Executive Protocol Policy

1. Preamble

The Executive Committee of the USSU exists to represent, serve, and support the interests of its members. Success in this role is dependent on the ability of the Executive to operate in a collegial manner and as a cohesive professional entity. It is incumbent upon all members of the Executive to foster such a climate while adhering to the values set out in the Bylaw.

2. Guidelines

In accompaniment with the guidelines listed below, the conduct of the Executive must conform to the principles set out in the USSU Bylaw - Part 2, Articles 13 to 20.

Each Executive agrees to:

2.1 Personally observe high standards of conduct that preserve the integrity, dignity, and values of the USSU at all times avoiding impropriety or the appearance of impropriety
2.2 Utilize the prestige of the office solely in the interests of students who the USSU serves and neither favour special interests inside or outside the USSU, nor allow personal relationships to affect official conduct or judgment
2.3 Ensure that all official decisions taken, and judgments exercised, support the best interests of all students the USSU represents
2.4 Foster an environment conducive to the professional and personal growth of all members of the USSU including volunteers and staff connected to the organization
2.5 Maintain the integrity of the executive by acting on behalf of the executive and ensure that all actions reflect the will of the executive
2.6 Abide by and support all final decisions of the Executive Committee
2.7 Not misappropriate, damage, or possess without authorization any property of the USSU
2.8 Maintain confidentiality of in camera Executive Meeting business and discussions
2.9 Set their office hours according to USSU standard business operating hours. Exemption will include class time, exam scheduling, regularly scheduled appointments and regular meetings.
2.10 Follow office hours set by the Executive Committee at the beginning of each term of office.
2.11 Attend all Executive and scheduled meetings (unless ill or on holidays). Executive members are not to take EDO’s on days where Executive Meetings are scheduled
2.12 Report all vacation days, EDO’s, academic days and sick days to the Executive and Administrative Secretary. The Administrative Secretary will
record these and distribute a monthly report to all Executive members as required by such circumstances as Human Resources Issues, etc.

2.13 Attend meetings called by any member of the USSU Executive Committee, provided:
   i. No less than 24 hours notice is given to all Executive members, or
   ii. The meeting is scheduled at a time of less than 24 hours notice with the unanimous consent of the Executive Committee.

2.14 Consider all discussions before the Executive Committee as agenda items.

2.15 Accept that all Vice-Presidents are to be the chief individuals responsible for their portfolios, subject to the review and decisions of the Executive Committee and University Students’ Council.

2.16 On occasion, find it necessary to terminate the employment of the General Manager. Such termination must be discussed and agreed upon by all voting members of the Executive Committee.

2.17 Provide information to members about elections, by-elections, and referenda in an unbiased manner and shall remain neutral throughout the elections process.

- Allow a University Students’ Council meeting to be called by any member of the Executive Committee with a simple agreement of a majority of the Executive Committee. Allow any member of the Executive Committee to add items to the agenda of University Students’ Council at any time before distribution of the agenda, or at Council in accordance with the Bylaw.
- Changing the Executive Protocol Policy at an Executive Committee meeting with all members present and with full support of all voting members.

2.18 Never be under the influence of alcohol, cannabis, or any other intoxicating substance while at work.

3. **Rights**

   Whereas members of the Executive Committee are entitled to certain rights associated with their position, these are:

3.1. Members of the Executive are entitled to earn three weeks vacation (in accordance with Saskatchewan Labour Laws).

3.2. Members of the Executive are entitled to twelve Academic Days Off (ADO), prorated to the day each Executive member took office, five of which may be banked. These days must be used for academic pursuits. The President must approve all ADO’s one week in advance and the President shall report all ADO’s to the Executive one week in advance.

3.3. Members of the Executive are entitled to one Earned Day Off (EDO) per month, five of which may be banked. Executive members may be paid out for a maximum of five banked EDOs at the end of their term.

3.4. Members of the Executive are entitled to a parking spot as per the USSU Parking policy.

3.5. Members of the Executive are entitled to the use of all USSU property, when available, as needed to fulfill official duties.
3.6 Members of the Executive are entitled to all agreed upon benefits including payment of Health and Dental premiums and the recreation fee for the PAC.

3.7 Members of the Executive are entitled to have their photographic material on official USSU related content (including but not limited to the Executive wall) at the end of the year, if they leave in good standing.

4. **Repercussions**

All members of the Executive are bound by this document. Failure to adhere to this policy will result in progressive disciplinary measures as outlined in Part Four of the USSU Bylaw.

I understand and agree to conform to this policy:

Date: __________________

Signature: _______________ Signature: _______________

General Manager Vice-President

| Contact Information: General Manager 966-6969 |
| Policy Authority: Executive Committee |

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