



Brock University Students' Union

Operating Policies and Procedures Manual

It is the mission of the Brock University Students' Union to effectively represent undergraduate students to all relevant stakeholders and to enhance the benefits of attending Brock University by providing a variety of programs, opportunities, and services while creating an atmosphere and culture of acceptance, inclusion, and tolerance.

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DEFINITIONS

For a complete listing of definitions, refer to the BUSU Constitution.

- Policy:*** A definite course or method of action to guide and determine future decisions. Policies provide general guidelines.
- Procedures:*** An outline of steps followed in a regular definite order, to be taken to accomplish a specific task.
- BUSU Manager:*** All managers of any semi-autonomous unit of BUSU.
- BUSU Division:*** Refers to the semi-autonomous units of BUSU which are Isaac's bar, Grillers and Al Dente, the General Brock, the Brock Press, Advertising and Design Services, Sub Cetera South, other similar divisions and BUSU itself.
- Honorarium:*** An honorarium is a sum of money paid in cash or a payment of goods and services rendered. This may include but not be limited to the BUSAC Speaker, Deputy Speaker etc.
- Wages:*** A sum of money based on an hourly rate paid in remuneration. This shall include but not be limited to the Administrative Assistant, Part-time Receptionist Bookkeeper, Office Assistant, Coordinators, GBS staff, Union Station staff, Isaac's staff, SUBcetera South staff, and ADS staff,
- Commission:*** A commission is a sum of money based on a predetermined fixed percentage of the amount of product/advertising sold. This shall include commissions paid to the staff members of the ADS department.

INTRODUCTION

The Policies and Procedures Manual is to be used as a guideline by the Executive and Management in administering BUSU activities, businesses and services.

All BUSU employees are responsible for properly following the outlined policies and procedures. From time to time the BUSU Board of Directors or the Executive may wish to amend or replace policies and procedures in this manual. Changes to this manual are made by passing a motion with a 2/3 majority at a meeting of the Board of Directors. The BUSU Board of Directors governs policy and is responsible for the enforcement of the prescriptions outlined within this document. Violations of policy are governed by By-Law 50 Code of Conduct section 24. Where necessary, in cases where breach of policy violates By-Law 50, the violation will be referred to the Ethics Review Committee for disciplinary action as outlined in By-Law 50.

This Policies and Procedures Manual shall at no time circumvent any policy that may be outlined through the BUSU Constitution or any BUSU bylaw. It shall serve as an additional tool to assist in the operations of BUSU in conjunction with the aforementioned documents.

Part A - FINANCIAL PROCEDURES

I. GENERAL FINANCIAL PROCEDURES

BUDGET SUBMISSION

BUSU student staff members who are required to submit any budgetary requests must do so by providing such budget to their respective supervisor by June 1st or by such other date as supplied by their supervisor.

BUSU Divisional Managers will submit their divisional final budgets to the Business Manager by **May 15th of each year.**

The Vice President Finance & Administration and the Business Manager, in consultation with the Executive Committee, are required to complete the overall Division One Budget and have it passed by the Finance Committee by June 30th each year. Once approved by the Finance Committee the budget must be approved by BUSAC, or the BOD if BUSAC so directs, no later than July 15th.

BUDGET DISTRIBUTION

After ratification of the budget by the Finance Committee, copies are to be made available to the general student body by providing a copy to the Editor in Chief of The Brock Press and via the BUSU website. Copies are also to be sent to the University administration upon request from the University President or Vice President Finance & Administration, BUSU banker and the BUSU auditor prior to November 1st each year.

BUDGETARY CONTROL

Income statements shall be completed and distributed monthly for all BUSU divisions. These reports shall be available for the Business Manager, Executive, BUSAC and Division Managers. Requests by any student for any additional financial information pertaining to BUSU and its divisions will be met as quickly as possible by the Executive or Business Manager.

1. All department managers must submit invoices and statements to the Bookkeeper as received. General Brock and SUBcetera South's sales reports must be submitted daily with deposits.
2. The Bookkeeper shall have monthly financial reports completed by the 15th of the following month and they will be ready for distribution to the Executive, the Business Manager, and all BUSU managers. Within one further week these reports will be available to the Finance Committee and subsequently to the Board and BUSAC councilors at the next meeting of BUSAC.
3. The Finance Committee will produce a monthly summary for BUSAC.
4. Annual financial audits are to be reviewed by the Board and BUSAC and must be presented no later than the Annual General Meeting scheduled in October each year.

PROPER SIGNING AUTHORITY

All cheques and contracts are to be signed in accordance with the normal BUSU signing authority.

That is to say, all cheque requisition forms shall be signed by the Business Manager (when reasonably possible) and one of either the President or Vice President Finance & Administration.

The Business Manager will sign on all cheques regardless of the amount when reasonably possible; one of either the President or Vice President Finance & Administration (whoever did not sign the cheque requisition) shall also sign on all cheques.

No person shall sign on a cheque written to themselves. In this case, the two other signing officers shall sign both the cheque requisition and cheque.

All contracts valued at less than three thousand dollars (\$3000) and lasting no longer than the executive's term, should be signed by no less than two signing officers.

All long-term contracts which extend beyond the term of an executive's period of office and/or mean an expenditure or revenue in excess of three thousand dollars (\$3000) must be signed by the three signing officers (The President, Business Manager and Vice President Finance & Administration) in order to be binding and in accordance with proper signing authority.

In periods where there is to be an extended leave of one of the signing officers (more than two days and where cheque signing will be impacted), temporary arrangements must be made and the Bank notified in writing via facsimile. One of the remaining Vice Presidents shall be granted temporary signing authority for a specified duration of time.

UNUSUAL ITEMS

Expenditures for items not planned for in the budget which is approved by the Finance Committee, and that are in excess of three thousand dollars (\$3000) require approval of the Board of Directors and notification to the Finance Committee.

ENTERTAINMENT CONTRACTS

Entertainment contracts of up to (\$15,000.00) fifteen thousand dollars can be entered into in accordance with proper signing authority of the President, Business Manager and or the VP Finance and Administration. An approval by the Board of Directors is required for any entertainment contract over (\$15,000) fifteen thousand dollars or if there are extenuating circumstances (e.g. the signing authorities are not available or feel it should be directed to the Board).

SALARIES & WAGE RATES

Salaries and Pay rates must be approved by the Business Manager and the Executive. Such approval must be fair and equitable within the BUSU wide organization and must fit within the appropriate divisional budget. Changes in rates must be forwarded to the Business Manager and President for approval before being forwarded to the Bookkeeper.

A change in the salary or rate of pay for an employee greater than 5.2% can come as a recommendation to the Board from the Executive Committee or a performance review as performed by the Business Manager and will require a final approval by the Board of Directors.

Part A - FINANCIAL PROCEDURES

II. CASH HANDLING PROCEDURES

OBJECTIVE:

It is the objective of BUSU to secure and to account for its assets in a safe and responsible manner. In an effort to standardize procedures for all BUSU operations we hope to simplify the process by which we handle cash. It is extremely important that we determine needs and responsibility levels and create a procedure that will minimize the risk of loss.

CHANGES TO THIS PROCEDURE:

This procedure must be followed to the letter and only approval of all three of the President, Vice President Finance & Administration and the Business Manager can authorize any deviation from these procedures. In the event that any one of these people is not available, the only way that a deviation from the procedure can occur would be with the approval of the majority of the Board of Directors at a meeting where quorum is obtained.

A. HANDLING DAILY DEPOSITS

OBJECTIVE:

It is the objective of BUSU to remit daily deposits to the bank in an accurate and efficient manner. These procedures will be standardized throughout the organization. Whilst it is recognized that each area has some practices that apply to their area only, the general method for preparation of deposits must be consistent throughout BUSU. It is our intent that all monies for deposit are placed into the bank at the earliest possible time. At no time are any BUSU monies to be taken home with an employee for any reason. All monies must be either secured in a safe or deposited at the bank as outlined below.

1. DIVISIONAL/DEPARTMENTAL PREPARATION OF DEPOSITS

Deposits will be prepared and deposited on a next business day basis. That is to say, Wednesday's deposit will be handed to the Bookkeeper by 12:00 noon Thursday and taken to the bank by the Business Manager by end of day Thursday and deposited in the night deposit safe at the bank. The manager of each division is responsible for making sure that deposits are prepared and that daily sales are reconciled in accordance with this policy.

General Brock is excepted from this procedure. GB deposits are one day behind. They are to be prepared at night for delivery to BUSU by noon the next day.

When all cash has been verified, the daily sales reconciled and floats restored to their normal levels, the manager responsible will then prepare a bank deposit form. When using four-part deposit forms, the first three are forwarded to the bank. The fourth original accompanies the Bookkeeper's sales report. One photocopy of the deposit, the daily sales report and any supporting materials (close out or end of day or end of shift readings) will be made and retained within the division. The cash plus the deposit form will be placed in a night deposit bag and sealed. The number of this bag will be recorded on the sales report.

2. RECEIPT OF DEPOSITS FROM ALL DIVISIONS/DEPARTMENTS BY THE BOOKKEEPER

The Bookkeeper (in the absence of the Bookkeeper, the Business Manager or their designate) will receive deposits from all divisions of BUSU between 9:00am and Noon on a daily basis.

The Bookkeeper will verify that the deposit amount matches the deposit declaration on the sales report. Any errors will be pointed out at this time.

The Bookkeeper will make a record of receipt and delivery of the deposit from the division to the Bookkeeper. The Bookkeeper will maintain this record of deposits being received and subsequently taken to the bank. This register will be kept with the Bookkeeper or, in the absence of the Bookkeeper, the Business Manager

When everything is in order, the Bookkeeper will sign the original sales report and a photocopy for retention within the division and will hold the deposit for pick up by the Business Manager. The Bookkeeper will record the deposit in the Night Deposit In/Out Register.

The Bookkeeper or their assistant will accumulate deposit slips and at the end of each week they will record them in the accounting records of BUSU. At the end of the month the Bookkeeper will verify total sales deposits for the month to the bank statements. Each department manager will be responsible for recording daily deposit totals for future reference. For example, filing a photocopy of deposit reports handed in to the Bookkeeper will meet this criteria. Such data will be valuable when preparing future budgets.

3. TAKING DEPOSITS TO THE BANK

On the same day as the deposit is presented to the Bookkeeper, either the Business Manager or their designate will arrange to take the day's deposits to the bank. . Before the end of the day, the Business Manager will receive all the deposits for the day and will acknowledge such receipt by signing the Night Deposit In/Out Register. This register will be kept with the Bookkeeper, or in the absence of the Bookkeeper, the Business Manager. The Business Manager will then take the deposits to the bank and deposit them in the night deposit safe.

For security purposes, deposits will be taken to the bank at fluctuating times during the day. The Business Manager must request assistance with the deposit and must obtain an escort to the bank where total amounts exceed \$20,000. A proper escort constitutes an Executive member or a manager.

If, for any reason, and this must be a very exceptional situation, the daily deposits are not taken to the bank, they should be transferred to the BUSU safe (see below) in the Business Manager's office and held for storage overnight and must be taken to the bank on the next business day.

AUDIT: The Finance Committee may at any time verify deposits to the Night Deposit In/Out Register and review deposits received and deposited at the bank. They should check that no undue delay is occurring in getting funds to the bank and that no deposits are missing.

B. SAFE AND COMBINATION CONTROL

OBJECTIVE:

It is the objective of BUSU to ensure consistent security of all safes across all divisions. All persons accepting a position that requires them to have temporary or permanent combination access to a safe must provide a police check to BUSU prior to their first day of employment, at the expense of the employee. The only exception to this rule will be individuals running for

BUSU President and BUSU Vice President Finance and Administration. These individuals will be required to provide a police check that will be paid for at the expense of BUSU. These procedures will be standardized across the organization. The procedures below apply to every safe in each BUSU division.

1. Storage of Duplicate Combinations

For security purposes, a duplicate of each safe combination needs to be held securely as a provision for any occurrence requiring safe access in the absence of combination holders. Duplicate combinations will be written on a piece of paper and sealed in an envelope by the holders. The combination holders will sign across the edges of the envelopes to ensure that no one can gain access to the contents of the envelope without detection. Said envelopes will be handed to the Business Manager to be held in the BUSU safe.

The BUSU safe is excepted from the above policy. The duplicate combination for the BUSU safe will be placed in a labeled envelope, signed across the edges by the Business Manager and handed to the Vice President Finance and Administration for storage in the VPFA safe. This envelope will only be opened in an emergency situation. Once this envelope has been opened, the combinations will have to be changed and any deposit bags in the BUSU safe will have to be accounted for, balanced to the Night Deposit In/Out Register and then immediately taken to the bank.

2. Changing Safe Combinations

All combinations shall be changed annually in April by the Business Manager and the divisional manager. When the combination is changed, all cash will have to be counted and balanced to the amount showing in the general ledger.

Combinations will be changed with increased frequency in the instance of any of the following situations:

- a) the duplicate combination envelopes have been opened or compromised
- b) a third party has gained access to the safe
- c) a third party has gained knowledge of the safe combination
- d) a sole combination holder leaves on vacation or extended absence and must leave the safe in control of a temporary replacement
- e) a sole combination holder returns from vacation or extended absence and regains control of the safe from their temporary replacement
- f) any other situation where the safe or its combinations have been compromised.

The SS drop safe and coin cabinets at the stores are excepted from this procedure as they are key access safes.

3. Safe Audits

The Finance Committee has the authority to conduct an audit on the Bar safe, the Bookkeeper's petty cash, the BUSU safe, the Kitchen safe, the Retail safe, and the VPFA safe. Drop safes may not be audited as they hold no regular amounts of cash, thus their contents cannot be verified to the general ledger.

The Finance Committee may at any time, in the presence of appropriate combination holders verify the contents of the above named safes and compare such cash totals to the balance sheet record for petty cash, floats, and coin/change floats.

For the VPFA safe, the Finance Committee may at any time, in the presence of appropriate combination holders verify the contents of the safe and compare food voucher totals to the balance log contained within the VPFA safe.

4. Balancing Safes and Submitting Balance Records

All managers are responsible for balancing the contents of their safes on a daily basis using the Safe Count Sheet. This form was designed to make this process consistent across the various BUSU divisions and must be used at all times. A copy of a completed daily Safe Count Sheet must be submitted weekly with Petty Cash cheque requisitions. The Bookkeeper will file the copy with the deposit logs to be held in storage for seven years. Each manager must retain on file a copy of each day's Safe Count Sheet for verification by the Executive or Business Manager at any time.

5. BUSU Safe

The BUSU safe is fire-rated and located in the Business Manager's office. The BUSU safe will be under the sole control of the Business Manager. This safe is to be closed and the combination spun when left unattended. No regular amounts of cash are to be kept in the BUSU safe. Deposits may be held in the BUSU safe when transferred from the Bookkeeper for deposit at the bank. Overnight storage of deposits is required only in extenuating circumstances.

6. The Bar Safe

The outer door to the safe in the bar office will be under the control of the General Manager, Food, Beverage & Entertainment and the Manager, Bar and Special Events and the Assistant Managers of the bar. Inside the safe, the bottom compartment has key access and is under the sole control of the General Manager, Food, Beverage & Entertainment. Access to the contents of the safe must be restricted and the safe should be kept closed with combinations spun at all times.

Inside the bar safe, the upper shelves will hold cash and coin. All large amounts of cash and deposits will be secured in the bottom compartment under the sole control of the General Manager, Food, Beverage & Entertainment.

7. Kitchen Safe

The outer door to the kitchen safe in the bar office will be under the control of the Manager, Catering & Food Services and the Operations Coordinator. Inside the safe, the bottom compartment has a separate combination and is under the sole control of the Manager, Catering & Food Services. Access to the contents of the safe must be restricted and the safe will be kept closed with combinations spun at all times.

Inside the kitchen safe, the upper shelf will hold cash floats and a coin/change float. All large amounts of cash and deposits will be secured in the bottom compartment under the sole control of the Manager, Catering & Food Services.

8. Bar and Food Operations Drop Safe

This safe is for the deposit of evening sales for the bar and food court areas. Each deposit will be placed in a separate envelope along with appropriate BV forms and balancing information for verification and deposit the next day. The combination of this safe will be under the sole control of the Manager, Catering & Food Services. This safe is to be closed and the combinations spun when left unattended.

9. Retail Coin Cupboards

The coin cupboard in SUBcetera South is located in the Manager, Retail Operations' office. This safe will be under the control of the Manager, Retail Operations and the Assistant Manager, Retail Operations. Supervisors at SUBcetera South have key access to this coin cupboard. This cupboard is to be closed and the locks engaged when left unattended.

Cashiers at General Brock have access to a cupboard under combination lock containing a \$300 float. Supervisors at General Brock have access to a coin float under key lock. Each supervisor has a key to this lock, along with the Manager, Retail Operations and Assistant Manager Retail Operations.

10. Retail Operations Drop Safes

General Brock and SUBcetera South have one (1) drop safe per location. The drop safe is for the deposit of evening sales by closing cashiers/supervisors. Each deposit will be placed in a separate envelope along with appropriate BV forms and balancing information for verification and deposit the next day. The combination of these safes will be under the control of the Manager, Retail Operations and the Assistant Manager, Retail Operations. These safes are to be closed and the combinations spun when left unattended.

