societies each year by means of a Rules and Regulations Package assembled by the Vice-President Internal and the Vice-President Finance. This package should be added to the Policy Manual on an annual basis as APPENDIX B.***

### 22 Bulletin Boards:

The campus bulleting boards are the property of the University of New Brunswick in Saint John, and not that of the Students' Representative Council. The SRC will make use of the bulletin boards from time to time; however will not assume responsibility for the monitoring, management or content of the bulletin boards.

### **23 Promotions:**

The Students' Representative Council President must approve any promotions and advertisements that the Students' Representative Council supports. To best abide by this procedure, the Social Director, produces all promotional material for the company.

### **24 Tuition:**

The Students' Representative Council supports and acknowledges that Post Secondary Education should be accessible and affordable to those who are academically qualified and willing to pursue an education.

#### **Domestic Student Tuition:**

The Students' Representative Council believes that the cost of education should be predictable and fair. Consistent percentage increases would enable students to forecast and budget the entire cost of their undergraduate education prior to its commencement.

Students currently contribute approximately 40% to the cost of their education, while the government contributes approximately 60%. This level of funding fluctuates from year to year. A formula needs to be developed where the provincial operating grant is tied to tuition at a fixed level: one that is much lower.

#### **International Student Tuition:**

The Students' Representative Council believes that the cost of education should be predictable and fair. The government does not subsidize tuition for International students at the undergraduate level. The university should lock in a rate that is tied to domestic student tuition and eliminate arbitrary allocation.

### **25 Lobby Efforts:**

#### **Canadian Alliance of Student Associations (CASA) :**

The Students' Representative Council strongly supports the Canadian Alliance of Student Associations and their lobby efforts at the federal level. UNB Saint John benefits greatly by being members of this organization as their head office is situated in close proximity to parliament hill and their voice represents the voice of 21 student unions across the country.

#### **New Brunswick Student Alliance:**

The Students' Representative Council is no longer a member of the New Brunswick Student Alliance (NBSA). This group has experienced poor turnover, inconsistency, and inabilities to create a consensus among its membership.

UNB Saint John does not benefit from being a member of this provincial lobby group. Its' voice and message are much stronger by remaining individualistic at the provincial level. However, from time to time, it may be beneficial to co-operate with the member schools of the NBSA on specific projects and goals.

# Human Resources

## *Code of Conduct*

### **26 Employment Equity:**

The Students' Representative Council takes every possible precautionary measure to eliminate artificial barriers to the selection, hiring, promotion and training of designated groups, i.e. women, aboriginal peoples, persons with disabilities, and visible minorities; and to take steps to improve the employment status of these designated groups by increasing their participation in all levels of employment.

### **27 Conflict of Interest:**

The Students' Representative Council recognizes that its integrity and ethical standards are seriously compromised in circumstances where conflict of interest reasonably impairs or seemingly impairs an employee'(s)/ director'(s) objectivity in the performance of his/her duties. This includes receiving additional advantages or gain by virtue of employment with the Students' Representative Council.

All conflicts of interest, perceived or actual, will be fully disclosed to all Executive Directors and promptly resolved if and when they do arise.

Conflict of interest is defined as: Any situation in which an employee has or promotes an interest that results in or may be perceived to result in:

- (i) An interference with the objectivity with which the employee is expected to exercise his/her responsibilities and duties:
- (ii) An advantage or material gain to an employee, and/or to another person or persons with whom the employee does not deal at arm's length, by virtue of the employee's position on the Students' Representative Council.

### **29 Sick Leave:**

#### **Full time Staff**

All full-time staff members contribute to Unemployment Insurance and are therefore entitled to sickness benefits in the case of short-term disability. In the event of illness or injury, the Students' Representative Council will pay regular salary to the full time staff member for a period of up to six months. If the illness or injury persists beyond six months, the full-time staff member must make a claim to the insurance company in accordance with the long-term disability plan.

The Students' Representative Council reserves the right to demand medical certificates from their full-time staff members that detail their absence from duty.

#### **Part time Staff**

Part time employees are not subject to the same benefits and will not received paid

compensation in the event of illness or injury.

A doctor's note is required for any absences exceeding one week.

### **30 Performance Evaluation:**

A performance review will be conducted on all regular full-time and part-time support staff and elected officials on a regular and ongoing basis.

