



Mount Allison Students' Union

Human Resources

Operating Procedure - 04



Table of Contents

Preamble & Definitions .....	3
Employed Positions .....	4
Fair Conduct & Equal Opportunity .....	14
Hiring Procedure .....	15
Hiring Panel Composition .....	19
Resignation & Temporary Appointment .....	23
Removal of Staff .....	25
Transitioning .....	26
Confidentiality .....	27
Conflicts of Interest .....	28



## Purpose

This policy provides a framework to ensure that the MASU's various employed positions are filled in a fair and equitable manner, and that human resource practices are consistent.

This responsibility of maintaining and upholding this Operating Procedure shall rest with the Offices of the Vice-President, Finance and Operations and of the Appoint Chair, in conjunction with the Human Resource Committee

## Definitions

**“Academic Year”** — shall refer to the period extending from September to April.

**“Council”** — shall refer to the Council defined in Law 02.

**“Executive”** — shall refer to the Executive defined in Law 04.

**“Hired Executives”** — shall refer to those members of the Executive not listed in Law 03, namely the Vice-President, Communications and the Vice-President, Finance and Operations.

**“Member”** — shall refer to the Members of the MASU defined in Article II.1 of the Constitution.

**“Simple Majority”** — shall refer to a majority of at least fifty percent (50%) of voting members of council, plus one (1).

**“University”** — shall refer to Mount Allison University.

**“Incoming”** – shall refer to an elected or appointed individual whose term in office begins on the following May 1<sup>st</sup>.

**“ex-officio”** – shall refer to someone without the ability to vote.

**“Conflict of Interest”** - shall refer to any personal interest or obligation to a third-party organization which may unduly affect an individual's ability to make decisions that are objectively in the best interest of the MASU.



### Eligibility

1. For all positions below, applicants must be a Mount Allison University Student for the academic year in which the available position is for.
2. Applicants are allowed to apply for more than one position.
3. MASU hired positions cannot be held simultaneously with MASU elected positions. If an elected member applies to and is offered appointment to a MASU hired position that overlaps with their elected term, they must resign from their elected position before accepting the appointed position.

### Job Descriptions

1. The **Accessibility Affairs Coordinator** shall:
  - a. Serve a term from the first day of May to the thirtieth day of the following April;
  - b. Raise awareness about issues of accessibility at Mount Allison;
  - c. Act as liaison between the MASU and the University on matters related to accessibility;
  - d. Maintain regular contact with counsellors from the Wellness Centre and the Meighen Centre;
  - e. Assist clubs and societies in making events accessible;
  - f. Complete tasks as required by Council and the MASU as assigned by the Vice-President, Student Life;
  - g. Report to the Vice-President, Student Life on all issues of accessibility at Mount Allison;
  - h. Attend the annual MASU Jobs Fair;
  - i. Attend the annual MASU Training Day in the winter semester;
  - j. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
  - k. There is an honorarium with this position, and
  - l. A final report is required to be submitted to the Human Resources Manager.
2. The **Allisonian Editor(s)** shall:
  - a. Report to the Vice President, Communications for the overall production of the yearbook;
  - b. Adhere to the following guidelines:

- i. The MASU Executive Committee has the right to evaluate any facet of the yearbook at any time during its production to make sure it coincides with the general overall wishes of the student body;
    - ii. The yearbook should contain content oriented towards memorabilia;
    - iii. All factions of the University community be represented in the yearbook;
    - iv. Deadlines should be followed to ensure that the yearbook will be completed and returned to students by the end of October or early November;
    - v. The final production of the yearbook must be approved by the Executive Committee.
  - c. Be familiar with the operations of a yearbook and the photographic process;
  - d. Be responsible for co-ordination of sections with other yearbook assistants;
  - e. Along with the Vice-President, Finance and Operations and the MASU Administrator, ensure the Allisonian is completed on budget and on time;
  - f. The editor(s) should be available to attend a week-long course at the end of the summer sponsored by the publishing company, if applicable;
  - g. The editor is required to stay in Sackville over the summer or until the yearbook is finished;
  - h. Attend the annual MASU Jobs Fair;
  - i. Attend the annual MASU Training Day in the winter semester;
  - j. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
  - k. There is an honorarium with this position; and,
  - l. Each editor must submit a final report to the Human Resources Manager.
3. The **Assistant Entertainment Director** shall:
  - a. Serve a term of office from the first day of May to the thirtieth day of the following April;
  - b. Report to the Entertainment Director;
  - c. Act as Entertainment Director in the absence or incapacity of the Entertainment Director;
  - d. Remain in constant contact with the Entertainment Director over the summer;
  - e. Assist the Entertainment Director with all aspects of entertainment events, with the exception of bookings;
  - f. Be responsible for all promotion and marketing of various MASU and clubs and societies sponsored events;