11. VPFA Safe

The VPFA safe is located in the Vice President Finance & Administration office. The VPFA safe will be under the sole control of the Vice President Finance & Administration. This safe is to be closed and the combinations spun when left unattended.

The VPFA safe will regularly hold food vouchers. At varying times, the VPFA safe may hold cash floats that are in use by division one staff for activities including but not limited to BOC membership drives, locker sales, and charity fundraising events. At varying times, the VPFA safe will also hold coin collected from photocopiers. The VPFA will sell this coin to the divisional managers in exchange for cash bills, and will then make a deposit for the bills. The sale of coin and deposit for photocopier revenue will occur as soon as reasonably possible from the time of its collection.

12. Bookkeeper Safe

The Bookkeeper safe is located in the Bookkeeper office. The Bookkeeper safe will be under the sole control of the Bookkeeper. This safe is to be closed and locked by push-button combination when left unattended. The Bookkeeper safe will not hold a regular cash float; it will be used to store daily deposits until such time that they are transferred to be deposited at the bank. This safe will also contain the Bookkeeper's petty cash. The Bookkeeper safe cannot be used for overnight storage of any monies other than petty cash.

13. Cash Contents of Safe (Bar, Food and Retail)

There should be potentially six elements of cash held in the divisional safes:

- (i) Coin Holdings
- (ii) Floats
- (iii) Petty Cash
- (iv) Daily Sales for deposit next day
- (v) Unverified Cash and Tips
- (vi) Cash received from an individual from BUSU who does not have access to a safe

None of these cash elements can be co-mingled and used for some thing else. That is to say that at any given time if an audit is conducted each of the above elements can be clearly identified and individually counted and balanced.

C. CASH HANDLING

1. CASH FLOATS

BUSU has always adopted a zero tolerance stance as far as cashiers holding cash floats. It is important that managers, supervisors and cashiers assume control for cash with the utmost seriousness. Having assumed responsibility for a float, the cashier is 100% responsible for supplying back to the assistant manager or manager on duty a complete cash float and all money associated with the day's takings for that position.

Cash floats will be kept in each divisional/departmental safe. The total of all floats in each safe together with the other cash and coin will equal the amounts showing on the balance sheet for their particular line items.

Retail division

At the beginning of each shift, the cashier verifies their float to the \$300 Float Reconciliation already contained within the till. In the event that there is a discrepancy, the cashier will make a note on the BV Opening Cash Float report and then sign the report accepting full responsibility for the float monies. The discrepancy is to be reported to the supervisor or manager as soon as possible. In the event that they are working alone a VM message can be left at ext 4191 naming the store and till number.

At the end of a shift, the cashier completes the BV Daily Cash Deposit report and reconciles the cash deposit to the cash sales, adjusting for Tab Payment receipts. The cashier then signs both the BV Daily Cash Deposit report. All paperwork and cash are then to be placed in a deposit envelope and the envelope filled out completely. The cashier will then complete a \$300 Float Reconciliation and leave it in the till for the next cashier to verify their float.

Failure to properly account for cash under an individual's control could result in the immediate termination of that individual's employment. In the event of an employee working alone on a shift the closing floats will be verified the following day by the opening supervisor or manager.

Hospitality division

In the case of the food court, cashiers log in and out of the computer system with the cash when they start and finish their shift. The on duty supervisor will verify the contents of the cash float to the computer reports.

Reception desk

The Administrative Assistant at the BUSU Reception desk shall hold a petty cash float of \$70. Deposits for reception sales will be made to the Bookkeeper on a daily basis. The Reception desk shall also hold a separate petty cash float of \$40 to be used by the Part-Time Receptionist. Sales from this float can be made on a daily basis or must be made when deposit is greater than \$50.00. Deposit must be done at least once per week.

Photocopy cards that have cash value will not be held in bulk at the Reception desk. The Administrative Assistant shall load photocopies onto the cards and place them into a box. The box will be sealed and signed across all seals such that the contents cannot be tampered with without detection. Once sealed, the box of valued cards will be given to the Bookkeeper to hold in the Bookkeeper safe. The Bookkeeper will keep register in the Bookkeeper safe signed by both the Bookkeeper and the Administrative Assistant detailing the transfer of cards and/or boxes of cards. A log of the value of the boxes will be kept by the Administrative Assistant.

All items of value at the Reception desk, including but not limited to petty cash and photocopy cards will be held in a locked drawer except for when in use.

Advertising & Design Services

The ADS department does not have a safe and does not hold cash. Cash payments are handled through the Administrative Assistant at the reception desk. Any monies that cannot be deposited through the Administrative Assistant are handled by the Business Manager.

2. COIN HOLDINGS

Floats of coin will be held by each area. The limits allowed for each area will be determined by the cash holding authority issued to each department. The amount held should only be enough to accommodate the day to day coin requirements, plus a small margin for a busy period.

Additional coin may be obtained directly from the bank. Each manager can “buy or sell” coin from another department. Settlement must be immediate and in the form of cash. All coin/cash holdings may be verified at any moment and totals should always equal the amounts shown in the relative general ledger. Staff is not allowed to “borrow” from the cash holdings. Failure to properly account for cash under an individual’s control could result in the immediate termination of that individual’s employment.

3. PETTY CASH

Petty cash will be on hand for small ad hoc purchases. The amount of money held in petty cash will be determined by the cash holding authority for each area. The petty cash will be balanced daily with the safe count. At the end of each and every week, the receipts will be reviewed and the petty cash box replenished. The Petty Cash Replenishment sheet will be used to record the balancing of the petty cash float and be submitted with the cheque requisition. A Safe Count Sheet indicating that the safe has been counted and that it has balanced must accompany this petty cash replenishment cheque requisition. The Safe Count sheets will be monitored by the Business Manager when signing for the petty cash cheque requisitions. The Finance Committee may also request to audit the Safe Count Sheets. The use of the corporate credit card is encouraged for larger purchases. Petty cash is intended for small, unexpected expenses.

4. DAILY SALES FOR DEPOSIT THE NEXT BUSINESS DAY

All BV reports and cash balancing forms, together with cash representing net sales for the day, should be placed in an envelope or bag and held in the appropriate safe. They are to be verified on a next business day basis and all funds deposited as per this policy.

5. UNVERIFIED CASH AND TIPS

From time to time cash will be collected that does not have a sales or revenue report attached to it. Tips and coin collected from BUSU-operated copiers on campus are examples. Such cash is only considered unverified when it has been collected and not counted. For example, should the photocopiers be emptied on Monday at 4:00 p.m., the coin would not be rolled and counted before the end of the day. This uncounted money would be considered unverified and subject to the following procedure until it can be counted on Tuesday morning.

Unverifiable cash is to be placed in a container that is sealed in such a fashion that the contents cannot be tampered with without detection. For example, a sealed large envelope would be signed across the edges by the depositor; a bag or box would be taped shut with signatures across the tape so that tampering can be detected. This container will then be held in a safe. The custodian of the safe will be responsible for an envelope/bag/box said to contain “photocopier takings” and not a dollar value. The depositor will, at the next possible date, have the safe custodian remove the container from the safe and verify that the seals have not been broken. The depositor will then proceed to count the cash and make a deposit as per the prescriptions of this policy.

Tips will be held in each of the divisional/departamental safes. It is suggested that once a week the amount of accumulated tips be verified and a record kept by the custodians of the safe.

6. CASH RECEIVED BY BUSU EMPLOYEES WHO DO NOT HAVE ACCESS TO A SAFE.

From time to time, BUSU employees who do not have access to a safe will run events where cash is collected. Such cash is not to be left unlocked or unattended for any period of time for any reason for the duration of the event.

If the monies cannot be deposited before the close of the business day and taken to the bank, they are to be placed in one of the safes under the provisions outlined for that safe within this document.

The monies should be placed in a sealed container, and the event organizer will sign across the seals so that the contents cannot be tampered with without detection. The sealed container will then be transferred to a safe custodian. This transfer must be verified and witnessed on a Cash Storage Form by the event organizer and the safe custodian when storage in the safe takes place. Both the event organizer and the safe custodian will retain a copy of the Cash Storage Form until the sealed container is retrieved by the event organizer. The event organizer should retrieve the container from the safe custodian the next business day and make a deposit according to the prescriptions of this policy.

7. CASH HOLDING AUTHORITY LIMITS

	Isaac's	Union Station	General Brock	SUBcetera
Fall/Winter term				
Cash floats	\$330	\$1,200	\$900	\$900
Cash/coin holdings	\$9,470	\$2,600	\$500	\$1,000
Petty cash	\$200	\$200	\$200	\$0
TOTAL	\$10,000	\$4000	\$1,600	\$1,900
Spring term				
Cash floats	\$330	\$300	\$0	\$900
Cash/coin holdings	\$2,470	\$500	\$0	\$1,000
Petty cash	\$200	\$200	\$200	\$0
TOTAL	\$3,000	\$1000	\$200	\$1,900
Summer term				
Cash floats	\$330	\$300	\$0	\$900
Cash/coin holdings	\$2,470	\$500	\$0	\$500
Petty cash	\$200	\$200	\$200	\$0
TOTAL	\$3,000	\$1000	\$200	\$1,400

The Brock Press:

Petty Cash \$75

ADS

Petty Cash \$25

BUSU:

Administrative Assistant's Petty Cash \$70
 Part-time Receptionist's Cash \$40
 Bookkeeper's Petty Cash \$150

Any variance from these guidelines could result in the termination of employment.

8. CASH COUNTS

Each manager is responsible for verifying the contents of their safe on a daily basis on the Safe Count Sheet as noted above. Records of Safe Count Sheets must be available for inspection by the BUSU Executive or the Business Manager. Any irregularities are to be brought to the attention of the Business Manager or the BUSU Executive immediately.

The Business Manager, the VP Finance and Administration, a designated member of the Finance Committee or any person nominated by the BUSU President may conduct a surprise cash audit at any time. The appropriate manager or a designated key holder should be present throughout the cash count.

9. DISCREPANCIES

Any discrepancies will be brought to the attention of the Business Manager and the Executive immediately after they are detected. We are working on a zero tolerance policy.

Part A - FINANCIAL PROCEDURES

III. CASH MANAGEMENT PROCEDURES

Cash Payments

Any cash payments brought to the Students' Union are to be directed to the Administrative Assistant or their designate by the person making the payment. A receipt will then be issued if required.

Bank Accounts

The Business Manager shall monitor the balances of all accounts each week. This information will then be passed on to the President and Vice-President Finance & Administration.

Bank Transfers

Transfers may be done by the Business Manager via the internet. A copy of the transfer and any supporting documentation will be passed on to the Bookkeeper for recording the transaction in the books.

Photocopier Receipts

It is the Operations Manager's duty (or their designate) to empty the machines, sort, count and roll the coin. The amounts will then be recorded on a photocopy revenue form. Photocopy machines will be emptied once a month (first business day of new month) during the academic year. The copy number read-outs should be recorded at this time as well. These numbers should be given to the Administrative Assistant to send out to the copier company.

The Operations Manager will immediately sort, roll and count the coin. The Operations Manager will then prepare a Photocopier Coin Deposit form to be signed by both the Operations Manager and the Vice President Finance & Administration. Upon the signature of the form, the VPFA will hold the coin in their safe and "sell" the coin to divisional managers. The VPFA will then make deposit of these monies as outlined by this policy.

Pool Tables & Video Receipts

The Vice President Finance & Administration or the Business Manager will receive revenue and sales receipts from the video games and verify it with the amount of coin collected by the video game vendor. The VP Finance & Administration will prepare the deposit slips etc. for these monies.

Copy Card Machine (Hamilton Campus)

It is the responsibility of one of the Executive (to be determined at the beginning of the year) to empty the copy card machine once a month and record the amount on a deposit form. This deposit form will be handed to the Bookkeeper to coordinate the deposit of the funds to the bank.

Change Machines

It is the duty of the Vice President Finance & Administration to ensure that the change machine is stocked at all times. Once a month the money in the change machine will be counted to verify that it contains exactly one thousand (\$1000.00) dollars.

Part A - FINANCIAL PROCEDURES

IV. CHEQUE DISBURSEMENTS & PURCHASING PROCEDURES

GENERAL APPLICATIONS

Cheque Requisitions

Cheque requisition forms must be completed in full and given to the proper signing authorities for signatures. Cheque requisitions must be accompanied by itemized receipts detailing the specific purchases in order to be fully completed and processed. Cheque requisitions for club expenses must first be approved by the Vice-President Student Services using the Club Policy Committee or BUSAC, depending on the amount of the claim (see Club Information Handbook, or By-Law 2550). The Bookkeeper will prepare cheques each Thursday, for all requisitions received by Tuesday at 4:30pm. Emergency cheques will be prepared as needed on an exception basis.

Cheque Signing

All cheques are to be signed in accordance with cheque signing authority (See Financial Procedures, Proper Signing Authority) and then returned to the Bookkeeper. The Bookkeeper will ensure that a second signature is obtained. All signed cheques are then returned to the Bookkeeper for distribution. No person will sign cheques payable to themselves. Violations of cheque signing procedure are subject to consequences as outlined in bylaw 50.

Purchase Orders

A purchase order will be completed when ordering supplies, equipment, etc. The request for an order shall be submitted to the Administrative Assistant for typing. It must then be signed by the President, Vice President Finance & Administration or Business Manager. One copy is for the supplier, one copy goes to the Administrative Assistant for posting, one copy goes to the Bookkeeper and a final copy goes to the Business Manager.

Internal Billings

Internal billing for BUSU and the BUSU divisions will be done as it occurs and inter-divisional transfers will occur at the end of each month.

Distribution of Cheques

All authorized cheques are to be distributed by the Bookkeeper or the Administrative Assistant or Business Manager. Cheques will only be issued to the payee unless either verbal or written permission has been received from the payee to distribute it to another person. Cheques for each BUSU division will be distributed by the appropriate manager. Cheques for mailing will be completed by the Bookkeeper.

PRESS AND ADVERTISING & DESIGN SERVICES

Invoice Billing

The Advertising & Design Services Manager will arrange for the preparation of invoices with tear sheets attached and distribute to advertisers weekly. At month end, the Bookkeeper shall prepare statements of all outstanding transactions. The Advertising & Design Services Manager is responsible for all follow-up of outstanding bills according to the accounts receivable collection policy in this manual.

Payments

Any payments received shall be entered on a deposit slip and given to the Bookkeeper for deposit within one (1) business day of receiving payment.

Accounts Receivable

The Bookkeeper shall prepare a list of all A/R by the 15th of each month. This shall include current, 30 day, 60 day and 90 day listings. This listing will be distributed to the Business Manager, Advertising & Design Services Manager and the VP Finance & Administration.

CLUBS

All information pertaining to club budgets and expenses must be given to the Bookkeeper by the Vice President Student Services, with signatures from the proper signing authorities and receipts, by Wednesday at 4:30pm.

The Vice President Student Services shall provide the Administrative Assistant with a listing of all clubs that will receive photocopy cards. The value of the photocopies shall be deducted from the club budgets.

Room bookings are to be done by the Administrative Assistant on behalf of Clubs. A room booking sheet must be completed by each club. All BUSU administered space will be booked according to the room booking policy in this manual.

Clubs are not allowed to make internal billing charges to BUSU.

The Bookkeeper shall produce a report listing disbursements to clubs by the 15th of each month in order to assist the Vice President Finance & Administration with club budgeting. The definition of a club and other rules pertaining to clubs are in the Club Information Handbook.

ALL BUSU DIVISIONS (WHERE APPLICABLE)

Sales/ Cash/ Deposit Reports

Must be prepared daily by the Manager and/or the Assistant Manager. Each daily report must be accompanied by a duplicate deposit receipt. The total daily deposit must agree to the total cost on the sales report. Separate deposits must be made to correspond to each daily sales report.

Daily Sales Report

Must be received by the Business Manager and Bookkeeper on a daily basis together with any supporting documentation and any signed adjustments. The matching of daily sales reports and deposits shall facilitate financial reporting. The daily sales report will be handed to the Bookkeeper with the deposit on a daily basis.

Supplier's Invoices

The majority of invoices are received upon delivery of supplies. The quantities received are to be matched to the invoice and signed by the Manager or his/her designate. A log of all purchases and prices shall be maintained (computerized or manual). Price increases must be noted and the selling price adjusted accordingly. Invoices are to be submitted to the Bookkeeper.

Supplier's Statements

All statements are received by the Manager of the department. Each division pays its bills by forwarding the approved for payment invoice to the Bookkeeper. The manager will then verify that invoices are being paid appropriately by verifying the statement to the department's records. Transit passes are excepted, as payment is released upon receipt of the statement when returns are picked up.

Bank Deposits

Will be made daily. The duplicate receipt is then brought directly to the Bookkeeper for recording with the daily sales report.

Part A - FINANCIAL PROCEDURES

V. CORPORATE CREDIT CARD POLICY

1.0 Purpose

The purpose of this policy is to establish the procedure and protocol for the use of Brock University Students' Union (BUSU) Corporate Credit Cards.

