

**Policy Manual of
The St.F.X. Students' Union**

St. Francis Xavier University
Antigonish, Nova Scotia, Canada

The Council of the St. F.X. Students' Union, St. Francis Xavier University, Antigonish, Nova Scotia, does hereby make and publish the following policies .

Last Amended at the October 16th 2011 Regular Meeting of Council.

Vision Statement

The St. Francis Xavier University Students' Union will uphold the will of the students of Saint Francis Xavier University. This policy manual is designed to give all students an understanding of what their Student Union can do for them. Through these policies, the St. Francis Xavier University Students' Union supports engendering spirit, creating a sense of community among students, serving the needs of others, and, above all, never forgetting that we work for the students first.

Mission Statement: ST.F.X. Students' Union

As in the By-laws of the Saint Francis Xavier University Students Union:

- The Saint Francis Xavier University Students' Union is the democratic, participatory student voice at St. Francis Xavier University. Its aim is to help StFX students have the best university experience possible.
- The StFX Students' Union will provide services that students deem necessary - at the lowest possible cost.
- The StFX Students' Union will defend the rights and represent the interests of StFX students, keeping in mind that students are the core of this university.
- The StFX Students' Union will assist in the organization of as many student activities and groups as possible, especially those which directly benefit those in need within and outside the university community.
- The StFX Students' Union strives for a university community free of discrimination based on gender, race, sexual orientation, or any other basis, and is committed to organizing a strong student body prepared to correct these wrongs.
- The StFX. Students' Union is committed to the protection of the environment.
- The StFX. Students' Union believes that university education should be accessible to anyone that is academically qualified regardless of their ability to finance their own education and will always impress this point on the University, on government, and on other external groups.

Introduction

These policies are designed to be guiding principles for the Saint Francis Xavier University Students' Union, herein referred to as the Union. The Union is the democratic student organization of Saint Francis Xavier University.

Policies must be passed by two-thirds (2/3) majority vote of the Students' Union Representative Council, herein referred to as Council. They should be reviewed and re-passed by Council on a yearly basis.

Activities Policy

The Union, through the direction of the VP-Activities and Events and the VP-Finance, will set ticket prices for its events with the following mechanism: fixed costs will be determined, and the event will break even if seventy percent (70%) of the tickets are sold.

No entertainment contract will be considered valid without the signatures of the President (or VP-Executive), VP-Activities and Events, and the VP-Finance signatures and the approval of the Executive Board. The Union will attempt to make sure that its events are open to all students, including those under the legal age of alcohol consumption – nineteen (19). The Union will also encourage the programming of non-alcoholic events (ex. film series).

Students have first priority to tickets sold for events organized by the Union.

Advertising Policy

The Union will not tolerate outstanding debt from its advertisers. It will make every effort to collect this debt first through the VP-Finance, then through a collection agency, then through the Union's lawyer, if deemed necessary. No business with outstanding debt will be allowed to advertise in Union publication until they have paid off or have arranged to pay off their debt. The Union will not accept any advertising that is racist, sexist, homophobic, or discriminatory in any way. Businesses that foster discrimination will be banned from Union publications.

Alumni Policy

The Union appreciates the important role alumni play in our university community. The Union will work in cooperation with the Alumni Affairs Department in order to publicize students' ideas and concerns to alumni. The Union will have a "priority list" which outlines areas that students think need alumni funding the most and will clearly communicate these priorities to alumni.

Athletics Policy

The Union recognizes the important role that Varsity sports play in our university community. The Union encourages the University to work toward achieving equity between men's and women's Varsity sports. The union recognizes and respects the time and commitment these student athletes put towards their sport as not only representatives of StFX University but of the Union as well.

Budget Policy

The Union is a not-for profit organization and will be operated with a break-even philosophy. The Union budget is a fully open document and the VP-Finance will make it available to all students upon request. In addition, the VP-Finance will answer any question students have about the budget.

There will be a meeting open to all students during budget preparations so they can have the opportunity to make recommendations and suggest changes.

Campus Police Policy

The Union shall have a Campus Police force.

The Campus Police Force shall be an organization made up of members of the Union, whose prime function will be to maintain order at student activities and assist in campus security through enforcement of the StFX Community Code.

The authority of the Campus Police is as follows:

The Supreme Authority of the Campus Police force is the Students' Union Representative Council.

The Primary Authority of the Campus Police force is the Police Commission

The Secondary Authority of the Campus Police force is the VP Campus Police Chief and the Deputy Chief of Campus Police.

Campus Police Chief

The University Administration has no administrative power over the Campus Police Force.

