



**Students' Representative Council**

**OPERATING POLICIES**

# OPERATING POLICIES

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# **OPERATING POLICIES**

## **Section 1: Governance and Elections**

# OPERATING POLICIES

## MAINTENANCE AND REVIEW OF POLICY MANUAL

### I. Policy Reviews

- a. Policies shall be reviewed every three years, in accordance with the relevant provisions of Specific Bylaws.
- b. In addition to the above, the BSR or the Executive Council may initiate a review of one or several policies.

### 2. Maintenance of the Policy Manual

- a. The Recording Secretary shall be responsible for ensuring that an up-to-date policy manual is made publicly available and in a format that is easily accessible by both members and employees of the SRC and that – when alterations to the manual are approved – the changes are sent to the Executive Council and BSR.

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## ELECTIONS POLICY<sup>1</sup>

- I. General:
  - a. This Policy is to be read in conjunction with, and is subject to, the provisions of the General and Specific Bylaws relating to elections.
  - b. This Policy is not alterable by the BSR from the beginning of a nomination period until the posting of the final results of that election.
  - c. If there is an SRC Secretary General, any references to the Chief Returning Officer (CRO) in this Policy shall be deemed to refer to the Secretary General.
  - d. A temporary exception to alter this Policy can only be made by the Elections Appeals Committee (EAC) upon appeal by the CRO and/or Deputy Returning Officer (DRO) only if it is determined that the integrity of the SRC, and its election process, is deemed to be at risk. An exception must be approved by the EAC via majority vote.
  - e. Upon completion of the election where conflicts occurred, the EAC shall make recommendations to the BSR in order to safeguard against similar cases in the future.
  - f. The CRO may delegate the tasks listed in this policy to the DRO. In that event, or in the event of the absence of the CRO, any references to the CRO shall apply to the DRO.
2. Definitions and Rules:
  - a. “Campaigning” is defined as any activity that, in and of itself, serves to publicize or promote an individual, organization, or team's candidacy in an SRC election or referendum. Campaigning includes, but is not limited to:
    - i. use of booked rooms for public gatherings, public appearance;
    - ii. issue of policy statements;
    - iii. distribution of promotional materials or candidate information;
    - iv. paid advertising in campus media;
    - v. online material including social media, websites, etc.
  - b. Word of mouth shall not be defined as campaigning unless the Candidate or Party is implicitly or explicitly soliciting a vote.
  - c. “Campaign materials” are defined as any items that, in and of themselves, publicize or promote an individual’s or organization’s position.
  - d. “Major offences” include, but are not limited to:
    - i. actively campaigning around voting booths on Election Day as set up by the CRO and/or DRO;
    - ii. repetition of minor offences;
    - iii. slander (verbal defamation of character not based on proven fact);
    - iv. libel (written defamation of character not based on proven fact);
    - v. abuse of Candidate’s position; and
    - vi. use of Official Mailing Lists of the BUSRC and Bishop’s University.
  - e. “Minor offences” include, but are not limited to:
    - i. promotional material violations;
    - ii. campaigning violations;
    - iii. distribution of unapproved campaign material.
  - f. “Official Mailing Lists” shall, in addition to the university mailing lists (notices@lists.ubishops.ca and [students@lists.ubishops.ca](mailto:students@lists.ubishops.ca) or their successors), also include the SRC website (busrc.com), the Bishop’s University website (ubishops.ca), SRC Facebook groups or any other university information databases

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<sup>1</sup> Includes amendments up to and including Feb. 14, 2021.

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3. Election Dates for the various elections:
  - a. The CRO shall notify the BSR as soon as is practicable of the proposed schedule for SRC referenda and elections to held within an academic year.
  - b. Election of the elected positions on the Executive Council shall normally be held annually in February. (“Executive Elections”)
  - c. The election period of all other elected members of the BSR is to be held annually, following the election period of the Executive Council, normally in March. (“General Elections”)
  - d. The General Councillors, the On-Campus Student Representative and First-Year Student Representative, as well as any necessary by-elections, shall be elected no later than the final business day in September. (“Fall Elections”)
  - e. Each Election Period shall consist of the following:
    - i. Nomination Period, to be a minimum of three (3) business days,
    - ii. Validation Period, defined as the period between the end of the Nomination Period and the start of the Campaign Period,
    - iii. Campaign Period, to be a minimum of five (5) business days,
    - iv. Voting Period, as set out in this Policy.
4. General Rules of the Election:
  - a. At the discretion of the CRO, in consultation with the DRO, a warning will be imposed on candidates for behaviour in violation of election bylaw and policies, as defined by the Returning Officers and the Constitution of the SRC.
  - b. A candidate receiving a second warning will be disqualified and barred from running for any position in the current election.
  - c. Minor offences will result in a candidate incurring a single warning and a major offence will result in a candidate’s immediate disqualification.
  - d. Slanderous remarks and libelous content about any candidate will not be tolerated. It is expected that all candidates will run a positive campaign.
  - e. The official campaign period is subsidized, and only materials produced during this period will be reimbursed, there is a maximum subsidy of \$30, all receipts must be provided to the CRO.
  - f. It shall be the responsibility of the CRO, in consultation with the DCM, to advertise upcoming elections and referenda including the positions available, deadlines for nomination and other pertinent information in campus media, well in advance of any deadlines, specifically outlining the following:
    - i. the positions that may be contested, and/or the referenda questions on the ballot;
    - ii. the dates and times of the nomination period;
    - iii. where elections or referenda material can be obtained and deposited; and
    - iv. the dates of the vote.
  - g. All candidates shall refrain from endorsing, supporting, or campaigning on behalf of another candidate running for a different position.
  - h. No SRC employees shall display campaign materials while fulfilling their duties as an employee.
  - i. Each candidate will be required to remove all campaign material produced on their behalf, for the purposes of the election, near physical voting stations by 8:00 p.m. before the first day of voting.
  - j. No party may try to influence voters in the vicinity of the polling stations.
  - k. If, in the opinion of the EAC, a position conveys an unfair advantage to the candidate, or establishes/implies a conflict of interest, a candidate who holds an SRC position may be required to assume altered responsibilities or take a leave of absence. All leaves of absence shall last for the duration of the campaign period.