2.0 Eligibility

The following BUSU positions shall be eligible to possess a corporate credit card:

- President
- Vice-President Finance & Administration
- Vice-President Student Services
- Vice-President University Affairs
- Business Manager
- Manager, Bar & Special Events
- Manager, Catering & Food Services
- General Manager, Food, Beverage & Entertainment

3.0 Cardholder Stipulations

Before receiving a corporate credit card, positioned persons must complete a corporate credit cardholder agreement. This agreement will be for no longer than the term of office and must include the following clauses:

- I acknowledge that any personal expenses incurred on any assigned credit card will be deducted from my subsequent pay cheque and result in the immediate revocation of the credit card.
- I acknowledge that expenses incurred that are not approved as required through an Expense Requisition Form, or are irreconcilable with parties empowered to approve expenditures for the corporation will be deducted from my subsequent pay cheque and may also be grounds for revocation of the credit card.
- In the situation where no pay cheques are owing to me, I agree to make payment to BUSU for any outstanding balances akin to the rate which is applied by the credit card on balances outstanding for more than thirty days.
- This credit card remains under the control of BUSU, at any time the Board of Directors of the corporation may revoke its use. Consequently I will forfeit the card to the Chair of the BUSU Board of Directors.
- I, the undersigned have read, understand, and accept the terms of the corporate credit card Policy.

4.0 Procedures

- Any expense in excess of \$1000.00 must be pre-approved. In an emergency situation expressed verbal permission may suffice providing parties granting authorization have been given permission to approve such expenditures as explicitly stated in section A (i) of the BUSU Policy and Procedures Manual.
- Any expenses under \$100.00 must fall within pre-approved budgets.

- For every expense charged to the credit card, a receipt or similar proof of payment document must be submitted for record keeping and confirmation of validity. If there is a disagreement as to the validity of an expense (by any parties involved in the accounting process) the matter shall immediately be escalated to the Chair of the BUSU Board of Directors.
- Personal expenditures on BUSU corporate credit cards are explicitly forbidden.

Part A - FINANCIAL PROCEDURES

VI. ACCOUNTS RECEIVABLE COLLECTING PROCEDURES

BUSU's terms are net 30 days.

1. At thirty-one (31) to forty-five (45) days from invoice date:
 - mail a letter informing payment is past due with a copy of the invoice attached
 - follow with a call to inquire as to when payment can be expected

 2. At sixty (60) days from invoice date:
 - call company to inform them that all further advertising or services will be withheld until payment is received
 - mail a formal letter stating same with a copy of the invoice attached

 3. At ninety (90) days from invoice date:
 - inform customer that their account will be given to BUSU's lawyers
 - inform customer that their file will be kept on permanent record and BUSU will refuse to conduct any form of business with them in the future.
- Refer to this document for guidelines
 - Refer to list of acceptable/non-acceptable clients prior to doing business
 - Always get a contact person
 - Find out cheque number if client assures payment has been made

Part A - FINANCIAL PROCEDURES

VII. PAYROLL PROCEDURES

PAYROLL

There are four categories of payroll: honorarium, commission, salary, and wage. All BUSU office staff are paid weekly. All other staff will be paid every second week. The Business Manager's pay occurrence will be determined by the University Administration's Payroll Department since he/she is paid through them.

PROCEDURES

Deadline:

All payroll information for the weekly ADP submission must be given to the Bookkeeper by noon on Mondays. All payments by cheque requisition must be placed in the cheque requisition folder by end of day Tuesday.

Payroll information for each of the BUSU divisions must be received by the times laid out at the beginning of each new fiscal year by the Business Manager/ Bookkeeper. If payroll information is not received within the specified time frame, payroll will be delayed.

Commission:

Will be paid weekly on all payments deposited.

Honorarium:

The necessary information must be filled out and attached to the cheque requisition form and handed in by the relevant deadline. The Speaker and Deputy Speaker shall receive monthly honorariums once minutes are produced. The Chief Returning Officer shall receive payment upon completion of elections/referenda. Any changes to these honorariums must be ratified by BUSAC.

Payroll Advances:

On an exception and on demonstrated needs basis only, payroll advances must not exceed the employee's average weekly salary and shall be limited to a one week salary advance. Exceptional cases may be considered by the Board of Directors. A pay advance exceeding one week will not be released unless the Board of Directors approval is received. The advance shall be deducted from the employee's subsequent pay. No loans or advances other than those contained within this policy will be allowed.

Payroll advances for any amount may not be granted to the President or Vice-Presidents, within the last two weeks of their terms, without the express consent of the Board of Directors.

Information Technology Loan Program:

Full time employees of BUSU are eligible to receive a loan in order to purchase an information technology device to assist them with their BUSU duties.

All information technology device loans must be submitted to the Business Manager or President for approval by the BUSU Board of Directors and are subject to the following stipulations:

- The loan will be interest free, and subtracted directly from weekly pay cheques at a rate as such that it will be fully repaid before the end of that employee's work term.

For example, if an executive member has 43 pay periods remaining, and requests a loan of \$2000.00, then the minimum repayment must be \$46.51 (loan amount / pay periods = minimum payment per period). In the case of a non-executive member being granted a loan, the employee shall have 1 year to repay such loan.

- The loan amount must not exceed \$3500
- Any staff member will only be granted one loan at a time. Employees may request another loan at a time when full repayment has been made on any previous outstanding loan.
- If an employee leaves his/her position early, another method of payment must be settled upon within 30 calendar days. The party will choose to either immediately repay the outstanding amount, or interest will be levied at Bank of Canada prime plus two (2) percent and loan repayment terms will be approved by BUSU Board of Directors. The Chair of the BUSU Board of Directors, or the Vice Chair for any reason the Chair cannot or should not perform these duties, will act as the main negotiator in this situation.
- The employee receiving a loan must agree to and sign a contract with BUSU citing all of the above requirements.
- Staff members eligible for this loan are: full time office staff, BUSU managers, and executive officers.

The purpose of this loan is two-fold. It recognizes the contribution each individual employee makes to the organization and benefits that party; at the same time provides a great benefit to BUSU, allowing the organization to be fiscally responsible by limiting constant expenditures in computer hardware purchases.

BUSU is not obligated to grant a loan under any circumstances. The decision to grant or deny an information technology loan is reserved solely for the BUSU Board of Directors, and as such they may judge a request valid or invalid based on any criteria seen fit. In addition the BUSU Board of Directors may waive or alter interest charges applied to loans.

Documents for processing Information Technology Loans are found in Appendix.

Part A - FINANCIAL PROCEDURES

VIII. POLICY ON RUNNING TABS (SUB CETERA SOUTH AND THE GENERAL BROCK)

Employees of the Retail Division and the BUSU Executive may be granted the privilege of maintaining a tab at SUBcetera South upon satisfying the below conditions and gaining the approval of the SUBcetera South Manager.

1. Tab privileges are offered to all full and part-time employees of the Retail Division and the BUSU Executive.
2. Tab balances cannot exceed \$30.00 within any given month.
3. All tabs are to be paid in full at the end of every month. You must settle your account at SUBcetera South.
4. If your tab is not paid by the end of the month, you will receive a warning. If after your second warning there is further failure to settle your account your privilege will be revoked.
5. Should you fail to pay in full your accumulated tab, you agree by signing this agreement to allow the Manager of SUBcetera South to forward your account to the BUSU Bookkeeper to have the appropriate amount deducted from your next payroll.
6. Staff who work at SUBcetera South should not process their own tab transactions. Another member of SUBcetera staff must handle the transaction, with the exception being when a staff member is working alone.
7. If an error has been made in the processing of the transaction, management has the right to post the correction to your account.
8. The SUBcetera Manager holds the right to revoke the tab privilege upon non-compliance with the tab policy conditions.
9. No merchandise is to leave the store or be consumed without being put on a tab or being paid for in full in cash.
10. Tab purchases and payments can ONLY be made at SUBcetera South.

I certify that I understand and agree to the above statements in full, and I further recognize that maintaining a tab at SUBcetera South is a privilege rather than a benefit of employment with BUSU.

Signature

Date

The SUBcetera South Manager must keep this form on file after it has been signed and dated by the BUSU employee.

Part A - FINANCIAL PROCEDURES

IX. PROCEDURE FOR EMERGENCY STUDENT LOANS PROGRAM (ESLP)

Still to come.

Part A - FINANCIAL PROCEDURES

X. PROCEDURE FOR ISSUING FOOD VOUCHERS

Preamble:

In 1998, student hunger was identified as a growing issue on the Brock University campus, due in part to the rapidly rising costs of education. The Brock University Students' Union reacted by creating a program to deliver food vouchers to the neediest students as a last resort. This policy has been developed to support that program and provide guidance to those that administer it in order to ensure fairness and prevent abuse while recognizing the haunting need that many students have for food.

Procedures:

- a) This program is available to all full and part-time undergraduate Brock students.
- b) This program is to be administered by the Vice President Finance and Administration who will ensure the confidentiality of each applicant's personal information.
- c) In the absence of the Vice President Finance and Administration the President will be responsible for this program.
- d) Should a conflict of interest arise during the application process the application is to be forwarded to the President.
- e) Students wishing to access this program must be able to demonstrate need, and the immediacy of that need.
- f) At the discretion of the Vice President Finance and Administration, proof of need may be required in the form of, but not limited to: current bank statements, credit card statements and bills. Applicants may also be required to provide their employment records.
- g) The Vice President Finance and Administration is to provide a list of supplementary and alternative resources to any student requesting aid in the form of additional services offered by the University and Community, including but not limited to contact information for local food banks and information on emergency student loans.
- h) This program has not been developed to provide long term support for needy students. Rather, this program is an emergency measure to provide temporary relief and support for students in immediate need of food or foodstuffs.
- i) Because of the emergency nature of this program, students may not receive aid more than twice a semester or three times in an academic year and there must be at least two weeks between each receipt of aid.
- j) Aid shall be provided in the form of \$25 food vouchers to local grocery stores. These vouchers shall have no cash value and shall only be redeemable for food or foodstuffs at approved grocery stores.
- k) The Vice President Finance and Administration shall keep confidential records of all students that access this program, which must include, but is not limited to, their name, student

number, date of use, dates of previous use, and explanation of need. These records must be kept for a period of two years and then confidentially destroyed.

- l) The Vice President Finance and Administration is responsible for creating an end of year report on program usage which must provide statistical data on program usage and demographic information on who is using the program, usable for the purposes of year-to-year program tracking, advocacy, and submission to national and provincial food bank associations.
- m) The food voucher process will be audited by the non-executive members of the Finance Committee, with the Board member taking the lead with the assistance of the executive and staff member. This audit will be done in camera and will be completed once per semester. The findings of the audit will be reported to the Board of Directors, in an in-camera discussion and written summary for confidentiality, within two weeks. This report shall include but not be limited to: the amount of food vouchers given out in the said time period, total dollar value of vouchers given out, and number of repeat voucher recipients.
- n) If a student feels that they have been unfairly treated in any way by this policy or the discretion of the Vice President Finance and Administration, that student has the right to appeal to the President of the Students' Union with the assistance of the OMBUDSperson if necessary.

Part A - FINANCIAL PROCEDURES

XI. POLICY ON REQUESTS FOR FUNDING AND SPONSORSHIP

Preamble

In its support of students, BUSU is often approached for funding or sponsorships by student groups, organizations, and individual students that are not necessarily recognized as a BUSU ratified club. This policy is intended to govern the requests for funding or sponsorships made by non-BUSU ratified clubs.

Procedures

- a) Requests for funding may be made by individuals who are current members of the Brock University Students' Union, or by a student group, which may be either a formal or informal group with a membership made up of predominantly Brock University Undergraduate students, pursuing a certain goal.
- b) Student groups who are eligible to become ratified clubs may not apply for funding under this policy.
- c) Applicants must make their request in writing to the Vice President Finance and Administration who will, in conjunction with the Executive Committee, forward a recommendation on the request to the Brock University Student Administrative Council for final approval.
- d) Applicants will be required to go through the Brock University Students' Union and the Brock University event risk management procedures prior to presenting to BUSAC. BUSAC may also make the granting of funds contingent on the applicant successfully completing the event risk management procedure.
- e) Applicants must demonstrate that both they and the Brock University community will benefit as a result of that funding.
- f) Should the request for funding be academic in nature, the applicant must demonstrate the support of a Brock University professor.
- g) Applicants are to submit with their request a full budget outlining the other funding that they have received as well as a list of all the related expenditures.
- h) Applicants must demonstrate both financial need and provide a list of other potential sources of revenue. A list of all sources that they have sought funding from is also to be included with their request for funding.
- i) Where possible, applicants are to make use of the Students' Union facilities, including, but not limited to, Isaacs' Bar and Grill, Union Station, SUB-cetera, Advertising and Design Services (ADS) and The Brock Press.
- j) The applicant must be willing to make a presentation to the Executive Committee and/or Brock University Student Administrative Council and answer questions related to their request.

- k) No less than \$1,000 is to be set aside each fiscal year for the purposes of fulfilling this policy.
- l) The Board of Directors may approve funds in excess of this set-aside amount so long as they specify which other line item in the approved budget from which this money is to be allocated.

Part A - FINANCIAL PROCEDURES

XII. THEFT AND SHOPLIFTING POLICY

For the purposes of this policy, BUSU areas shall be defined as:

- The BUSU office: including the First Aid Responders/Foot Patrol office, the Committee Room, the Health Plan office, the exit hallway, the Ombuds office, and the Trivial Recruit Room.
- Isaac's: including the Skybar Lounge, the Skybar mezzanine, the upper and lower patio, the loading dock, the washroom hallway, the storage rooms
- Union Station: including the loading dock, the washroom hallway, the staff change room, the kitchen, Isaac's dining area, the storage rooms
- General Brock: including the back room, the walk-in cooler
- SUBcetera South: including the lounges, the copier room, the back room

1. Security

- 1.1. BUSU staff has a primary responsibility to minimize the occasion for and incidence of theft and shoplifting in BUSU buildings and retail outlets.
- 1.2. Every effort shall be made for all BUSU staff to be identifiable as staff on-duty and for at least one (1) staff member to be visible in the area of operation at all times. On an exception basis, should staff be required to leave their area, every effort must be made to communicate this temporary absence to other on-duty staff.
- 1.3. Video surveillance cameras will be in place in various locations throughout BUSU property and may be used as outlined in the BUSU Video Surveillance Policy.
- 1.4. Campus Security should be contacted immediately at ext 3200 upon the suspicion of theft and/or shoplifting. BUSU staff is not authorized to put themselves in harm's way, and should defer all authority on the matter to Campus Security when they arrive.

2. Prevention

- 2.1. Staff is required to greet all visitors and/or customers to their area to acknowledge their presence.
- 2.2. Staff is required to be watchful of individuals with large or oversized bags, purses, or clothing.
- 2.3. If the individual approaches a cashier to pay for an item(s) while another item(s) is concealed, the cashier is to ask the customer "Is that all for today?" to give the individual the opportunity to pay for the concealed item(s).
- 2.4. If the individual pays for an item(s) and leaves the store with another concealed item(s), print and save the receipt for the item(s) they paid for. Communicate this information to the immediate supervisor or management and complete a witness statement as per 3.3.

3. Theft Procedure

- 3.1. If you suspect someone of stealing, you must immediately alert management or the direct supervisor to the situation. The phrase “stock urgency” shall be identified as universal BUSU code for suspected theft, and staff is encouraged to use this code in their communication to supervisors or management.
- 3.2. You must see the individual conceal an item in order to report a theft to Campus Security.
- 3.3. Make written note on a witness/incident form of the individual’s description. Whenever possible, this record should include gender, height, weight, hair colour and length, eye colour, clothing, and any distinguishing marks.
- 3.4. Do not collaborate with other staff members when compiling the individual’s description. These records are admissible in court and should be completed separately by each individual witness.
- 3.5. You must allow the suspected individual to leave the BUSU area with the item(s) without having paid or received authorization to remove the item from the BUSU area. Authorized individuals may include but not be limited to: stock delivery personnel, IT provider technicians, Brock University Facilities personnel, BUSU staff from another division. Divisional management will be responsible for communicating to staff members when an authorized individual will be removing an item from the area and who the individual will be. The Business Manager will be responsible for communicating to divisional management when an authorized individual will be removing something from their area and who the individual will be.
- 3.6. Watch the individual leave and make note of the direction in which they headed.
- 3.7. Once the individual has left the BUSU area, call Campus Security at ext 3200 immediately. Identify your name, location, description of the individual, the item(s) they stole, and the direction they headed when they left the BUSU area.
- 3.8. BUSU employees are not authorized to follow a suspected thief out of the BUSU area.

4. Counterfeit bills

- 4.1. All BUSU staff should be familiar with known indicators of a counterfeit bill. Staff should make every effort to detect counterfeit bills when handling cash.
- 4.2. Each BUSU area that handles cash shall post an information notice on identifying counterfeit bills in an area where it is prominently visible to staff members.
- 4.3. If a counterfeit bill is passed, staff is required to retain the illegal bill and attempt to retain the customer. Management or the direct supervisor should be contacted immediately.
- 4.4. Staff is to contact Campus Security at ext 3200 immediately and detain the customer until Campus Security arrives if possible. Staff is not authorized to forcefully detain any customer. Staff is authorized only to indicate to the customer that the bill is suspected of being counterfeit and ask them to remain on the premises until Campus Security arrives.

