

EFFECTIVE: 1997

AMENDED: October 28 2014

AUTHORITY: Governance Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

Purpose:

The UFV Student Union Society Board recognizes the need for continuity; input from past directors is necessary and oftentimes crucial to the smooth running of the Student Union Society Board. This policy outlines the appointment, roles, responsibilities, and limitations of the Ex-Officio.

1.0 Definition of Ex-Officio

1.1 An Ex-Officio must be a prior member of the SUS Board of Directors, either voting or non-voting.

1.2 An Ex-Officio may or may not be a current member of the Society.

1.3 An Ex-Officio must have held office within the previous two and a half years, and must have been a member of the Society within the past twelve months as of the start of their term.

2.0 Term of Office and Appointment

2.1 The term of office for an Ex-Officio runs concurrently with that of all other Board Members, as stated in the bylaws, regardless of when they are appointed.

2.2 There can only be one Ex-Officio at any point in time.

2.3 An Ex-Officio may be appointed at any time during a Board's term of office.

2.3.1 An outgoing Board can recommend an Ex-Officio appointment, which the incoming Board must discuss at their first Board Meeting.

2.4 An Ex-Officio is appointed through a majority vote of the Board, which must be conducted via secret ballot.

3.0 Roles and Responsibilities

3.1 The *Ex-Officio's* role on the Student Union Society Board is to, when called upon, assist members of The Board in understanding their functions and also to provide historical information regarding the SUS activities.

3.2 *Ex-Officio* Officers of the SUS shall conduct themselves in accordance with the SUS Bylaws and Policies.

4.0 Limitations of the *Ex-Officio*

4.1 *Ex-Officios* are not counted for quorum at Board Meetings.

4.2 *Ex-Officios* have all rights of a non-voting member of the Board at Board Meetings, in accordance with the bylaws.

4.3 *Ex-Officios* are not counted for quorum and have no rights at General Meetings, unless they are currently a member of the Society.

4.4 *Ex-Officios* are not required to present to the Board reports of their activities, or to undertake special projects or tasks.

4.5 *Ex-Officios* are not automatically included in *in-camera* meetings, but may be invited in accordance with the *In-camera* Policy.

4.6 Further, an *Ex-Officio* may not

4.6.1 Have access to and/or use confidential documents,

4.6.2 Possess keys to any designated Student Union Society space,

4.6.3 Have right to any privileges available to duly elected representatives, and

4.6.4 Speak on behalf of, represent, or otherwise appear to represent the Society.

5.0 Responsibility of SUS to the *Ex-Officio*

5.1 The SUS shall be responsible for providing to the *Ex-Officio*:

5.1.1 Access to the office(s) during regular SUS office hours.

5.1.2 Reimbursement of travel expenses when conducting SUS business, in accordance with the Travel Expenses Policy.

5.1.3 The inclusion on the Board e-mail list for the purpose of receiving agendas and minutes of Board Meetings.