



Mount Allison Students' Union
Office Administration

Operating Procedure – 01

Summer 2020

Table of Contents

Preamble & Definitions.....3
Honarium.....5
Office Procedure.....7
Office Hours.....9
Vacation & Time Off.....11
Conferences & Travel.....13

Appendix

Cheque Requisition Form..... 15

Preamble:

Internally, the MASU is like a machine, with many moving parts. These greater parts (e.g., the S.A.C) cannot function without the smooth running of the MASU's daily operations. This OP attempts to outline the daily operations of the MASU for current and future generations of MASU Contract Staff, Executive, Councillors and Part-Time Staff.

Definitions:

“Contract Staff” – shall refer to the three full-time staff of the MASU: The General Manager, the Office Manager, and the Insurance Administrator.

“Council/S.A.C” – shall refer to the Students' Administrative Council detailed in Article III of the Constitution

“Councillor” – shall refer to those who sit on Council and are either, voting or non-voting members.

“Day's Work” – shall refer to an Executive Officers Mandate divided by the five (the number of days in a work week). For the Vice Presidents, a day's work shall mean seven (7) hours in the summer and three (3) hours during the academic year, and for the President a day's work shall mean seven and a half (7.5) hours in the summer and four (4) hours during the academic year.

“Executive/Executive Officer” -shall refer to the six Executive Officers of the MASU: The President, the Vice President, Academic Affairs, the Vice President, External Affairs, the Vice President Student Life, the Vice President, Finance and Operations, and the Vice President, Communications, whose mandate is stated in *Bylaw Law-IV, Powers and Duties*.

“Executive Committee” – shall refer to the Committee consisting of the six (6) MASU Executive, whose mandate is in OP-05, Committees and Taskforces.

“Fiscal Year” – shall refer to the MASU's fiscal year, which is May 1st to April 30th.

“Honorarium/Honoraria” – shall refer to an amount of money allocated under the MASU Budget any year to be provided to position for their work done within the MASU.

“MASU” – shall refer to the Mount Allison Students' Union Inc.

“Operating Procedure/OP” – shall refer to the third highest governing document of the MASU.

“Part-time Staff” – shall refer to all part-time student staff positions hired by the MASU, as outlined in OP-04, Human Resources.

“Reporting Week” – shall refer to the week in which a MASU Executive reports their hours worked, this being Sunday-Saturday each week.

“Signing Officer” – shall refer to the three (3) signing officers of the MASU – the President, the General Manger and the Vice President, Finance and Operations.

“Voting Councillors” – shall be defined as, for the purpose of section 3 clause 4, all elected Councillors, Senators, and the Board of Regents Representative, whose mandates are outlined in *Bylaw Law-4*.

“VPFO” - shall refer to the Vice President, Finance and Operations, as defined in *Bylaw Law-IV*.

“Work Week” – shall refer to the week in which work is usually completed, which is Monday-Friday.

“Year-End Report” – shall refer to the transitional report drafted for a positions successor. Or, the drafted term report by those who occupy a position at the MASU.

Honoraria

Honorarium will be allocated to all Executive, Part-Time Staff, and all other Voting Councillors. However, the amounts and distributions of said honorarium will vary. Specifics regarding the distribution of honorarium can be seen below.

1. The **Executive** shall receive an honorarium:
 - a. 50% of their honorarium may be drawn during the summer months;
 - b. 50% of their honorarium may be drawn during the academic year;
 - c. The division of the Executive's honorarium will be done in consultation with the General Manager and the VPFO;
 - d. Executive honorarium will be distributed within the first week of each month (May-April), preferably on the first Thursday of each month;
 - e. The last month's honorarium will be withheld until a year-end and/or transitional report is submitted, and;
 - f. Executive honorarium is to increase at a rate of 2.5% per year.

2. The **Orientation Chair** shall receive an honorarium from the MASU:
 - a. The honorarium is only accessible after fall Orientation Week is completed, and;
 - b. 10% of their honorarium will be withheld until winter Orientation week is completed, and a year-end report submitted.

3. The **Shinerama Chair/Summer Office Manager** shall receive an honorarium from the MASU:
 - a. The honorarium will be accessible during the summer months, and;
 - b. 10% of their honorarium will be withheld until Shine Day is completed, and a year-end report submitted

4. The **Allisonian Editor(s)** shall receive an honorarium:
 - a. 50% of their honorarium may be draw at the end of first semester;
 - b. 10% of their honorarium will be withheld until the Allisonian is finished and submitted for publishing, and a year-end report is submitted, and;
 - c. In the event that *only one* Allisonian Editor is hired, that Editor is entitled to the full honorarium allocated for *both editors* in that year's budget.

5. **Voting Councillors** shall receive an honorarium:
 - a. Their honorarium shall be provided *in full* at the end of their term, and;
 - b. They must attend 90% of meetings respective to their position (e.g., Senate meetings, S.A.C Committees, etc.), and submit a final report to council to obtain their honorarium, as per *Bylaw Law-4*.

6. **All other positions** shall receive an honorarium:
 - a. 50% of their honorarium may be drawn at the end of first semester, and;
 - b. 50% of their honorarium will be withheld until a year-end report is submitted.