The purpose of this evaluation is:

- (i) To ensure the employee is performing the duties of his/her job as prescribed and to the best of his/her ability
- (ii) To ensure ongoing communication between the employee and supervisor
- (iii) To assist the employee in developing his/her skills
- (iv) To ensure the job is of benefit to both the organization and to the employee
- (v) To ensure that all staff members are being treated in a fair and equitable manner

The performance review shall be conducted no later than the third (3<sup>rd</sup>) week in October. Follow up reviews, if required, will be held prior to the end of the first term.

These performance reviews will act as a measure of accountability.

The review committee shall be comprised of The General Manager, two councilors, and two students whom are not affiliated with the Student Council.

### **31 Vacation:**

All full time employees are subject to paid vacation after one year of service. Rates are determined as follows:

One (1) to five (5) years of service: Ten (10) days paid vacation

Six (6) to ten (10) years of service: Fifteen (15) days paid vacation

Eleven (11) to fifteen (15) years of service: Twenty (20) days paid vacation

Fifteen (15) or more years of service: Negotiable

All full time employees, regardless of length of service with, will receive vacation pay for statutory holidays equal to those of The University. University recognized holiday days are: Christmas Eve Day, Christmas Day, Boxing Day, New Year's Eve Day, New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day and any other holidays so proclaimed by the federal, provincial, or municipal government.

The vacation year is defined as a one-year period that runs from May 1<sup>st</sup> to April 30<sup>th</sup>. Employees are encouraged to take their holidays within this time frame as the days do not carry over to the following vacation period.

### **32 Absence:**

Employees are permitted a reasonable amount of time for personal appointments. The Students' Representative Council encourages employees to schedule these appointments as infrequently as possible during times when their work efforts are most needed.

Appointments must be cleared in advance with the supervisor.

### **33 Professional Development:**

All full-time staff members are eligible to apply for leaves of absence, up to three (3) months in length, for professional development. This includes courses of study, training programs, exchange opportunities and a variety of other developmental activities. Leaves of absence are with regular pay.

To be granted this benefit, employees must submit a proposal to the Student Council President three (3) months prior to their anticipated development date. This proposal should outline the beginning and end dates for the project, approximate costs, benefits that the employee will receive for pursuing this venture and how it relates to the Students' Representative Council.

A selection committee will meet to review all applications

### **34 Probationary Period:**

All new employees of the Students' Representative Council are subject to a probationary period of twelve (12) weeks. This time frame is in effect to determine whether or not the employee meets the standards and requirements for the position.

At the end of the probationary period, an employee is either released or continues with his/her respective duties. Provided the employee is released, he/she will receive pay for all of his/her time worked as well as four (4) percent of their earnings for vacation pay.

## *Staff and Hiring*

### **35 Employment Contracts :**

All individuals, elected and appointed, shall be required to sign a contract at the beginning of each year outlining each individual's duties, salaries and other important information including the dates of the bi-annual reviews that are to take place.

### **36 Selection Committees :**

Positions under realm of the Students' Representative Council are appointed through selection committees comprised of the following:

The SRC president and president elect; vice president and vice president elect and the General Manager of the company. (Exception for Social director – 2 current executive, two executive elect and the current social director and Shinerama Director – current executive as of January in year of appointment).

Students' Representative Council: Policy Manual

Hiring for staffed positions takes place at the academic year-end for the following September.

### **37 General Manager :**

The General Manager of the Students' Representative Council manages the day-to-day operation of services, programs, and facilities provided to the student body. His/her duties include but are not limited to the following:

- (i) Daily administrative tasks (fax, photocopy, telephone, etc).
- (ii) Manage payroll, benefits, vacation, etc.
- (iii) Maintain a set of financial records to verify with the Vice President Finance.
- (iv) Act as liaison with UNB Fredericton Student Union, UNB Financial Services and Benefits Consulting firm (ACL) re Health & Dental insurance plan.
- (v) Manage external contracts of the Students' Representative Council.
- (vi) Manage and maintain minutes, documentation and company archives.
- (vii) Contact the Registrar in September and January to confirm the status of each Director and relevant employees, as being in good academic standing. The findings of this communication shall be immediately presented to the SRC executive who should take appropriate action, in accordance with the bylaws, then report to the Council in an open session, at the next regularly scheduled meeting.
- (viii) Monitor and report office hours and other related information to council.
- (ix) Other duties as required.