- g. Be responsible for developing alternative types of entertainment (i.e. movie nights, coffee houses, etc.);
  - h. Be in constant communication with the Vice-President, Finance and Operations and the MASU General Manager in terms of budgeting events;
  - i. Help to plan the annual ASCARS awards show in conjunction with the Entertainment Director and Vice-President, Student Life;
  - j. If circumstances permit, the Assistant Entertainment Director shall attend the COCA Conference;
  - k. Attend the annual MASU Jobs Fair;
  - l. Attend the annual MASU Training Day in the winter semester;
  - m. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
  - n. There is an honorarium with this position; and,
  - o. A final report is required to be submitted to Human Resources Manager.
4. The **Campus Life Coordinator** shall:
  - a. Serve a term of office from the first of September to the thirtieth of April;
  - b. Assist the Vice-President, Student Life with the administration of Social Caucus and communication with Residence Executives;
  - c. Assist the Vice-President, Student Life with the administration of Clubs & Societies on campus, including constitutions, training sessions and the Clubs & Societies Fairs;
  - d. Complete tasks as required by Council and the MASU as assigned by the Vice-President, Student Life;
  - e. Report to the Vice-President, Student Life;
  - f. Attend the annual MASU Jobs Fair;
  - g. Attend the annual MASU Training Day in the winter semester;
  - h. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
  - i. There is an honorarium with this position; and,
  - j. A final report is required to be submitted to the Human Resources Manager.
5. The **Chairperson (of the SAC)** shall:
  - a. Serve a term of office from the first of May to the thirtieth day of the following April;

- b. Call and chair all meetings of both Council and the MASU using Robert's Rules of Order as a guide;
  - c. Act as the spokesperson of Council;
  - d. Hold office hours within forty-eight (48) hours of all regular Council meetings;
  - e. Administer Executive and Councillor evaluations;
  - f. Set the agenda for all meetings of Council and the MASU;
  - g. Keep accurate records of attendance at Council meetings and enforce the MASU Bylaws pertaining to attendance;
  - h. Perform such duties as may be assigned by the President, Council or the MASU;
  - i. Attend the annual MASU Jobs Fair;
  - j. Attend the annual MASU Training Day in the winter semester;
  - k. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
  - l. There is an honorarium with this position; and
  - m. A final report is required to be submitted to the Human Resources Manager.
6. The **Community Services Coordinator** shall:
- a. Serve a term of office from the first day of May to the thirtieth day of the following April;
  - b. Oversee the recruitment, training and management of a student tutor program for local schools;
  - c. Recruit and maintain a volunteer database of students and community members;
  - d. Promote the MASU volunteer database to local community organizations and initiatives;
  - e. Advertise community events to members of the MASU;
  - f. Maintain regular communication with Renaissance Sackville;
  - g. Promote local engagement through other projects as directed by Council and the Executive Committee;
  - h. Complete tasks as required by SAC and MASU and assigned by the Vice-President, External Affairs;
  - i. Report to the Vice-President, External Affairs no less than once per month on community issues in Sackville;
  - j. Assume the duties and responsibilities of the Bike Co-Op Coordinator as listed in Operating Procedure 4 – Human Resources;
  - k. Attend the annual MASU Jobs Fair;
  - l. Attend the annual MASU Training Day in the winter semester;



- m. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- n. There is an honorarium with this position; and,
- o. A final report is required to be submitted to the Human Resources Manager.

7. The **Chief Returning Officer (CRO)** shall:

- a. Serve a term of office from the first of September to the thirtieth of April;
- b. Report to the Vice-President, Finance & Operations of the Executive;
- c. Report to Council;
- d. Be responsible for all MASU affiliated elections and referenda;
- e. Oversee the Elections Office;
- f. Be responsible for the advertising of elections and forums in concert with the Vice-President, Communications;
- g. Be responsible for organizing candidate forums before various elections;
- h. Adhere to the MASU election and referendum procedures as outlined in the Bylaws, Operation Procedure 03 - Elections & Referenda; any variance to these Bylaws or Operating Procedures must first be approved by Council;
- i. Be responsible for informing candidates of the election rules and regulations and shall take disciplinary action if these rules are not adhered to as outlined in the Bylaws and Operation Procedure 03 - Elections & Referenda;
- j. Waive their right to vote in any election called by Council and/or the MASU while serving as CRO;
- k. Ensure the enforcement of Bylaw 03, Bylaw 08 and all other election procedures;
- l. Perform such duties as may be assigned by Council and the MASU;
- m. Attend the annual MASU Jobs Fair;
- n. Attend the annual MASU Training Day in the winter semester;
- o. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- p. There is an honorarium with this position; and
- q. A final report is required to be submitted to the Human Resources Manager.

