

Operating Procedure IV - Conference and Travel

1. Any individual designated by the Union/Council to attend a conference as a representative of the SAC has the following rights which they may exercise freely:
 - 1.1.To participate fully in all conference activities of their choosing;
 - 1.2.To speak to any issue that is relevant to the membership;
 - 1.3.To express the “general opinion” of Mount Allison students;
 - 1.4.To suggest solutions, activities or ventures to address issues or problems of relevance to the conference bearing in mind the responsibilities laid out in this policy;
 - 1.5.To express any personal opinion so long as the officer makes it clear it is not necessarily the opinion of the Union or the Council;
 - 1.6.To express the opinion of any other Mount Allison organization for which the officer is authorized to do so.

2. Any individual designated by the Union/Council to attend a conference as a representative of the members has the following responsibilities which they must adhere to:
 - 2.1.The officer shall not commit the Union or the Council to any venture without the approval of the SAC Executive and the SAC Administrator;
 - 2.2.To follow all local laws and regulations of the institution or venue which is hosting the event;
 - 2.3.To act responsibly in all conference activities, in particular those social activities which involve the consumption of alcohol;
 - 2.4.At all times maintain the dignity and reputation of the Union and Council which the individual has been designated to represent.

3. Travel & Expenses
 - 3.1.In general, the Union shall be responsible for arranging and paying for all travel and accommodations associated with attendance of a conference;
 - 3.2.Expenses for meals will be subject to a maximum of the following allowances.
Receipts are not required to claim travel meal expenses. The allowances for meals are \$8.50 for breakfast, \$11.00 for lunch, and \$15.50 for dinner, including taxes and gratuities;
 - 3.3.Travel requiring the use of a personal automobile for SAC business will be reimbursed at \$0.35 per kilometer;
 - 3.4.Other incidentals expenses associated with travel or the conference may be billed back to the Union providing the following:
 - 3.4.1. The officer can provide original receipts for all incidental expenses they wish to claim;

- 3.4.2. The expense is an appropriate one. The union shall not, for example, reimburse for the cost of alcohol consumed at a conference or a fine incurred while in attendance at a conference;
- 3.4.3. The expense is reasonable as determined by the SAC Administrator, Vice-President Finance and Operations and/or President. Expenses deemed excessive shall not be reimbursed in their entirety or at all.
- 3.5. All claims must be submitted via a Cheque Requisition form and shall be reimbursed accordingly by cheque.

4. Sanctions

- 4.1. Should the conference attendee(s) not adhere to the above responsibilities, sanctions may be imposed;
- 4.2. Sanctions may only be imposed by resolution of Council;
- 4.3. These sanctions may take the form of a formal reprimand by a sitting Council or a monetary sanction:
 - 4.3.1. Monetary sanctions shall be no more than \$50 for a non-honorarium position, or 10% of a SAC honorarium should they have one.
- 4.4. Any member of the Union, Council, or Executive may propose a sanction. Proposed sanctions must be reviewed by the Executive in consultation with the Administrator a minimum of one week prior to presentation at a meeting of Council;
- 4.5. The individual in question shall be notified of the meeting where a motion may come forward and shall have the opportunity to speak to the incident and the sanction;
- 4.6. Upon review, sanctions shall be presented at a meeting of Council;
- 4.7. Discussion shall occur in a public session of Council, but Council may reserve the right to discuss the sanction(s) and render a decision in camera;
- 4.8. Sanctions shall be imposed if ratified by a two-thirds majority vote of Council;
- 4.9. The officer in question shall be notified immediately of the decision of Council.

5. Appeals

- 5.1. The individual may appeal the imposed sanctions if they feel Council was not adequately prepared to make their decision, or should they have additional information for consideration;
- 5.2. Appeals shall be directed in writing to the SAC Office of the Ombudsperson within seven days of the decision of council;
- 5.3. The Office of the Ombudsperson shall present this complaint to the Judicial Committee. The Judicial Committee may request statements from any member of council or student-at-large.
- 5.4. The Judicial Committee shall prepare a written report within fourteen days of the written request for appeal. This report shall include details of the incident in question and a recommendation(s) regarding resolution of the appeal;

- 5.5. This report shall be presented to Council at the next meeting of Council;
- 5.6. Council may reject any recommendation contained in the report by a two-thirds majority vote;
- 5.7. The report of the Judicial Committee is binding unless rejected.

6. Conference Reports

- 6.1. Individuals in attendance at a particular conference shall submit a written report of the activities of said conference;
- 6.2. This report shall be available no less than fourteen days following the return from the conference;
- 6.3. In the event that more than one individual attends the same conference, one report shall be considered acceptable;
- 6.4. This report may be reviewed in a public session by the Council at the request of any member of the Union, council, or Executive.