- 4.5. If the customer refuses to remain on the premises, staff is instructed to take their name and phone number. Staff is not authorized to forcefully obtain this information. If the customer refuses to give their information or remain on the premises, staff is required to allow the individual to leave.
- 4.6. Staff is not authorized to return a counterfeit bill to the customer in exchange for a legal bill. Counterfeit bills must be retained and surrendered to legal authorities.
- 4.7. If the individual refuses to surrender their counterfeit bill, staff is instructed to inform them of this policy and ask them to wait for the arrival of Campus Security. Staff should inform the individual that authenticated bills will be returned to them once proven legal tender. Do not become involved in a physical confrontation over this point. If necessary to prevent a physical incident, return the bill to the individual.
- 4.8. If the individual leaves the premises, staff is required to make written note on a witness/incident form of their description as well as the time and date of the incident. Whenever possible this description should include gender, height, weight, hair colour and length, eye colour, clothing, and any distinguishing marks. On a case by case basis, consult with Campus Security for guidance on document retention.
- 4.9. Staff is required to cooperate fully with Campus Security upon their arrival and answer any question(s) posed by the officer(s).
- 4.10. If management or the direct supervisor is not available at the time of the incident, staff is responsible to record and communicate the incident to management as soon as possible.
- 4.11. By the end of the first month of each semester, at a staff meeting, each divisional manager shall conduct a review of counterfeit detection methods and procedure for handling counterfeit bills to ensure staff familiarity with this policy and procedure.

XIII. INTERNAL FINANCIAL RESTRICTIONS POLICY **INTRODUCTION**

The Internal Financial Restrictions Policy is to be used as a guideline by the Executive, Management and the Board of Directors in administering BUSU activities, businesses and services.

The Internal Financial Restrictions Policy shall at no time circumvent any policy that may be outlined through the BUSU Constitution, or contradict any decision made through Referendum or General Meeting. It shall serve as an additional tool to assist in the operations of BUSU in conjunction with the aforementioned documents.

BACKGROUND

On February 23, 2009, BUSAC passed an official stance in opposition to the “Flat-Fee” tuition structure, whereby students who are enrolled in-between 4.0 and 5.0 academic credits during a year are charged the tuition for 5.0 credits. Ancillary fees which are assessed on a per-credit basis are charged to students at the same time, meaning that students who are enrolled in at least 4.0 but less than 5.0 credits are also paying ancillary fees for courses which they are not enrolled in.

The nature of the collection process sees the University collect the ancillary fees from students, and remit them to the bodies responsible for their implementation, including BUSU. BUSU receives these fees and applies them as outlined in their various memoranda of understanding, which were passed via referendum of the student body. Thus, BUSU receives ancillary fees, which are collected on a per-credit basis, for academic credits that Brock students are not actually enrolled in.

In recognition that BUSU should not be profiting from a model which the organization is fundamentally opposed to, this policy directs the budget developers and the Board of Directors to ensure that monies collected from these extra ancillary fees are allocated to programs which provide direct financial relief for members of the Corporation.

Additionally, this restriction provides a ‘safety net’ in the BUSU budget. Upon successful lobbying efforts, when the “Flat-Fee” model is eliminated at Brock, this restriction will ensure that BUSU is not reliant on these monies to fund its core operating budget, and suddenly find itself in a significant deficit position.

1. Data Collection

BUSU shall request from the Brock University Finance Office each year, a snapshot of how many students are enrolled in 4.0, 4.25, 4.5, and 4.75 credits, or any such course level that flat fee applies to, on the day after the deadline to drop winter semester courses without academic penalty.

This information will be used to determine how many “excess credits” are being charged in the current academic year (year X). This number of excess credits shall be used in the calculation for the restriction in the BUSU budget in the following year (year X + 1).

2. Fee Identification

Based on the Terms of Reference and/or Memoranda of Understanding in referendums which adopted various ancillary fees, BUSU does not have the authority to restrict all of the per-credit ancillary fees remitted to BUSU by the University. Per-credit ancillary fees can be broken down into three categories for the purposes of this policy.

a) Unrestricted Ancillary Fees

These fees are directed to the BUSU Division 001 Operating Budget each year, and shall be fees which are subject to this policy:

- Brock University Students’ Administrative Council (BUSAC) Fee
- Safety Fund

b) Restricted Ancillary Fees

These fees remain under the management of BUSU, however access to the monies collected by these fees are restricted by the Terms of Reference and/or Memoranda of Understanding under which they were adopted. Due to these access restrictions, these fees shall not be subject to this policy:

- Alumni Centre Renovations
- BUSAC Capital Fund
- Strategic Expansion Fund

c) External Ancillary Fees

These fees were adopted with Terms of Reference and/or Memoranda of Understanding which direct BUSU Division 001 to remit the monies to an alternate BUSU division, or to an external organization. These fees shall not automatically be subject to this policy, however BUSU may advise these division(s) and organization(s) of the purpose and scope of this policy, and ask for voluntary compliance at the division(s) or organization(s) discretion:

- Brock Press
- Brock TV
- Ontario Public Interest & Research Group (OPIRG)
- Ontario Undergraduate Student Alliance (OUSA)
- Radio Brock (CFBU/BUSR)

- World University Services Canada (WUSC)

3. Financial Calculation

The amount of money to be restricted shall be the number of “excess credits”, as defined in section 1 above, multiplied by the per-credit value of the fees which are to be restricted, as defined in section 2 above. If any fees change in value (due to inflation, amendment by referendum, new fees added, or fees removed or expired), the figure which is used shall be the amount that is charged to students in the same fiscal and academic year.

4. Use of Restricted Monies

The restricted monies shall be used exclusively on programs and services which provide financial relief for members of the Brock University Students’ Union. The budget developers and the Board of Directors will split these monies amongst the specific programs and services during the budget development process. The use and further distribution within these programs shall be subject to their respective standards and policies. At no time shall the amount of money allocated to this section of the budget be less than the amount which is restricted; however additional operating funds may also be contributed to these programs.

The following programs shall be approved as acceptable uses for restricted monies. This list shall be reviewed by the Board of Directors as needed:

- Food Bank / Food Voucher Program
- Emergency Student Loan Program (ESLP)
- ESLP Write-Offs
- Emergency Grants
- Campus Support
- Bursaries
- Scholarships

5. Unspent Monies

Any monies which are designated as restricted funds, and unspent in the fiscal year, shall be carried forward to the following fiscal year with the same restrictions placed on use.

XIV. EMERGENCY GRANTS POLICY

Emergency Grants shall be considered a distribution of financial aid to be used in only the most extreme of circumstances. An Emergency Grant would be distributed in the form of a non-repayable cheque directly to a student who is in extreme financial need.

There shall be no direct application for an Emergency Grant. Students in financial need should submit a request for an Emergency Student Loan under the guidelines established for the Emergency Student Loan Program (ESLP) within BUSU Policies and Procedures. As a condition for receipt of an ESLP loan, applicants must have visited the Student Awards and Financial Aid Office of Brock University to apply for OSAP, scholarships and bursaries. This condition must be met for the consideration of an Emergency Grant.

During the ESLP process, the student in need meets confidentially with the BUSU Vice President Finance and Administration to explain the circumstances surrounding the loan request. If the Vice President Finance and Administration deems a particular situation to be extraordinary in its circumstances such that a loan will not be sufficient to meet the needs of the student, he or she may submit to the BUSU Board of Directors a request for an Emergency Grant. This request should be made directly by the Vice President Finance and Administration without the recipient student present, in order to maintain confidentiality and impartiality. All supporting documentation and materials shall be provided to the Board for consideration before reaching a final decision.

The Board of Directors shall have the sole discretion to approve or reject the request for an Emergency Grant. The Board of Directors shall also have sole discretion over the amount of the grant or grants awarded. The Board of Directors shall not normally award more than \$1000 in Emergency Grants in any fiscal year.

XV. BURSARIES AND SCHOLARSHIPS POLICY

(In Part E of the P&P, I propose part III after the Pepsi stuff and bump the rest back)

- 1.1 In conjunction with the BUSU ‘Internal Financial Restrictions Policy’ and consistent with the vision and mission of the Students’ Union, BUSU may create financial awards outside the scope of the ‘Awards and Naming Policy’ to be awarded at times other than the annual awards ceremony.
- 1.2 Awards should be administered and distributed annually through the Brock Student Awards and Financial Aid Office, or similar department with the mandate for distributing institutional and donor awards. This allows students to maintain a one-stop application process for all Brock awards, while maintaining confidentiality throughout selection and award distribution, respecting all privacy laws.
- 1.3 Definitions
 - 1.3.1 A bursary is an award which is distributed primarily on the basis of financial need. Information about the recipients will not be public knowledge, or promoted.
 - 1.3.2 A scholarship is an award which is distributed primarily on the basis of merit. Information about the recipients may be public knowledge and/or promoted, pending the terms and conditions of the award
 - 1.3.3 An endowed award is one which is created with a principle sum of money to be invested and earn interest annually. Consistent with the Brock University Investment and Endowment policies, a percentage of the investment is distributed annually. In 2009-2010, this percentage is set at 3%.
 - 1.3.4 A non-endowed award is one which is created with a fixed number of awards to be distributed over a certain period of time, and will eventually expire.
- 1.4 The specific terms and conditions of each award are determined upon the creation of the award with the Brock University Development Office, and approved by the Board of Directors. Modifications to these terms and conditions shall happen only upon the approval of the Board of Directors. Some of the criteria which shall be considered include:
 - The amount of the award
 - The type of award
 - The duration of the award
 - General selection criteria
 - “Preference is given to...” criteria
 - Restrictions on course load
 - Restrictions on program, faculty or department
 - Restrictions on academic standing

- Restrictions on year of study
 - Residency requirements
 - Publicity of the award recipient
 - If the recipient is selected upon the recommendation of a BUSU group or committee
 - The time of year for award distribution
 - The number of recipients each year
- 1.5 No award shall be created which provides an annual payout of less than \$500.
- 1.6 Non-endowed awards must be created for a minimum five-year period. Endowed awards will exist in perpetuity.
- 1.7 Endowed bursaries which include Ontario residency requirements may be eligible for matching or supplemental Ontario government funding. Check with the Brock University Development Office for the current matching rate.
- 1.8 No awards may be set with criteria which allow for automatic annual renewal to the same recipient.
- 1.9 All money for new awards must be remitted up front for the entire duration of the award. For example, if a \$500 award were created for 10 years, a \$5000 commitment is required up front. The funding for the award shall not be amortized or distributed over a period of years; it shall all come from the budget year of creation. This clause is intended to isolate any and all existing awards from any future Board funding decisions.
- 1.10 The creation or extension of any award must be processed through the Brock University Development Office. Discussion about these awards with the Development Office must start by the end of January in each year. The strict deadline for the finalization of all award creation and/or extensions is March 15, for distribution beginning the following September.
- 1.11 BUSU must remit the sufficient funding for the total value of all new and/or extended awards to the Brock University Development Office no later than March 31 each year. The Development Office will facilitate the appropriate approvals and administrative processes to transfer the money and information to Student Awards and Financial Aid.
- 1.12 The following list constitutes the officially approved list of awards created under the Bursaries and Scholarships Policy:
- 1.12.1 The YYYY Bursary (2 awarded annually) (note: example, not yet an existing award)
Criteria: Awarded to a student in financial need. Preference is given to students with dependents.

Restrictions: Open to full or part-time undergraduate students in any faculty who maintain at least a 60 percent average, and meet Ontario residency requirements

Amount: \$XXX
Fund Type: Endowed

Duration: In Perpetuity

Selection: SAFA Selection Committee

Other information: Awarded in November. Recipient information is confidential.

1.12.2 The ZZZZ Scholarship (1 awarded annually) (note: example, not yet an existing award)

Criteria: Awarded to a student who has demonstrated an outstanding commitment to on-campus extracurricular activities while maintaining superior academic standing. Preference is given to applicants who have demonstrated extracurricular activities through volunteering, rather than employment.

Restrictions: Open to full-time undergraduate students in any faculty entering their third year or later, who maintain at least an 80 percent average.

Amount: \$XXX

Fund Type: Non-Endowed

Duration: 10 years (expiring March 20XX)

Selection: SAFA, upon recommendation of BUSU Board of Directors

Other information: Awarded in March. Recipient information is public and may be advertised or promoted

PART B – HUMAN RESOURCES

I. VACATION TIME AND PAY

Purpose and Scope

The Brock University Students' Union employs many full and part-time staff throughout its various divisions. This policy outlines the standard entitlements for staff members of the BUSU regarding vacation time and pay. The rate of pay and amount of vacation days prescribed in this policy shall apply to all staff members unless otherwise specified in an employment contract or special resolution of the Board of Directors.

Full Time Staff

Policies and procedures governing full time staff vacations and pay are laid out in the Brock University Students' Union Human Resources Manual.

Part Time Staff

1. Part-time staff members are not entitled to paid vacation days.
2. Part-time staff members are paid 4% vacation pay on every cheque. This shall be recognized as their vacation pay.
3. Vacation pay may not roll over from one fiscal year to the next.

Part B – HUMAN RESOURCES

II. MILEAGE POLICY

Purpose

It is the intention of the Students' Union to reimburse individuals for expenses incurred in carrying out BUSU business or to defer as much as possible such expenses.

In arriving at a policy, it is recognized that there is a difference between casual local mileage and long distance travel. We have attempted to acknowledge that difference and have developed a two-fold approach to reimbursement for these situations.

All Managers will be expected to complete a log book recording trips performed in the line of duty. Such records must indicate the date, the destination, the number of kilometers round trip, the reason for the trip. This log will then be presented on a monthly basis together with the appropriate mileage claim and a cheque requisition for the appropriate amount, in arrears (by the 5th business day of the new month) to the BUSU Business Manager for audit, approval and subsequent payment. Please note that mileage will be charged to the employee's own division unless otherwise approved by the Business Manager or President. The account number to be used is 52042 unless this mileage is incurred for a specific conference.

Sales staff in ADS and the Manager of ADS will be required to produce a call report for EVERY call made on behalf of BUSU and will summarize such calling activity on a recap sheet which will be submitted to the Business Manager on a weekly basis (by Tuesday afternoon) together with a copy of the appropriate call reports.

The President or Business Manager may request a more detailed log of business travels before issuing mileage reimbursement. Mileage reimbursement will not be unreasonably withheld by the said parties.

A) Local Travel (under 30 kilometres one way)

The rate of reimbursement for mileage is to be thirty five (35) cents/kilometre. With regard to parking, every effort is to be made to use metered parking and no reimbursements will be made for such parking. Municipal parking is only to be used when metered parking is not available. Under these circumstances, parking will be reimbursed provided a valid receipt is obtained.

Other individuals who are required to make local business calls should seek approval of the President of the Students' Union BEFORE making the trip. In this way there can be no misunderstanding as to whether mileage is going to be paid or not.

Please note that one off trips of 15 kilometers or less round-trip will not be reimbursed. Claims will be reviewed with the best interests of BUSU and the staff member concerned.

B. Essential Trips Long Distance (over 30 kilometres one way)

All such trips must receive the PRIOR approval of the President of the Students' Union.

Individuals are encouraged to use metered parking where possible and should only use municipal parking where there is no metered parking available. Municipal parking costs will be reimbursed in these situations provided a valid receipt is obtained.

The rate of reimbursement for mileage is to be thirty (30) cents/kilometre. Claims for such mileage are to be made within 5 business days following the individual's return.

C Parking

1. Costs incurred for parking while traveling to conduct BUSU business will be reimbursed if:
 - a. Reasonable efforts to use the most cost-effective parking option were made;
 - b. The reason for incurring the parking cost was specifically related to the purpose of travel;
 - c. Valid receipts are provided when possible.
2. Parking violation tickets will not ordinarily be reimbursed by the Brock University Students' Union. They shall be the responsibility of the offending individual. Exceptions to this paragraph may be made by the President in extenuating circumstances.

SUMMARY

All of the above claim procedures are based on the following:

- 1) All trips are on BUSU business.
- 2) Where several individuals are traveling to the same destination and one car could be used, one car should be used. Individuals wishing to opt out of such arrangements will not receive reimbursement for mileage.
- 3) If a trip is made on behalf of BUSU and some of the mileage would have normally been incurred, then only the additional portion of mileage will be reimbursed (e.g. a person who lives in Brampton and is going home for the weekend volunteers to pick up article(s) in downtown Toronto, mileage will be reimbursed based on the return trip from Brampton to Toronto).
- 4) All of the above can be overridden by the President of the Students' Union on an exception basis only in extenuating circumstances.
- 5) Traffic violation tickets incurred while traveling on BUSU business will not be covered by BUSU. Those costs shall be the sole responsibility of the individual to whom the ticket(s) is issued.

Part B – HUMAN RESOURCES

III. MEALS

Purpose and Scope

Some employees and Executives of Brock University Students' Union are expected to spend an extended period of time away from the office on business related conferences and meetings. It should not be the burden of the staff or Executive member to incur the complete cost of food while away on business. This policy makes provisions for meal cost reimbursement for costs incurred while away on business.