Should the position of General Manager become vacant due to illness, resignation or retirement the job shall be posted internally and externally for a minimum of 2 weeks. All successful applicants will be interviewed and hired by a selection committee that will be comprised of: Current President, President Elect (if applicable), Director of Student Services and the outgoing General Manager.

### **38 Social Director:**

The Social Director shall be an individual appointed by a selection committee as outlined in the by-laws, and shall be responsible for the organization and execution of events as well as the creation of promotional material. The duties will include:

- (i) Plan and coordinate social activities on behalf of the company;
- (ii) Assist with the planning and execution of events planned by those clubs/societies that are recognized on campus;
- (iii) Receive event request forms and forward;
- (iv) Forward funding requests to the VP Finance and Promotional material requests to the Associate Social Director no later than three weeks prior to the event;
- (v) Attend all social functions to ensure the smooth execution of student events;

- (vi) Be responsible for improving and maintaining student involvement on campus;
- (v) Be responsible for marketing approved events undertaken by the Company or any of the recognized clubs and societies on campus;
- (vi) Receive and complete poster requests no later than two weeks before the event is to take place;
- (vii) Present a report of activities undertaken on behalf of the Company at each regular meeting of the Directors;
- (viii) Continually seek ideas to better communicate and market events to the students of UNB Saint John;
- (ix) Perform other tasks from time to time as requested by the President;
- (x) Present an annual report to council before leaving office; and
- (xi) Be responsible to the President.

### **39 Web Content Administrator:**

The Web Content Administrator shall be an individual appointed by a selection committee as outlined in the by-laws, and shall be responsible for the organization and execution of events as well as the creation of promotional material. The duties will include:

- (i) Service and maintain the Company's website on a regular basis;
- (v) Continually seek ideas to better communicate and market the website to the students of UNB Saint John;
- (vii) Perform other tasks from time to time as requested by the President;
- (viii) Present an annual report to council before leaving office; and
- (ix) Be responsible to the President.

### **40 Shinerama Director:**

The Shinerama Director shall be an individual appointed in the month of January by the current executive and shall be responsible for the organization and execution of Shinerama. The duties will include:

- (i) Soliciting donations;
- (ii) Organizing and hosting activities to raise funds;
- (iii) Organizing and planning Shine Day to be held the first week of classes;
- (iv) Keeping track of funds raised and remitting funds to Shinerama Canada;
- (v) Raising awareness of the Cystic Fibrosis and Shinerama around campus.

The successful candidate should be an individual who has been involved in Shinerama in previous years. The position will be held until December 31<sup>st</sup> in the year so appointed.

### **41 Chair of Company:**

The Chair of Company for the Students' Representative Council is the official council meeting regulator for the corporation. The Chair utilizes Roberts Rules of Order to govern and regulate all council meetings.

If the President feels that the chair of company is in conflict over issues on the agenda, he/she may remove the chair for part or all of the meeting.

#### **42 Recording Secretary**

The recording secretary is the official minute taker of the Students' Representative Council. The recording secretary is responsible for taking and distributing the minutes off all the executive and council meetings. The recording secretary reports directly to the President, but is ultimately responsible to the executive directors of the SRC.

#### **43 Student Disciplinary Chair:**

The Student Council President, in conjunction with the Manager of Safety and Security, appoints a student to sit as Student Disciplinary Committee Chair.

#### **44 Chief Returning Officer:**

The Chief Returning Officer is chosen by a selection committee and ratified by council. This individual is responsible for conducting and supervising an equitable campaign as well as executing the duties outlined in section 47 of this manual.

## **Elections**

#### **45 Nominations:**

- (i) Election nominations shall take place one week prior to the campaign period;
- (ii) Nominations are open to all members of the student body who are in good academic standing as defined by the university calendar and in good standing with the company;
- (iii) Nominations are considered once nomination forms are returned and verified by the Chief Returning Officer;
- (iv) All nomination appeals must be submitted to the Elections Committee within seventy-two (72) hours of the close of the nomination period.

#### **46 Elections Committee:**

The Elections Committee consists of the Chief Returning Officer and the Students' Representative Council Executive. The mandate of this committee is to serve as an advisory board to the Chief Returning Officer throughout the Election process.

Any member of the SRC Executive that is nominated for office in the elections shall not qualify for a seat on the Elections Committee.