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- correctly according to the student list provided by to the CRO by the University administration.
- f. Each candidate shall be nominated as follows:
    - i. for candidates for any position on the Executive Cabinet, at least twenty (20) signatures of students in good standing,
    - ii. for all other candidates, at least two (2) signatures of students in good standing from their respective constituencies. Constituencies are as defined in the bylaw establishing each position.
  - g. No student may nominate more candidates than the number of positions to be filled. (i.e. a student may only nominate one Presidential candidate, but may nominate up to four General Councillor candidates)
  - h. No candidate may run for more than one BSR position during the same election.
  - i. All candidates running for positions on the BSR must provide a waiver to the CRO, which allows them to determine whether they are in good academic standing at the University. Upon submission of the form, the CRO will confirm that the student is in good academic standing.
  - j. Candidates shall take a leave of absence during the campaign period from all extracurricular activities that, in the judgement of the CRO convey unfair advantage, or establish or imply a conflict of interest.
  - k. If there is a problem with a nomination, the CRO will return the nomination as soon as possible to the candidate for them to correct. A candidate must resolve any issues with nominations prior to the beginning of the campaign period.
  - l. Individuals holding SRC salaried positions shall not be prevented from running for any elected office. However, insofar as this is likely to result in a conflict of time and/or interest, the SRC shall protect the best interests of the organization by applying the following stipulations:
    - i. the individual shall announce their intention to run in an election as early as possible;
    - ii. where necessary, the individual shall ensure that their responsibilities will be adequately covered during the election period without inflicting excessive stress or workload on others;
    - iii. Ultimately, it is the responsibility of the Executive Council to ensure that responsibilities are adequately met during an election period;
  - m. The CRO shall organize a mandatory all-candidates meeting before the beginning of the campaign.
    - i. At the meeting, candidates shall be given information relating to the campaign including, but not limited to the following:
      - 1. SRC Elections Policy,
      - 2. Relevant sections of the SRC governing documents,
      - 3. SRC election officials contact information,
      - 4. A campaign expense form and information on reimbursement procedures.
    - ii. Should a candidate miss the all-candidates meeting, the EAC may permit them to schedule a meeting with the CRO or DRO to review the material covered in the meeting.
    - iii. If, for whatever reason, the date, time or location is not mentioned in the 'Nominations Package' or if, for whatever reason, the date, time or location of the All-Candidates Meeting must be changed, all candidates must be notified of the All-Candidates Meeting at least 72 hours in advance.



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- iv. The CRO may, at their discretion, elect to conduct the All-Candidates Meeting virtually. Other than at the Executive Elections, the CRO may elect to forgo the meeting in favour of sending the relevant information by email.
  - n. At the close of nominations, should there be any position for which no nominations have been received; the CRO may re-open nominations for a period of up to 48 hours for that position only.<sup>2</sup>
    - i. After this nomination period has expired, the election for that position shall proceed according to the provisions of this policy, although the campaign period will be reduced accordingly.
    - ii. The lack of candidates for a position shall not affect the timing of the elections for other positions.
- 7. Social Media and Online Campaigning:
  - a. After nominations have closed, candidates will have at least one week to campaign.
  - b. Campaigning shall not commence until the beginning of the campaign period.
  - c. All campaign materials and promotions are subject to the SRC Elections Policies and Procedures and to the approval of the CRO.
    - i. All posters must be stamped with the SRC elections stamp to indicate approval.
  - d. Use of the Internet as a campaign tool is permitted, however no campaign material may be distributed using Bishop's webmail or any social media page identified as "within Bishop's University." The following restrictions shall apply:
    - i. All websites and social media accounts must be approved by the CRO prior to posting. All updates shall be closely monitored by the CRO;
    - ii. Candidates and groups are permitted to use social media platforms, so long as the information presented on the platform does not violate the Bishop's University Code of Conduct;
    - iii. The CRO must have access to all candidate(s) election related social media platforms, excluding personal pages.
    - iv. Opportunities to use SRC media platforms may be granted under terms determined by the CRO. Any such opportunity shall be accorded to each candidate for a position on an equal basis. Other than as indicated in this paragraph, the use of official SRC media for campaigning is prohibited.
  - e. Candidates' conduct online shall be adjudicated in the same manner as if it was done offline.
- 8. Election Posters
  - a. Campaign posters shall be no larger than 11 inches by 17 inches.
  - b. There shall be an overall limit of 50 posters approved per candidate/referendum side and must be stamped with an SRC election stamp. No more than 25 posters may be on display at the same time.
  - c. Should a campaign poster be torn down, the CRO may use their discretion to approve a new poster to replace it, so long as (b) remains adhered to.
  - d. Posters may not be affixed to painted areas, exposed bricks, doors, or glass. Candidates are responsible for ensuring that campaigning conforms to individual building policy.
  - e. Candidates must not remove or cover another candidate's posters and no candidate may damage another candidate's posters.
  - f. With the exception of posters on a resident's door, posters must be taken down within 24 hours of the end of voting.

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<sup>2</sup> Subsection (l) added on Feb. 23, 2020.

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- g. Posters in Residence require an additional stamp, which is administered by the staff of the Paterson front desk. However, a resident may put a poster on their personal residence door without a stamp.
  - h. All campaigning in Residence must conform to Residence policies.
  - i. Candidates must book all table space for use during the campaign period through the CRO.
9. Voting
- a. Polls shall be accessible through an online voting system during the voting period.
  - b. Students shall receive access to this system via information sent to their Bishop's email account when the vote opens.
  - c. Voting will occur over a 48 hour period from 12:00 AM eastern time on the first day to 11:59 PM on the second day. Voting days shall adhere to the following:
    - i. must be on university business days and cannot take place on days when classes are not in session;
    - ii. Any changes in polling days, as ordered by the CRO/DCRO, shall be made known at least twenty-four (24) hours before the time normally scheduled for the opening of polls.
  - d. The CRO shall prepare the online ballot for the Election following the procedures and deadlines in accordance with the online voting system.
  - e. The electronic ballot shall be formatted, in general, as follows:
    - i. The ballot shall be divided into separate sections for distinct categories of questions being asked of the voter;
    - ii. The ballot shall list the Candidates for the respective position;
    - iii. Candidates shall appear on the ballot in random order and the names that appear on the ballot shall be copied from the Nomination Forms. Any questions regarding how a candidate's name is shown on the ballot shall be determined by the CRO;
    - iv. Candidates will have a photo of them next to their name, to be taken by election officials at the all-candidates meeting. In the event that an in-person All-Candidates Meeting is not held, the CRO shall set the parameters for the submission of photos by candidates.
    - v. A statement / platform, submitted by the candidate and not to exceed 200 words, will be showed automatically next to the candidate's photo and name. Bios must be submitted to the DRO seventy-two (72) hours prior to the opening of the polls;
    - vi. The ballot shall state any referendum questions according to the regulations outlined in this policy;
    - vii. Voting shall be by secret ballot.
  - f. A candidate for a position for which they are the only candidate, shall be subject to ratification by the eligible voters.
    - i. This ratification shall consist of a "yes/no" vote and the candidate must receive a majority of the votes cast in order to be ratified.
    - ii. Voters must choose between the two options, or the ballot will be declared spoiled
    - iii. If a candidate is not ratified, the position will be deemed vacant, and will be filled according to the relevant provisions of the Specific Bylaws.
  - g. If there are less than or equal to the number of candidates than positions available for multi-member positions, then each candidate shall individually be subject to ratification by the eligible voters, as per the regulations set out in this policy.

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- h. If three or more candidates contest a single member position, the ballot and counting procedures shall be designed to allow voters to abstain from voting for the candidates, or rank candidates in order from highest preference to lowest preference in the following fashion:
  - i. 1 shall be accepted as the mark for the voter's highest preference.
  - ii. 2 shall be accepted as the mark for the second highest preference.
  - iii. This pattern shall continue in accordance with the number of candidates.