Executives are expected to work hours far in excess of forty (40) per week. Therefore, they are entitled to have some of their food costs offset by BUSU as a non-cash supplement to their income. This policy outlines the conditions of this entitlement.

Per Diems

1. Staff members, Executives, volunteers, and other persons conducting official business of Brock University Students' Union away from the office for an extended period of time are entitled to be reimbursed for the cost of their meals while away on business according to the following schedule:
 - a) Breakfast: \$8.00
 - b) Lunch: \$12.00
 - c) Dinner: \$15.00
 - d) Per diem for an entire day away on business: \$35.00
2. The per diem reimbursements described in paragraph 1 only applies to meals not otherwise provided through delegate fees, event/meeting hosts, or otherwise.
3. Claims for per diem reimbursements must be accompanied by proper receipts. Reimbursement will be made in the lower amount between the receipt for the meal and the above mentioned per diem rate. Please note that the amount given as a per diem rate includes any tip.
4. Approval for per diems should be approved in advance by the President or Vice President Finance and Administration when reasonably possible.

Executive Meals

5. Elected members of the Executive are entitled to an annual equivalent of twelve dollars (\$12.00) per week worth of meals from the BUSU-operated outlets of Union Station. The cost for these meals shall be accounted for by a line item in Division One.
6. Executive meals may not be given as gifts or be used by persons other than elected members of the Executive.
7. Unused meals may not be exchanged for cash or any other item and they may not roll over from one fiscal period to the next.

Part B – HUMAN RESOURCES

IV. EXECUTIVE TIME OFF

Purpose and Scope

It is acknowledged that elected members of the Executive Committee are full-time employees of BUSU. This policy only applies to the elected members of the Executive Committee. Managers and other employees should be guided by the Human Resources Manual. As such, they are entitled to paid-vacation and sick time. Moreover, the nature of these positions often requires that elected members of the Executive Committee work an amount of hours far exceeding 44 per week. For this reason, this policy prescribes a mechanism to bank hours which can be taken as paid lieu time off. This policy applies to the President and Vice Presidents of the Corporation.

Vacation Days

1. Each elected member of the Executive shall be entitled to a maximum of two (2) paid weeks (10 business days) vacation time annually. These weeks may not be taken consecutively over the last two weeks in office, unless otherwise authorized by the Board of Directors.
2. Executive vacation days should be booked as far in advance as possible, when reasonable to do so.
3. Requests for vacation time by a Vice President are subject to approval from the President, which will not be unreasonably withheld.
4. Requests for vacation time by the President are subject to approval from the Board of Directors, which will not be unreasonably withheld.
5. Executives will be paid their full wages and benefits for approved vacation days.
6. Vacation days shall not roll over from year to year. Unused vacation days cannot be exchanged for cash value, unless authorized by the Board of Directors. Unused vacation days cannot be used in future fiscal years in situations where an individual fills an executive office for more than one year.

Sick Days

7. Each elected member of the Executive shall be entitled to a maximum of five (5) paid sick days annually.
8. No doctor's note or other medical documentation shall be required to substantiate a valid sick day.
9. Sick days may not be booked in advance except in special circumstances where a pre-scheduled medical appointment or procedure has been booked.
10. A Vice President shall communicate their intention to take a sick day to the President as soon as reasonably possible.
11. The President shall communicate his/her intention to take a sick day to the remaining members of the executive as soon as reasonably possible.
12. Sick days shall not roll over from year to year. Unused sick days cannot be exchanged for cash value, nor can they be used in future fiscal years in situations where an individual fills an executive office for more than one year.

Lieu Time

13. Elected members of the Executive are entitled to a maximum of five (5) paid days off per year in lieu of hours worked in excess of 44 in a week.

14. If an executive member intends to take lieu days, they must keep a log of hours worked in excess of 44 per week and present that log with their request for lieu days to the Board of Directors for approval.
15. Lieu Days shall not roll over from year to year. Unused lieu days cannot be exchanged for cash value, nor can they be used in future fiscal years in situations where an individual fills an executive office for more than one year.

Other Days Off

16. Elected members of the Executive shall not be required to report to work for days closed for business as declared by law, BUSAC, the Board of Directors, or the University. Executives shall be paid their full wages and benefits for such days off.

General

17. Days not worked, and not covered in this policy, shall be referred to the Board of Directors who reserves the right to adjust pay where applicable to reflect actual hours worked.

Elected members of the Executive coming into office after May 1 of any year shall have the rights and privileges prescribed in this policy proportional to the percentage of the ordinary annual term that they will serve.

Part B – HUMAN RESOURCES

V. BEREAVEMENT

Purpose and Scope

It is acknowledged that from time to time, Brock University Students' Union staff members are subject to personal tragedies in their personal lives. This policy outlines the financial entitlements of specific staff members and entitlement of time off in the unfortunate event of a death in the immediate or extended families of BUSU staff.

Standard Bereavement

1. Any Manager, Assistant Manager, Director, or Executive shall be granted a minimum of three (3) regularly scheduled consecutive work days leave, without loss of pay or benefits, in the case of death or serious illness of a parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, grandchild, former guardian, ward, fiancée, or any other relative who has been residing in the same household, or any other relative for whom an employee is required to administer bereavement responsibilities. A relative shall include a person related by marriage, adoptions, or common-law. Additional leave may be granted as warranted. This policy does not discriminate against same sex relationships.
2. Where the funeral occurs outside of the province, such leave shall also include reasonable traveling time, not to exceed seven (7) calendar days. Additional leave may be granted as warranted. The total amount of days paid (over the required three (3) days) to be granted shall ultimately be decided by the President of BUSU as they shall see fit. If the Manager, Assistant Manager, Director, or Executive does not agree with the decision of the President, it is within their rights to request an emergency Board of Directors meeting (whenever possible within 24 hours) where the Manager, Assistant Manager, Director, or Executive shall be invited to discuss the matter at hand.

Special Approval

3. For any case not covered by the above statements, the President will decide on a case by case basis. If the Manager, Assistant Manager, Director, or Executive does not agree with the decision of the President, it is within their rights to request an emergency Board of Directors meeting (whenever possible within 24 hours) where the Manager, Assistant Manager, Director, or Executive shall be invited to discuss the matter at hand.
4. If the President shall require leave over and above the required three (3) days, they shall take the matter to the remainder of the Executive for discussion. If the Executive does not feel comfortable making a decision, cannot agree on the matter, or the President does not agree with the decision made by the remainder of the Executive, the decision shall be taken to the Board of Directors (whenever possible within 24 hours) and the President shall be invited to the meeting to discuss the matter.

Part B – HUMAN RESOURCES

VI. BUSU PRIVACY POLICY

Preamble

Privacy of personal information is an important principle to the Brock University Students' Union. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the goods and services we provide. We also strive to be open and transparent as to how personal information is handled. This document describes our privacy policy.

Personal Information

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information is to be contrasted with business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

Those Included

Our organization, Brock University Students' Union, includes all of our Executive, Board of Directors, Managers, BUSAC Councilors, office staff, part time staff, and volunteers. We use a number of consultants and agencies that may, in the course of their duties, have limited access to personal information we hold. These include auditors, bankers, insurance brokers, payroll processing agents, computer support technicians and other professional groups. We restrict their access to any personal information we hold as much as is reasonably possible. We also have their assurance that they follow appropriate privacy principles.

The Collection of Personal Information

All of our collection, retention and disclosure of personal information will follow the laws laid out in the Personal Information Protection and Electronic Documents Act and the Ontario Human Rights Legislation.

Like all student unions, we collect, use and disclose personal information in order to serve our clients.

For our clients, the primary purposes for collecting personal information are as follows:

- To set up client profiles to carry out business;
- To establish contact information for competitions or promotions that we hold from time to time;
- To use as identification to show they are a bona fide student;
- In the provision of a reference to a third party.

Examples of the type of documentation we collect for those purposes could include the following: Driver's license, telephone number, address, e-mail address, passport, student card, credit card and other picture identification.

For members of the general public, our primary purposes for collecting personal information are as follows:

Identification and Proof of age;
Contact information, name, telephone number, address, e-mail address.

Examples of the type of documentation we could collect for those purposes include the following:
Driver's license, student card, passport, credit card.

For contract staff (e.g. temporary workers) our primary purposes for collecting personal information are as follows: Identification, emergency contact information, reference checking.

Examples of the type of personal information we could collect for those purposes include the following: previous employers, name, address, telephone number, e-mail address, next of kin, family contact information, banking information, SIN.

When we investigate, audit or assess a person for someone else (e.g. checking references, providing a testimonial for their work or services), our primary purposes for collecting personal information are as follows: Identification, character reference, verification of information provided by the individual.

Examples of the type of personal information we collect for those purposes include the following:
name, address, telephone number, e-mail address, type of work done for us, education received.

The Protection of Personal Information

We understand the importance of protecting personal information. For that reason, we have taken the following precautions:

- Paper information is either under supervision or secured in a locked or restricted area.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.
- Paper information is transmitted through sealed, addressed envelopes or boxes by reputable companies.
- Electronic information is transmitted either through a direct line or is anonymized or encrypted.
- Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with our privacy policy.
- External consultants and agencies with access to personal information must enter into privacy agreements with us.

The Retention and Destruction of Personal Information

We need to retain personal information for some time to ensure that we can answer any questions you might have about the services provided and for our own accountability to external regulatory bodies; however, we do not want to keep personal information too long in order to protect your privacy. We keep our client files for 7 years. Our client and contact directories are much more difficult to systematically destroy, so we remove such information when we can if it does not appear that we will be contacting you again. However, if you ask, we will remove such contact information right away. We keep any personal information relating to our general correspondence with people who are not our clients for approximately 6 months after the correspondence reason is over.

We destroy paper files containing personal information by shredding. We destroy electronic information by deleting it and, when the hardware is discarded, we ensure that the hard drive is physically destroyed. Alternatively, we may send some or all of the client file to our client.

Access to Personal Information

You have the right to see what personal information we hold about you. Often all you have to do is ask. We can help you identify what records we might have about you. We will also try to help you understand any information you do not understand (e.g., short forms, technical language, etc.). We will need to confirm your identity, if we do not know you, before providing you with this access.

If you believe there is a mistake in the information, you have the right to ask for it to be corrected. This applies to factual information and not to any professional opinions we may have formed. We may ask you to provide documentation that our files are wrong. Where we agree that we made a mistake, we will make the correction and notify anyone to whom we sent this information. If we do not agree that we have made a mistake, we will still agree to include in our file a brief statement from you on the point and we will forward that statement to anyone else who received the earlier information.

The BUSU is not required to give access to personal information only if:

- a) the information is protected by solicitor-client privilege;
- b) to do so would reveal confidential commercial information;
- c) to do so could reasonably be expected to threaten the life or security of another individual;
- d) the information was generated in the course of a formal dispute resolution process.

For Concerns, Questions, and Comments

Our Information Officer, Ron Gourlay, the BUSU Business Manager, can be reached by phone at 905 688 5550 ext 4199, rongourlay@busu.net. By facsimile 905 641-7581 or by mail at Brock University Students' Union, Inc., 500 Glenridge Avenue, St Catharines, Ontario, L2S 3A1.

If you wish to make a formal complaint about our privacy practices, you may make it in writing to our Information Officer. He will acknowledge receipt of your complaint, ensure that it is investigated promptly and that you are provided with a formal decision and reasons in writing.

For more general inquiries, the Information and Privacy Commissioner of Canada oversees the administration of the privacy legislation in the private sector. The Commissioner also acts as a kind of ombudsman for privacy disputes. The Information and Privacy Commissioner can be reached at:

112 KENT STREET | OTTAWA, ONTARIO | K1A 1H3

PHONE (613) 995-8210 | **TOLL-FREE** 1-800-282-1376 | **FAX** (613) 947-6850 | **TTY** (616) 992-9190

www.privcom.gc.ca

More information can also be found in the Personal Information Protection and Electronic Documents Act at <http://laws.justice.gc.ca/en/P-8.6/text.html>.

PART C – BUSINESS OPERATIONS

I. KEY POLICY

Purpose and Scope

The Brock University Students' Union has a relatively high staff turnover rate throughout all divisions of the organization. Moreover, there are a variety of entrances and lockable spaces. It is imperative that we control who has access to each space and that a clear protocol for issuing such keys exists. Therefore, this policy exists to outline the process through which one is granted key access and the protocol for tracking those keys that have been issued.

Gaining Key Access

1. Only those employees and elected officials requiring key access in order to conduct their business effectively shall be issued keys by the Brock University Students' Union.
2. No keys may be forwarded or lent from one individual to another unless permission to do so has been obtained from both the President and Business Manager, in extenuating circumstances.
3. Key holders shall be responsible and accountable for keys that they have been issued under the protocol listed below.
4. Requests for keys shall be made to the Executive. The Executive shall approve or deny each request for key access. Once approved, the Executive shall direct the Business Manager to issue the said key(s) according to the protocol described in paragraphs 5, 6, 7, and 8.

Key Issuing Protocol

5. All keys of the BUSU shall be recorded on a "Key Record Form". This form shall include each key's serial number.
6. When issuing a key, the Business Manager shall record the key's serial number, the date issued, and a signature of the recipient and Business Manager on the relevant "Key Record Form". The total amount of that particular key will also be logged on the same sheet.
7. When returned, keys shall be submitted directly to the Business Manager. The return date and signature of the returnee and Business Manager must also be clearly indicated on the "Key Record Form".

General

8. When additional keys are required for distribution, the Business Manager will complete a "Key Request Form" and forward it to Campus Security who will then authorize the cutting of a new key.

The Business Manager shall conduct an annual key audit to ensure that all keys that have been issued and are on hand are accounted for. Any discrepancies should be reported to the Executive.

Part C – BUSINESS OPERATIONS

II. ASSET MANAGEMENT POLICY

For the purposes of this policy, BUSU areas shall be defined as:

- The BUSU office: including the upper lobby and hallway, the First Aid Responders/Foot Patrol office, the Committee Room, the Health Plan office, the exit hallway, the Ombuds office, the Board room, the Server room, the Trivial Recruit Room, the lower lobby and the Brock Press office.
- The Hospitality division: including Isaac's, the Skybar Lounge, the Skybar mezzanine, the upper and lower patio, the loading dock, the washroom hallway, the storage rooms, Union Station food court, the staff change room, the kitchen, Isaac's dining area.
- The Retail division: including General Brock, the GB back room, the GB walk-in cooler, SUBcetera South, the SS lounges, the SS copier room, the SS back room.

1. General

- 1.1. BUSU will maintain an accurate record of its asset holdings for the purposes of inventory and insurance.
- 1.2. The Operations Manager will be responsible for holding and maintaining this record.
- 1.3. The Asset Management record will be categorized by room, or as designated appropriate by the Operations Manager in consultation with the Business Manager and the President.
- 1.4. The Asset Management record will inventory all furniture, equipment, computer-related materials, multimedia, and personal assets commonly stored within the BUSU building or BUSU-occupied space within the University. Office supplies, paper files, and stock items will not be included in the Asset Management record. Generally, items of less than \$500 value will be excluded from the record, with the exception of furniture, equipment, computer-related materials and multimedia.

2. New Purchases

- 2.1. Copies of invoices for capital purchases shall be forwarded to the Business Manager and Operations Manager to be included in the Asset Management record upon acquisition for currency and accurate recording of the purchase date and price.
- 2.2. The responsibility for filing these invoices with the Operations Manager and Business Manager shall be incumbent upon the employee coordinating the purchase of the capital item.

3. Review

- 3.1. The Asset Management record shall be updated on a three-year cycle. The BUSU office shall be reassessed in the first year of the cycle; the Retail division shall be reassessed in the second year; and the Hospitality division shall be reassessed in the third year.

- 3.2. The reassessments of 3.1 shall not be exhaustive catalogues of the assets. The Operations Manager, in consultation with the divisional Managers and Business Manager, shall review the existing Asset Management record and make additions for any new assets that were not recorded as per 2.1.
- 3.3. The three-year assessment shall also include a re-evaluation of Asset Cost, taking into account depreciation value. This assessment shall be done by the Operations Manager, Business Manager, and Vice President Finance and Administration.

4. Disposal

- 4.1. Disposal of assets must be approved by the President and the Business Manager.
- 4.2. Divisional managers may present a request for disposal to the Business Manager. Subject to 4.1, the President and Business Manager will decide on the most appropriate method of disposal.
- 4.3. If the asset is sold, any funds received will be directed to an appropriate revenue account in the division from which the asset was sold.
- 4.4. Notification of the sale/disposal of such assets must be sent to the Operations Manager to track in the Asset Record.
- 4.5. Where possible, assets for disposal will be recycled or disposed of in an ecologically friendly manner.

5. Audit

- 5.1. The Finance Committee will perform an annual audit on the assets in each area to make sure assets are properly accounted for.
- 5.2. The Chair of the Finance Committee must notify the Operations Manager at least one (1) business day prior to the audit which areas will be audited. The Operations Manager will provide the Finance Committee with the appropriate sections of the Asset Record with which to complete the audit.
- 5.3. The Chair of the Finance Committee must notify the appropriate manager at least one (1) business day in advance of the audit that they will be performing the asset check to ensure the manager will be available on site to answer any questions the audit may produce.