The Chief Returning Officer shall head the elections committee. The duties of the Chief Returning Officer are as follows:

- (i) Establishing the elections schedule and timeline;
- (ii) Authorizing all official notices and elections publicity;

- (iii) Hosting a Mandatory Candidate Advisory Meeting prior to the election period;
- (iv) Coordinating the online voting system with IT services;
- (v) Issuing official election results to candidates and the general student body;
- (vi) Appointing a deputy returning officer in the case of his/her absence;
- (vii) Ensuring student status of the candidates with the registrar's office;
- (viii) Along with the elections committee, ensure that all campaign regulations are adhered to.

#### **47 Campaign Regulations:**

The Chief Returning Officer will enforce the following guidelines as of March 2007:

- (i) All campaign material will be provided exclusively in English.
- (ii) Campaigning (**1**) will commence at 8am on a day selected by the Students' Representative Council (SRC) and will continue until 11:59 am on the sixth (6<sup>th</sup>) day after.
- (iii) Candidates may perform brief speeches in classrooms provided he or she has the permission of the presiding professor.
- (iv) All candidates will give a speech of up to seven (7) minutes to the student body at an assembly arranged by the CRO.
- (v) Candidates are limited to one (1) banner on campus that may be up to 9' x 3' in size.
- (vi) Candidates are limited to ten (10) posters that may be up to 11" x 17"; these posters must be stamped and numbered by the SRC and are limited to SRC designated bulletin boards.
- (vii) Campaigning by email, personal website (**2**) or cell phone messaging is expressly forbidden.
- (viii) Campaigning is permitted in all non-academic (**3**) areas of the campus excluding: The G. Forbes Elliott Athletic Centre, any campus residence buildings, Saint John College and the offices of the Students' Representative Council.
- (ix) Candidates are not permitted to accept endorsements (**4**) from any campus club or society, faculty or administration in whole or in any part thereof.
- (x) Any material donations received by candidates must be reported to the CRO who will record the donation against the candidates' campaign budget at one half of real value as determined by the CRO.
- (xi) Candidates will not distribute gifts, tokens, or favours of any kind whatever.
- (xii) Candidates may distribute flyers sized to one-third the width of a standard letter size page, ninety-nine (99) in total provided they are printed and stamped by the CRO and handed out only inside as per regulation (viii). The cost for this service is ten dollars (\$10) and the flyers will be black and white.
- (xiii) A candidate and his or her supporters may wear buttons or stickers to a maximum of twenty-five (25) items.
- (xiv) Candidates may prepare or provide t-shirts or other articles of clothing to be worn personally and/or by his or her supporters up to a maximum of fifteen (15) items.
- (xv) Candidates wishing to run on a slate or to campaign jointly count as one (1) candidate for regulatory purposes.
- (xvi) Candidates may not distribute campaign materials (**5**) off campus; however they may campaign.

- (xvii) A candidate may purchase paid media so long as it does not exceed the campaign budget.
- (xviii) A candidate's campaign budget is limited to two hundred dollars (\$200) on campus and two hundred dollars (\$200) off campus; these budgets are to remain separate. A candidate's budget can and will be scrutinized at the request of any other candidate provided said candidate can demonstrate grounds or at the discretion of the CRO.

Campaign materials and allowances are limited to the aforementioned guidelines. Anything unmentioned must be clarified through the CRO. Should the CRO permit any further methods of campaigning he or she shall notify all other candidates via email.

- (1) Campaigning is defined as the process by which a candidate attempts to influence voting behaviour through unsolicited advances within the bounds of these regulations.
- (2) A personal website is defined as a unique virtual space on the internet with a unique URL owned by the candidate established and maintained by a candidate by his or her own efforts.
- (3) Academic areas are defined as: The Ward Chipman Library, any and all computer labs, any and all study halls, laboratories and classrooms; except as in regulation (viii).
- (4) Endorsements are defined as an implicit or explicit pledge or promise to influence the support of a group by an individual or individuals in a position to do so; or as a public announcement of that pledge or promise.
- (5) Campaign materials are defined as any movable physical object created or commissioned to be created by a candidate for the purposes of campaigning.

#### **48 Campaign Regulation Violations:**

The following will result in a candidate's automatic disqualification:

- (i) Failure to attend or send a designate to the Mandatory Candidate Advisory Meeting organized by the Chief Returning Officer (CRO) prior to campaign period.
- (ii) Interference (*I*) with another candidate's campaign.
- (iii) Any act of campaigning outside of the Campaign Regulation (as defined in article 48) without permission from the CRO.
- (iv) Interference with the online voting system.
- (v) Any post-campaign incident
- (vi) Three (3) poster violations
- (vii) Fines totaling one hundred (\$100) or more
- (viii) Failure to pay fines by closure of campaign period.
- (ix) Blatant disregard of the campaign regulations as so deemed by the CRO.

