

## CONFERENCE POLICY

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APPROVAL AUTHORITY	Board of Directors
RATIFIED BY	Board of Directors
RELATED DOCUMENTS	Travel Expenses Policy

### PURPOSE

This policy provides guidance in the selection of conferences to attend, the delegate(s) to attend a conference, the requirements and responsibilities when attending a conference and allowable conferencing costs.

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#### 1. Conference and Delegate Selection

- 1.1. The Student Union Society (SUS) may finance a SUS Board member and/or SUS member/employee to attend a conference to represent the Society, provided the event or function meets the following criteria:
  - 1.1.1. Is applicable to the goals reflected in the SUS Strategic Plan; and or
  - 1.1.2. Is applicable to the goals reflected in the annual Executive Goal Plans; and or
  - 1.1.3. Is of benefit to the Society and its support of students and operations, as determined by the Board; and
  - 1.1.4. Is approved in accordance with section 1.2.
- 1.2. The Executive Committee must approve the attendance at, and delegates for, all conferences, with the following provisions:
  - 1.2.1. In accordance with the Executive Job Descriptions, the Executives are the official representatives of SUS and should be the appointed delegates where appropriate;
  - 1.2.2. Attendance at conferences of advocacy groups of which SUS holds membership can be approved once annually at the start of each term;
  - 1.2.3. Written reports outlining the conference, benefits, and costs should be submitted to the Board in a timely manner.
  - 1.2.4. Conferences not approved at the start of each term must meet the following conditions:
    - 1.2.4.1. Cost does not exceed \$500;
    - 1.2.4.2. Expenditures would not result in exceeding the relevant budget lines.

#### 2. Delegate Responsibilities and Requirements

- 2.1. The attendee, on behalf of SUS, must fulfill the following responsibilities:
  - 2.1.1. Act in accordance with SUS policies and any regulations set by the conference organizers while away for the duration of the conference and all related travel;
  - 2.1.2. Present a report to the Board at the Board meeting following the conference;
  - 2.1.3. Carry out other duties related to the conference, as requested by the Board or Executive.

- 2.2. If the responsibilities in section 2.1. are not fulfilled, the Board may:
  - 2.2.1. Require reimbursement up to the full amount of the conference;
  - 2.2.2. Bar the attendee from attending future conference(s);
  - 2.2.3. See other sanctions, as deemed appropriate.
  
3. Allowable Costs
  - 3.1. SUS will cover the following conference costs, if not included in the delegate fee or otherwise provided by the conference:
    - 3.1.1. Transportation, in accordance with the *Travel Expenses Policy*;
    - 3.1.2. Meals, in accordance with the *Travel Expenses Policy*;
    - 3.1.3. Accommodations, as booked by the SUS Administrative Assistant;
    - 3.1.4. Other costs, as determined by the Board and communicated in advance to the delegate(s).
  - 3.2. Any costs incurred over and above section 1.3. are the sole responsibility of the delegate, unless otherwise approved by the Board.
    - 3.2.1. If the Society should host a conference, a budget must be approved by the Board.
  - 3.3. SUS will not cover the following costs:
    - 3.3.1. Alcohol;
    - 3.3.2. Maintenance/repair of personal vehicles;
    - 3.3.3. Business attire;
    - 3.3.4. Other costs, as determined by the Board and communicated in advance to the delegate(s).