All members of the force must be a minimum of 19 years of age. All members of the force shall attend mandatory training seminars in September of each year. This will include returning and new Campus Police. Failure to attend these sessions will result in suspension from the force.

Members of the force shall receive financial remuneration for their services, to an amount designated by the Students' Council at the beginning of each university year. Campus Police shall be selected by a group consisting of the incoming VP Campus Police and Deputy and a minimum of three (3) other Senior CPs. This shall be done after the new VP Campus Police and Deputy are selected and before the end of the term.

The Campus Police accounts and payroll are under the auspices of the Students' Union Vice President Finance.

If while on duty, the service, conduct or general attitude of any member of the force is deemed unsatisfactory by the Campus Police Chief in consultation with the Police Commission, that member shall be subject to dismissal from the force and/or disciplinary action pending consideration by the University Discipline Committee.

Campus Police officers are to act solely as police and shall not be responsible, in any way, for the organization of any function, unless previous arrangement has been made.

Any other policies pertaining to campus police can be found in the Campus Police Manual passed by the Students' Union Representative Council.

Charity Policy

In following the true Xaverian spirit, the Union will contribute to charitable organizations and it will encourage its societies to do the same.

All residences and off campus students will participate in and contribute to charitable and volunteer organizations through their Charity Representatives. The Students' Union Executive will encourage and aid houses and off campus students to work together in organizing events for charity. Priorities for charitable donations can be established by consensus by the individual residences and off campus students.

Coady International Institute Policy

The Union recognizes the positive impact that students from the Coady International Institute have on our university experience. Coady students will be given free admission to summer events sponsored by the Union. Under the direction of the President and the Coady Student Liaison, the Union will encourage and support as many events as possible which foster interaction between Coady students and the StFX student body.

Computer Policy

The VP-Finance and the VP-Communications will be responsible for the supervision of Union Computers. The VP-Communications shall be responsible for supervision of other Union technology including cameras and camcorders owned by the Union. The first priority of Union computers will always be Union business.

Condom Policy

The Union recognizes the existence of sexual activity among the student body. It also recognizes the risk of sexually transmitted infections (i.e. AIDS, Chlamydia, gonorrhea, etc.) and unwanted pregnancy inherent to sexual activity. To this end, the Union promotes the use of condoms as the best means of reducing the risk of sexually transmitted infections and pregnancy.

The Union will both:

- 1) Promote responsible lifestyle choices and increase awareness of sexually transmitted infections; and
- 2) Distribute condoms in order to aid students in making responsible choices.

The issue of condoms is a responsibility to be carried out by the VP-Executive. S/He shall obtain a maximum initial supply of condoms for the beginning of the academic year. Condoms are to be distributed equally by a percentage of residence populations through the House Wellness Representatives. Remaining condoms will be distributed through the VP-Executive's Office and for additional use in awareness campaigns. Subsequent to the depletion of the initial supply the distribution of condoms fall under the onus of the individual.

Course Evaluation Policy

The Union believes that students have the right to evaluate their professors and to have full access to the results of these evaluations. However, a reasonable agreement with faculty is necessary for the Union to resume an effective course evaluation service. The Union will support services like the Academic Forum during Orientation Week as efficient ways to provide relevant information to students about courses and professors.

Students with Disabilities Policy

The Union believes that a university education should be made accessible to all people who are academically qualified, notwithstanding any physical, mental or intellectual challenges. The Union encourages the University to make improvements that will make education and services more accessible to students with physical, mental or intellectual challenges. The Union

will work with administration, faculty, and staff to encourage them to be sensitive to these students' needs.

The Union will do its best to make its services accessible to students with disabilities. This would include, but should not be limited to, holding meetings in places that can be accessed by a wheelchair, and publicizing in large print.

The Union will help students with disabilities communicate with their provincial and national groups.

The Union will raise awareness among the student body about the special needs of students with disabilities.

Donations Policy

Each year the Union shall incorporate donations into the budget. This money shall be available to any member of the Union and shall be administered in accordance to both Appendix E (Donations) of the Students' Union By-Laws. In order to request money a proposal shall be presented to the Chair of the Budget and Finance Committee, the VP-Finance.

The Budget and Finance Committee shall consider how the donation would positively effect the student or group, as well as the StFX students at large. They shall also consider what other resources this person or group has used to acquire addition funding such as fund-raising, etc. The Budget and Finance Committee shall also consider how this money is going to be spent, and how large the donation requested is compared to the total cost.

Once the Committee has decided the amount to allocate, if any, the request shall be brought to council for ratification. Should the donation be ratified by a 50%+1 vote, the donation will be granted and the Chair of Council shall inform the person or group of the decision. The VP-Finance would then ensure that the donation as well as all receipts and a report of the event are provided.