8. The **Deputy Chairperson (Secretary of Council)** shall:

- a. Serve a term of office from the first of May to the thirtieth day of the following April;
- b. Maintain and distribute minutes for all meetings of Council and the MASU;





- c. Assume the duties of the Chairperson in the event of the absence or incapacity of the Chair;
- d. Aid the Chairperson in the preparation and distribution of the agenda and related documents for all Council meetings;
- e. Keep accurate records of attendance at Council meetings and enforce the MASU
- f. Bylaws pertaining to attendance;
- g. Perform other duties as assigned by the Chairperson and Council;
- h. Attend the annual MASU Jobs Fair;
- i. Attend the annual MASU Training Day in the winter semester;
- j. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- k. There is an honorarium with this position; and,
- l. A final report is required to be submitted to the Human Resources Manager.

9. The **Deputy Returning Officer (DRO)** shall:

- a. Serve a term of office from the first of September to the thirtieth of April;
- b. Assume the duties of the MASU CRO in the event of their absence or incapacity;
- c. Report to the CRO;
- d. Be responsible for the advertising of elections and forums in concert with the Vice-President, Communications;
- e. Be responsible for organizing candidate forums before various elections in collaboration with the CRO;
- f. Adhere to the MASU election and referendum procedures as outlined in the Bylaws, Operating Procedure 03 - Elections & Referenda; any variance to these Bylaws or Operating Procedures must first be approved by Council;
- g. Waive their right to vote in any election called by Council and/or the MASU;
- h. Perform such duties as may be assigned by the CRO, Council and the MASU;
- i. Attend the annual MASU Jobs Fair;
- j. Attend the annual MASU Training Day in the winter semester;
- k. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- l. There is an honorarium with this position; and,
- m. A final report is required to be submitted to the Human Resources Manager.

10. The **Entertainment Director** shall:



- a. Serve a term of office from the first day of May to the thirtieth day of the following April;
- b. Report to the Vice-President, Student Life;
- c. Be required to be in constant consultation with the Vice-President, Finance and Operations and the MASU General Manager in terms of the organizing and budgeting of MASU sponsored events;
- d. Provide information for entertainment to clubs and societies and special events committees;
- e. Coordinate and organize entertainment functions throughout the entire academic year;
- f. Develop and maintain communications with various booking agents and with other entertainment coordinators in the Maritimes;
- g. Chair the Entertainment Committee;
- h. Negotiate all entertainment arrangements and contracts in consultation with the Vice-President, Finance and Operations and the MASU General Manager;
- i. Be responsible for hosting entertainers;
- j. Market and promote all MASU sponsored entertainment on campus in conjunction with the Vice-President, Communications;
- k. Work closely with the Orientation Chair in booking entertainment and looking after bands during events;
- l. Plan the annual ASCARS awards show in conjunction with the Vice-President, Student Life;
- m. Chair, at the discretion of the Vice-President, Student Life, the ASCARS Commission;
- n. Properly consult with the Vice-President, Finance and Operations and the General Manager regarding the organization and budgeting of the ASCARS;
- o. If circumstances permit, the Entertainment Director shall attend the COCA Conference;
- p. Attend the annual MASU Jobs Fair;
- q. Attend the annual MASU Training Day in the winter semester;
- r. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- s. There is an honorarium with this position; and,
- t. A final report is required to be submitted to the Human Resources Manager.

11. The **Health Services Coordinator** shall:



- a. Serve a term of office from the first day of May to the thirtieth day of the following April;
- b. Act as a liaison between the MASU and all health service providers and practitioners at Mount Allison and, when appropriate, in the Sackville community;
- c. Promote and provide resources for new mental, physical, and sexual health initiatives brought forward by MASU members;
- d. Coordinate advocacy efforts designed to improve, expand, or implement mental, physical, and sexual health resources;
- e. Complete tasks as required by Council and the MASU and assigned by the Vice-President, Student Life;
- f. Attend the annual MASU Jobs Fair;
- g. Attend the annual MASU Training Day in the winter semester;
- h. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- i. There is an honorarium included with this position; and,
- j. A final report is required to be submitted to the Human Resources Manager.

