



# Student Union Society Conference Policy

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AUTHORITY: Governance Committee

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## RELATED DOCUMENTS

- Conduct Policy
  - Confidentiality Policy
  - Responsibilities of a Board member
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## 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.

## 1.0 Conference and Delegate Selection

1.1 The Student Union Society may finance a SUS Board member and/or SUS member/employee who wishes to attend a conference to represent the Student Union Society, provided that 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 SUS 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 Board 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, unless extraordinary circumstances exist.

1.2.2 Attendance at conferences of advocacy groups of which the SUS hold membership should be approved once annually at the start of each term.

1.2.3 If an invitation to a conference is received when it is not practical to wait for the next Board Meeting, the Finance Committee may review and approve attendance provided:

- 1.2.3.1 The Executives submit a written proposal outlining the conference, benefits, costs, and why it cannot be deferred to the next Board Meeting, and
- 1.2.3.2 The cost does not exceed \$500, and
- 1.2.3.3 The expenditure would not result in exceeding the relevant budget line(s).

## 2.0 Delegate Responsibilities and Requirements

2.1 The attendee, on behalf of the SUS, must fulfill the following responsibilities:

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- 2.1.1 Act in accordance with SUS policies - notably the Conduct Policy, Travel Expenses Policy, and Credit Card Policy - 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 next Board Meeting following the conference, or at another meeting determined by the Board;
- 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 SUS Board may:

- 2.2.1 Require reimbursement up to the full amount of the conference, and/or
- 2.2.2 Bar the attendee from attending future conference(s), and/or
- 2.2.3 Instigate a non-academic discipline procedure with UFV (if applicable), and/or
- 2.2.4 Set other sanctions, as deemed appropriate.

### **3.0 Allowable costs**

3.1 The Student Union Society 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;
- 3.1.4 High-speed internet access, if not included in accommodation costs; and
- 3.1.5 Other costs, as determined by the Board and communicated in advance to the delegate(s).

3.2 Any costs incurred over and above section 3.1 are the sole responsibility of the delegate, unless otherwise approved by the SUS Board.

- 3.2.1 When the Society should host a conference, a budget must be approved by the Board.

3.3 The Student Union Society will not cover the following costs

- 3.3.1 Alcohol;
- 3.3.2 Maintenance/repair of personal vehicles;
- 3.3.3 Business attire; and
- 3.3.4 Other costs, as determined by the Board and communicated in advance to the delegate(s).