DRIVE U VEHICLE POLICY

SECTION 1: Drive U Vehicle Operations

The Drive U is the official vehicle of the St. Francis Xavier University Students' Union.
(Referred to as the Drive U throughout this document)

Sub-Section 1: General

1. The Drive U service shall only be operated by the hired Drive U drivers, as outlined in Section 2, Sub-Section 1, clause 2, the three (3) signing officers of the Students' Union and the VP Union Services with the approval of the Students' Union General Manager.
2. There shall be two (2) Drive U drivers in the vehicle during all operational hours.
3. The keys for the Drive U shall be kept at the Information Desk at all times when the Drive U is not operating.
4. The Information Desk Staff shall verify the driver's Student ID before handing over the keys for the Drive U, in order to properly identify the student as an insured driver.

5. Idling, at anytime, in front of the Students' Union Building is prohibited.
6. On Sunday of each week, the VP Union Services shall conduct a thorough maintenance check which shall include, but is not limited to, an engine fluid check, tire-wear check, short test run, and if needed, a vehicle wash.
7. At no time shall there be smoking in the Drive U.
8. No more than three (3) passengers shall be transported in the Drive U at any one time (excluding the two Drive U drivers).
9. The Drive U shall not drive any person(s) to the hospital.

Sub-Section 2: Accidents

10. Any accident incurred while operating the Drive U must be brought to the immediate attention of the VP Union Services and Students' Union General Manager, who shall then report to the Students' Union Executive Board immediately.

SECTION 2: Drive U Service Policy

The Drive U Service is an official service of the St. Francis Xavier Students' Union.

Sub-Section 1: General

1. The Drive U Service shall run nightly providing students a free drive to their place of residence anywhere within 15 kilometers of Antigonish.
2. The VP Union services shall hire drivers in September of each academic school year.
3. At the end of a shift, the service keys must be returned to the Information Desk.
4. Students shall board the vehicle on a first come, first serve basis.
5. St. FX students may sign in passengers who are not members of the St. FX community.
6. During its operational hours, the Drive U is prohibited from driving on lower College Street, between St. Ninian's Street and Main Street.

Sub-Section 2: Hours of Operation

7. Hours of operation will be recommended by the Students' Union Executive Board and shall be set yearly by the Students' Union Representative Council.

Elections Policy

The Returning Officers under the supervision of the Chair of Council have complete authority over elections held by the Union. Any concerns or appeals brought through other channels in the Union shall be considered completely invalid.

Tutoring @ X Policy

The Union will support and promote the Tutoring @ X in order to provide any student in need of academic assistance with tutoring free of charge.

Environmental Policy

The Union is dedicated to ensuring that its management and operations will take into account environmental issues. To this end, the Union will introduce environmentally friendly practices into its operation, programs and activities. The Union believes that the integration of such practices should become a university-wide policy.

To enact this vision, the Union recommends that all activities organized and managed by the students should do the following where possible:

- Have blue boxes available at all activities for the recycling of paper and beverage containers and other materials when and if recycling programs become available.
- Utilize double-sided copying for distribution of printed materials
- Use recycled products where possible (i.e. paper)
- Use the service of local businesses
- Promote the purchase of environmentally friendly products

When purchasing or dealing with outside businesses, the Union will try to ensure that the companies with which it deals are not antagonistic to the environment.

Whenever possible, the Union will repair its equipment instead of replacing it. The Union will try to make its equipment more energy-efficient. The Union encourages the University to do the same.

The Union believes that the approach to the environment should be proactive rather than reactive and emphasize education. Through its Environmental Officer, the Union will educate the student body about environmental issues and promote an environmentally friendly lifestyle. The Union supports the following ten policies with regards to the environment and feels that the University should do the same;

- i) the Union will enforce that students use every opportunity to raise public, government, industry, foundation and university awareness by openly addressing the urgent need to move toward an environmentally sustainable future.
- ii) The Union will support education research, policy formation, and information exchange on population, environment, and development to move toward global sustainability.
- iii) The Union will support programs that produce expertise in environmental management, sustainable economic development, population, and related fields to ensure that all university graduates are environmentally literate and have the awareness and understanding to be ecologically responsible citizens.
- iv) The Union will support programs to develop the capability of StFX faculty to teach environmental literacy to all undergraduate, graduate and professional students.