12. The **Human Resources Manager** shall:

- a. Serve a term of office from the first of May to the thirtieth of April of the following year;
- b. Report to the Vice-President, Finance and Operations of the Executive on all matters of human resources;
- c. Chair the Human Resource Committee, and ensure that human resource documents, including job descriptions are up-to-date and accurate;
- d. Facilitate the hiring, appointment, and recruitment processes for all employed positions of the MASU, including:
  - vi. Communicating with the Vice-President, Communications to organize recruitment for employed positions;
  - vii. The composition of the Hiring Panel;
  - viii. Collecting and circulating application materials to appropriate recipients;
  - ix. Scheduling interviews; and,
- e. Chair the Human Resource Committee, and ensure that human resource documents, including job descriptions are up-to-date and accurate;
- f. Abide by Operating Procedure 04 – Human Resources to ensure that hiring practices are consistent, fair, and equitable;

- g. Work in conjunction with the Vice-President, Finance and Operations and the MASU Ombudsperson to ensure that human resource-related complaints are handled in accordance to Operating Procedure 04 – Human Resources;
- h. Organize and oversee the annual MASU Jobs Fair in conjunction with the Human Resources Committee and the Vice President, Finance and Operations;
- i. Organize the MASU Training Day for all current and incoming staff during the Winter Semester;
- j. Collect and submit to council all transition reports, filing them with the MASU General Manager afterwards;
- k. Process all honorarium requests to the Vice President, Finance and Operations;
- l. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- m. There is an honorarium with this position; and,
- n. A final report is required to be submitted to the Human Resources Manager.

13. The **International Student Coordinator** shall:

- a. Serve a term of office from the first of May to the thirtieth day of the following April;
- b. Chair the International Affairs Committee;
- c. Maintain a collaborative relationship with the Entertainment Director to ensure that the MASU is planning and executing events that also represent international students;
- d. Assist with the advertisement of any international student event put on by the MASU or the International Centre;
- e. Maintain a collegial and collaborative relationship with the University's International Student Advisor, the VP International & Student Affairs, and the Director of International Services in order to be aware of events and emerging issues from the International Centre if necessary;
- f. Work in collaboration with the International Student Representative to develop new ideas and initiatives for increasing the participation of international students in MASU and University initiatives;
- g. Complete tasks as required by Council, the MASU, and assigned by the Vice-President, Student Life;
- h. Report to the Vice-President, Student Life no less than once per month



- i. Attend the annual MASU Jobs Fair;
- j. Attend the annual MASU Training Day in the winter semester;
- k. This position cannot be held concurrently with the International Student Representative;
- l. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- m. There is an honorarium with this position; and,
- n. A final report is required to be submitted to the Human Resources Manager.

14. The **Media Relations Coordinator** shall:

- a. Serve a term of office from the first of May to thirtieth of April of the following year;
- b. Report to the Vice President, Communications;
- c. Assist the Vice President, Communications with all aspects of communications as necessary, including social media, graphic design, and photography;
- d. Develop and maintain yearly, a list of students proficient in any or all of the areas of graphic design, photography or videography;
- e. Act as a resource for Clubs & Societies and Residences in promoting events;
- f. Attend the annual MASU Jobs Fair;
- g. Attend the annual MASU Training Day in the winter semester;
- h. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- i. There is an honorarium with this position; and,
- j. A final report is to be submitted to the Human Resources Manager.

15. The **Ombudspersons** shall:

- a. Fulfill the office of one of the two positions (listed below) including their duties and responsibilities at a given time;
  - i. The office of the **MASU Ombudsperson** as defined on page five (5) of the Mount Allison Students' Union Operating Procedure – 10 (Judicial Process)



- b. Chair the Social Justice Committee;
- c. Maintain regular contact with all interested MASU clubs and societies;
- d. Act as a liaison between clubs/societies and the MASU, as well as between clubs/societies themselves;
- e. Report to the Vice-President, External Affairs;
- f. Complete tasks as required by Council and the MASU and assigned by the Vice-President, External Affairs;
- g. Attend the annual MASU Jobs Fair;
- h. Attend the annual MASU Training Day in the winter semester;
- i. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
- j. There is an honorarium with this position; and,
- k. A final report is required to be submitted to the Human Resources Manager.