7. In the event of exceptional circumstances, the General Manger and the VPFO may allow a withdrawal that is inconsistent with the aforementioned clauses.

Office Procedure

The MASU Office shall have said procedures in place to ensure that it operates as efficiently as possible. This section highlights much, but not all of the MASU Office Procedure.

1. Office Supplies:

- a. Office Supplies are to be ordered and maintained by the Office Manager or Insurance Administrator;
- b. Orders for Office Supplies are to be done as deemed necessary by the Office Manager and/or Insurance Administrator, though;
- c. Office Supplies should be ordered in bulk *at least once a year* to maintain the MASU's supply;
- d. Office Supplies are accessible to: Contract Staff, the Executive; Councillors; and Part-Time MASU Staff;
- e. Clubs and Societies **do not** have access to the MASU Office Supplies, and;
- f. Office Supplies **are not** to be used for MASU election campaigns, as per OP-03, Elections & Referenda.

2. Cheques:

- a. Cheques are to be approved by two (2) of the signing officers; usually the VPFO and the General Manager;
- b. Cheque requisition forms will be available at the front desk of the MASU Office, and forms must be submitted to any Contract Staff member;
- c. Cheques are to be written by one of the Contact Staff (preferably the General Manger) within five (5) business days of receipt of a requisition form, provided that two (2) signing officers are in the Office, and;
- d. Purchases by the MASU Executive, Contract Staff, Part-Time Staff or Councillors must be approved *by any two signing officers* before submitting a cheque requisite.

3. Purchase Orders:

- a. Purchases, when applicable, should be made with a purchase order. Ask any of the Contract Staff for a purchase order requisition form when making a purchase;
- b. The *pink copy* stays with the General Manager, the *white copy* is left at the business where you have made the purchase, and the *yellow copy* is returned to the General Manager with the details of the purchase, including total cost.

4. Floats:

- a. Request for floats must be directed to any Contact Staff member with a minimum of two (2) days' notice.;
- b. The return of floats must be done within a reasonable amount of time, and at the float requestors earliest convenience, and;
- c. The requestor is liable for any funds distributed, and any shortfall in funds are also the responsibility of the float requestor.

5. Mail:

- a. The Contract Staff will forward all mail which arrives at the MASU Office to the appropriate person.

6. Ticket Sales:

- a. The Office Manager and Insurance Administrator are responsible for ordering and distributing tickets for MASU-related activities;
- b. Either the Office Manager and Insurance Administrator, or those running the event, will be responsible for the sale of said tickets, and;
- c. The sale of tickets usually occurs in the MASU Office, though an individual may set up ticket sales in an alternate location, but prior arrangements must be made.

Office Hours

An Office Hour is defined as an hour in which business pertaining to the MASU is normally conducted, and in which an Executive spends their time fulfilling their professional mandate outlined in *Bylaw Law-4*.

1. All Executive Officers must establish regular office hours within the first two weeks of May, September, and January:
 - a. All Executive Officers shall set their office hour schedule in collaboration with the Executive Committee and the General Manager;
 - i. The President shall reserve, within reasonable limits, the right to determine when and where the five (5) Vice Presidents shall complete their office hours;
 - ii. The VPFO and General Manager in conjunction with the other Vice Presidents, shall reserve the right to determine if the President is acting within reasonable limits;
 - b. In the summer months, Executive Officers shall set their office hours in relation to the operating hours of the MASU Office (9am-4pm);
 - c. During the academic year, Executive Officers shall set their office hours around their class schedule, and;
 - d. Office hours are subject to change based on a variety of factors influencing the weekly work of an Executive Officer.

2. General Guidelines to Executive Office Hours:
 - a. Executive Officers are required to log their weekly office hours, which are to be reported to the President and submitted alongside their report to council;
 - b. Executive Officers are permitted to complete 25% of their office hours outside of the MASU Office, though items c and d of this clause do not count toward this 25%;
 - c. Meetings, Committee work, and the S.A.C are considered office hours;
 - d. Conferences are considered office hours, of which a maximum of ten (10) hours can be claimed per day, and;

3. Reporting of Office Hours:

- a. A reporting week shall run from Sunday to Saturday, each week;
- b. A work week shall run from Monday-Friday each week;
- c. Executive Officers are encouraged to fulfill their office hours in a work week, subject to various circumstances;
- d. In the event that an Executive Officer works over the number of mandated hours in a given week, they are to add these hours to an “accumulated surplus”;
- e. The accumulated surplus does not carry forward between fiscal years, and;
- f. This accumulated surplus may be used by an Executive Officer if they are unable to fulfill their mandate any given week, subject to approval of the President.

4. Inability to Fulfill a Weekly Mandate:

- a. If an Executive Officer consistently fails to meet the weekly hours outlined in their mandate, it may be considered a failure to perform mandated duties;
- b. Trends of absence are to be reported to the President, and if necessary, the Executive Committee;
 - i. If the Executive Committee notes particular trends of unexcused absence of an Executive Officer, they should bring this forward to the attention of the S.A.C, in-camera;
 - ii. The S.A.C will then deliberate on the situation, and;
 - iii. If the trends of unexcused absence continue after said deliberation, the S.A.C shall determine the appropriate course of action by way of a two-thirds (2/3) majority vote;
- c. Vice Presidents are required to report to the President if, for any reason, they are unable to perform their mandated hours during a specific week or extended period of time, and;
- d. The President is required to report to the Executive Committee and the Contract Staff if, for any reason, they are unable to perform their mandated hours during a specific week or extended period of time.