(*I*) Interference is defined as any wilful act against or toward another candidate or candidates which by its commission prevents or impedes that candidate or candidates' ability to campaign as defined in article 48.

Fines are non-refundable and will be issued against a candidate or candidates for certain other transgressions against the rules and are tallied as an expense against a candidates appropriate campaign budget:

- (i) \$15.00 for first poster violation, \$25.00 for second poster violation
- (ii) \$25.00 per electronic violation incident.
- (iii) \$50.00 per pre-campaign incident.
- (iv) Up to \$75 for any other incident defined by the elections committee.

#### **49 Election Appeals:**

Election appeals must be submitted in writing to the Appeals Committee within seventy-two (72) hours of the election close.

Any student may challenge the validity of an election or its results. All appeals must contain the appellants' name, student number, contact information and a detailed explanation on the grounds of appeal.

The committee must come to a decision within 7 days of the appeal submission.

The Appeals committee consists of any 5 members of the student body apart from those on the elections committee. The appeals committee is chosen by a selection committee and ratified by council prior to the close of nominations. This selection committee shall be comprised of the President, one Vice President, and the General Manager of the SRC.

## **Finances**

#### **50 Financial Policy:**

The Students' Representative Council adheres to the financial commitment of spending students' money on students. The following budgetary procedures were implemented to outline the responsibilities associated with the expenditure and/or release of student funds as well as to act as an internal control mechanism for the organization.

#### **Budgeting:**

(i) The Vice President Finance will review the an annual budget set forth by the previous years council, which will be effective for the academic school year. This budget is created and submitted to the University Board of Governors prior to the end of the academic year and submitted for approval.

(ii) The Vice President Finance receives all revenue and issues receipts. The bank reconciliation is done by the General Manager.

(iii) Bank deposits are done on a weekly basis to keep financial records as current and accurate as possible.

(iv) The Vice President finance shall present a financial report at each and every council

meeting detailing expenditures of the last month and forecasts of future spending.

### **51 Signing Authority:**

The President, Vice President Finance, and the General Manager shall hold signing authority for the company. Authority must be registered with the branch of the bank immediate upon assumption of term in office.

In order for a cheque to be validated, it must contain two authorized signatures.

Executive members with signing authority are unable to designate representatives to sign in their absence. Any cheque signed by designates or unauthorized individuals will be considered void.

### **52 Purchasing:**

The Student Council Executive must approve all purchases made with the Student Representative Council's money. Any purchases exceeding five hundred (500) dollars must be passed and approved by authorized purchase order and have executive approval.

Any purchase exceeding one thousand (1000) dollars must be based and approved by authorized purchase order and have (council approval).

**ALL PURCHASES MUST BE GENERATED BY PURCHASE ORDER ISSUED BY THE V.P. FINANCE OR THE GENERAL MANAGER.**

If items are purchased by the Treasurer of a Club or Society, the individual must:

- a) get a purchase order and PRE-APPROVED reimbursement sheet from either the V.P. Finance or the General Manager
- b) pay for the item(s) themselves and
- c) submit for payment.

**NO EXPENSES WILL BE REIMBURSED WITHOUT A PURCHASE ORDER NUMBER OBTAINED BEFORE EXPENSE WAS INCURRED.**

Any purchase recorded on an expense form must NOT exceed \$50.00 unless prior consent has been received from the VP Finance.

### **53 Travel and Entertainment**

#### *Introduction*

It is the policy of The Students' Representative Council of the University of New Brunswick in Saint John Inc. ("SRC" or "Company") to reimburse employees and/or individuals of committees or groups representing the student body for actual, reasonable, and proper expenses, which are incurred while doing business as an representative of the SRC and/or student body. This policy supersedes all existing polices/guidelines for business related expenditures, and remains in effect subject to amendments that may be

required. Employees must comply with SRC's expense reporting and documentation requirements to obtain reimbursements.

### *General*

Employees shall be reimbursed for business expenses on the basis of the submission of an expense report. The form must be properly documented, with all information provided as required. The employee must sign and date the expense report attesting that all reported expenses were incurred for a valid business purpose in conformance with SRC's policy and guidelines. An authorized signature is required, as well (All Executive expense reports should be approved by the VP Finance or the President of the Company or the General Manager of the Company).