III. ENTERTAINMENT PROCEDURES

Purpose and Scope

The Brock University Students' Union executes a wide range of programming services. Many of these are entertainment events. There are sometimes many individuals involved in the planning and execution of such events. It is imperative that BUSU has a clear process through which such events are executed. Therefore, this policy exists to clearly articulate the manner in which entertainment events shall be executed effectively.

Procedure

1. During the initial planning phases of an event, a budget must be prepared outlining all costs, break-even point and potential revenue by the central event planner. The facilities must be booked in advance to ensure availability for activities throughout the year.
2. All contracts and riders must have the signature of two proper signing authorities, as per normal signing procedures, in order to be valid.
3. All ticket sales shall be done through Brock Centre for the Arts (B.C.A). The Manager, Liquor & Entertainment will contact B.C.A. to arrange to put tickets online and provide all information as to price, number of tickets and admission requirements. Once the event is complete a sales report summary listing total ticket sales and revenue must be distributed to the Manager, Catering & Food Services (if Isaac's Bar or Union Station is involved), the BUSU Executive, the Business Manager and to BUSAC.
4. Following the completion of the event, an analysis of all costs must be completed comparing actual costs with budgeted amounts. It is imperative that proper planning be done before staging special events in order to reverse the trend of increasing deficits.
5. The original signed contracts must be given to the Bookkeeper. Copies are to be kept by the Manager, Liquor & Entertainment. Requests for cheques must be submitted well in advance (4 days minimum) so that groups may receive their payment. Requests for expenses must be done well in advance.
6. It is the Manager, Liquor & Entertainment's duty to make sure that groups receive their cheque at the end of each event.

No cash payments are to be made without prior approval of the Business Manager.

Part C - BUSINESS OPERATIONS PROCEDURES

IV. BROCK UNIVERSITY STUDENTS' UNION OFF-CAMPUS BAR ADVERTISING

The following rules apply to off-campus bars advertising with the Brock University Students' Union Inc. (BUSU Inc.) and the Brock University Campus. The Students' Union Executive has approved these rules:

- No off-campus bar will be permitted to advertise the words “Brock”, “Badger”, “Student(s)”, “Buckethead”, “University” or anything in that nature in the Brock Press, BUSU or Brock University bulletin boards, BUSU publication or ad sold by the Advertising and Design Services Department (ADS).
- Off-Campus Bars may place up to one full-page ad in the press. This space may be divided into separate ads. However, the total surface area of the ads may not total more than one full page.
- No off-campus bar may advertise an event occurring on a Thursday.
- No off-campus bar will be permitted to advertise an event that occurs opposite a BUSU or Isaac’s special event. Exceptions will be given to events different in nature.
- No off-campus bar is permitted to market on-campus.
- No off-campus bar may advertise on the BUSU web page.
- No off-campus bar may advertise on the BUSU Wall Calendar.
- Off-campus bars may only place one full-page ad or a maximum of (12) twelve banners or (24) twenty-four boxes in the BUSU Day Planner.
- All off-campus bar ads must carry the disclaimer, “Not Sponsored by BUSU Inc. or Brock University”.

PLEASE BE ADVISED THAT THE Brock University Students' Union (BUSU) EXECUTIVE RESERVES THE RIGHT TO CHANGE THE ABOVE POLICIES AT ANY TIME WITHOUT NOTIFICATION.

PART C – BUSINESS OPERATIONS PROCEDURES

V. ROOM BOOKING POLICY

Purpose and Scope

There are a variety of rooms that are booked out by the BUSU. These rooms are first and foremost allocated for the use of student groups. Where an opportunity exists, other groups may use these rooms. These rooms are in high demand and serve a number of functions. It is thus important to have a clear process through which to book these rooms so that planned events and meetings may be executed with maximum efficiency and effectiveness. Therefore, this policy exists to outline the protocol for booking rooms controlled by BUSU and to prescribe appropriate rental charges for this space.

Space Available for Rental

Rentable Area and Contact Person	
Space	Contact Person (to be booked through)
Isaac's Pub	General Manager, Food, Beverage & Entertainment
Food Court	Manager, Catering & Food Services
Sky Bar	Manager, Catering & Food Services
Sky Bar Lounge	Manager, Catering & Food Services
Trivial Recruit Room	Manager, Catering & Food Services (caterings)/Receptionist (meetings)
Main Lobby (downstairs ASC)	Vice President Finance and Administration

Persons and Groups Eligible to Rent Space

Eligible persons and groups to rent space controlled by BUSU include but are not limited to the following:

- BUSU;
- Student Clubs;
- University Faculty and Administration;
- Conference Groups;
- Not for Profit Groups; and,
- Other Community Groups.

Space Capacity

The maximum amount of individuals who may attend an event held in a space controlled by BUSU is outlined below.

Maximum Occupancy	
Space	Capacity
Isaac's and Food Court	543 (Licensed 543)
Isaac's and Food Court (with patio open)	820 (Licensed 820)
Isaac's and Food Court (formal sit down meal)	300
Sky Bar	64 (Licensed 64)
Sky Bar Lounge	119 (Licensed)
Trivial Recruit Room (full room)	72 standing, 46 seated (Licensed 72)
Trivial Recruit Room (half room)	36 standing (Licensed 36)

General Space Booking Protocol

1. All bookings for the aforementioned rooms are to be routed through the individual indicated. Information regarding available dates for the Trivial Recruit Room can be obtained through the BUSU Receptionist. If food is required, arrangements must be made directly with the Manager, Catering & Food Services or their designate.
2. Once an available date has been identified, a "Booking Record" form must be completed by the appropriate individual. If catering is required, the date can be booked on a tentative basis only. When menus have been finalized and agreed to, the event can be entered as a confirmed booking. All dates whether tentative or confirmed MUST be entered in the Room Bookings diary to immediately ensure that double bookings do not occur.
3. Prices of rooms are dealt with in the Booking Schedule of Tariffs and Charges. Exceptions to these prices require the approval of appropriate managers or executives.
4. It is mandatory that the Manager, Catering & Food Services and/or the Manager of Liquor and Entertainment Services be consulted for all licensed events.
5. The managers must ensure that events meet the approval of the BUSU Executive.
6. The managers will ensure that appropriate arrangements have been made with Facilities Management regarding HVAC cleaning etc. Campus Police & Facilities Management must also be notified of events happening in these locations (when appropriate).
7. All invoicing and follow up for payment is the responsibility of BUSU except when booked via Conference Services. Deposits should be sought and banking details obtained for events over \$250.00. The balance of payment should be in the form of a certified cheque or bank draft on the date. For larger bookings where payment is not considered a problem, clients may be invoiced.
8. It is necessary to obtain a confirmed number for attendance five days prior to the event. Billings will be based on this number as a minimum. Provision of Food Services and Liquor Services requires a minimum dollar amount to be established and conveyed to clients.

9. In the event of a cancellation, internal groups will be subject to a charge of fifty percent of the booking cost. No deposit refunds shall be issued to external groups when the cancellation is made five days or less prior to the event. Cancellation up to six days prior to the event, no charges will be incurred.
10. Isaac's is responsible for providing staging and removing staging and must ensure that all costs involved with this (returning room to former layout) are recovered from the client.
11. If the D.J. booth is required, our D.J. will be provided at rates indicated. If clients wish to use their own D.J., access to the booth is prohibited.
12. Isaac's will arrange for any equipment needs such as additional tables and chairs etc. and will also make an appropriate charge. Any other special equipment needs such as audio-visual must be arranged through the appropriate department in the University.
13. Consideration must be made for labour costs in the event that a function is not well attended (bar, staff, security, and catering costs). A worst case scenario should be viewed and costs collected accordingly. We must avoid over-staffing and not have unnecessarily high overheads.
14. All functions are subject to the approval of BUSU, and the financial impact of events must be reviewed with the Business Manager before we commit to any dates.
15. Union Station will do all catering in the Student Centre. If clients choose to bring their own food they must seek permission from the Manager, Catering & Food Services, and an appropriate charge shall be levied.
16. All liquor, including wine, which is to be consumed on the premises, must be purchased through Isaac's. There is NO exception to this rule.
17. All new bookings are to be reviewed on a weekly basis with the BUSU Business Manager, the Manager, Catering & Food Services and the Manager, Liquor & Entertainment Services.
18. Bookings will be taken up to one (1) year in advance. Bookings further than one year in advance must be approved by BUSAC.
19. In the event of a double booking, priority goes to the first name in the book.
20. In the event of any set up or extra services, the appropriate co-coordinator must be consulted five (5) days prior to the event. Charges for such will be applicable.

Part C – BUSINESS OPERATIONS PROCEDURES

VI. BOOKING SCHEDULE OF TARIFFS AND CHARGES

SPACE RENTAL TARIFFS AND CHARGES

A. Rental of Isaacs

i. Outside Groups

DESCRIPTION	CHARGE
Room Rental (\$200 deposit)	\$350.00
Additional Set-up Time (Outside of regular operating hours)	\$20.00/hr
DJ Service	\$150.00
Karaoke and DJ System	\$300.00
Sound System/Mic/PA/Lights (no Technician)	\$100.00
Sound System/Mic/PA/Lights (with Technician)	\$250.00
Food Buyout (when approved by Hospitality Manager)	\$200.00
Accessories (Linens, Chaffing dishes)	As per charge list
If Food Sales are Less than \$100.00 in Total	\$100.00
Bar Tender (each)	\$50.00
To receive a discount on a room rental, the following applies.	
People	Discount on Space Rental
50-100	\$50.00 off
101-200	\$100.00 off
201-300	\$150.00 off
301 +	\$200.00 off
<i>In order to qualify for the above noted discounts, you must confirm a <u>minimum</u> number of people for an event <u>no less than five (5) days</u> prior to the event.</i>	

ii. Internal Groups

DESCRIPTION	CHARGE
Room Rental	\$200.00
Room Rental (all ages event)	\$300.00
Additional Set-up Time (Outside of regular operating hours)	\$20.00/hour
DJ Service	\$150.00
Karaoke and DJ System	\$300.00
Sound System/Mic/PA/Lights (no Technician)	\$100.00
Sound System/Mic/PA/Lights (with Technician)	\$250.00
Bartender	\$50.00 (each)
Food Buyout (when approved by Hospitality Manager)	\$200.00
Accessories (Linens, Chaffing dishes)	As per charge list
If Food Sales are Less than \$100.00 in Total	\$100.00
To receive a discount on a room rental, the following applies.	
People	Discount on Space Rental
50-100	\$50.00 off

101-200	\$100.00 off
201-300	\$150.00 off
301 +	\$200.00 off
<i>In order to qualify for the above noted discounts, you must confirm a <u>minimum</u> number of people for an event <u>no less than</u> five (5) days prior to the event.</i>	

Deposits, Cancellations and Gratuities

Paragraphs 21 – 27 shall apply to both external and internal groups.

21. 50% of the booking cost is due as a deposit no less than two-weeks prior to the event. Deposits are to be made by cheque only.
22. A full refund shall be issued to the client in situations where the event is canceled by the client six business days or more prior to the event.
23. The deposit shall not be returned to the client in situations where the event is canceled by the client five business days or less prior to the event.
24. A full refund shall be issued to the client in situations where the event is canceled by BUSU without cause.
25. 50% of the deposit shall be returned to the client in situations where the event is cancelled by BUSU due to a client’s lack of compliance with the provisions set out in this policy.
26. A charge of 10% shall be assessed to the total receipts of tickets sold for events where tickets are sold. (i.e. 10 tickets are sold for \$3.00 each [10X3=30] [30X0.1=\$3.00 gratuities].

Exceptions may be made for fundraising events at the discretion of the Manager, Catering & Food Services and the Executive.

B. Rental Of Trivial Recruit Room And Mezzanine

Base Fee Chart

Full Room	\$25.00/hour or \$200.00/day	Max Capacity Licensed 72
Half Room	\$12.50/hour or \$100.00/day	Max Capacity Licensed 36
Mezzanine	\$25.00/hour or \$200.00/day	Max Capacity Licensed 64

Scale of Charges For Various Groups

	<u>Student Clubs</u>	<u>Faculty Group</u>	<u>Outside Company</u>	<u>Not for Profit Organization</u>
Full Room	Free	50%	100%	75%
Half Room	Free	50%	100%	75%
Mezzanine	Free	50%	100%	75%

Note: All charges may be waived or reduced depending on the event and organization.

Part C - BUSINESS OPERATIONS PROCEDURES

VII. BROCK UNIVERSITY STUDENTS' UNION BULLETIN BOARD POLICY

1.0 Regulations

1.1 This policy regulates specifically over all BUSU notice boards and areas under BUSU's control.

1.2 No posters deemed to be:

- a) Pornographic
- b) Obscene
- c) Racist
- d) Sexist
- e) Speciest
- f) Homophobic

shall receive approval or be allowed to be posted anywhere on campus.

2.0 Authorization

2.1 All posters placed upon the boards must clearly bear:

- a) The BUSU Authorization and Date Stamp.

This stamp is available in the BUSU office.

2.2 Any organization wishing to post on a BUSU board must have their posters stamped in the BUSU office by the Administrative Assistant or their designate. All charges for posters must be prepaid to BUSU before the posters will be authorized.

2.3 Of all posters rejected by BUSU one copy must be kept on file with a sheet including the following information:

- a) Name of individual or group
- b) Signature of individual or group's representative
- c) Date and Time
- d) Reason for rejection
- e) Signature of BUSU authorizing employee

3.0 Quantity

3.1 A maximum of one (1) poster of one size, for any service, event, etc. may be posted on any designated BUSU Bulletin Board only at one time. Maximum size of poster shall be ledger size (11" x 17").

4.0 Charges

4.1 Printing/Design Charges

The Manager of Advertising and Design Services will charge a minimum of \$20.00 per hour for typesetting and an additional charge for artwork that could be required.

4.2 Posting Charges (excluding ratified clubs and/ or members that have gained written exemption)

8 ½" x 11"	\$10.00 per poster
8 ½" x 14"	regardless of size
11" x 17"	

- 4.3 **Commercial Advertising Charges**
- | | |
|------------|--------------------|
| 8 ½" x 11" | \$10.00 per poster |
| 8 ½" x 14" | \$15.00 per poster |
| 11" x 17" | \$20.00 per poster |
- 4.4 All postings will be assessed a fee on a per poster basis that will be indexed accordingly (see 5.2 below). All commercial advertisement is the sole responsibility of the Brock University Students' Union Inc. and is subject to the approval of Brock University Students' Administrative Council.

5.0 Duration

- 5.1 Any and all posters will be authorized for a maximum period not to exceed 14 consecutive days from the Friday after the date of authorization.
- 5.2 Any and all posters for specific events will be authorized until the day following the posted event, but no longer than the maximum period as stipulated in section 6.1.
- 5.3 Exemptions to sections 5.1 and 5.2 will be given at the discretion of the Vice President Finance & Administration in situations that are deemed good for the entire Brock community (ie. Charities, Speaker Series, Services).

6.0 Posting Areas

- 6.1 Advertising must be posted on appropriate BUSU Bulletin Boards as outlined in Appendix-I, otherwise they will be removed and destroyed.
- 6.2 Departmental Bulletin Boards will remain the responsibility of the respective departments and will not be affected by the policies of this manual unless otherwise requested in writing by the departments.
- 6.3 Postings are not permitted in the following areas: doors, windows, painted surfaces, concrete surfaces, lockers, washrooms, elevators, stairwells, or over any other posters, murals, banners, etc.
- 6.4 Concrete surfaces may be used for posting only by exception of the Associated Vice President Student Services and by the BUSU Executive. Any poster breaking this policy shall be removed and destroyed.

7.0 Language

- 7.1 Posters may be printed in any language provided that they contain a literal, legible and reasonable sized English translation on the same posting.

8.0 BUSU Advertising Space

- 8.1 Most general BUSU bulletin boards will have approximately ¼ of their space dedicated to BUSU advertising (i.e. Entertainment, food court, information, etc.). This space must be clearly marked as such. NO other advertising of any kind is permitted inside this space. If any other advertisement is in this space, it will be removed and destroyed.
- 8.2 Typing, tutoring and any other such service that BUSU offers a referral service for, is the sole responsibility of the Vice President Student Services. No independent advertising will be permitted. If any independent advertising is located on this bulletin board it will be removed and destroyed.

9.0 Enforcement of Policy

- 9.1 Infractions of this policy will be strictly enforced.
- 9.2 First time infractions will result in the removal of all posters which are in violation of regulations and a verbal warning.
- 9.3 Second time infractions will result in the removal of all posters of the group in question whether they are in violation or not and a written warning will be given to the group (internal Brock University groups or outside businesses/groups).
- 9.4 Third time infractions will result in the loss of posting privileges for one (1) year and a fine of \$15.00 per unauthorized poster.
- 9.5 All infractions for BUSU ratified clubs will be brought to the attention of the Club Policy Committee (CPC) and the CPC will evaluate the severity of the infraction(s), with de-ratification as a possible penalty.
- 9.6 Failure to pay penalty fines on behalf of non-club organizations will result in an indefinite suspension of all BUSU sponsored advertising privileges (including advertising in the Brock Press).