18. The **Summer Office Manager/Shinerama Campaign Chair** shall:

- a. Serve a term of office from the first day of May to the thirtieth day of the following April;
- b. Assume the duties of the Office Manager of the MASU for the summer and be responsible for organizing the MASU's Shinerama fundraiser to take place during Orientation Week;
- c. If circumstances permit, attend the annual Shinerama National and Regional Conferences;
- d. Prepare a budget for the campaign in conjunction with the Vice-President, Finance & Operations and the MASU General Manager;
- e. Report to the Vice-President, Finance & Operations and the MASU General Manager to ensure timely and accurate reporting of the campaign total to Cystic Fibrosis Canada, Council, the University community and external sources;
- f. Report to the Vice-President, Communications on all campaign materials to ensure the MASU is represented as the campaign organizer;
- g. Report to the President on all campaign activities to ensure the MASU is being well represented during the campaign;
- h. Be available to work after Convocation in Sackville at the MASU office, fulfilling the duties of Office Manager during the summer months;
- i. Prior to the start of the term, coordinate with the MASU office staff to arrange any additional support needed;
- j. Perform such duties as may be assigned by the President, Council and the MASU;



- k. Work as scheduled by the MASU General Manager;
  - l. Attend the annual MASU Jobs Fair;
  - m. Attend the annual MASU Training Day in the winter semester;
  - n. This position cannot be held in conjunction with an elected position in Law 4 of the Bylaws of the MASU;
  - o. There is an honorarium with this position; and,
  - p. A final report is required to be submitted to the Human Resources Manager.
19. The job descriptions of the **Executive and Representative Officers of the MASU**, the **Chair of Council**, and the **Deputy Chair of Council** are contained in Law 4 of the Bylaws of the MASU.
20. The job descriptions of the **Ombudspersons** and the **Appellate Chair**, and the other standing members of the MASU Appeals Office, contained in Operating Procedure 10 – Judicial Process.



### Human Resource Terms of Reference

1. The recruitment, selection, reviewing, hiring, developing, and the training of individuals will be executed without bias, including bias based on race, cultural and ethnic heritage, gender, personal identity, political affiliation, religion, faith, creed, physical characteristics, disability, or sexuality.
2. Resources will be available to all agents of the organization so that each individual is able to work in their position to the best of their ability.
3. The competencies and responsibilities of all agents of the organization will be available to any hired, volunteer, or representative position so that they are aware of the organization's expectations.
4. Any opportunities for development or training provided to agents of the organization will be awarded to individual based on the benefit of the organization.

### Violence & Harassment

Any instances of violence, harassment, or sexual harassment perpetrated by a staff or representative of the organization are to be reported to the General Manager:

1. A record of the complaint will be kept on file and, depending on the severity of the transgression, the General Manager may launch an investigation into the alleged incident.
2. If appropriate, official warnings will be issued to the individual.
3. If the incident is deemed to be serious enough, or if the behaviour does not improve after repeated warnings, the Executive Committee will be informed.
  - a. The Executive Committee will be tasked with taking the appropriate route to investigate the individual's behaviour and, if necessary, seek the dismissal of the individual from their position.



### Application & Recruitment Procedure

1. Recruitment shall begin with public advertisement of the positions available within the MASU for a minimum period of seven (7) days, during which times application forms will be made available on the MASU website and in the MASU office;
2. The following information shall be collected as application materials, and will be present on the aforementioned application forms in electronic and hard copy:
  - a. The applicant's full name,
  - b. Address, phone number, and email address
  - c. Faculty, year of study,
  - d. The position(s) to which the applicant wishes to apply,
  - e. A description of why the applicant is applying,
  - f. A description of what the applicant can offer to the position, and
  - g. Any supporting documents evidencing the applicant's work history and competencies, including résumés and curricula vitae.
3. The Human Resources Manager shall circulate application materials to the appropriate hiring panels within two (2) days of the application deadline date;
4. The Human Resources Manager shall confirm the receipt of application materials within two (2) days of the application deadline date. At the discretion of the Appointment Chair, late applications may be accepted for reasons including but not limited to illness or server malfunction.

### Interview Procedure

1. The composition of the hiring panel will pertain to each position being interviewed as outlined in Section 6 of this Operating Procedure, and shall remain the same for all interviews for a particular position;
2. The hiring panel will deliberate upon receipt of application materials:
  - a. All applicants may be interviewed;
  - b. The preceding clause notwithstanding, an application may not be granted an interview at the discretion of the appropriate hiring panel. Such decisions must be made with consensus of the panel.