### *Receipts*

Employees must submit original receipts for all expenses. Receipts should be taped to an 8 ½ by 11 sheet of paper using invisible tape being careful not to cover any printing, the tape glue reacts with some inks making them illegible over time. The receipts along with the signed expense report should be submitted directly to the VP of Finance or the General Manager of the Company.

Improperly documented items will **not** be reimbursed.

Canada Revenue Agency accepts only those receipts bearing the name and address of the establishment as part of the receipt. Original receipts are required. Receipts should include the name and location of the vendor, date and amount. A credit card statement is not a preferred form of receipt but may be used for lost or missing receipts. Credit card statements often lack the detail that is required for auditing. Acceptable receipts are as follows:

- Airline tickets – The receipt should show the dates of travel, departure/destination locations, fare class, ticket number and price. The agency itinerary should accompany electronic tickets with boarding passes provided when available.
- Airline change fees/Extra baggage fees – The fees must be clearly and associated with a purchased airline ticket. The airline ticket dollar history should be outlined in terms of the original amount, change fee amount, extra baggage fee amount, and new ticket amount.
- Car rental – The receipt must show the number of rental days, the rental location and the breakdown of charges.
- Hotel – The itemized hotel bill. Adequate documentation should show the name and location of the hotel, the dates of stay with separate amounts for lodging, taxes, telephone charges, etc.
- Other – Credit card receipts may be used as receipts for smaller purchased items, such as meals and taxis.

### *Deadline*

Expense reports should be submitted on a bi-weekly basis. Expenses older than 90 days will **not** be reimbursed unless approved in advance by the President of the Company or the VP Finance.

## Travel Arrangements

### *Business Justification for Travel*

Employees and their supervisors should carefully evaluate the need for business travel and exercise sound business judgment when incurring expenses for which reimbursement is requested from the Company.

### *Lost, Damaged or Stolen Personal Property*

Personal property lost, damaged or stolen while an employee is on travel status is the responsibility of the employee.

## Air Travel

### *Class of Service*

**All domestic air travel should be booked as coach class with a non-refundable fare.** If the employee feels changes to the itinerary are likely, fully refundable (not fully changeable) tickets or “Y” class may be purchased. **It is the employee’s responsibility to completely understand the fare rules for tickets purchased.**

### *Lowest Cost Flight*

In general, employees should accept the lowest cost flight provided by the Travel Agency, at the time of ticketing. The lowest cost flight is one that is at the lowest cost as determined by the Travel Agency in which the flight is close to the employee’s requested time frame and the flight is conveniently located to the place of business or to the employee’s home.

### *Tickets*

The SRC encourages the use of advance purchase, discounted fares. Advance purchase fares can be submitted for reimbursement when purchased. Fees and penalties for changes to advance purchased fares will be reimbursed if necessitated by a business reason or personal emergency.

## Refunds

**It is the employee’s responsibility to obtain a credit or a refund for any unused ticket.** It is the employee’s responsibility to assess the disposition of the credit and see that it is returned to the Company, if appropriate. For example:

Occasionally tickets are purchased several weeks in advance of a trip. Because SRC does not require proof of travel before reimbursement occurs, the employee can submit this expense for reimbursement immediately. If that trip is cancelled and a refund requested, the credit will be issued to the employee, not SRC. **It is the employee’s responsibility to return those funds to SRC. As such, when the trip is cancelled and a credit is**

**anticipated, the employee should contact the VP Finance immediately for instructions on how to properly credit SRC for the refund.**

Electronic tickets are encouraged and required by many airlines. There are occasions when an unused portion of a ticket may be reissued in hard copy to the traveler. If a hard copy ticket is ever misplaced, it should be reported to the airline immediately. A claim fee will be required to replace the ticket. This fee is reimbursable by the Company.

## **Ground Transportation**

### *Automobile Rentals*

Automobile rentals are authorized when such use is clearly in the business interest of the Company and is cost-effective. The employee should rent an intermediate class automobile or smaller, except when a larger car is justified by the number of employees, customer representatives or business associates expected to ride in it. The reason for upgraded rentals should be documented on the expense report.

Automobile rentals should be booked through one of SRC's strategic rental partners, currently Enterprise Rent-A-Car or Discount Car & Truck Rental, and the reservation guaranteed with the Company's account. A purchase order number should be obtained from the VP Finance and provided to the automobile rental agency. Alternative providers may be used when the rate is cost effective.

