



## **Process for Approval Policy**

### **1. Preamble**

The USSU Executive Committee is responsible to the University Students' Council for the decisions they make. While various accountability procedures are outlined in the USSU's Bylaw and Policies, this policy defines the process of approval for all Students' Union activities.

### **2. Procedures**

#### **2.1 Campaigns**

The process for approval is as follows:

- a. Submitted to Executive for approval
- b. Submitted to appropriate Committee for approval
- c. Submitted to USC for approval

#### **2.2 Policy Approval**

The process for approval is as follows:

- a. Submitted to Executive for approval
- b. Submitted to appropriate Committee for approval
- c. Submitted to USC for information

#### **2.3 Executive Projects and Conferences**

The process for approval is as follows:

- a. Submitted to Executive for approval
- b. Submitted to USC for information

#### **2.4 Major Events**

The process for approval is as follows:

- a. Submitted to Executive for approval
- b. Submitted to Budget and Finance Committee for approval
- c. Submitted to USC for approval

#### **2.5 Expenditures Under \$3000**

The process for approval is as follows:

- a. Submitted to Executive for approval
- b. Submitted to Budget and Finance Committee for information

#### **2.6 Expenditures Over \$3000**

The process for approval is as follows:

- a. Submitted to Executive for approval
- b. Submitted to Budget and Finance Committee for approval
- c. Submitted to USC for approval

## 2.7 Budget and Capital Expenditures

The process for approval is as follows:

- a. Submitted to Executive for information
- b. Submitted to Budget and Finance Committee for approval
- c. Submitted to USC for approval

d.

## 2.8 Operations

The process for approval is as follows:

- a. Planning Meetings
- b. Submitted to Executive for information
- c. Submitted to Budget and Finance Committee for information
- d. Submitted to USC for information

## 2.9 Centres

The process for approval is as follows:

- a. Centre Meetings
- b. Submitted to Executive for information
- c. Submitted to Student Affairs Committee for information
- d. Submitted to USC for information

### 3. **Approval of Other Business**

For issues not covered in this policy, the Executive Committee shall decide the process for approval. No Executive shall give support in their official capacity to any event, idea or campaign unless it follows this policy or is approved by the Executive Committee.

Contact Information:	President 966-6965		
Policy Authority:	Executive Committee		
<u>Approvals</u>	<u>Committee/Committee</u>	<u>Date</u>	<u>Motion</u>
Created/Adopted	USC	01/26/2006	USC101
Amended	Executive Committee	07/27/2010	EXEC32
Amended	Executive Committee	07/31/2014	EXEC09