## 10. Counting

- a. The counting procedures will be as follows, through the process of instant runoff voting (IRV):
  - i. Votes shall be counted according to the highest preference marked on a ballot. If a candidate receives a majority of the first preferences cast, they shall be declared the winner.
  - ii. If no candidate receives a majority of first preferences, then a second round of counting shall occur.
  - iii. The candidate with the fewest number of first preferences will be eliminated, and each ballot counted for the candidate shall be counted for the candidate next in the order of the voter's preference.
  - iv. If two or more candidates tie for the least number of first preferences in the first round of counting, then they shall both be eliminated – provided that at least one candidate remains - and their ballots redistributed according to their second preferences.
  - v. If two or more candidates tie for the lowest number of high preferences being considered in a second or subsequent counting round, then the candidate that had the fewest first preferences will be eliminated.
  - vi. The procedure from (ii) to (v) shall be repeated until one candidate achieves a simple majority of the ballots cast, at which point this candidate shall be declared the winner.
  - vii. Voters are not required to rank all candidates. If, after the elimination of a candidate, a ballot has no further preferences remaining, the ballot is considered “exhausted” and will be excluded from any subsequent rounds of counting. However, that ballot shall be counted in determining the validity of an election.
- b. If the number of candidates exceed the number of seats available in a multi-member position, the ballot and counting procedures shall be designed to allow voters to abstain from voting for the candidates, or rank candidates in order from highest preference to lowest preference in the following fashion:
  - i. 1 shall be accepted as the mark for highest preference.
  - ii. 2 shall be accepted as the mark for next highest preference.
  - iii. This pattern shall continue in accordance with the number of candidates.
- c. The counting procedures will be as follows, through the process of Single Transferable Vote (STV):
  - i. The total number of valid votes is then found and the quota calculated. Any candidates who have at least a quota of first preference votes are deemed elected at this stage.
  - ii. Each subsequent stage of the count is concerned either with the transfer of surplus votes of a candidate whose vote exceeds the quota, or with the exclusion of one or more candidates with the fewest votes.
  - iii. This procedure continues until either sufficient candidates have reached the quota to fill all the seats, or there is the same number of candidates left as unfilled seats.

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- d. The following general provisions shall apply
  - i. Each elector shall have as many votes as there are positions for which they are eligible to vote;
  - ii. No elector shall cast more than one ballot for each position;
  - iii. Double majors may vote for Senators in both divisions, Graduate Students vote only for the Graduate Student Senator;
  - iv. No write-in candidates shall be accepted on any ballot;
  - v. Ballots not conforming to these regulations shall be declared spoiled. The CRO and DRO will act as the judges of all spoiled ballots.
  - vi. In the event of a tie, a coin toss or drawing of lots conducted by the CRO shall determine the winner.
- e. For a given election to be valid, a minimum of 10% of all members of the SRC must cast ballots. The minimum number shall be determined by dividing the total number of students who cast ballots by the total number of students eligible to vote
- f. Blank ballots shall not count as a vote for or against a candidate or referendum question but shall be included in voter turnout.

## 11. Results:

- a. The CRO shall only publicly announce the election results after each candidate or group has been informed. The SRC membership must be informed as soon as practicable after the closing of the polls.
- b. Such results will include the vote totals received by each candidates or, in the case of a ratification vote, the number of yes and no votes the candidate received.
- c. Any SRC member requesting clarification about the election results must do so by submitting a formal written request to the CRO within 48 hours of the release of the results.
- d. The CRO shall compile a recording of the results of the election to be made available to the BSR and to be published on the SRC website.

## 12. Policies Specific to Referenda:

- a. The placement of questions on the ballot shall be subject to the following general policy on referenda though each type of question may have additional stipulations or requirements.
- b. Referenda shall be held with the purpose of asking the following types of questions:
  - i. To establish, alter or continue student activity fees;
  - ii. Binding non-fee related questions.
- c. To have a student fee question placed on the ballot, the campaign organization shall be required to complete the following:
  - i. Submission of the question to be included on the referendum ballot in accordance with the SRC election policy
  - ii. Submission of a written description of the group or organization seeking the fee and the specific purpose(s) for which the fee revenue will be used. This description shall not exceed 300 words.
- d. To have a non-fee related referendum question placed on the ballot, an SRC member must submit to the CRO or chair of the BSR:
  - i. proof that the validator is a current SA member;
  - ii. the exact wording of the question;
  - iii. contact information for the campaign organization;
  - iv. a 200 word statement in support of the position.
- e. Non-fee related referendum questions shall be indicated on the ballot and it shall be made clear on the ballot that the question is binding.

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- f. Referenda questions require BSR approval to be placed on the ballot.
- g. the BSR shall not have the authority to reject or fundamentally change the substance of a non-fee related referendum question. Exemptions can be made for the following reasons:
  - i. the question itself constitutes, or otherwise suggests, or endorses a violation of the mission or operating statement of the SRC;
  - ii. a violation of law;
  - iii. a violation of contractual, financial or other obligations undertaken by the SRC;
  - iv. pose a clear, well-defined and significant threat to the best interests of the SRC and the welfare of the Bishop's University student body; or
  - v. should the BSR believe that the referendum is not in the best interest of the SA.
- h. Referenda initiated by a petition of ten per cent (10%) of the members in good standing of the SRC are not subject to BSR approval.
  - i. A petition of ten per cent (10%) of the members in good standing of the Students' Association can override a BSR decision of not allowing an item go to referendum.
- i. The CRO shall have the authority to remove or amend misleading statements or extraneous promotional content; correct errors of fact; and edit technical errors of spelling and grammar.
- j. Equal opportunity in regards to social media, online campaigning and e-mails shall be given to parties of the 'yes' and 'no' campaign, including, but not limited to, the SRC's social media platforms.
- k. Participation in referendum campaigns by non-members shall be strongly discouraged, in order to ensure referendum issues are decided by the Bishop's student community in an environment free from external influence.
  - i. External participation is permitted only at the CRO's discretion, provided that all actions of the external organization adheres to the Election Policies.
- l. Each ballot shall include the following:
  - i. The exact wording of the referendum question as approved by the BSR which must include:
    - 1. date of implementation,
    - 2. specific information as to which members it applies to,
    - 3. any associated costs and inflationary costs,
    - 4. how the fee is to be applied,
    - 5. any applicable information specifically regarding former referendum questions of a similar nature,
  - ii. the words "Yes" and "No" with boxes accompanying them clearly,
  - iii. the option to abstain.
- m. Student fee questions shall take the following formats:
  - i. There shall be a standard format for any question asking for a fee increase or decrease. The format is: *"Do you agree to an increase/decrease in the \_\_\_\_\_ fee (mandatory fee/subject to individual opt-out) from \$\_\_ to \$\_\_, an increase/decrease of \$\_\_?"* and shall be preceded by a preamble of up to 200 words explaining the question in a neutral manner.
  - ii. There will be a standard question for the establishment of a student interest fee. The format is: *"Do you agree to the establishment of a \$\_\_ fee (mandatory fee/subject to individual opt-out) to support the \_\_\_\_\_?"* and shall be preceded by a preamble of up to 200 words explaining the question in a neutral manner.
- n. Non-fee related questions shall begin with "Do you agree that..." and shall be preceded by a preamble of up to 200 words explaining the question in a neutral manner.

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- o. Any ballot that is spoiled or rejected, including a blank ballot and abstentions, shall not be considered in the total number of ballots cast.
- p. Where multiple questions appear on a ballot, each question shall be considered as a separate ballot.
- q. Disqualification of a question due to election violations may entail the removal of the question from the ballot or a decision to not count/publish the vote.