10.0 Appeals

- 10.1 Should authorization for postings be refused, penalties assessed or any other bulletin board related decision made involving the discretion of the Vice President Finance & Administration, an appeal is possible if it is directed to the President.
- 10.2 Alternate appeals or appeals to the secondary appeals decision should be directed to BUSAC.

Part C - BUSINESS OPERATIONS PROCEDURES

VIII. BANNER POSTING POLICY

1. All banners must be stamped by the BUSU Administrative Assistant.
2. No banner is to be posted on the first three cross beams in front of the Box Office leading down Thistle Corridor or any beam down the Book Store corridor. All banners will be posted by physical plant.
3. BUSU is not responsible for the placement or removal of banners. A banner must be removed two (2) days after the event which is being promoted takes place. BUSU will call physical plant to have posters removed after the date of the event advertised.
4. BUSU reserves the right to refuse the posting of any banner that is sexist, racist, homophobic, pornographic, obscene or speciesist.
5. All banners removed by BUSU, for any reason, will be immediately disposed of.
6. Banners cannot infringe on any rules and regulations set by the Liquor License Board of Ontario.
7. Any infraction of these rules can result in a loss of banner posting privileges.
8. Commercial advertising is not permitted in banner form.

9.0 Charges

9.1 Printing/Design Charges

The Director of the Central Advertising Bureau will charge a minimum of \$20.00 per hour for typesetting and an additional charge for artwork that could be required.

9.2 Posting Charges (excluding ratified clubs and/ or members that have gained written exemption)

8 ½" x 11"	\$10.00 per poster
8 ½" x 14"	regardless of size
11" x 17"	

9.3 Commercial Advertising Charges

8 ½" x 11"	\$10.00 per poster
8 ½" x 14"	\$15.00 per poster
11" x 17"	\$20.00 per poster

9.4 Banners are restricted to BUSU sponsored events only.

NOTE: This price index does not include or cover the Brock Press. Applicable taxes are in addition to the above prices.

Part C - BUSINESS OPERATIONS PROCEDURES

IX. LOCKER POLICY

1. General

- 1.1 All locker rental agreements will be in effect from the date of their authorization until August 1st for a term not exceeding eleven (11) months.
- 1.2 Rental agreements must be authorized by the BUSU staff member who completed the sale of the locker by way of their name and signature to be considered valid.
- 1.3 The occupant must occupy only the locker(s) stated on the rental agreement.
- 1.4 All locker rental agreements include a deposit fee for the combination lock provided on the locker by BUSU. Occupants will be refunded the deposit fee provided they return the lock to BUSU before the termination date of their rental agreement.
- 1.5 Occupants who do not return their lock before August 1st waive the right to claim the deposit fee.
- 1.6 Individuals wishing to provide their own lock will be permitted to do so. The occupant will be required to pay the deposit fee for the BUSU lock at the time they sign their contract and will be refunded this deposit when they return the BUSU lock to the BUSU Reception desk.
- 1.7 BUSU reserves the right to repossess the locker at any point during the rental term. At such a time, an equal value locker will be bestowed upon the occupant. If a locker of equal value is not available at the time of repossession, a lesser value locker will be given and the difference will be refunded at that time.
- 1.8 In any such occurrence that a locker is repossessed the occupant will be given two (2) weeks' notice to empty the contents of the locker; if the contents have not been emptied by the close of the two week period, BUSU reserves the right to empty the locker of all contents without further notice to the occupant.
- 1.9 In the event that a locker is found to contain any illegal material or substance, or should the occupant conduct any illegal activities with the locker, repossession will occur immediately and be exempt from the terms of 1.7 and 1.8 at BUSU's discretion. The occupant's rights under their Locker Rental Agreement and this policy will be forfeited in such cases. Illegal materials or substances will not be returned to the occupant.

2. Annual Locker Empty

- 2.1 BUSU will post notices in each of the locker locations on April 1st and July 1st each year notifying students that their rental agreements expire August 1st and to empty their belongings and return the lock to receive the refund on their deposit.
- 2.2 Beginning August 2nd of each year, BUSU will empty all lockers and reassign locks for the coming year.

- 2.3 BUSU reserves the right to cut any lock that:
 - 2.3.1 has not been paid for;
 - 2.3.2 remains on the locker after the termination date of the locker rental agreement.
- 2.4 BUSU will not be responsible for any lost or stolen goods.
- 2.5 BUSU will retain any contents removed from the lockers for a period not to exceed thirty (30) calendar days. Perishable items will be disposed of immediately. During this thirty (30) day period, the occupant may collect their belongings for a fee of \$5.
- 2.6 At the end of thirty (30) days, BUSU will dispose of the contents of the lockers as deemed appropriate by the Operations Manager in consultation with the President and Business Manager.

3. Discounts

- 3.1 Ratified clubs will be eligible for a 100% discount on the price of a locker. A signing officer for the club will be required to complete and sign the locker rental agreement.
 - 3.1.1 Clubs must provide evidence of ratification or be in the process of ratification with the Vice President Student Services in order to receive their discount.
 - 3.1.2 Lockers will be assigned subject to availability. Clubs will not receive preferential choice of location.
- 3.2 BUSU full and part-time staff will be eligible for a \$10 discount on the price of a locker.
 - 3.2.1 BUSU staff must provide their current pay stub in order to receive their discount.
 - 3.2.2 Lockers will be assigned subject to availability. Staff will not receive preferential choice of location.
- 3.3 Any other discounts will be given at the sole discretion of the Operations Manager in consultation with the President.

4. Renewals

- 4.1 Occupants wishing to renew their locker rental agreement without interruption August 1st must send a renewal request to operations@busu.net by July 20th in order to be considered for approval.
- 4.2 Occupants approved for a renewal will be required to complete a locker rental agreement for the upcoming year and pay the rental fee for the upcoming year by the end of Orientation Week. Failure to do so will constitute the occupant's waiving of the renewal, and BUSU will remove the lock and any belongings from the locker at this time.
- 4.3 The Operations Manager has the sole discretion to approve renewal requests.

Part D - Safety and Security Procedures

I. SECURITY FOR THE STUDENT ALUMNI CENTRE

A) GENERAL SECURITY

The Brock University Campus Police are located in the Kenmore Centre and are available to assist BUSU staff and patrons on a 24-hour basis. They can be reached at Ext. 4300 and 3200 during non-business hours.

Generally, the overall security of the building is the responsibility of everyone using the facility. Anyone who observes a theft occurring or witnesses the destruction of property should, in the interest of maintaining a safe, secure facility, ensure that the incident is reported.

The onus falls directly on the staff and permanent occupants to ensure that keys are controlled, and that rooms are not left open with valuables such as cash, BUSU assets and equipment, purses and other belongings left unattended.

Matters reported to Campus Police will result in either a direct request for police investigation or an internal investigation and a report to the Associate Vice President of Student Services. Various sections of the Student Centre are separately alarmed with intrusion alarms. These alarms should be set on a regular basis. If for any reason these alarms are not to be set overnight, Campus Police should be notified prior to the area being left unattended. Activation passwords for alarms should be changed on an annual basis or more often if such numbers have been compromised.

Staff awareness programs should stress individual area and overall responsibilities in the event of an emergency situation such as power failure, fire, fire alarm and generally how to spot developing situations with potential to compromise safety and security.

In summary, situations should be reported immediately to ensure an effective and timely follow-up. A delay, especially in the case of major incident, can often detract from the sincerity and credibility of a reporting agency. Scenes where such incidents occur should be protected pending the arrival of the investigating agency.

B) FIRE ALARMS

Policies

- (a) It is University policy to review on a regular basis, the fire protection and safety policies to provide the maximum protection to facilities and personnel.
- (b) Fire alarm and fire protection equipment is to be used only in the case of fire or emergency. Tampering with fire protection equipment is punishable under Section 372 of the Criminal Code of Canada. An individual has been assigned responsibility for each University building (Dons in the case of residences and usually a Dean in the case of Academic buildings). These Fire Wardens are responsible to file a written report to the Director of Facilities Management recording the time, date and location of any fire equipment that has been tampered with so as to make its operation questionable.
- (c) Fire alarms in University buildings are audible buzzers. These are activated by tripping manual fire alarm stations which are located in strategic positions in all buildings on

campus. In addition, many building alarms may be activated automatically by sprinkler systems or by heat and smoke detectors.

- (d) Passenger or other elevators are NOT to be used for purpose of fire evacuation.

Procedures

The most important and necessary first reaction to a fire alarm is to evacuate the student centre. The following individuals will act as fire wardens:

Ground Floor

Manager, Catering & Food Services
General Manager, Food, Beverage & Entertainment
Editor of the Brock Press

Upper Floor

Business Manager
President of BUSU

In the absence of any of the above personnel there must be a back up individual who is totally familiar with this procedure.

Brock Fire Wardens' Duties

- (a) Don special hat or vest
- (b) Alert those in your area
- (c) Check all rooms for occupants
- (d) Advise individuals to leave
- (e) Close doors where possible
- (f) Help mobility impaired to predetermined safe area
- (g) Note names and locations of mobility impaired and stragglers
- (h) Guide people to safest fire exit
- (i) Maintain doorway access for public services
- (j) Deter reentry until after official all-clear is announced
- (k) Communicate remaining occupants names to Chief Warden (Business Manager) or the St. Catharines Fire Department personnel
- (l) Participate in a short post-alarm debrief

Rest of the year:

- (a) Occupy designated area >75% of working day where possible
- (b) Participate in 1 training session/year
- (c) Participate in 2 or 4 (high buildings and laboratories) practice drills/year
- (d) Keep hat handy

Defining Brock Fire Warden Areas

- **One warden and an alternate per departmental floor area is the general requirement.**
- Making a “two minute sweep and out” is the rule of thumb.

Factors to Consider:

- Physical layout of space
- Access to exits
- Number of rooms and doors
- Population characteristics of department and area
- Special risks eg. Chemical, electric, physical, distance to exit, high building, etc.
- After hours risks and coverage
- Cooperation between geographically close areas or departments may be feasible

Once the fire wardens have cleared the building, the Business Manager will do a sweep of the building to ensure that everyone has left the building. The Business Manager will then proceed to the Fire Panel located on the ground level North entrance, to ascertain the exact location of the alarm (fire). The Business Manager will then proceed to the area and determine if there is any smoke or excessive heat in the area indicated. If there appears to be a fire, the Business Manager will then vacate the building and inform the local fire department by dialing 911. Once an alarm has been activated, the St. Catharines Fire Department will dispatch a response team no matter what.

Once the fire department has given the all clear, the Business Manager (or his designate) will then allow the staff and patrons to re-enter the facility. The Business Manager may decide to close the facility based on the time of day that the alarm occurs. The President of the Students’ Union will act as the Business Manager for the purposes of the fire policy, in the absence of the Business Manager.

BUSU will follow the general procedures of the University for the fire alarm situations and the following is a summary of that policy:

SHOUT!

GET OUT!

STAY OUT!

If You Discover a Fire:

- (1) Warn everyone in your area, and help where possible.
- (2) Leave fire area and close doors behind you.
- (3) Pull wall mounted fire alarm at nearest exit.
- (4) Dial 9-911 or use the closest emergency telephone to notify Campus Police of the fire location.
- (5) Leave the building via the nearest exit.
- (6) Do not return until instructed to do so by the St. Catharines Fire Department.

DO NOT USE ELEVATORS

If You Hear the Fire Alarm:

- (1) Leave the building via the nearest exit.
- (2) Close the doors behind you.
- (3) If you encounter smoke, use an alternate exit.
- (4) Once you have left the building, do not return until instructed to do so by the St. Catharines Fire Department.

PLEASE REMAIN CALM

Special Note

You may extinguish a fire if you are trained using a fire extinguisher, but always leave an open safe exit route.

Never use fire hose (fire fighters will use these if necessary)

Campus Security will troubleshoot the alarm panel and be the point person to provide direction for the fire truck(s).

Part D - SAFETY AND SECURITY PROCEDURES

II. BUSU OFFICE CLOSING PROCEDURES

In the past, we have experienced a significant number of false alarms in the Student Centre. These have been largely attributed to doors not being locked and yet alarms have been set.

In an effort to have the building remain secure and also to avoid the number of false alarms the following procedure should be followed.

If you are ready to leave the BUSU offices and you believe that you are the last person to leave or that you might be the last person to be leaving begin the following process:

1. Check that the door from the BUSU offices by the President's office to the mezzanine area is closed and that the door handle on the outside is in the locked position. That is to say if you were on the mezzanine side of the door, you could not gain access to the BUSU offices by turning the handle of the door and walking in.
2. Now check the door going from the BUSU offices into the hallway by the washrooms by the Trivial Recruit Room. Check out the washrooms to make sure no-one is going to be locked out of the BUSU offices who should not be. Then make sure that the handle of that door is locked so that no-one can gain access into the BUSU offices.
3. Then check that the door from the Trivial Recruit room to the BUSU Board room is locked such that you cannot gain access from the T/R room into the Board room. Make sure lights in the T/R room and the Board room are off.
4. As you move from each of these locations check that no-one is working in any of the offices or work areas that you could potentially lock in and alarm the offices. Also make sure that the lights in the BUSU offices are switched off leaving only emergency lighting on. Please also make sure that there is no equipment running that could prove to be a hazard while left unattended, such as floor/space heaters.
5. Now make your way to the reception area. Do a final check of lights. Set your alarm and leave.
6. As you exit the BUSU office space check that **both** glass doors are locked before you leave.
7. Everything should now be fine and you can leave the premises.
8. If the alarm will not set, malfunctions or you inadvertently do not get everything done quickly enough and the alarm goes off; call Campus Security ext 3200 and explain your situation. They will provide instruction/direction to you.
9. For those of you who are additionally responsible for locking up the bar, food and mezzanine areas please make sure that you follow similar procedures.

10. Close and lock all doors, Bar to mezzanine, garage door to patio, bar to patio side door, doors facing Taro from Food Court, doors from lobby into food court, doors to upper lounge area by Starbucks.
11. Do a sweep of the whole area to make sure you are not locking anyone in. Check washrooms in lounge in upper area, and on the lower bar/food area. Make sure all equipment is switched off TV's, lights, etc.
12. Exit via the loading dock and set all alarms for the zones
 - Bar & Food area,
 - Bar & Food Office
 - Loading dock.
13. If the alarm(s) will not set, malfunctions or you inadvertently do not get everything done quickly enough and the alarm goes off; call Campus Security ext 3200 and explain your situation. They will provide instruction/direction to you.
14. Everything should now be fine and you can leave the premises.

III. BUSU INFORMED CONSENT AND WAIVER OF CLAIMS

Brock University has a system of Risk Management in place to oversee organized events by the University itself as well as external actors within, such as the Brock University Students' Union.

Brock University also has a waiver form for events authorized through its Risk Management system.

It is important for Brock University Students' Union to have a similar waiver that indemnifies both BUSU and Brock University.

The Informed Consent and Waiver of Claims form is in place to indicate that risk of an event, be it physical or other, is conveyed to participants. It is further in place so that participants, once informed of the risks associated with the event in which they are partaking, understand and agree to waive certain legal rights, including the right to sue Brock University Students' Union as well as Brock University.

The Informed Consent and Waiver of Claims form is intended for events such as but not limited to:

- BUSU-organized sports tournaments
- BUSU-organized off-site trips or events
- BUSU-organized events that will entail physical activity of any extent
- BUSU-organized events that hold risk of personal injury regardless the likelihood or severity
- BUSU-organized events that are outside of regularly programmed or offered services

In no way does this form replace the need to inform and follow the outlined processes of Brock University Risk Management.

COMPLETION REQUIREMENTS:

1. The name of the participant must be printed in full in the “Name of Participant” field.
2. The name of the event must be printed in full in the “Name of Event” field
3. A description of the event must be provided in the “The event will involve the following:” field.
4. The signature of participant must be completed in full in the “Signature of Participant” field.
5. All date fields must be completed in full in their appropriate places at the time the signature is obtained.
6. Both Phone # and current address must be completed in the allotted fields.
7. A witness must sign each form in the allotted field titled “Signature of Witness / Guardian.”
 - a. When the participant is not age of majority (18 years of age) the signature of witness must be a guardian.
 - b. Facsimile of completed waiver form with a guardian signature will be accepted.
 - c. In extreme cases, a non-guardian signature may be obtained; however, the witness must be age of majority or greater.

ALL FIELDS OF THE INFORMED CONSENT AND WAIVER OF CLAIMS FORM MUST BE FILLED OUT COMPLETELY.

RETENTION OF INFORMED CONSENT AND WAIVER OF CLAIMS FORMS:

The organizer of the event must create a duplicate of all completed forms. The duplicate must be filed promptly with the Executive Assistant.

The Executive Assistant will keep duplicates on file for no less than one (1) year after the event’s conclusion.

The organizer will retain the original completed form and file it with their supervisor at the end of their work term.