**Employees should accept Loss Damage Waiver (L.D.W) insurance when renting a vehicle and decline all other insurance. If an employee uses their personal credit card, insurance coverage may sometimes be provided by the employee's personal auto insurance policy. Check with your credit card and insurance providers for more information.**

Employees traveling together are expected to share a rental car.

Employees should refuel just prior to return of the automobile to avoid rental companies' premiums over the local market price for gasoline.

### *Car Rental Accidents*

Accidents involving rental cars must be reported promptly to the police as well as the rental agency and your insurance provider.

Employees should retain all paperwork, note all contract numbers, and make copies for personal records. The claims process can be lengthy.

### *Personal Automobile*

Employees who are required to use their own automobiles on company business will be reimbursed for mileage driven. SRC reimburses personal automobile use at the UNB corporate reimbursement rate. This allowance is to compensate for the cost of gasoline, maintenance, depreciation, and insurance. In addition, employees driving on Company business may claim reimbursement for fees (except any violations – parking or traffic) and tolls incurred that they would normally not incur.

The Company does not reimburse for “base mileage”. Base mileage is the round-trip number of miles between your home and the Thomas J. Condon Student Centre. Base mileage is commuting expense and is not reimbursable. Employees traveling to a local destination on business directly from home may submit the incremental cost of the commute over base mileage for reimbursement. Employees who have additional questions regarding the use of personal automobiles should contact the VP Finance, President, or Office Manager.

If an employee is traveling by personal automobile on company business, SRC requires the employee to carry, at the employee’s expense, public liability and damage insurance at the minimum by law.

#### *Other Ground Transportation Costs*

The cost of other ground transportation (e.g., taxi, bus, etc...) for business use is reimbursable by the Company.

Employees are expected to avoid long-term parking costs at airports, unless parking cost is lower than available means of transportation to and from the airport.

Expenses resulting from traffic law violations will not be reimbursed.

## **Lodging**

### *Hotels*

The hotel selection should be based on the general convenience of the property to the work assignment, as well as comfort, safety, general satisfaction of the accommodations.

Employees will be reimbursed for actual and reasonable lodging costs incurred. In general, accommodations should be made in mid-priced properties if possible. It is understood that business travel can coincide with “high season” traffic or special events that inflate otherwise average-price accommodations. If this occurs, make a note on the hotel bill when it is submitted for reimbursement.

When attending seminars or conventions, lodging arrangements should be communicated to the hotel to take advantage of discount group rates.

The employee should automatically guarantee the hotel reservation on his/her personal credit card. Failure to cancel a guaranteed reservation within the property’s cancellation “window” will result in a no-show bill for one night’s lodging, which is charged to the employee’s credit card. **The no-show bill is not reimbursable by the Company unless circumstances made it impossible for the employee to contact the hotel in time.** In some cases, the employee is able to work with the hotel management to reverse these

charges. Contact the hotel as soon as possible once you realize you may have incurred no-show charges.

Late checkout fees are reimbursable with sufficient justification.

When submitting Lodging expense on the report, the employee must separate the cost of the room and room tax, from other incidental charges on the receipt (meals, laundry, etc).

## **Meals & Per Diem Allowance**

### *Meals*

“Meals” cover reasonable and documented meals you purchase while traveling, conducting SRC business, or meals arranged by a supervisor for business meetings/discussions, such as for executive members gathered for a specific company purpose. The reimbursement of meals is included in a per diem allowance, if applicable, and therefore would not be separately reimbursable if receiving the allowance.

To ensure compliance with CRA regulations on meals, the following information must be documented:

- Cost
- Date
- Place (name and location)
- Business purpose and nature of business-benefit derived or expected to be derived.
- Name, company name, and title of people present or other designation sufficient to establish business relationship to the Company

### *Per Diem Allowance*

An out-of-town per diem allowance, normally used only when required, is intended to cover meals and incidental costs incurred due to overnight, out-of-town travel. The individual is reimbursed the per diem allowance in place of reimbursement of actual meal and incidental expenses. The employee must clearly identify the location they are at.

SRC would prefer employees to submit actual meal and incidental costs rather than per diem.

