



Subject: Executive Officers
Date Passed by Council:
Last Date Revised:
Expiration Date:
Committee:

Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution

1. Scope

- a. This policy is a guide and should not restrict the generality of the descriptions outlined in the Bylaws.

2. Authority

- a. All decisions of the Executive must be consistent with the Bylaws, Policy, and directives from Council.
- b. During the daily administrative operations of the Union, the President has the authority to direct the Full-Time Staff according to the Bylaws and Policy.
- c. In the event that a Full-time Staff member is directed to violate any part of the Bylaws or Policy, they have the obligation to refuse to follow the directive and bring the incident to the attention of the President or the Chair of Council.

3. Meetings

- a. Meetings of the Executive Officers shall be called by the President and shall be held at least once per week or at any time when the President is requested to call a meeting by any two of the Executive Officers.
- b. Meetings of the Executive Officers shall be chaired by the President.
- c. Quorum will be three Executive Officers.
- d. The Executive Officers will choose from among themselves someone to take minutes at any meetings of the Executive Officers. The President is responsible for ensuring minutes are distributed to the Executive Officers within 72 hours of a meeting.

- e. Decisions of the Executive must be consistent with the Bylaws, Policies, and any resolutions passed by Council and are binding on all members of the Executive.

4. Executive Goals

- a. The President must present a list of the Executive and the Full Time Staff's common goals and initiatives for the year to Council by August 31st.
- b. The Executive is required to outline their individual goals for the year and on a semester-by-semester basis, by July 31st.
- c. Executive goals must be posted in the Student Union Building, and be available online and in print

5. Union Staffing

- a. The Executive shall ensure human resource practices adhere to Nova Scotia labour laws and best practices.
- b. The Executive shall consult Council on the creation of any new Full-Time Staff positions. The creation of Full-Time Staff positions shall be subject to Ordinary Resolution of the Executive Officers.
- c. The discharge, suspension or layoff of Full-Time staff shall be subject to Ordinary Resolution of the Executive Officers.
- d. The President shall conduct a performance evaluation of the General Manager by March 1 of each year based on the General Manager's job description and their goals set for the year. The review must be approved by the Executive Officers by March 15 and presented to Council during an in camera session at the first Council meeting following the approval of the evaluation. .

6. Facility Operations

The Executive shall be responsible for drafting Policy regarding the day-to-day operations of the Student Union Building and presenting any such policy to Council for ratification. Policy should cover the following areas:

- a. priority use of facilities;
- b. admittance requirements;
- c. acceptable behaviour;
- d. uses and alterations of building services;
- e. equipment;
- f. rental classification charges;
- g. special room waivers; and
- h. any matter pertinent to the operation of the Student Union Building and other facilities operated by the Union.

7. Transition Period

- a. The transition period shall include a two-week period with the outgoing and incoming Executive working together full-time not to be completed before April

30. The Executive Officers-elect shall be paid pro-rated honoraria for any part of this two week period that occurs before May 1. The outgoing Executive Officers shall be paid pro-rated honoraria for any part of this two week period that occurs after April 30.