- v) The Union will set an example of environmental responsibility by the establishment of ecology policies and practices or resource conservation, recycling, waste reduction, and environmentally sound operations.
- vi) The Union will encourage involvement of government, foundations, and industry in supporting interdisciplinary research, education, policy formation, and information exchange in environmentally sustainable development. The Union will also work with community and nongovernmental organizations to assist in finding solution to environmental problems.
- vii) The Union will work towards convening university faculty and administrators with environmental practitioners to develop interdisciplinary approaches to curricula, research initiatives, operations, and outreach activities that support an environmentally sustainable future.
- viii) The Union will support partnerships with primary and secondary schools to help develop the capacity for interdisciplinary teaching about population, environment, and sustainable development.
- ix) The Union will support work with national and international organizations to promote a worldwide university effort toward a sustainable future.
- x) The Union will support work with the Association of University Leaders for a Sustainable Future (ULSF) to continue this momentum, and to inform and support other's efforts to work towards a sustainable future.

Executive Transition Policy

Executive positions should be selected as early after the Union's general elections as possible in order to provide for a smooth transition.

As soon as members of the Executive have been selected for the following year, they should immediately begin working with the incumbent Executive to learn what is expected of them in their new positions. Attending meetings as observers will assist the newly selected Executive learn more about their role at a quicker pace. The outgoing Executive will arrange a transition weekend for the period following April exams as a culmination of this process.

External Policy

The Union will support educational and related causes that affect the student body of St. F.X. University.

To this end, the Union firmly supports the idea of membership in provincial and national student organization. However, the Union will join these organizations only if they are considered an effective and efficient use of students' money.

Faculty Policy

The Union believes that a strong relationship between students and faculty is beneficial for students, for faculty, and also for the entire StFX community.

The Union will strive to create a good rapport with faculty through interaction on committees, through correspondence, by encouraging participation of students and faculty together in events such as intramurals, and by being students themselves.

The Union believes that quality professors are able to maintain a good balance between teaching and research. Teaching and the needs and concerns of students should be a professor's first priority.

The Union recognizes and appreciates the efforts of faculty to give students the best education possible. In effort to reward extraordinary teaching, the Union strongly supports the University's Outstanding Teaching Award program.

Fax Policy

Union personnel are encouraged, whenever possible, to send faxes at times when the rates are cheaper (i.e. after 6pm).

Final Report Policy

The difficulty in performing an Executive, Sub-executive or Council job without prior knowledge of what one can expect is enormous. Therefore, it is essential and mandatory that outgoing Executive, Sub-executive and Council members write a final report in order to assist the person replacing them at the position. This final report shall help the transition process for incoming members to help guide them throughout the year. Executive, Council members, and members of the Chair's Office will not receive their final honorarium payment until their final report has been submitted to the Chair or Deputy Chair of Council. Sub-executives will not receive their final honorarium payment until their final report has been submitted to the executive to whom they report.

Food Service Policy

The Union will work constructively with the food companies holding the University contracts to ensure that students, on-campus and off-campus, receive the best possible quality of food service.

The Union supports any moves by these food companies to improve their service or to better accommodate students' needs.

In light of students' financial difficulties, the Union encourages campus food companies to keep their prices as low as possible.

Gay, Lesbian, Bisexual, Transgender, and Questioning Policy

The Union firmly opposes discrimination on the basis of sexual orientation and will strive to make the StFX community more accepting of those of non-heterosexual orientation.

The Union supports the X-Pride society in its similar efforts.

The Union opposes homophobia, is opposed to the distribution of homophobic material, and pledges to document incidences of homophobia on campus.

The Union encourages the University to interpret its sexual assault and harassment policies in a way that reflects divergent sexual orientations.

The Union supports the Positive Space and Ally program as an avenue to bring awareness and support to LGBTQ groups on campus.

Gender Issues Policy

The Union condemns sexism, is opposed to the distribution of any sexist material, and pledges to document incidences of sexism on our campus.

The Union will address issues such as date rape, sexual assault, equality between the sexes, and relationship abuse. Presentations will be given to on-campus and off-campus students to inform them about these issues.

The Union will recognize December 6 as the anniversary of the Montreal Massacre and will encourage students, administration, faculty and staff to help commemorate the 14 women who were killed on that day in 1989.

The Union will support and encourage student groups that aim to address gender issues in a positive way.

Hiring Policy

Unless stipulated by the Union By-Laws, this shall be the Hiring Policy for any and all appointed Union positions.

The Union does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation. Hiring for all positions in the Union shall be done in a professional and ethical way.

Applicants shall be given two (2) days notice of the time and location of their interview. The Human

Resources Committee shall conduct the interview of each candidate. After all candidates have been interviewed, the Committee shall meet to discuss the candidates. A vote shall be taken to determine who will be the candidate for appointment. The Committee will then report to council the decision to be ratified by council.

The composition of the Human Resource Committee shall remain the same for the duration of all of the interviews for one particular position. A change in the committee's composition deems the Hiring Process void.