# **OPERATING POLICIES**

## **SECTION 2: RECOGNITION AND AWARDS**

# OPERATING POLICIES

## SRC AWARDS

1. General:
  - a. The SRC shall present awards for students and others who have made a significant contribution to the SRC, its various clubs, organizations, and committees.
  - b. Only members who are in good standing of the SRC are eligible to receive awards, except for those intended for non-members (e.g. Divisional Teaching/ Department/ Staff Awards).
  - c. All awards, except Valedictorian, Golden Mitre, and the Joan and Alex Paterson Award, are presented at the SRC Awards Night.
2. SRC Impact Awards:
  - a. These awards recognize up to 10 students, student groups or community members who have made a significant contribution to either academic or student life at the university. The award winners were selected by the Executive Council as a whole.
3. SRC Merit Award
  - a. The SRC Merit Award(s), which is accompanied by a \$100 monetary award, shall go to the one or two student(s) who, in the opinion of the Executive Council, has/have rendered outstanding service to the SRC in various areas.
4. Purple Letter Award:
  - a. The Purple Letter Award recipients, awarded to those students who have made a consistent contribution to the life of the university and community and who might not otherwise be recognized for their efforts, are selected by a committee chaired by the Dean of Student Affairs, after accepting nominations from university and community members.
  - b. Recipients receive a gold pin at the Awards Night.
5. Joan and Alex Paterson Award
  - a. The Joan and Alex Paterson Award, which is accompanied by a \$250 monetary award, is awarded to a graduating student who during their years at Bishop's University contributes the most to volunteer work and activities in the off-campus community.
6. Ray Lawson Award:
  - a. The Ray Lawson Award, which is accompanied by approximately \$1000 monetary award, is given to the returning student who, in the opinion of the BSR as decided by majority vote, has contributed the most to the life of the university during the past year.
7. Joseph E. Cassar Award:
  - a. The Joseph E. Cassar Award, which is accompanied by a \$500 monetary award, is given to the student who, in the opinion of the BSR, as decided by majority vote, has contributed the most to the SRC during the past year.
8. Michel Fontaine Experience Award:
  - a. The Michel Fontaine Experience Award, which is accompanied by a \$500 monetary award, is given to one or two student(s) who, in the opinion of the Executive Cabinet has exemplified the "Bishop's Experience" through campus leadership, athletics, and/or community involvement.



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9. Joy Chandler Community Involvement Award:
  - a. This award is presented to one or two internal or external community members for outstanding contributions to student life. Nominations are reviewed by the BSR and the names of the winners are announced at the Awards Night.
10. The Divisional Teaching Awards:
  - a. Five (5) awards are established which shall go to the professor in each of the Divisions or Schools who has demonstrated outstanding service to members of the Students' Association in a classroom setting, and who has excelled in his or her teaching performance.
  - b. Nominees must show mastery of subject matter, effective communication skills, insightful presentations, ability to challenge students intellectually, strong leadership, accessibility, and organizational skills, although this list is not limited to these criteria.
  - c. A recipient of the Divisional Teaching award shall not be eligible for the same award for a period of three years; however, this provision shall not affect eligibility for the William and Nancy Turner Teaching Award.
11. Golden Mitre Awards:
  - a. The Golden Mitre Awards are the highest non-academic honour that graduating students can receive. A maximum of five (5) of these awards may be given in any one year.
  - b. Nominees should be selected on the basis of their contribution to the enhancement of the life of the university.
  - c. The Golden Mitre Awards honour only those who have contributed the most to their school in non-academic areas.
  - d. A graduating student may be nominated by any classmate who shall provide a list of the supporting signatures of twenty (20) prospective graduates along with a resume of the nominee's non-academic activities within the university community during his/her stay at Bishop's. The resume should be clearly divided into accomplishments in U1, U2, etc.
  - e. Prospective graduates must be eligible to graduate as of the winter semester. Ineligible nominees, if elected, will be stripped of their award by the SRC.
  - f. Recipients of the Golden Mitre Awards shall be elected by popular vote of the prospective graduating class, administered in the same manner as an SRC election and conducted by the CRO. Each prospective graduate may vote for a maximum of five (5) candidates and shall vote for a given candidate only once. The candidate who receives the most votes is enrolled in the Golden Mitre Honour Society and the next highest ranked candidates, up to a maximum of four (4), who receive over half the number of votes which elected the first candidate, shall also be enrolled in the Golden Mitre Honour Society.
  - g. The names of the new members shall be announced at the annual Awards Night. Their personal pins and certificates of membership will be presented at the Spring Convocation ceremony.
  - h. Members shall have their names engraved on the Golden Mitre Honour Society plaque in the order of their rank.

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## 12. Julie Bradshaw Memorial Award

- a. The Julie Bradshaw Memorial award, which is accompanied by a \$650 monetary award, was established in 2003 in memory of Julie Bradshaw '80 and is given to the Golden Mitre winner with the highest number of votes. Julia Marie Bradshaw was a BU student (class of 1980) who died in 2001. Julie was a native of the Eastern Townships and in the last months of her life she identified her undergraduate years at Bishop's as among the happiest in her life. Julie graduated with a B.Sc. in Biochemistry and was very active in campus affairs and student life. She served as a don in residence at Bishop's and received the Golden Mitre Award at her graduation.

## 13. Outstanding Club Head Award:

- a. given to an SRC Club Lead(s) that have shown dedication to not only the club, but to the greater Bishop's community.
- b. A student can be nominated for this award by members of the club that they oversee, or can be nominated by someone in the Bishop's community that has felt an impact by the club.
- c. Nominees for this award can be a graduating or non-graduating student, and the award winner will be selected by the SRC Executive Council.

## 14. Club Community Impact Award:

- a. Awarded to two (2) clubs based on the change they have made in the Bishop's community and/or the Lennoxville community.
- b. The criteria are as the following:
  - i. promoted social values in the community;
  - ii. making the university a better place to live in.
- c. Clubs can be nominated by any student at the university.
- d. The award winners will be selected by the SRC Executive Council.

# **OPERATING POLICIES**

## **SECTION 3: EXTRACURRICULAR GROUPS**

# OPERATING POLICIES

## SRC EXTRACURRICULAR GROUPS POLICY<sup>3</sup>

### **Part I: General provisions**

- 1) Extracurricular groups are those groups that are recognized by the SRC under the terms of this policy and the SRC Bylaws.
- 2) All extracurricular groups report to and fall under the administrative authority of the Vice-President Student Life (VPSL) or designate.
- 3) Extracurricular groups shall be divided into the following categories and subcategories. Groups existing at the time of the implementation of this policy shall be assigned to categories by the VPSL.
  - a) Clubs
    - i) Social Clubs
    - ii) Charity-based/Volunteering Clubs
  - b) Academic Societies
  - c) Sports
    - i) Competitive Teams
    - ii) Recreational Sports/Athletic Groups
  - d) Student Associations
    - i) Religious/Spiritual Associations
    - ii) Culture/Equity Associations
- 4) The SRC shall establish procedures for the submission of any information required by extracurricular groups. Those procedures shall be communicated to groups at the start of each school year, with further updates in the event of changes.
- 5) The SRC shall issue a manual for extracurricular groups (hereinafter called the “Manual”). For the purposes of this policy, said Manual is a “governing document,” and thus, must be adhered to by all extracurricular groups. The Manual shall be distributed to groups at the start of this year, posted on the SRC website and filed with the Board of Student Representatives (BSR) for information purposes.
  - a) In the event of an inconsistency between the Manual and an SRC Bylaw or Policy, the Bylaw or Policy shall prevail.
- 6) Extracurricular groups must adhere to all SRC bylaws and Policies. Any events held by groups must also adhere to relevant university policies, including (but not limited to) the University Alcohol Policy.
- 7) For the purposes of this policy, an “academic semester” is either of the fall or winter semesters. The fall semester is deemed to run from September 1 to December 31 each year, while the winter semester is deemed to run from January 1 to April 30.