Vacation and Time Off

1. Vacation and Time Off in the Summer:

- a. Executive Officers have the right to take up to ten (10) business days (two weeks) off during the summer months;
- b. The Executive Officer must consult the Executive Committee and the General Manager when deciding when they will take said vacation time;
- c. Executive Officers shall have the right to take off the three (3) holidays during the summer months: Victoria Day in May, Canada Day in July, and the Civic Holiday in August, and;
- d. Executive Officers shall have the right to take off any other holiday that may arise, at the discretion of the General Manager and the Executive Committee.

2. Vacation and Time Off During the Academic Year:

- a. Executive Officers shall not be permitted to take vacation or time off during the academic year, with the exception of:
 - i. Fall Reading Week;
 - ii. Winter Break;
 - iii. Winter Reading Week, and;
 - iv. Any holiday that may arise;
- b. However, if for any reason an Executive Officer requires an extent of time off during the academic year, they are required to obtain special approval via a motion from council;
 - i. The Executive Officer must submit a *written report* outlining the circumstances in which they are requesting the time off;
 - ii. The motion shall require a two-thirds (2/3) majority to pass;
 - iii. If the Executive Officer is unable to present this report, they may ask a fellow Executive Officer or member of Council to present on their behalf, either in or out of camera, and;
 - iv. Council shall have the ability to amend the honorarium if they deem it appropriate.

3. General Guidelines to Vacation and Time Off:
 - a. When taking vacation or in event of a holiday, an Executive Officer shall deduct a day's work from their weekly mandate;
 - b. When taking time off, an Executive Officer shall deduct that day from their accumulated surplus, at the discretion of the President, or make-up said day within the work week, and;
 - c. Vacation **does not** carry forward between fiscal years.

4. Extended Periods of Leave in the Summer:
 - a. An extended period of leave in the summer refers to any time off above the two (2) weeks' vacation provided;
 - b. In the event that an Executive Officer requests an extended period of leave in the summer, they must submit a report to council, in writing, detailing why they are requesting this extended period of leave;
 - c. They shall present this report, either in or out of camera to council;
 - d. Council shall determine if the requested period of leave is appropriate via a motion, requiring a two-thirds (2/3) majority to pass, and;
 - e. If passed, council shall have the ability to amend the honorarium as they see fit.

Conferences & Travel

1. General Procedure:

- a. Individuals may be designated by the Union/Council to attend a conference as a representative of the MASU;
- b. As a representative of the MASU, the individual must adhere to the following guidelines;
- c. The individual shall not commit the MASU to any venture without the approval of the Executive Committee and the General Manager;
- d. The individual must follow all local laws and regulations of the place where the conference is hosted;
- e. The individual must follow all regulations of the institution or venue which is hosting the conference;
- f. The individual must act responsibly in all conference activities, particularly those social activities which involve the consumption of alcohol;
 - i. Use of illegal substances **will not** be tolerated, and this offence will be reported to the Ombudsperson, and;
- g. The individual must act in a manner that maintains the dignity, reputation and values of the MASU, which the individual is designated to represent

2. Expenses:

- a. The Insurance Administrator shall be responsible for arranging all travel and accommodations associated with the attendance of a conference;
- b. Expenses for meals will be subject to a maximum of the following per day;
 - i. \$8.50 for breakfast; \$11.00 for lunch; \$15.50 for supper;
- c. If a cash per-diem is allocated, any unused balance must be returned to the MASU post-conference;
- d. All receipts associated with expenses incurred while attending a conference (including food expenses) must be saved and submitted to the Insurance Administrator post-conference;
- e. Incidental expenses associated with travel or conferences may be billed back to the MASU provided that;
 - i. Original receipts for the expense are submitted;
 - ii. The expense is an appropriate one. The MASU will not reimburse the cost of alcohol or fines incurred while in attendance of a conference;
 - iii. The General Manager and VPFO, in consultation with the President, will decide if an incidental expense is appropriate, and;

- iv. If the expense is deemed appropriate but excessive, partial reimbursement may happen;
- f. Travel requiring the use of personal automobiles for MASU business will be reimbursed at \$0.39 per kilometer, and;
- g. All claims for incidental expenses must be submitted via a cheque requisite form as per Section 4, Item. II of this OP.

Appendix A

Cheque Requisition Form



Mount Allison Students' Union
62 York Street
Sackville, NB
E4L 1E2

Date: _____

Cheque Requisition

Name of Requisitioner _____

Payee _____

Address _____

Account/Organization
To Be Charged _____

Description / Specification	S.A.C. Budget Funds	Club Funds

Signature of Requisitioner: _____

Position: _____ Organization: _____

Date Required: _____

(Office Use Only)

Approval _____

Date _____