The Human Resources Committee shall be made up of no less than five (5) people. The Committee shall be comprised of members as outlined in the By-Laws. In the event that the position in question is currently vacant, or the holder is re-applying to the position, the Chair of Council shall appoint an additional Representative Councillor to fill the vacancy on the committee.

During the hiring process for the Executive Board, the President and Vice-President Elect shall sit on the committee along with at least two (2) Representative Councillors appointed by the Chair of Council.

Under no circumstance shall there be less than five (5) voting members on the Hiring Committee. If there is an even number of voting members on the Committee, voting privileges will be extended to the Chair of the Committee.

If under any circumstance the above procedure is not followed, the interview process shall be considered null and void. The process will have to be restarted. If the Chair of the Committee deems it necessary, the committee may be dissolved and reformed.

Honorarium Policy

Honorarium changes can only be addressed at the last Council meeting of the year. Changes to a position's honorarium cannot be retroactive.

- Honoraria for sub-executive shall be determined by the Budget and Finance Committee upon recommendation from the executive to whom the sub-executive reports.
- Honoraria for councillors shall be determined by the Budget and Finance Committee upon recommendation from the Chair of Council.
- Honoraria for the hired Executive shall be determined by the Budget and Finance Committee upon recommendation from the President and Vice President of the Students' Union.
- Honoraria for the President, Vice President, Chair of Council, Deputy Chair, and Returning Officers shall be determined by the Budget and Finance Committee.

Advances on honoraria are strongly discouraged and will be considered by the VP-Finance on an individual basis. Advances will not be given out for more than one month in advance and can only be requested twice per year.

Fines and penalties should be outlined explained clearly by the Chair in writing.

If deductions from an honorarium result in a particular member of the Union receiving no money or being in debt to the Union, then that person will receive no honorarium.

House Council Policy

The Union recognizes House Councils are the central, democratically elected student voice of oncampus residences, under the governance of the Union.

House Councils will consist of no less than the House President, Vice-President, Treasurer, Food Representative, Spiritual Representative, Wellness Representative, First Year Representative, Varsity Representative and Intramural Representative.

House Councils will be governed by their constitutions. House Constitutions should be reviewed on a yearly basis. All House Constitutions are available to the student body and can be accessed at the office of the Chair of Council.

The House Presidents will protect the rights of their constituents and will uphold the House Council terms of reference.

The VP-Finance will audit the finances of each house on a yearly basis to ensure that money spent by the House President and the House Treasurer is used to benefit the residents.

The Union insists that the University respect the rights of House Presidents and the House Councils to make decisions autonomously and democratically.

In-House Orientation Policy

The Union supports that tradition of residences organizing a special welcoming week for their first year students in order to promote bonding within the residence. This in-house Orientation shall take place during the first week of classes.

The Union encourages lively, fun and positive events during in-house Orientation and opposes actions by the University that unnecessarily curtail the spirit of in-house Orientation.

The Union opposes events that will endanger the physical, mental or emotional well being of students. Enforced drinking will not be tolerated.

International Student Policy

The Union recognizes and appreciates the richness and diversity that international students bring to

StFX The Union firmly supports International student organizations and societies and will do as much as possible to support these efforts.

The Union has established an International Councillor to assist these students with whatever needs they may have, as well as will promote the services of the International Advisor.

The Union encourages the University to provide as many services as possible to international students attending StFX

The Union opposes any premium charged by the university on top of the differential fee required by the Maritime Provinces Higher Education Council.

Lawyer Policy

All consultations with the Union's lawyer will be done by the President, VP-Executive or the VP-Finance. All significant Union contracts should be checked over by the Union's lawyer.

Meeting Fees Deduction Policy

From time to time, each Councillor, Executive, or Sub-Executive member of the Students' Union will be called to attend a meeting. These meetings are designed to ensure proper representation of the

Union when discussions are to take place. Failure to attend a meeting of any sorts such as council, standing committees, etc., means a lack of proper representation of the members of the Union.

Failure to give adequate notice of tardiness or absence from a meeting will result in a deduction in honoraria. Adequate notice can be given in any one (1) of three (3) ways.

- i) E-Mail to the Chair (su_chair@stfx.ca)
- ii) A voice message to the Chair (867-5137)
- iii) A letter given to the Chair in the mailbox in the Union Secretary's Office (4th SUB)

Justified tardiness/absence can be described as, but not limited to:

- i) class or lab
- ii) medical appointments
- iii) illness

Unjustified tardiness/absence can be defined as, but not limited to:

- i) other university commitments (campus jobs, etc.)
- ii) extracurricular activities
- iii) external employment

The Union recognizes that some situations will be circumstantial, and in doing this, the Chair reserves the right to find justification or lack thereof in any situation.