### **Part II: Creation of new groups**

- 1) Any student group may become recognized as an extracurricular group under SRC Extra upon application to the SRC and approval by the BSR.
- 2) The VPSL shall present the new group's application for approval. A group may to present their case for ratification at a BSR meeting if they wish.
- 3) Applications by a potential extracurricular group may be rejected if the group's values are not in line with those outlined in the Bylaws and Policies of the SRC, if they contravene Bishop's

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<sup>3</sup> Enacted Nov. 29, 2020. Replaces former “SRC Clubs Policy”

# OPERATING POLICIES

University policy, if they present unwarranted safety concerns to the student body and/or greater community, if they infringe on the territory or function of other groups or organizations on campus, or if the leadership of their extracurricular group is not in good standing with the SRC.

- 4) For an extracurricular group to be recognized under the SRC Bylaws, it must adhere to the following criteria:
  - a. Group membership is open to all students in good standing with the SRC unless otherwise indicated. No group is permitted to discriminate against membership, except as outlined in this policy. Any other discrimination based on ethnicity, race, gender, sexual orientation, religion, disability, GPA, or major will not be tolerated.
  - b. Group membership may be restricted only upon approval by the VPSL. The terms under which membership is restricted must be indicated in the group constitution and approved as part of their ratification by the BSR.
  - c. A group is required to create their own constitution and provide it to the SRC as part of the application process. The SRC Bylaws shall take precedence and all provisions of the group constitution must be in accordance with the SRC Bylaws, Policies, and other governing documents.
  - d. A prospective new group must indicate which category it falls under.
  - e. Once ratified, a new extracurricular group must successfully complete the probation period, as indicated in Part III, during which the group's privileges may be restricted.

## **Part III: Group Status**

1. Active Status
  - a. Active status means that the extracurricular group is in compliance with the provisions of this policy and the Manual and has met the minimum membership requirement set therein.
  - b. Groups with active status have all the associated privileges as listed in the Manual.
2. Probationary status
  - a. A new group is automatically placed on probationary status upon ratification.
  - b. If a group fails to file the required reports, maintain the minimum membership required, fails to file an updated constitution with the SRC, or otherwise breaches the SRC Bylaws, Policies, or manual, it shall be placed on probationary status for one semester. If a group is unable to correct the deficiency by the end of its probationary period, it may be dissolved at the discretion of the VPSL.
  - c. Probationary periods shall expire on December 31 following the ratification/status change, unless the ratification/status change occurred between October 16 and February 15, in which case the probationary period will expire on April 30.
  - d. To successfully complete their probationary period, a group must be in full compliance with the policy and the Manual. Following the successful completion of the probationary period, the VPSL shall certify that the group has been granted active status.
  - e. If a group does not successfully complete their probationary period, it may be extended for a maximum of one further semester. A group failing to successfully complete its probationary period after this extension will be dissolved. The VPSL shall report any extracurricular group dissolutions to the BSR at the first available opportunity.

# OPERATING POLICIES

- f. A decision to put a group on probationary status, or to dissolve a group, may be appealed to the GCAC.
3. Sloth status
  - a. A group may petition the BSR for Sloth Status, which, if accepted, gives the group one academic semester to become re-established and fully active once again. Sloth status may be requested for up to two consecutive academic semesters. If a group fails to re-establish itself after two semesters, it may be dissolved.
4. Dissolution
  - a. A group may voluntarily dissolve by having a vote to that effect in accordance with its constitution and returning any funds and property in its possession to the SRC.
  - b. In the event of serious breaches of the SRC Bylaws, Policies or Manual, or serious breaches of university policies – particularly those relating to student conduct – the VPSL may move to dissolve a group. Said dissolution must be approved by the BSR by either (a) a majority, provided notice of the motion was given at a previous meeting, (b) a two-thirds vote, or (c) a majority of the entire BSR.
5. Non-affiliated groups
  - a. Non-SRC groups are those that are affiliated with the university and/or the SRC and regulated by a staff or faculty member. These groups may be given access to SRC publicity outlets, at the VPSL's discretion. These groups are not eligible for grant funding via the GGC process.

## **Part IV: Maintenance of existing groups**

1. All extracurricular groups must file reports at the times and in the manner directed by the VPSL or listed in the Manual. Failure to complete this report renders the group liable to be placed on probation.
2. A group must present an up-to-date list of executive members to the SRC in their final group report each year. This list must include the two members identified as co-leads for the upcoming year, as well as two (2) financial officers who will have signing power. (N.B. The financial officers can be the same as the co-leads).
3. The group should indicate which of the two co-leads will be the primary contact for dealings with the SRC in the upcoming school year. If that contact is unavailable during the summer months (May-August), the group must indicate an alternate contact.
4. A group must send an updated group constitution to the VPSL within 14 days of any amendments.
  - a. Any amendments to group constitutions that seek to alter membership restrictions may only take effect after approval by the BSR.
5. Extracurricular groups must hold elections for their incoming executive by the last day of March. If deemed necessary, the VPSL may appoint a person to oversee elections for a particular extracurricular group.
6. Leadership Extracurricular Activity Profile (L.E.A.P.)
  - a. Groups are responsible for ensuring that their members who wish to be are registered in the L.E.A.P. program.
  - b. The group must submit criteria to the SRC with regards to what qualifies its members for credit under the program, for approval by the VPSL and/or the university L.E.A.P. Coordinator.

# OPERATING POLICIES

- c. Each group should indicate on their final report of the year which members should receive L.E.A.P. credits.

## **Part V: Provisions relating to specific group categories**

1. The following special provisions apply to Clubs:
  - a. Charity clubs conducting fundraising for external groups must annually present the SRC with proof of donation by means of a tax receipt. Should proof of donation not occur, said club will be deemed to have not filed the appropriate reports.
2. The following special provisions apply to Societies:
  - a. Societies may limit membership to students with honours, majors, or minors within their society's respective program. Such provisions must be outlined in the society's constitution and approved by the VPSL.
3. The following special provisions apply to Sports teams/groups:
  - a. Competitive teams may limit membership based on gender and skill level. They may hold try-outs to determine team membership (or class of membership). A competitive team is encouraged to have both competitive and recreational components if demand permits. A competitive team may charge different levels of fees to competitive and recreational members.
  - b. Recreational membership in a sports group should not normally be limited by gender, unless a corresponding group exists to serve the gender being restricted. (e.g., if there is a men's volleyball group and a women's volleyball group, each group would be able to restrict membership to their respective genders. If there is only one volleyball group, they would not.)
  - c. Any such provisions regarding membership must be listed in the team/group constitution and approved by the VPSL.
4. The following special provisions apply to Student Associations:
  - a. Religious/Spiritual associations may limit membership to students who are recognized under their designated denomination.
  - b. Culture/Equity associations may limit membership to those who identify with their community, for the purposes of mutual support and/or healing.
  - c. Any restrictions in (a) or (b) must be approved by the VPSL and ratified by the BSR prior to implementation.

