

## Executive Policy

Oversight body: Vice-President, Internal

Date Passed by Council: February, 2019

Date of Next Review: June, 2021

Related policies, bylaws, legislation: DSU Act, Bylaw 5

### Definitions

“Signing Officer” – An Executive or designated full-time staff member vested with the authority to sign official documents or orders, particularly in respect to payments, purchases, and contracts.

“Business Day” – A day on which the University is open and in session, not including any Saturday, Sunday or statutory holiday in the province of Nova Scotia.

“Incoming Executive Officer” – A member elected into an Executive Officer role in the DSU General Election prior to taking office on May 1<sup>st</sup> or a member elected into an Executive Officer role in a by-election prior to taking office on a date approved by the DSU council.

### Purpose

In addition to those Executive responsibilities outlined in bylaw 5, this policy serves to outline authorities, expectations and obligations of Executive Officers as a whole and individually.

### Scope

The following terms apply to all Executive Officer positions.

### Statement

#### 1. General

1.1 No Member shall serve more than three consecutive terms in the same Executive Officer position.

1.2 Executive Officers must be enrolled in a degree program and in good academic

standing during their term as Executive Officers.

## 2. Order of Authority

2.1 All decisions of the Executive must be consistent with the Bylaws, Union policy, and directives from Council.

2.2 During the daily administrative operations of the Union, the President has the authority to direct the Executive according to Bylaws and policies of the Union. However, the President cannot direct the Vice-President, Internal or Vice-President, Finance and Operations to enter a contractual relationship or sign a cheque or purchase order, unless directed by Council.

2.3 The following is the order of authority among the Executives:

2.3.1 President

2.3.2 Vice-President, Internal

2.3.3 Vice-President, Finance and Operations

2.3.4 Vice-President, Academic and External

2.3.5 Vice-President, Student Life

2.4 In the event a members of the Executive is given a directive, by the President or majority vote of the Executive Committee, that violates any part of the Bylaws and/or policies, the Executive Officer has the obligation to refuse to follow the directive.

2.5 Should any Executive Officer become aware of a violation of Bylaws and/or policies, they are to bring it to the attention of the President or in the case it is in respect to the President, to Council if the breach is not rectified immediately.

2.6 In the event that a Full-time Staff member is directed to violate any part of the Bylaws and/or Policies, they are obligated to refuse to follow the directive and bring the incident to the attention of the General Manager.

## 3. Meetings

3.1 There shall be at least one meeting of the Executive Committee per week, chaired and scheduled by the President.

3.2 Minutes of the Executive Committee shall include:

3.2.1 All Executive reports on their weekly activities;

3.2.2 All decisions made;

3.2.3 All actions items for follow-up and to whom each was assigned.

3.3 Minutes of the Executive meetings shall be prepared by the President within 72 hours after the meeting.

3.4 Quorum for the Executive Committee meeting will be three members. At least one of whom is not a Signing Officer of the Union.

3.5 Decisions of the Executive are binding on all members of the Executive. Decisions under the purview of the Executive and within the Bylaws and/or policies must be respected.

3.6 All members of the Executive are expected to report on the activities of the respective committees that they, or their designate, Chair.

#### 4. Leave

4.1 Each member of the Executive is entitled to 10 business days of leave from their role as an Executive Officer, in addition to regular student holidays as outlined in the Union staff handbook.

4.1.1 Requests for leave will be submitted to the President in writing. In the case of the President requesting leave, they will submit a written request to the Oversight Committee, or in the event the latter Committee has yet to be formed, the Chair of Council.

4.1.2 Leave due to illness, will be granted up to 10 business days at which time the President may request a medical note be submitted indicating a timeline for return and any necessary accommodations. In the case of the President requiring leave, the Executive Committee may request the aforementioned documentation.

4.1.3 Should any Executive Officer encounter an exceptional circumstance which requires additional leave, a request will be made to the President in writing. In the case of the President requesting additional leave, they will submit a written request to the Oversight Committee, or in the event the latter Committee has yet to be formed, the Chair of Council.

4.2 All three Signing Officers cannot be granted leave at the same time.

#### 5. Membership Fees

5.1 Each member of the Executive must pay the Union fees applicable to their academic workload.

#### 6. Staff Reviews

6.1 The President is required to conduct a performance evaluation on the General Manager by the end of March of each year and in accordance with appropriate policy.

#### 7. Executive Goals

7.1 The President must present a list of the Executive goals and initiatives for the year to Council by August 31st.

7.1.1 Executive goals must be in alignment with an approved Strategic Plan for the DSU.

7.2 The Executive is required to outline their individual goals for the year and on a semester-by-semester basis, by July 31st.

7.3 Executive goals must be posted in the Student Union Building and be available online and in print.

## 8. Transition Period

8.1 The transition period commences once the General Election results are official.

8.2 The incoming Executive will be provided a temporary office space until May 1<sup>st</sup> and post regular office hours.

8.3 The transition period shall include:

8.3.1 A two-week period with the outgoing and incoming Executive working together full-time.

8.3.2 The incoming Executive interviewing and hiring all standing Commissioner roles.

8.3.3 The incoming Executive interviewing and entering agreements with any Officer roles they deem necessary for May 1<sup>st</sup>.

8.4 Each member of the Executive is obligated to orient their successor during the transition period.

8.5 Each incoming member of the Executive is obligated to complete the Transition Checklist contained in their Executive Orientation Guide.

8.5.1 The President will confirm at the first Council meeting all completed Transition Checklists and transition reports have been received and are satisfactory.

8.6 Each incoming member of the Executive is obligated to attend the annual transition retreats along with their standing Commissioners. The transition retreats shall be organized by the General Manager in consultation with the outgoing President.

8.7 Failure to participate in the annual transition retreat by a member of the incoming Executive without the permission of Council may result in disciplinary action by Council.

8.8 The Union shall withhold the final honorarium installment of each member of the Executive until the following conditions have been met:

8.8.1 The outgoing Executive Transition Report template has been completed and

submitted to their successor.

8.8.2 Office keys, e-mail accounts and any equipment considered the property of the Executive position is provided to the appropriate incoming Executive Officer.

8.8.3 All final reports regarding any honorarium position reporting to that Executive Officer or their designate have been submitted to the Oversight Committee for approval of honorarium remittance to those individuals no later than March 31<sup>st</sup>.

## 9. Performance Expectations

9.1 In carrying out their duties, all Executive Officers are expected to:

9.1.1 Effectively and regularly communicate with one another;

9.1.2 Collaborate on issues, projects and decision making which impact another Executive Officer's work portfolio;

9.1.3 Behave in a respectful manner toward each other, in particular, refraining from malicious behaviors which contribute to damaging working relationships in the DSU;

9.1.4 Come prepared and in a timely fashion to any scheduled meetings for which they have not provided regrets;