



<b>Policy Name:</b>	<b>Executive Protocol Policy</b>		
<b>Category:</b>	<b>Executive</b>	<b>Policy #</b>	<b>EXEC-3</b>

## **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 thereof.
- 3.2. Utilize the prestige of the office solely in the interests of students whom the USSU serves. They will not favour special interests inside or outside the USSU, nor will they allow personal relationships to affect their official conduct or judgment.
- 3.3. Ensure that all official decisions made in the Executive Committee or at the 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 all USSU property appropriately for USSU business. No Executive member will misappropriate, damage, or possess any property of the USSU without authorization.
- 3.7. Refrain from the use of alcohol, 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 full support from 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 3.6.
- 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, should they leave in good standing.

#### **5. Relationship with Senior Managers or Designate(s)**

- 5.1. The Senior Managers or designate(s) have operational responsibility for the organization.
- 5.2. The Senior Manager's or designate(s) performance shall 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 the Executive Committee finds it necessary to terminate the employment of a Senior 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 the 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: \_\_\_\_\_  
Senior Manager or designate

Signature: \_\_\_\_\_  
Executive Member

<b>Contact Information:</b>	USSU Office: (306) 966-6962		
<b>Policy Authority:</b>	Executive Committee		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Approvals</b>	<b>Motion</b>
Created/Adopted	Executive Committee	08/14/2006	EXEC023
Amended	Executive Committee	04/15/2008	EXEC072
Amended	Executive Committee	08/11/2008	EXEC030
Amended	Executive Committee	02/18/2010	EXEC087
Amended	Executive Committee	03/09/2010	EXEC093
Amended	Executive Committee	08/16/2010	EXEC096
Amended	Executive Committee	06/20/2011	EXEC010
Amended	Executive Committee	02/06/2012	EXEC090
Amended	Executive Committee	04/18/2013	EXEC090
Amended	Executive Committee	07/31/2014	EXEC009
Amended	Executive Committee	03/30/2016	EXEC077
Amended	Executive Committee	02/27/2017	EXEC072
Amended	Executive Committee	03/29/2021	EXEC018
Amended	Executive Committee	07/14/2025	EXEC026