3. Applicants shall be notified of the status of their application, including, if applicable, the time and location of their interview within one (1) week of the application deadline date by the Appointment Chair;
4. Should applicants wish to reschedule their interview, or request accommodations, they shall be permitted to do so up to two (2) days before their interview;
5. Interviews shall be executed in accordance with Section 3 of this policy; and shall be consistent within all contested positions in all matters of:
  - a. Panel member attendance,
  - b. Questioning,
  - c. Additional materials and/or presentations requested of candidates, and
  - d. Notes and comments recorded by members of the panel;
6. The responsibility of scheduling interviews and monitoring their consistency and fairness shall rest with the Human Resources Manager, or an applicable Human Resource Committee Member;
7. Upon completion of the interview process, deliberations will begin. Only at this point may recorded materials be compared between panel members.
8. Deliberation shall take place within three (3) days of the interview periods, and shall last no more than three (3) days;
9. In the event that consensus regarding an appointment recommendation cannot be reached, the hiring panel will vote to eliminate candidates individually until one candidate remains. In the event of a tie or stalemate, the Human Resources Manager shall have the final decision;
10. All discussion and materials created and held by the hiring panel are to remain strictly confidential. Panel members found to be in breach of confidentiality shall be dismissed by the Human Resources Manager and replaced by a suitable candidate, as approved by remaining panel members;
11. At the discretion of the Human Resources Manager, an applicant may be recommended to fill a position for which the applicant did not submit an application, so long as:



- a. Both the hiring panel for the position to which the applicant applied and the hiring panel for the initial contested position are in consensus that the applicant is the best choice for the position, and
- b. All interviews for both positions have been completed;
- c. Such recommendations must receive the approval of the Vice-President, Finance and Operations.

#### Appointment Procedure

1. Once a hiring recommendation is to be made, the appointment procedure shall occur at the following meeting of council.
2. The Human Resources Manager shall document the recommendation of each position's hiring panel in the form a brief report. Such a report shall include the merits of the successful candidate(s) regarding their ability to fulfill the duties of the position.
3. The Human Resources Manager, or a member of the Human Resource Committee, shall motion *in camera* to approve each appointment at a meeting of Council;
  - a. The Appointment Chair shall summarize the report, including the result of deliberations and the merits of the recommended applicant;
  - b. The appointment will be put to a vote, requiring a simple majority to pass;
4. In the event that an appointment should fail, the appropriate hiring panel shall be informed within two (2) days, and shall reopen the hiring process for the position.
5. The preceding clause notwithstanding, the appropriate hiring panel may choose to submit an alternate recommendation from among the applicants interviewed following the same process as outlined above.
6. All candidates, successful or not, shall be notified of the status of their application no more than two (2) days after a successful motion.



## Composition

### 1. Vice President, Finance and Operations

- a. Incoming President
- b. General Manager
- c. Vice-President, Finance and Operations (ex-officio)
- d. President (ex-officio)
- e. Appointment Chair (ex-officio)

### 2. Vice President, Communications

- a. Incoming President
- b. General Manager
- c. Vice-President, Communications (ex-officio)
- d. President (ex-officio)
- e. Appointment Chair (ex-officio)

### 3. Accessibility Affairs Coordinator

- a. Incoming Vice President, Student Life
- b. Vice President, Student Life (ex-officio)
- c. Accessibility Affairs Coordinator (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

### 4. Allisonian Editor(s)

- a. Incoming Vice President, Communications
- b. General Manager
- c. Vice President, Communications (ex-officio)
- d. Allisonian Editor(s) (ex-officio)
- e. A member of the Human Resource Committee (ex-officio)

### 5. Assistant Entertainment Director

- a. Incoming Vice-President, Student Life
- b. General Manager
- c. Vice-President, Student Life (ex-officio)
- d. Entertainment Director (ex-officio)
- e. The Appointment Chair (ex-officio)

### 6. Campus Life Coordinator



- a. Incoming Vice-President, Student Life
- b. Vice-President, Student Life (ex-officio)
- c. Campus Life Coordinator (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**7. Chair of Council**

- a. Interviews shall take place *in camera* at a meeting of Council following a regular meeting of Council, and shall include a mock session of Council designed to test familiarity with Robert's Rules of Order

**8. Chief Returning Officer**

- a. Incoming Vice President, Finance and Operation
- b. Vice President, Finance and Operation (ex-officio)
- c. Chief Returning Officer (ex-officio)
- d. Human Resources Manager (ex-officio)

**9. Media Relations Coordinator**

- a. Incoming Vice-President, Communications
- b. Vice-President, Communications (ex-officio)
- c. Media Relations Coordinator (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**10. Community Service Coordinator**

- a. Incoming Vice President, External Affairs
- b. Vice President, External Affairs (ex-officio)
- c. Community Service Coordinator (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**11. Deputy Chair of Council**

- a. Incoming Chair of Council
- b. Chair of Council (ex-officio)
- c. Deputy Chair of Council (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**12. Deputy Returning Officer**

- a. Incoming Chief Returning Officer
- b. Incoming Vice President, Finance and Operation



