

EX-OFFICIO POLICY

APPROVAL AUTHORITY	Board of Directors
RATIFIED BY	Board of Directors
RELATED DOCUMENTS	In-camera Policy, Travel Expenses Policy

PURPOSE

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

PART I: THE EX-OFFICIO ROLE

1. Definition of *Ex-Officio*
 - 1.1. An *Ex-Officio* must be a prior member of the 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. Term of Office and Appointment
 - 2.1. The term of office for an *Ex-Officio* runs concurrently with that of all 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.

PART II: EX-OFFICIO ROLES & RESPONSIBILITIES

3. Roles and Responsibilities
 - 3.1. The *Ex-Officio's* role is to, when called upon, assist members of the Board in understanding their functions and also to provide historical information regarding SUS activities.
 - 3.2. *Ex-Officio* Officers shall conduct themselves in accordance with the bylaws and policies.
4. 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 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 SUS spaces;
 - 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. Responsibility of SUS to the *Ex-Officio*
 - 5.1. The SUS shall be responsible for providing the *Ex-Officio*:
 - 5.1.1. Access to the office(s) during regular office hours;
 - 5.1.2. Reimbursement of travel expenses when conducting business on behalf of SUS, in accordance with the *Travel Expenses Policy*; and
 - 5.1.3. The inclusion on the Board email list for the purpose of receiving agendas and minutes of Board meetings.