The list of deductions applies to all members of the Union who are elected or appointed to committees and receive monetary compensation (meeting fees) for their time on them.

Deductions from meeting fees will not be given without proper reasoning attached therewith: the Chair and Deputy Chair will ensure that reasons for deduction are issued to the member as soon as possible.

Each notice of fine will be submitted to the VP-Finance, the offender, and the Chair of the committee concerned. The fine will be deducted from the position's meeting fees. The most common transgressions follow.

Meeting Fees Deduction List

Reason for Deduction	Councillor Honoraria Deduction	Executive Honoraria Deduction
Absence, without appropriate regrets, from a council meeting	\$25.00	\$20.00
Absence, without appropriate regrets from a committee meeting (except Executive Board)	\$12.50	\$10.00
Contempt of Council	\$25	\$20.00
Breach of Decorum	\$25	\$20.00
Late for Council or Committee Meeting without appropriate regrets	\$12.50	\$10.00
Absence from training week without appropriate regrets	\$50.00	n/a
Late or Missing Executive Reports	n/a	\$15.00

NOTE: Reasons are not limited to this list. Deductions not listed or interpretations thereabout will be dealt with at the discretion of the Chair of Council.

The Union recognizes that the Chair, like everyone else is human, and sometimes mistakes can be made. The Chair and Deputy Chair of Council hold sole discretion in the levying of fines within the parameters of the Meeting Fee Deduction Policy. Each levying of a fine will be approved by both the Chair and the Deputy Chair of Council.

In the event that a member has sufficient reason to contest the levying of a fine from the Chair's office, an appeal can be made to the Chair and Deputy Chair of Council within forty-eight (48) hours of the fine being issued by the Chair's Office. Notice will be given to the representative within 24 hours of the appeal. Upon oral or written receipt of the decision made by the Chair and Deputy Chair, it will be final, and no further appeals will be entertained.

Off-Campus Housing Policy

The Union is committed to help students find off-campus accommodations, through the VP-Union Services and the Off-Campus and Tenancy Officer. The Union will do so without bias to

particular students in accordance with the Canadian Charter of Rights and Freedoms. The Union's off-campus housing service is not intended for non-students.

The Union will uphold students' tenancy rights as described in the Nova Scotia Residential Tenancy Act. Assistance may be in the form of limited legal advice by the VP-Union Services and the Off Campus and Tenancy Officer, directing students to relevant officials (ex. the Department of Consumer Affairs), or information about particular landlords.

The Union is dissatisfied with the present situation of off-campus housing in Antigonish. Our particular concerns are excessive cost, substandard conditions, and poor treatment of students by landlords.

The Union encourages the University to help off-campus students alleviate their off-campus housing problems in every way possible.

The Off-Campus Committee will encourage students to document their complaints against landlords with the VP-Union Services. The Committee will review this file and will review the status of every landlord who has been accused more than once. A landlord under review will be judged by the seriousness of his/her actions, and considerations will be made pertaining to the landlord's contribution to the StFX community.

Through the Union's Off Campus and Tenancy Officer the Union will attempt to make landlords accountable to students for the living standards of their property. The Off Campus and Tenancy Officer will rate inspected properties in terms of standards established by the VP-Union Services.

If a certain landlord presents chronic problems for students, the Off-Campus Committee will consider terminating all business relations between the Union and that landlord. This action will be considered indefinite. For this policy, business relations include but are not limited to the following: listing his/her accommodation and relations with any businesses that the landlord may control. The

Union may make certain exceptions with regards to terminating relations with landlords vital in some way to the Union.

The VP-Union Services will keep an accurate, updated file on all landlords with whom the Union has terminated relations. Students will be discouraged from dealing with these landlords. The Off-Campus Committee will attempt to conduct a survey of students' landlords on an annual basis.

Office Policy

Union offices are, first and foremost, for Union business.

All Union personnel will determine their office hours and will post these clearly in order to inform students.

The Executive will review the Union's office space every summer in order to ensure effective use of space.

Operations Policy

Purchase orders will be requested through the VP-Finance's office. All purchases made on behalf of the Union must be approved through this office and accompanied by a purchase order with the signature of the VP-Finance. A copy of the purchase order must then be returned to the VP-Finance after the purchase has been made. Unauthorized purchases will be charged to the person who did the purchasing without authorization.

The requisitioning of a cheque must be done at least one week before the cheque is required and given to the VP-Finance for consideration.

The VP-Finance will purchase supplies for Union personnel and will distribute them at the beginning of each term. Afterwards, personnel should request additional supplies through the VP-Finance for supplies unless other arrangements are made.