Part E - MISCELLANEOUS POLICIES/PROCEDURES

I. AWARDS AND NAMING POLICY

1. Listing of Awards

The following list constitutes the officially sanctioned awards of the Brock University Students' Union, Inc.:

- 1.1. BOC Staff Member of the Year
Awarded to an individual that has provided guidance and leadership throughout the year and went above and beyond the requirements of a BOC staff member.
- 1.2. Bonnie Neuman Award
Awarded to an outstanding staff member who devoted their time in some capacity as a volunteer for the Brock University Students' Union.
- 1.3. BUSAC Member of the Year
Awarded to the individual who has shown the true meaning of excellence, commitment and initiative to the Brock University Students' Administrative Council.
- 1.4. BUSAC Committee of the Year
Awarded to the Committee which has effectively followed its mandate and in doing so had a positive impact on the Students' Union.
- 1.5. Club of the Year
Awarded to the club who has shown enthusiasm and commitment by contributing to the overall life of Brock students. This club has brought awareness through involvement, special events and charitable initiatives at Brock and within the community.
- 1.6. David & Terry Atkinson Award
Awarded to an individual that has demonstrated excellence in leadership, dedication to the organization and support of other members. This individual has provided energy, vision and had a positive impact on the Students' Union and the University community.
- 1.7. Elisabeth Walker Award
Awarded to a varsity athlete who volunteered or worked in some capacity for the Brock University Students' Union.
- 1.8. Employee of the Year
Awarded to an employee from any department who has shown outstanding work, initiative and dedication on a continual basis within the workplace.
- 1.9. Graduate Award
Awarded to a graduating student for dedicated commitment to the serving of students.
- 1.10. President's Award
Awarded to the individual who best represents the true meaning of the Students' Union, through unsurpassed involvement, genuine care, respect, commitment and concern in all they do for both staff and students.

- 1.11. Volunteer of the Year
Awarded to a student who has made numerous contributions to student life through dedication, participation and involvement in all facets of the Students' Union.
- 1.12. ADS Employee of the Year
Awarded to an employee who has shown outstanding work, initiative and dedication on a continual basis within the workplace.
- 1.13. Isaac's Employee of the Year
Awarded to an employee from Isaac's who has shown outstanding work, initiative and dedication on a continual basis within the workplace.
- 1.14. Food Services Employee of the Year
Awarded to an employee from the food services area who has shown outstanding work, initiative and dedication on a continual basis within the workplace.
- 1.15. Retail Employee of the Year
Awarded to an employee from the retail division who has shown outstanding work, initiative and dedication on a continual basis within the workplace.

2. Naming

- 2.1. Awards that have been named in honour of an individual cannot be renamed.
- 2.2. The only exception to 2.1 is where events or information available subsequent to the naming mean that identification with the named individual constitutes a significant and continuing challenge to the reputation of the Students' Union or the University.
- 2.3. Any exception to 2.1 must be presented in a motion to the Board of Directors. If such a motion to alter a named award is passed, the original namesake of the award must appear on the plaque in the form of the following notation: "This award formerly known as the [original namesake] Award."
- 2.4. Awards without a namesake can be petitioned for alteration. Such a petition must be made to the President indicating:
 - 2.4.1. the proposed name change;
 - 2.4.2. evidence of the necessity of the name change;
 - 2.4.3. in cases where the proposed change is to rename the award in honour of an individual, sufficient evidence of that individual's contributions to the Brock University community and BUSU.

All petitions shall be subject to scrutiny by the President in consultation with the Business Manager, and brought to the Board for final approval.

- 2.5. BUSU may, from time to time, name buildings or other assets after individuals who have made significant contributions to the life of the University, BUSU or

the community at large. These naming opportunities will be presented to the Board of Directors for review, and subject to their approval.

3. Creating New Awards

- 3.1. Any individual listed in 4.2 may present a request to the President to create a new award. Such a request must be accompanied by a package containing the proposed award's: name, description, criteria for selection, and must demonstrate the need for its institution.
- 3.2. The President, in consultation with the Executive Assistant, will scrutinize the request package. If the President deems the request justifiable, the President will present a motion to the Board of Directors to create the new award. The President has the authority to deem a request ineligible for consideration by the Board.

4. Nominations

- 4.1. Nominations for award recipients will be opened during the month of March for a period of no less than 10 business days. The closing date of nominations will be subject to the discretion of the President to align with the date of the annual awards ceremony in April.
- 4.2. Individuals who are eligible to be nominated are:
 - a) any full-time employee of BUSU;
 - b) any part-time employee of BUSU;
 - c) any member of BUSAC;
 - d) any recognized volunteer (i.e. S.W.A.T., Foot Patrol, First Aid Responder or other recognized service volunteers to the exclusion of community service workers)
- 4.3. Individuals who may complete a nomination form for another individual shall be any member of the Corporation.

5. Selection of Recipients

- 5.1. Awards shall be bestowed, as appropriate, on an annual basis at the close of each fiscal year in an awards ceremony held in April. If no suitable candidate exists for an individual award, the Awards Committee can elect not to bestow the award in that year.
- 5.2. Recipients shall be selected from the nominations received by the President by the closing date of the nomination period according to section 4 of this policy. Nominations that are received after the closing date shall not be considered.
- 5.3. Recipients shall be selected by an ad-hoc committee of BUSAC that must include the President, the Business Manager, and the Executive Assistant.

6. Display and Storage

- 6.1. The Executive Assistant shall be responsible for having the plaques engraved each year with the names of that academic year's winners.
- 6.2. The award plaques shall be permanently displayed in a prominent location within the Alumni Students' Centre with the exception of the period during which the awards are being engraved each year.

- 6.3. Reasonable exceptions to 6.2 shall be:
- 6.3.1. if vandalism or theft occurs to the awards;
 - 6.3.2. if no prominent location in the Alumni Students' Centre can be deemed secure;
 - 6.3.3. if construction limits the availability of secure public space.
- 6.4. In any occurrence of 6.3, the awards shall be securely stored with one (1) of the President, the Business Manager or the Executive Assistant.

II. PEPSI BETTERMENT OF STUDENT LIFE FUND POLICY

Preamble

The University has entered into an agreement with Pepsi-Cola Canada Beverages (Pepsi). As part of this agreement the Brock University Students' Union has also agreed to comply with this agreement in all Students' Union facilities. Within these agreements it has been established that the University pays to BUSU a sum of \$50,000. If this sum or a portion of it is unused in one academic school year it will roll over and can be used the following year. This sum of money is to be used for the betterment of student life at Brock University. These monies are not to be a part of BUSU's regular operating budget and are to be held in trust for the betterment of student life at the University. Submissions shall be made to a committee of BUSU; this committee shall approve in whole or in part the request for funding.

The Committee composition is as follows:

President Brock University Students' Union (Chair)
Brock University Associate Vice President of Student Services or their designate
Two members of the Brock University Students' Union Board of Directors
One Student at Large
Brock University Students' Union Business Manager

The Committee, from time to time, may request individuals to attend as guests in order to provide expertise of various projects e.g. architects, engineers etc.

Criteria for submission:

The committee, when viewing submissions, must take into consideration several principles. Additionally, submissions should be guided by several core principles such as improvement in the quality of service and experience that undergraduate students receive at Brock University. Our goals speak to the value of professional development, additional physical space for students and enhanced service. They must also be in line with the Brock University Students' Union Strategic Plan.

- Universal -projects must benefit as many students as possible in their implementation.
- Tangible –students must be able to feel and see the impact of the projects.
- Leverage –Students should be able to participate in the projects long term.
- Short Term Impact- students must see benefits within a short time frame.

- Longevity- projects must have staying power and benefit students over a long period of time

Practical considerations should also be taken into account in the fundamental understanding that projects must be first and foremost in the best interests of students. This concept should be blatantly obvious in its importance. It is recommended that minutes be taken and filed with all corporate records. All submissions will be brought to the committee by the chair.

III. TYPING

Typing of all Students' Union business is done by the Administrative Assistant. Typing will be done in order of importance at the Business Manager's discretion. There will be no personal typing done for the Executive.

IV. APPOINTMENTS

The Executive should designate times that they will be available for appointments so that the Administrative Assistant can make appointments for students as needed. All executive and staff are to advise the Administrative Assistant when leaving the office.

V. PROVISIONS FOR REVIEWING THE BOOKS

Provisions for reviewing BUSU's financial activities shall be generally left to the discretion of the current executive office holders subject to BUSAC approval. Appointments for reviewing the financial activities must be made with the approved executive office holders. Normally the Vice President Finance & Administration would be approached to make an appointment.

VI. MINUTES

All minutes of the Brock University Students' Administrative Council are to be signed by both the President and the Speaker. The Speaker and Deputy Speaker shall receive honorariums once minutes are completed.

All minutes of the Brock University Students' Union Board of Directors are to be signed by the Chair of the Board and the Corporate Secretary.

Appendices

APPENDIX I – INFORMATION TECHNOLOGY LOAN FORMS

Brock University Students' Union Inc. Information Technology Loan

APPLICATION

Personal Information

Name: _____

Title: _____

Date: _____

Loan Amount Requested: \$ _____

Purpose: _____

Address: _____ Phone # _____

Social Insurance Number: _____

Date of Birth: _____

Government Issued Identification

Driver's License # _____

Or

Passport # _____

Income Information

Employment History

Company Name: _____

Duration of Employment: _____

Average Weekly Pay: _____

Company's Address: _____

Ontario Student Assistance Program

Fall _____

Winter _____

Spring _____

Summer _____

Canada Student Loan

Fall _____

Winter _____

Spring _____

Summer _____

Other Income

(Parental Assistance, Canada Savings Bond, Mutual funds, etc.)

Assets

Car _____

Bank Accounts _____

House _____

Savings _____

Other _____

TOTAL _____

Loans

Car _____

Credit Card _____

Mortgage _____

Other Loans' _____

TOTAL _____

Bank Accounts

Bank	Branch	Account Type	BALANCE
------	--------	--------------	---------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Credit Cards	Amount Due
--------------	------------

_____	_____
_____	_____
_____	_____
_____	_____

Expenses

Estimated Monthly Expenses

Rent/Mortgage _____

Food _____

Travel (car, gas, bus) _____

Loan Payments _____

Credit Card Payments _____

Utilities _____

Entertainment _____

Other (books, clothes) _____

Other Expenses
(please specify) _____

TOTAL MONTHLY EXPENSES: _____

All information disclosed in this application will remain confidential.

Confirmation of Approval

For Office Use Only

Name: _____

Date: _____

Approving/Declining Officer: _____

(Signature)

Date: _____

ALL ITEMS COMPLETED SATISFACTORILY

BUSU Chair of Board of Directors

Date

Disclosure of Information

Date: _____

To: Associate Vice President, Student Services

From: _____

Brock Student Identification # _____

I, _____ hereby authorize you to release to Brock University Students' Union Vice President Finance and Administration, and/or the President of the Brock University Students' Union Inc., such information from my Ontario Student Assistance Program/ Canadian Student Loan records and student records as may appropriate to my application for an Information Technology Loan. Specifically, you may provide information relating to my enrollment status, Ontario Student Assistance program/Canadian Student Loan eligibility, and current and/or permanent address.

The permission remains valid until I have repaid the loan in full.

BUSU Employee

Brock University Students' Union Inc.

Agreement

I declare that all the information herein is complete and true in all aspects, that I have answered all the questions applicable to me on this form, that I shall be a student for my education period stated.

If my application is approved, I will use any assistance only for payment of an Information Technology device.

I hereby authorize the exchange of any and all materials, which were filed by myself, between Brock University and Brock University Students' Union In., until the loan and any accrued interest have been paid entirely.

I hereby authorize Brock University Students' Union Inc. to contact any credit reporting agency, banks, former or current employers, relatives, landlords, or any such persons with whom I have conducted business to determine my worthiness of this loan.

I realize that failure to comply with this agreement and failure to repay this loan, including accrued interest, within the time frame as stated on the attached promissory note, will result in Brock University Students' Union Inc. using any of the above noted business or persons to assure that the monies are recovered.

Signed this _____ day of _____, _____ at the Brock University Students' Union.

Signature of Borrower

Brock University Students' Union
Vice President Finance & Admin.

Signature of Borrower

Brock University Students' Union
President

Promissory Note

Brock University Students' Union Inc. April 8, 2002. \$ _____

I, _____, promise to pay to the order of Brock University Students' Union Inc. the sum of _____ dollars on due date. I understand that the loan is interest free until due date. After due date interest will accrue at the Bank of Canada prime rate + 2%. Value received. The Borrower(s) acknowledge that there is no Life or Disability Insurance available with this loan.

I/We acknowledge that if at any time I leave the employment of BUSU, the outstanding amounts owing on this loan become due and payable immediately.

I/We acknowledge the above terms and conditions and the receipt of a duplicate copy of this agreement.

Dated at _____ am/pm, this _____ day of _____, 20_____.

Signature of Borrower

Brock University Students' Union
Vice President Finance & Admin.

Signature of Borrower

Brock University Students' Union
President

Information Technology Loans

Loan Processing Form

Name of Staff member: _____

Amount of Loan: _____

Date Required: _____

Approved by Board of Directors: _____
(Date)

Repayment Schedule:

\$ _____ per pay, for _____ pay periods. And one payment of \$ _____

Starting: _____
(date)

I, _____, authorize the amount specified above is to be deducted from my weekly payroll.

(Signature)

(date)

Account Number assigned to this loan: _____

Cheque in favour of : _____
(Name of Payee)

Cheque Approved by: _____

And _____

APPENDIX II – INFORMED CONSENT AND WAIVER OF CLAIMS FORM



Brock University Students' Union

Informed Consent and Waiver of Claims

Please Read Carefully

By signing this document you will waive certain legal rights, including the right to sue.

Name of Participant: _____

Name of Event: _____

DESCRIPTION OF EVENT

1. The event will involve the following: _____

ASSUMPTION OF RISK

1. I am aware that participating in PHYSICAL ACTIVITY has many inherent risks, including but not limited to personal injury.
2. I acknowledge that I believe that my health and physical condition allow me to participate and I am fully capable of performing these activities.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT

In registering to participate in the event stated above, I agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against the Brock University Students' Union, and its members, officers, employees, agents, volunteers and independent contractors (all of whom are collectively referred as "the organizers of the event").
2. TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against Brock University, The Board of Trustees of Brock University, and its members, officers, employees, agents, volunteers and independent contractors.
3. In entering into this agreement, I am not relying upon any oral or written representation or statements made by the organizers of this event, other than what is set forth in the Agreement.
4. **I have read and understood this agreement and I am aware that by signing this agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators, and assigns may have against the organizers of the event.**

Signature of Participant: _____ Date: _____
(if participant is not age of majority(18) a guardian must sign as the witness)

Phone #: _____

Address: _____

Signature of Witness/Guardian: _____ Date: _____
(if participant is not age of majority(18) a guardian must sign as the witness)

This agreement must be completed in full, signed, dated and witnessed before the participant may participate in the activity.

APPENDIX III – COIN STORAGE FORM



Brock University Students' Union

Coin Storage Form

Date: _____

Event: _____

Event organizer: _____
(print full name)

Safe custodian: _____
(print full name)

My signature below indicates that I have deposited a sealed container with my signature across all seals to the safe custodian indicated above.

Signature of event organizer named above

My signature below indicates that I have received and placed in my safe a sealed container with the signature of the event organizer named above across all seals.

Signature of safe custodian named above

APPENDIX IV – SAFE COMBINATION HOLDER AGREEMENT



Brock University Students' Union

Safe Combination Holder Agreement

I, the undersigned, acknowledge that in my position as

_____ in the BUSU
(print position title, i.e. Assistant Manager)

division _____, I will be issued a
(print division in which you are employed, i.e. Isaac's)
combination for the corresponding safe. As a condition of my employment, I undertake responsibilities as a combination holder as outlined in the BUSU Policy & Procedure manual.

By signing this agreement, I acknowledge the following:

1. I have read and fully understand the cash handling policies and procedures outlined in the BUSU Policy & Procedure manual.
2. I have read and fully understand my responsibilities as a safe combination holder.
3. I accept full responsibility for the contents of the safe under my control.
4. I accept that it is my responsibility to remain updated on any changes to this policy as provided to me by BUSU.
5. I agree to conform to the cash handling policies and procedures at all times without deviation.
6. I agree to never allow an unauthorized third party access to the safe.
7. I agree to never leave the safe unlocked and unattended for any period of time for any reason.
8. I agree to never disclose combination numbers to any third party.
9. In the event that the policy or procedures are violated or compromised, I will immediately bring such violation to the attention of my supervisor and the Business Manager. I will not leave my shift without informing both my supervisor and the Business Manager of the breach.

Name (print)

Date

Signature

Signature of witness

APPENDIX V – PHOTOCOPIER COIN DEPOSIT FORM



Brock University Students' Union

Photocopier Coin Deposit Form

Date: _____

Photocopiers emptied:

BUSU	1	2	3
SUBSouth	4	5	6

Coin deposited:

_____ x \$0.01 = \$ _____

_____ x \$0.05 = \$ _____

_____ x \$0.10 = \$ _____

_____ x \$0.25 = \$ _____

_____ x \$1.00 = \$ _____

_____ x \$2.00 = \$ _____

Total Coin = \$ _____

Depositor Signature

VPFA Signature