# OPERATING POLICIES

## **Part VI: The Gaiter Grants Committee (GGC):**

- I. General provisions:
  - a. The Gaiter Grants Committee shall be a standing committee of the SRC and consists of the members indicated in the relevant Specific Bylaw.
  - b. If a member of the GGC is also a member of an Extracurricular Group that is applying for funding, they shall be required to abstain from voting, and will remove themselves from the meeting during consideration of the subject, unless they are presenting to the committee as a group representative or are requested to comment by the committee.
  - c. The committee shall meet regularly during the fall and winter semesters, normally prior to each regular BSR meeting. The GGC should provide written notice of its meeting dates for the year to all extra-curricular groups at least one (1) week prior to the first meeting date.
  - d. Committee meetings will be open to all SRC members that wish to observe. Members who wish to attend may only offer discussion when formally requested to do so by a member of the GGC.
  - e. Quorum for a GGC meeting is a majority of the voting members. A member who has absented themselves under (b) is still deemed to be present for the purposes of quorum.
  - f. A grant of \$100 or less shall be considered a “minor grant”. A grant of more than \$100 shall be considered a “major grant.” A group can only receive one major grant and one minor grant per semester.
2. Application/consideration process
  - a. A group representative must demonstrate need for funding by providing information required in the grant application form.
  - b. The grant application form must be submitted to the SRC no later than three (3) business days prior to the scheduled meeting in which they wish their application to be considered. No late applications will be considered.
  - c. The chair will forward all applications along with the agenda to committee members no later than two (2) days prior to the scheduled meeting.
  - d. In the instance that a group is bringing forth a request and there is no co-lead available to be present, the group may assign a designate in their place to attend.
  - e. Committee members shall critically examine each grant request without bias. Each request will be evaluated individually based on the following four (4) criteria:
    - i. The number of group members benefitted by the grant,
    - ii. The number of students/community members benefitted by the grant,
    - iii. The financial contribution of the group in comparison to the amount requested from the GGC, and
    - iv. Volunteer hours contributed by the group as a whole (over the previous calendar year, or since their last major grant).
  - f. A minor grant for a Religious/Spiritual Association may be approved by the Campus Minister, or other similar officeholder. Said grant will be reported to the GGC and BSR at the first available opportunity.



# OPERATING POLICIES

3. Disposition of requests:
  - a. If the committee recommends a minor grant, said recommendation is automatically deemed to be approved once reported to BSR, unless a majority of the BSR votes to reject said grant.
  - b. If the committee recommends a major grant, it shall make a formal recommendation to the BSR. The BSR may approve the recommendation in its entirety, refer it back to the committee, or reject it. The BSR may not amend recommendations of the committee.
  - c. The committee will maintain documentation of all applications and the disposition thereof.

## **Part VII: Group Conflict Appeals Committee (GCAC):**

1. The GCAC shall be comprised of acting representatives of the SRC. Membership shall consist of
  - a. The President, or (in their absence), the Presidential Alternate,
  - b. One additional member of the Executive Council, other than the VPSL and DOF
  - c. One other person, as determined by the Executive Council.
  - d. A General Manager or the Secretary General (non-voting)
2. Membership of the GCAC lasts for the entire academic year. Members forfeit their right to act as group executive members during their term. All members of the GCAC shall be present at all meetings to satisfy quorum.
3. The GCAC shall hear any and all appeals related to decisions made by group executive that disqualify a member or impede on their right to join or be a member of a group.
4. The GCAC shall hear any and all appeals related to financial decisions made by the group executive.
5. The GCAC shall hear any and all appeals related to a decision made by the VPSL regarding a group's status or its compliance with SRC Bylaws, Policies, and other governing documents
6. The GCAC will meet to discuss an appeal upon written petition by a member of the SRC, or if a matter is referred to them by the VPSL.
7. After holding a hearing, where each side may present their arguments to the GCAC, a decision will be reached by a unanimous vote.
8. All decisions of the GCAC are final and binding and shall be reported to the BSR at the first available opportunity.



# **OPERATING POLICIES**

## **SECTION 4: INTERNAL OPERATIONS**

# OPERATING POLICIES

## POSTER POLICY<sup>4</sup>

- I. Criteria
  - a. Any individual or group wishing to advertise or place posters in the Student Union Building and in all academic buildings and the Sports Centre must conform to the following policy.
  - b. All posters/advertisements must be tasteful and inoffensive. Any poster/advertisement that violates this policy will be removed and discarded. All posters must clearly reflect the nature of the event or organization promoting it.
  - c. Failure to comply with any of the criteria will result in immediate loss of poster privileges.
  - d. Poster/advertisements that are placed on buildings not designated in this policy (i.e. Learning Commons, Residences) must abide by the policies that are in force at those locations.
2. Policies
  - a. All posters/advertisements must be approved and stamped by the SRC or Residence Services before being posted.
  - b. All posters/advertisements must conform to the regulations found in the University Alcohol Policy.
  - c. All posters/advertisements must be dated for removal.
  - d. A limit of 25 similar posters/advertisements for the same event.
  - e. The SRC reserves the right to reject approval of posters, if the poster is of unreasonable size, where unreasonable size will be defined by the BSR by majority vote.
  - f. As a general guideline, posters/advertisements may remain posted for a period of up to two weeks and for a maximum of 24 hours after the relevant event date has passed. It is up to the discretion of the stamper should special circumstances require otherwise.
  - g. Posters/advertisements are only permitted on bulletin boards in the Student Union building, Residences, all academic buildings, the Sports Centre and the Learning Commons.
  - h. Advertisers are responsible for the removal of all their posters/ advertisements by 4:30p.m. on the removal date.
  - i. Defacing or the removal of another's poster/advertisement is strictly prohibited.
  - j. Posters/advertisements cannot be placed on any brick walls, doors or windows.
  - k. Only sticky tack (walls) or pins (bulletin boards) can be used to place posters/advertisements, no tape.
3. Poster charges
  - a. The intent of this section is to regulate the price of utilizing SRC cork-board space, and to reduce the amount of posters staying on the boards and walls in our facilities for extended periods of time, with the anticipation of reducing the posters' overall environmental impact at Bishop's University.
  - b. For the purpose of this document, internal parties are defined as departments and student-led organizations within Bishop's University. External parties include, but are not limited to, corporations, artisans, and any other parties whose business is not affiliated with the University or its students.
  - c. For the purpose of this document, on-campus activities are defined as on-campus undertakings and events, including but not limited to departmental wine & cheese events, on-campus services, educational advertisements (within the Bishop's community). Off-campus activities include but are not limited to advertisements for businesses outside of Bishop's University, rental offerings, "for sale" postings, and events being held off-campus (for example, Lion fundraisers).