Orientation Committee Policy

The following students cannot be members of the Orientation Executive or Committee:
Union Executive, House Presidents, Campus Police and Residence Staff.

If Orientation Co-Chairs are from different places and wish to meet during the summer in order to plan Orientation, the Union will reimburse one traveling Co-Chair for one-half the expense, to a maximum of \$100.

Photocopying Policy

Every effort should be made to have photocopying done by the University's Copying Service, the Print Shop, when cost effective. Anything over twenty-five (25) copies are to be sent to the Print Shop and will be double-sided.

Poster Policy

Any Students' Union publicity in the form of banners, poster, etc. is permitted in accordance with each building's respective regulations unless otherwise specified.

Bulletin boards are available on a first-come first serve basis. Removal or the covering up of any poster already placed on a bulletin board is prohibited. Such material will be removed.

Any publicity that is to be posted must be approved by the appropriate Union Executive. No material that is slanderous, offensive, harassing, discriminatory, etc. will be permitted.

Failure to comply with this policy will result in the removal of the poster as well as possible disciplinary action by means of the Community Code.

Publicity Policy

As a democratic student organization, the Union will publicize its events and services as fully as possible through its marketing office.

On-campus and off-campus students will have equal access to the Union's publicity efforts.

The Marketing Manager will form a publicity committee made up of on-campus and off-campus representatives that will meet on a regular basis to create publicity material and disseminate information.

Referendum Policy

The Union believes strongly in referenda as a powerful mechanism to make decisions democratically.

Because of its power, the referendum is tool that should be saved for only the most crucial matters.

As with Union elections, the Returning Officers will govern the execution of a referendum.

Residence Policy

The Union believes that, for those students choosing to live on-campus, quality residence life is crucial for a positive university experience. The Union encourages the University to provide the best residence life possible for on-campus students.

The Union will thus support any action that improves the quality of residence life, and will equally criticize those actions that are detrimental for the quality of residence life.

The residences must be kept in good physical condition. For on-campus students to succeed both academically and socially, residence buildings must be kept in good repair. Thus the Union will encourage the University to make reparations to residences efficiently and to the best of its ability.

Through the On-Campus Affairs and Social Issues Committees, the Union will establish, on an annual basis, short-term and longterm priorities for the physical structure and quality of life in residence. These priorities will be communicated to the University through the VP-Student Relations.

Positive spirit in residence is crucial. The Union will encourage the University to constantly evaluate its responsiveness to students' needs and wants. The Union will promote "house spirit" and will oppose any action by the University that unnecessarily restricts house spirit.

Students have the right to treat their residence as a home and should be allowed the privileges that accompany this right. Although reasonable limitations may be put on students in residence as a measure to protect the good of all on-campus students, their freedoms shall not be unduly limited.

For all of the above reasons, the Union believes that the University should have considerable student consultation before making any major residence changes (ex. changing a residence from single-sex housing to co-educational housing). The University should move forward with changes only when consensus student approval is achieved.

Services Policy

The Union will attempt to offer all services deemed necessary by students that it can reasonably achieve and afford.

In providing services to its members, the Union will ensure that demographics are properly considered. The Union acknowledges that on-campus and off-campus students have different needs and challenges, and that they should receive equal services.

The Union recognizes that all full-time students pay the same Union dues and so will receive equal access to Union services.

Society Policy

The Union recognizes the positive impact student societies bring to our campus. If a society is to be recognized by the Union, it must abide by the Policies of the Union. The Union recognizes freedom of expression but does not discriminate on the basis of sex, religion, race, colour,

national or ethnic origin, age, disability, or sexual orientation, and therefore will not recognize any society who does.

Any society that wishes to be ratified shall contact the VP Activities and Events and/or the Society Coordinator for the appropriate documentation. In its support of societies, the Union will provide some funding to eligible groups. In order to receive funding, a Budget Request form must be filled out and submitted to the Society Coordinator for review by the Budget and Finance Committee, and ratification by council. Partisan political organizations are not eligible for funding from the Union. Any allocations not spent can be carried over to the next term. It is the society leader's responsibility to ensure that all publicity material is approved by the VP Communications before being posted. All material must bear the society name. Material that is offensive, harassing, discriminatory, etc. will not be approved and is at the discretion of the VP Communications. Failure to comply to the Union Poster Policy will result in the removal of the poster.

Social Drinking Policy

The Union supports safe, social and responsible drinking practices on and off university campus. The Union acknowledges the risks associated with extreme drinking and high consumption of alcohol which can occur at extreme drinking events.

To that end, the Union promotes the organization of safer alternatives for students who do not wish to consume alcohol.