The purpose of using a per diem is to allow employees the maximum per diem without having to treat any of the allowance as wages for tax purposes. The per diem allowance is for the following costs:

- Meals (Breakfast, Lunch and Dinner)
- Tips

The per diem (\$45) allowance is broken down:

Breakfast \$10

Lunch \$10

Dinner \$15

## Incidentals \$10

Employees should use discretion to apply *appropriate* criteria for reimbursement based on the circumstances. For example, if the employee spends most of the day out of town before catching a flight back, the entire per diem is reimbursable, but if the employee returns in the early afternoon, the employee should prorate the per diem for that day.

Per Diem must be applied consistently by the employee. An employee using per diem must charge per diem throughout their entire out of town travel. An employee cannot mix per diem and actual expenses on the same trip.

## Entertainment expenses

Entertainment must be associated with the active conduct of business and must be incurred during, before, or after a substantial business discussion. Entertainment expenses (including business lunches, dinners, events, etc.) serve definite business purposes – with reasonable expectation of deriving increased business benefits.

To ensure compliance with CRA regulations on meals and other entertainment expenses, the following information must be documented:

- Cost
- Date
- Place (name and location) and nature of entertainment
- Business purpose and nature of business-benefit derived or expected to be derived.
- Name, company name, and title of people present or other designation sufficient to establish business relationship to the Company.

Entertainment expenditures greater than \$100 need the approval of the VP Finance or above, expenditures greater than \$250 require the approval of at least two directors with signing authority. Social club dues will not be reimbursed. Athletic/Golf/Country Club memberships will not be reimbursed, individual green fees or club meal expenses will be reimbursed on an individual basis when incurred for business related activities.

## Incidentals

Dry cleaning/Laundry expenses will be reimbursed when duration of the trip is at least six (6) days or for emergency spills/situations.

Reasonable tips in relation to services rendered will be reimbursed. A tip generally should not exceed 15% of the total cost. The reimbursement of this cost is included in a per diem allowance, if applicable, and therefore would not be separately reimbursable if receiving the allowance.

Reasonable costs of telephone, fax, postage, baggage handling or other incidental expenses are reimbursable when required for business purposes.

When working 11 or more hours at the office a reasonable meal expense will be reimbursed when supported by a receipt. Local travel expenses incurred for late night safety purposes will be reimbursed, when working.

Mobile telephone usage costs are reimbursable when required for business purposes. If the telephone usage costs are billed based on one lump sum charge, the portion related to personal use should be reduced from the charge.

SRC will not reimburse for office supplies, computer equipment, etc. that exceeds \$50. Amounts above this limit should be purchased through the applicable company office and billed directly to the company.

SRC will not reimburse for “personal entertainment” of employees (e.g., newspapers, magazines, hotel room movies, hotel health club fees, etc.). Any concerns regarding whether or not a specific expense will be covered should be discussed with the VP Finance or higher prior to incurring the expense.

SRC will not reimburse for the following miscellaneous expenses:

- Gifts to employees of any kind. SRC provides gifts within CRA guidelines for Holidays and special life events; additional gifts are at the expense of the giver(s). Flowers should be requested through the General Manager.
- Annual fees for personal credit cards
- Credit card delinquency fees or finance charges
- Luggage or briefcase
- Clothing
- Express mailing charges for sending in personal items (expense report receipts, forms, etc) to the Company
- DSL, cable or equivalent home high speed communication lines
- Personal mobile devices, landlines, or fax lines

## **Miscellaneous**

### *Foreign Currency*

All business expenses incurred in a foreign currency must be converted to the home-based currency on the expense report at the exchange rate at the time the expense was incurred. The exchange rate used should be reported on the expense report.

Use <http://www.Oanda.com> for all foreign currency conversions. Attach a copy of the Oanda rate sheet with your expense report.

### *Combined Business and Personal Travel*

When personal travel is combined with business travel, the employee will be reimbursed for the lowest logical fare for only the business portion of the trip, with the amount determined as of the fare ticketed. Details of personal travel expense must be identified separately and reduced from the total costs when submitting these costs for reimbursement.

### *Committees and Meetings*

If a student is serving on a committee as a representative of the student body, the SRC shall be caused to provide said individual with the appropriate lodging, travel and per-diem arrangements as extended to employees of the company. This includes but is not limited to business relating to senate, board of governors or other ad-hoc committees where travel is required.

### **54 Capital Campaigns :**

The Students' Representative Council supports the University's position to administer capital campaigns. These fundraising initiatives provide access to capital and resources that would not otherwise be available to students.

The Students' Representative Council believes that the University should seek its' funding for such campaigns external to the campus community.