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| Policy Name: | Executive Protocol Policy | | |
| Category: | Executive | Policy # | EXEC-3 |

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, as well as the USSU Executive Terms of Employment Policy.

3. Responsibilities of Executive Members

- 3.1 Personally observe standards of conduct that preserve the integrity, dignity, and values of the USSU at all times avoiding impropriety or the appearance of impropriety.
- 3.2 Utilize the prestige of the office solely in the interests of students who the USSU serves. They will not favour special interests inside or outside the USSU, nor allow personal relationships to affect official conduct or judgment.
- 3.3 Ensure that all official decisions made in the Executive Committee or at University Students' Council (USC) are respected and support the best interests of all undergraduate students.
- 3.4 Attend all meetings of the USSU Executive Committee and maintain confidentiality of in-camera Executive Meeting business and discussions.
- 3.5 Foster an environment conducive to the professional and personal growth of all members of the USSU, including volunteers and staff connected to the organization.

- 3.6 Use appropriately all USSU property for USSU business. No Executive member will misappropriate, damage, or possess without authorization any property of the USSU.
- 3.7 Refrain from use of alcohol or cannabis or other intoxicating substances at work.
- 3.8 Refrain from any real or perceived interference in USSU Elections.
- 3.9 Change the Executive Protocol Policy at an Executive Committee meeting with all members present and with full support of all voting members.

4. Rights of Executive Members

- 4.1 Executive members are entitled to all employment salary and benefits as outlined in the **Executive Terms of Employment Policy**
- 4.2 Members of the Executive are entitled to the use of all USSU property, when available, as needed to fulfill official duties as noted in 1.6
- 4.3 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.

5. Relationship with the General Manager or designate(s)

- 5.1 The General Manager or designate(s) has operational responsibility for the organization.
- 5.2 The General Manager or designate(s) performance should be reviewed by the Executive at some point throughout their term. This will be done in conjunction with the Senior Management Team.
- 5.3 If an Executive Committee finds it necessary to terminate the employment of the General Manager or designate(s), such termination must be discussed and unanimously agreed upon by all voting members of the Executive Committee.

6. Ramifications

All members of the Executive are bound by this document. Failure to adhere to this policy may result in convening of the Code of Ethics and Disciplinary Tribunal as outlined in Section 4 of the USSU Bylaw.

7. Agreement

I understand and agree to conform to this policy:

Date: _____

Signature: _____ Signature: _____
 General Manager or designate(s) Executive Member

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| Contact Information: | USSU Office: (306) 966-6962 | | |
| Policy Authority: | Executive Committee | | |
| Approvals | Board/Committee | Date | Motion |
| Created/Adopted | Executive Committee | 08/14/2006 | EXEC23 |
| Amended | Executive Committee | 04/15/2008 | EXEC72 |
| Amended | Executive Committee | 08/11/2008 | EXEC30 |
| Amended | Executive Committee | 02/18/2010 | EXEC87 |
| Amended | Executive Committee | 03/09/2010 | EXEC93 |
| Amended | Executive Committee | 03/16/2010 | EXEC96 |
| Amended | Executive Committee | 06/20/2011 | EXEC10 |
| Amended | Executive Committee | 02/06/2012 | EXEC90 |
| Amended | Executive Committee | 04/18/2013 | EXEC90 |
| Amended | Executive Committee | 07/31/2014 | EXEC09 |
| Amended | Executive Committee | 03/30/2016 | EXEC77 |
| Amended | Executive Committee | 02/27/2017 | EXEC72 |
| Amended | Executive Committee | 03/29/2021 | EXEC18 |