- c. Chief Returning Officer (ex-officio)
- d. Deputy Returning Officer (ex-officio)
- e. A member of the Human Resource Committee (ex-officio)

**13. Entertainment Director**

- a. Incoming Vice-President, Student Life
- b. General Manager
- c. Vice-President, Student Life (ex-officio)
- d. Entertainment Director (ex-officio)
- e. The Appointment Chair (ex-officio)

**14. Health Service Coordinator**

- a. Incoming Vice-President, Student Life
- b. Vice-President, Student Life (ex-officio)
- c. Health Services Coordinator (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**15. Human Resources Manager**

- a. Incoming Vice-President, Finance and Operation
- b. Vice-President, Finance and Operation (ex-officio)
- c. Human Resources Manager (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**16. Ombudspersons**

- a. Incoming President
- b. President (ex-officio)
- c. Ombudspersons (ex-officio)
- d. Vice-President, Finance & Operations (ex-officio)
- e. The Appointment Chair (ex-officio)

**17. Orientation Chair**

- a. Incoming President
- b. General Manager
- c. Appointed in collaboration with University

**18. Social Justice Coordinator**

- a. Incoming Vice-President, External



- b. Vice-President, External (ex-officio)
- c. Social Justice Coordinator (ex-officio)
- d. A member of the Human Resource Committee (ex-officio)

**19. Summer Office Manager / Shinerama Campaign Chair**

- a. Incoming President
- b. General Manager
- c. Insurance Administrator
- d. President (ex-officio)
- e. Summer Office Manager / Shinerama Campaign Chair (ex-officio)
- f. The Appointment Chair (ex-officio)

**20. Sustainability Coordinator**

- a. Incoming Vice-President, External
- b. General Manager
- c. Vice-President, External (ex-officio)
- d. Sustainability Coordinator (ex-officio)
- e. A member of the Human Resource Committee (ex-officio)

**Roles & Responsibilities**

1. Incoming Officers sit on the interview hiring panel to be the primary decision makers, as the individuals who will work with the successful appointee. They shall advise the rest of the hiring panel of the qualities and skills they are looking for.
2. Current Officers are on the interview hiring panel to provide knowledge and expertise when working with the position being interviewed for. They shall draw on their experience to allow the incoming officer to make the best decision possible.
3. Human Resource Committee Member/ Human Resources Manager sits on the interview hiring panel to ensure procedure is being followed and to limit bias. They shall remain neutral and shall not attempt to sway the other hiring panel members.
4. Any ex-officio member, with the exception of the Human Resources Manager or the member of the Human resource committee, may recuse themselves from the hiring panel. They must do so by writing to the Human Resources Manager advising them of their absence.





5. Decisions Making:

- a. Although consensus is preferable, the hiring decision, in the event of a vote, shall be the responsibility of the individuals who will be working with the individual in questions.
  - i. In the events of a tie, the ex-officio members will then be allowed to cast their vote for a successful candidate;
  - ii. The above clause notwithstanding, the member of the Human Resources Committee, or the Human Resources Manager shall only have a vote in the event that, after all other committee members have voted, there is still a tie.



## Resignation & Temporary Appointment

---

### Resignation of Representative Officers

1. A formal, written notice shall be tendered to the Chair of Council;
2. At the next meeting of Council, the Chair shall inform Council of the notice of resignation;
  - a. The above clause notwithstanding, if an individual may choose to present the letter themselves. If so, they shall notify the Chair, and the Chair shall then allow space on the agenda for their address;
3. If the President, for any reason, chooses to resign from their position, the next member of the Executive Committee responsible, as outlined in Bylaw 4, will become Interim President before arranging a by-election;
4. If the President resigns during the summer the interim period will extend until the earliest possible time to run an election in the fall;
5. If a member of the Executive, other than the President, for any reason, chooses to resign from their position, the remaining members of the Executive can appoint an elected member of Council or appoint an interim leader from among Members before arranging a by-election;
6. If a non-Executive, voting member of Council, for any reason, chooses to resign from their position, the Chief Returning Officer shall then proceed to arrange a by-election within fourteen (14) days of notification. This process may be overridden for any elected, non-Executive position with a two-thirds (2/3) majority vote of Council. Until that time the Vice-President, Communications shall represent the constituency in question as a non-voting member;
7. Any appointment to a hired Executive position must be ratified by a two-thirds (2/3) majority vote of Council.

