

## Operating Procedure VII - Honoraria

1. Objectives
  - 1.1. The objectives of this policy are:
    - (a) to reduce the SAC's risk;
    - (b) to clarify when an individual is eligible to withdraw from their honorarium.
2. Distribution of Honoraria
  - 2.1. This policy applies to all individuals who hold a position which receives an honorarium, in the following manner:
    - 2.1.1 President and Vice-Presidents
      - (i) Honoraria will be issued on a monthly basis in equal proportions (*total yearly honorarium / 12-months = monthly honorarium*);
      - (ii) the last month's honorarium will be withheld until a yearend report is submitted by each Executive member.
    - 2.1.2 Orientation Chair
      - (i) Honoraria may be withdrawn at any time after the completion of Orientation Week.
    - 2.1.3 Elections Office
      - (i) Honorarium for the Chief Returning Officer and Deputy Returning Officer will be issued in 3 equal proportions (*total yearly honorarium / 3 = honorarium issued per election*) upon the release of results per election (Fall, Executive, and Spring elections);
      - (ii) house Returning Officers may withdraw their honorarium upon completion of the spring election;
      - (iii) 10% of the Chief Returning Officer's and Deputy Returning Officer's honorarium will be withheld until the submission of a yearend report.
    - 2.1.4 Allisonian Editor(s)
      - (i) The Allisonian Editor(s) may withdraw up to 50% of their honoraria during the first semester (as of the first of September in which they were appointed);
      - (ii) the Allisonian Editor(s) may withdraw the remainder of their honoraria at any time during the second semester, with the exception that 10% must be withheld until the Allisonian is finished and submitted for publishing.
    - 2.1.5 All Other Positions
      - (i) All other individuals who will be receiving honoraria from the SAC may withdraw up to 50% of their total honoraria in the first semester (of the year in which they are elected or appointed);
      - (ii) all other individuals who will be receiving honoraria from the SAC may withdraw the remainder of their honoraria at any time during the second semester, with the exception that 10% must be withheld until a report detailing their work over the past year has been submitted.

Notes:

- (a) These are guidelines only. Exceptional circumstances may arise in which the SAC Administrator and President, in discussion with the Vice-President of Finance and Operations, may allow withdrawal that is inconsistent with the guidelines stated above.