The Union encourages that each and every students make the best decision to promote physical and mental health, as well as academic success.

The Union further supports university resources and facilities that offer alcohol awareness and counseling services for students affected by alcohol related diseases.

Student Aid Policy

With the fact that the lack of personal financial resources is one of the significant barriers to accessibility to post-secondary education, the Union believes that the provincial and federal governments are obliged to create student assistance programs that meet the real costs of attending university.

The union wants a student aid system that does not impose unfair debt on students and that recognizes realistic student and parental contributions.

The union believes that, in their administration of the student aid system, the provincial and federal governments significantly underestimate the costs involved with living off-campus and that these costs should be reflected more realistically.

The Union fully supports the creation of a student aid program for part-time students.

The Union encourages the University, faculty, alumni, and all other interested groups to lobby the provincial and federal governments for a fairer student aid system.

The Union encourages the University to maintain its counseling services for financial aid.

Student Employment Policy

The Union believes that, in order to allow students to further their university education, the provincial and federal governments should create comprehensive summer employment programs that would aim to substantially lower the summer unemployment rate for students. The Union encourages the University, faculty, alumni, and all other interested groups to lobby the provincial and federal governments for a better summer employment program for students. The Union encourages the University to maintain and develop its Student Employment Centre. The Union encourages University personnel and departments to hire as many students as possible for part-time and summer jobs. When hiring, the Union will always consider students first.

Student Representation on University Committees Policy

The Union believes that, in order to operate StFX openly and effectively, students should be represented on all University committees. There should be as many student representatives on a committee as possible. Student appointments to University committees should be made in consultation with the Union. The Union believes in informing students of matters of the University administration. The content discussed within the University Senate and Board of Governors shall be reported at the discretion of the President and Vice-President with respect to the confidentiality of said meetings.

Telephone Policy

Union personnel should log all their calls and indicate which ones are personal. If not logged, calls will be considered personal and these charges will be deducted from their honorarium payment. Union personnel are responsible for others who use their phone.

Union Executive mobile phones are the property of the office they hold. Executive are responsible for any damage incurred during their time as an Executive employee. If a Union employee's phone is lost during their term of office, they will be responsible for replacing it with a phone of at least equal value. All phones must be in working condition when returned. Any repair or replacement costs for phones will be deducted from honorarium payments.

Ticket Pass Policy

Councillors shall each receive one (1) ticket for two (2) events of their choosing throughout their term of office as a reward for their service to the Union and a way of promoting Union events.

Except for the VP-Activities and Events, the Entertainment Coordinator, or others directly involved with the running of a Union sponsored event, all holders of tickets must still line up. The VP-Activities and Events will draw up the guest list for an event only if required. The guest list should be kept to a minimum, and only the VP-Activities and Events has the power to change it.

Travel Regulations Policy

All traveling on Union business in which expenses are going to be incurred must first have approval of the Executive. All summer travel must be reviewed at the beginning of the scholastic year by the Budget and Finance Committee to ensure that expenses incurred are made in the best interest of the Union.

Per Diems are not to be expected and must be brought up separately by the Executive.

Tuition Policy

The financial burden of a university education in Canada continues to rise. This is happening at the time that a University degree is becoming more and more essential in the job marketplace. With this in mind, the Union believes that the University should make the education it offers as affordable for students as possible.

The Union encourages the University, the Provincial Government and the Federal Government (through the Union's lobbying organizations) to make every possible effort to freeze tuition, keeping in mind that university education is a right and should be accessible to those who are academically qualified, regardless of their ability to pay.

Students should be made fully and immediately aware of the University Budget Committee's tuition proposals. The Union believes that the University should actively inform students of tuition increases and explain its reasons for raising tuition openly to all students. Since tuition fees affect all students, all students have the right to know about the state of those fees and situations that affect them.

Union Autonomy Policy

The Union is an autonomous democratic student organization and is responsible only to the StFX student body by virtue of their membership in the Union.

Xaverian Weekly Policy

The Union shall recognize the Xaverian Weekly as editorially autonomous.

The Union will present its ideas about the Weekly through the Publications Board and in accordance with the Weekly's constitution.

The Publications Board will determine the Weekly's budget but increases to this budget must not exceed the increase (in percentage to the Union budget. Council will not interfere financially with the Weekly's operations.

The Union encourages Union Executive, sub-Executive and Councillors to make themselves available to Weekly staff for interviews about Union meetings, actions, events, and policies.

**ANY SITUATIONS NOT OUTLINED IN THIS POLICY MANUAL WILL BE
ADDRESSED BY THE STUDENTS' UNION REPRESENTATIVE COUNCIL**