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<sup>4</sup> Approved by BSR on Nov. 11, 2018

## OPERATING POLICIES

	Internal or External Party ON-Campus Activity	Internal Party OFF-Campus Activity	External Party OFF-Campus Activity
Per Regular Poster (8.5" x 11")	FREE	\$0.25/poster	\$1.50/poster
Per Large Poster (larger than 8.5" x 11")	FREE	\$0.50/poster	\$3.00/poster

- d. payable at Doolittle's (SRC), in cash or by credit card.
- e. The SRC Executive may waive the fees related to posters for philanthropic or charitable clubs or events at their discretion.

# OPERATING POLICIES

## POLICY FOR THE PREVENTION OF PSYCHOLOGICAL OR SEXUAL HARASSMENT AND FOR THE PROCESSING OF COMPLAINTS IN THE WORKPLACE

### 1. OBJECTIVES

The purpose of this policy is to affirm The Students' Representative Council of Bishop's University's commitment to prevent and stop any situation of psychological or sexual harassment within the organization, including any form of discriminatory harassment. It also aims to establish the principles of intervention that are applied within the organization when a harassment complaint is filed, or a situation of harassment is reported to the employer or their representative.

This policy is meant to be complementary in nature to the *Bishop's University Policy on Harassment* and the *Policy on Sexual Violence*. These policies apply to all those employed and elected within the Students' Representative Council. Consequently, disciplinary action taken within the SRC does not replace or supersede sanctions or disciplinary action from the University.

### 2. SCOPE

This policy applies to all employees and elected representatives<sup>5</sup>, at all levels, and includes the following locations and contexts:

- Work areas (SRC offices, Doolittle's, the Gait, Student Success Centre);
- Common areas;
- Any other place where people must be in the course of their employment (e.g. meetings, training, travel, social activities organized by the employer);
- Communications by any means, technological or otherwise.

### 3. DEFINITION

The Act Respecting Labour Standards defines psychological harassment as<sup>6</sup>:

“Any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee. For greater certainty, psychological harassment includes such behaviour in the form of such verbal comments, actions or gestures of a sexual nature.

A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.”

The definition includes discriminatory harassment related to one of the grounds provided for in the *Charter of Human Rights and Freedoms*<sup>7</sup>.

The notion of harassment must be distinguished from other situations such as interpersonal conflict, work-related stress, difficult professional constraints or the right to manage (managing absenteeism, organization of work, disciplinary measure, etc.).

### 4. POLICY STATEMENT

The Students' Representative Council of Bishop's University does not tolerate or admit any form of psychological or sexual harassment in its business, whether:

- By managers to employees;
- Between colleagues;

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<sup>5</sup> All elected members are required to sign a release disclosure form such that if they are found to be in breach of University policy, the Dean of Student Affairs will inform one of the designated responsible SRC persons in order that appropriate action can be taken.

<sup>6</sup> See Appendix I for more details

<sup>7</sup> Grounds of discrimination are listed in Appendix I

# OPERATING POLICIES

- By employees to their superiors;
- From any person associated with it: representative, customer, user, supplier, visitor or other person.

Any behaviour associated with harassment may result in disciplinary action, up to and including dismissal.

The Students' Representative Council of Bishop's University is committed to taking reasonable steps to:

- provide a workplace free of all forms of harassment in order to protect the dignity and the psychological and physical integrity of individuals;
- disseminate the policy so it is accessible to its entire staff, by making it available on the [www.busrc.com](http://www.busrc.com) website, and providing a copy for new employees to read at the time of onboarding;
- prevent or, as the case may be, stop situations of harassment by:
  - a. putting in place a procedure for handling complaints and reports related to situations of psychological or sexual harassment,
  - b. ensuring everyone understands and respects the policy,
  - c. promoting respect among individuals
  - d. offering training to employees, including but not limited to, bystander intervention training.

## 5. EXPECTATIONS OF STAFF

It is the responsibility of all staff to adopt behaviours that promote the maintenance of an environment free from psychological or sexual harassment.

## 6. TREATMENT OF COMPLAINTS AND REPORTS

Whenever possible, a person who believes that they are being psychologically or sexually harassed, should first inform the person concerned that their behaviour is undesirable and that the behaviour should be stopped. The individual should also note the date and details of the incidents, as well as the steps they took to try to resolve the situation.

If the individual does not wish to take this step or if the harassment continues, the employee should report the situation to one of the responsible persons designated by the employer so that problem behaviours and the necessary resources can be identified.

A complaint can be made verbally or in writing. The alleged behaviour and details of incidents should be described as accurately as possible, so that action can be taken quickly to stop the situation.

The responsible persons<sup>8</sup> designated by the employer are as follows:

Erin Mallory, General Manager - Administration  
819-822-9600 x 2298

Stephanie Thomas, General Manager - Operations  
819-822-9600 x 2833

Any person who witnesses an incident of harassment is encouraged to report it to one of the responsible persons listed above.

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<sup>8</sup> Details of the role of the responsible people are indicated in Appendix 2.

# OPERATING POLICIES

## 7. PRINCIPLES OF INTERVENTION

The Students' Representative Council of Bishop's University agrees to:

- assume responsibility for handling the complaint or report as soon as possible;
- preserve the dignity and privacy of the individuals involved, that is, the person who made the complaint, the person who is the subject of the complaint, and the witnesses;
- ensure that all concerned are treated with humanity, fairness, and objectivity, and that adequate support is provided;
- protect the confidentiality of the response process, including information about the complaint or report;
- offer the individuals concerned, with their agreement, a meeting with them to resolve the situation;
- Conduct a prompt and objective investigation, as required, or assign responsibility to an external stakeholder. The persons concerned will be informed of the conclusion of this process. If the investigation cannot establish that there has been unacceptable behaviour, all material evidence will be retained for two years and subsequently destroyed;
- take all reasonable steps to resolve the situation, including, but not limited to, appropriate disciplinary action.

Anyone who breaches the harassment policy will be subject to appropriate disciplinary action. The choice of action will take into account the seriousness and consequences of the action (s) as well as the previous record of the person who posed them.

A person who lays false charges for the purpose of causing harm is also subject to appropriate disciplinary action.

In handling and resolving a workplace harassment situation, no one should suffer prejudice or be retaliated against by the employer.

\_\_\_\_\_  
Signature of the employer  
Students' Representative Council of Bishop's University

\_\_\_\_\_  
Date

A non-unionized person who believes that he or she has suffered psychological or sexual harassment in connection with his or her work may also file a complaint at any time directly with the Standards, Equity, Health and Safety Commission. (CNESST). The maximum time for doing so is two (2) years from the last incidence of harassment. The complaint may be filed online ([https://www.cnt.gouv.qc.ca/en/on-line-services/on-line-complaints/index.html?no\\_cache=1](https://www.cnt.gouv.qc.ca/en/on-line-services/on-line-complaints/index.html?no_cache=1)) or by telephone at 1-844-838-0808. An employee's decision to first address their employer will not have the effect of preventing them from filing a complaint with the CNESST.



# OPERATING POLICIES

## APPENDIX I – Recognizing Psychological or Sexual Harassment

The *Act respecting labour standards* provides criteria for determining what may be considered psychological or sexual harassment, namely:

- vexatious conduct (offensive, humiliating);
- manifests itself repeatedly or in a single, serious act;
- is hostile (aggressive, threatening) or unwanted;
- affects the dignity or integrity of the person;
- results in a harmful work environment.

These conditions include words, acts, or gestures of a sexual nature.