### Resignation of employed positions

1. If an individual holding an employed position, for any reason, chooses to resign from their position, a formal notice of resignation shall be tendered to the Officer to whom the individual reports. The aforementioned Officer shall present the resignation to the Human Resource Committee within a week of receipt;



2. The Human Resource Committee, in consultation of the supervising office, shall convene to determine whether the hiring process for that position shall reopen;
  - a. Should the Committee recommend that the position remain vacant for the remainder of the term, the Committee's deliberations shall be summarized in a Letter of Finding, to be presented by the Vice-President, Finance and Operations on behalf of the Committee at the next meeting of Council. Should Council fail to ratify a motion to leave vacant the position by a two-thirds (2/3) majority, the hiring process will reopen for the position.

#### Contract Staff

1. Should an individual occupying a contract staff position wish to resign or to request temporary leave, a notice of resignation or of temporary leave shall be tendered to the President and the Executive Committee, who shall determine the appropriate course of action;
2. The above clause notwithstanding, human resource matters relating to contract staff shall be overseen by the General Manager, who shall report on such matters to the Executive Committee.

### Warning Procedure

1. In the event that an employed individual, outlined in section 6 of this Operating Procedure, fails to perform their duties as mandated or acts in a manner that would discredit the organization, the supervising officer shall give them a verbal warning outlining any claims of negligence or misconduct, determine any underlying cause, and establish a procedure to respond to the claims;
2. In the event the negligence or misconduct expressed persists the supervising officer shall issue a written warning to the individual. The Ombudsperson and the Vice President, Finance and Operation shall be notified of the written complaint;
  - a. The individual had the right to respond, in writing, to the complaint against them. This complaint shall be addressed to the supervising officer, and be shared with the Ombudsperson and the Vice President, Finance and Operations.
3. If, after a verbal and written warning, the behaviour persists, the supervising officer shall bring the complaint to the Human Resource Committee. The Human Resource Committee shall scrutinize the complaints and make a recommendation to remove or not to remove the individual, which shall be presented at the following meeting of council.
4. The Human Resources Manager shall, in camera, motion to, by way of a two-third (2/3) majority, remove the individual from their role.
  - a. A removal vote in the affirmative is absolute and not subject to appeal.

### Severe Misconduct

1. In certain circumstances, where an employed or representative position may be deemed severe, or in instances when expediency is of the highest importance, the Executive Committee shall have the ability to dismiss any employed individual and, when appropriate, reappoint another individual to ensure the execution of the dismissed individual's position.
  - a. In such instances, the President shall present, in camera, such a decision for ratification by a two-thirds (2/3) majority at the next meeting of Council.
  - b. In the event that Council fails to ratify the Officers decision, the Human Resource Committee shall convene to determine and execute the appropriate response for which the removal was unsuccessful.

#### Incoming Transition

1. Each incoming or representative individual is entitled to an orientation in which they are expected to participate. Duties and responsibilities will be outlined, as well as any additional expectations;
2. The incoming individual is encouraged to read reports gathered from previous individuals within their position to gain insight into their position and the organization's structure.
3. The incoming individual should attempt to gain an understanding, and to request additional information from their supervising Officers.

#### Exit Transition

1. Individuals finishing their terms in employed or representative positions will be expected to make the transition for the incoming individual as smooth as reasonably possible. First and foremost, a detailed final report shall be submitted, detailing;
  - a. The individual's professional activities while in office,
  - b. An outline of the position,
  - c. Any projects undertaken while in office, and any notable successes and failures, and
  - d. Any passwords, organizational email addresses, written material and unfinished business
2. Outgoing individuals occupying employed positions are encouraged to allow their successor to job shadow, or to formally convene with their successor for an in-person discussion about the duties of the position.



## Liability

1. Information falling under protection of the organization include: names, birthdates, and other personal attributes of members, financial documents, contracts, leases, and other legal documentation, information collected during the recruitment process, non-public meeting minutes, records on staff and councillors, internal documentation, strategic plans, and unreleased reports or presentations.
2. As the holder of this information, the MASU has legal liability over the release of the information to individuals. Where the disclosure of this information might be detrimental to the continued operations of the organization, the MASU will require confidentiality agreements with individuals who are given access to the information.
3. These agreements will outline what information the individual has access to and the proper procedures to use and handle the information.
4. Breach of confidentiality shall be considered serious misconduct. The Human Resource Committee and any administrative or legal counsel shall hold an Officer who breaches confidentiality accountable.



### Reporting Conflicts of Interest

1. All representative Officers are expected to disclose conflicts of interest to the other members of a decision-making body. As long as a conflict of interest is fully disclosed, the individual may participate in discussions, but must waive their right to any votes by abstaining. Individuals may opt to excuse themselves entirely if they feel that it is appropriate.