Discrimination on any of the grounds listed in section 10 of the *Charter of Human Rights and Freedoms* may also constitute harassment: race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

For example, the following behaviors may be considered harassing conduct if they meet all the criteria of the law.

### **Behaviours that may be associated with psychological harassment**

- bullying, cyberbullying, threats, isolation;
- Offensive or defamatory remarks or gestures about a person or his work;
- Verbal violence;
- Put downs.

### **Behaviours that may be associated with sexual harassment**

- Any form of unwanted attention or unwanted advance with a sexual connotation, for example:
  - persistent sexual advances,
  - suggestive looks, kisses or touching,
  - sexist insults, rude remarks;
- Words, jokes or images with sexual connotations, communicated via technology or any other any means.

# OPERATING POLICIES

## APPENDIX 2 – Responsible Persons Appointed by the Employer

The Students' Representative Council of Bishop's University

- will ensure that designated officials are properly trained and have the necessary tools at their disposal to process and follow up on the complaint or report;
- will provide release time so that the designated officials can perform the duties assigned to them.

The following persons are designated to act as the persons responsible for the application of the Students' Representative Council of Bishop's University's Policy on the Prevention of Psychological or Sexual Harassment at Work and the handling of complaints:

Erin Mallory, General Manager - Administration  
819-822-9600 x 2298

Stephanie Thomas, General Manager - Operations  
819-822-9600 x 2833

These responsible people must primarily:

- inform staff about the company's policy on psychological or sexual harassment;
- intervene informally to try to resolve situations;
- receive complaints and reports;
- recommend the nature of the actions to be taken to stop the harassment.

Commitment of the responsible persons

I hereby declare my commitment to abide by this policy and ensure that my intervention will be impartial, respectful and confidential.

\_\_\_\_\_  
Erin Mallory, General Manager- Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephanie Thomas, General Manager - Operations

\_\_\_\_\_  
Date

# OPERATING POLICIES

## CONFERENCE & TRAVEL SPENDING POLICY

The Students' Representative Council will reimburse all pre-approved travel-related costs (see list below). Employees and volunteers are to be selected by the Executive Cabinet or Board of Student Representatives by majority decision, based on the principle that such travel should be directly related to development of the SRC. Upon returning from a conference or travel, the attendee will be required to provide a written report or presentation.

**1. Registration:** Wherever possible, registration should be paid in advance by the BUSRC.

### **2. Reimbursement for Travel Expenses Incurred**

- a. Any employee or representative of Bishop's University Students' Representative Council (BUSRC) that is conducting business on behalf of the BUSRC shall be entitled to certain reimbursement of personal expenditures incurred, that are related to the completion of their work. The most practical and cost-effective transportation available should be encouraged wherever possible (i.e. bus, car rental, and carpooling, Uber). Travel by air, bus, rental car and rail are reimbursed at direct cost.
- b. **Baggage:** When travelling and the trip is for a period of more than three days, baggage fees will be paid by the BUSRC. (1 bag maximum)

### **3. Travel by motor vehicle**

- a. Any employee or representative that uses their own personal vehicle for BUSRC business shall be entitled to a reimbursement of \$0.40 per kilometre for vehicle expenses. This rate may be adjusted from time to time, in line with the amount granted by Bishop's University to its employees.
  - i. Vehicle expenses include:
    1. Operating expenses such as oil, gas, tires, license fees, maintenance, insurance and repairs.
    2. Ownership expenses such as depreciation, provincial tax and financing charges.
  - ii. Kilometres interpreted based on pre-determined route via Google Maps. Claimant must print out and hand the planned travel route to the Director of Finance and Operations prior to departure.
  - iii. Should any detour occur, claimant shall track additional kilometres and report the change to the Director of Finance and Operations.
  - iv. Travel from Sherbrooke to Montreal shall be reimbursed at the flat rate of 330 km. Travel from Sherbrooke to Quebec City shall be reimbursed at the flat rate of 500 km .
- b. When travelling any distance over 100 kilometres by motor vehicle, employees shall consider the use of a rental vehicle or public transportation in order to minimize the total cost of the trip.
  - i. Reimbursable expenses for rental vehicles include the rental fee, the kilometer/mileage charge by the rental agency, fuel charges and insurance coverage when applicable. Receipts must be provided.
  - ii. All rental agency policies must be followed, and all drivers of a rental vehicle must be approved by the rental agency.

# OPERATING POLICIES

## 4. Accommodation:

- a. Accommodation for one night before and after an event is acceptable if the start and end times warrant such travel logistics.
- b. The choice of accommodation should be based on business travel requirements and on the lowest cost, rather than on personal membership programs or other personal incentives.
- c. Sharing rooms is encouraged whenever possible.
- d. If the traveler stays with friends or family instead of at a hotel, they may be reimbursed as a modest gesture of appreciation up to a maximum of \$30 per night.

## 5. Per Diem

- a. For conferences or travel outside of the City of Sherbrooke where meals are not otherwise provided, a per diem allowance of \$61 (including gratuities) will be provided to each attending delegate from the SRC. No alcohol is to be expensed to the BUSRC.
- b. If any meals are provided, the following amounts will be deducted from the per diem:
  - i. Breakfast: \$16.00
  - ii. Lunch: \$19.00
  - iii. Dinner \$26.00

## APPROVAL AND REIMBURSEMENT

Reimbursement for expenses must be submitted to the Director of Finance no later than 10 business days upon return. Receipts will be reviewed by the Director of Finance who will determine reimbursement amount. Receipts are mandatory for reimbursement; bank statements will not be accepted.

All expenses approved for reimbursement by the Director of Finance will be forwarded to the Secretary General who will prepare the appropriate cheque for reimbursement.

Any documents or materials required for travel should be provided by the SRC

- Any changes to the anticipated expenses prior to travel must be approved by the Director of Finance or the President.

Travel expenses for the Director of Finance are to be reviewed and approved by the President and General Manager, Administration.

Please note that all legal documentation such as passports are to be procured by the traveler.

# **OPERATING POLICIES**

## **SECTION 5: COMMITTEES**

# OPERATING POLICIES

## ACTIVITY COMMITTEES

- I. The following are considered activity committees by the SRC:
  - a. the Orientation Week Board
    - i. The Orientation Week Board will consist of the Executive Council and the (hired) Orientation Week Coordinators,
    - ii. The Board's purpose is to organise activities to welcome and assimilate new students into the Bishop's community in early September
  - b. the Winter Orientation Committee
    - i. The Winter Orientation Committee will consist of the Executive Council and the (hired) Orientation Week Coordinators
    - ii. The Committee's purpose is to organize activities to welcome students back to the Bishop's community, and celebrate the winter season.
  - c. the Grad Formal Committee
    - i. The Grad Formal Committee will consist of the VPSL, the DFO, the DCM and any relevant (hired) events coordinators or volunteers.
    - ii. The Committee's purpose is organize a final farewell dinner/event for graduating students at the end of the winter semester.
2. Each committee shall elect its chair as its first item of business. The Chair must be a BSR member.
3. The Chair shall present a final report on each activity to BSR no later than one month after the completion of the event, including data on financial performance. In the case of the Grad Formal, this will be circulated to BSR members when available, before being formally filed for information purposes at the first regularly scheduled meeting of the year.