

Executive Conduct Policy



EFFECTIVE: May 27th, 2020

Amended: June 24th, 2020

AUTHORITY: Board of Directors

RATIFIED BY: Board of Directors

RELATED DOCUMENTS

- Conduct Policy
- Responsibilities of a Director Policy
- Executive Job Descriptions

The purpose of this document is to provide a guide of correct executive behavior to be exhibited in office. This policy covers the amount of hours expected to be worked in office, budget controls, professional standards like dress code, and portfolio specific expectations for elected executive members.

Definitions

“Executive Committee” refers to all elected SUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President.

“Society” or “SUS” refers to the University of the Fraser Valley’s Student Union Society.

“Students” refers to current Members of the University of the Fraser Valley’s Student Union Society, as defined in SUS Bylaw 3.

“President” refers to the SUS President.

“VPI” refers to the SUS Vice President Internal.

“VPE” refers to the SUS Vice President External.

“VPS” refers to the SUS Vice President Students.

Part 1: Executive Conduct & Responsibilities

1. Hours

- 1.1. Executives are expected to work a minimum of 30 hours a week.
- 1.2. Executives do not normally receive overtime or flex days, with the following exceptions:
 - 1.2.1. Delegates attending out of town conferences lasting five or more business days may take 10 hours of flex time within 30 days.
 - 1.2.2. Directors covering vacant positions may request either flex or overtime, to be approved by the Board and the Executive Director.



- 1.3. A minimum of 24 hours per week must be completed in the SUS offices, during office hours (9:00am – 5:00pm); the following exception may apply:
 - 1.3.1. Executives may complete their entire 30-hour workweek from home during the Winter Reading Break.
 - 1.3.2. Time spent away at conferences may be counted as part of the 24 hours in office.
 - 1.3.3. UFV – related commitments are not legitimate exceptions.
 - 1.3.4. Extraordinary circumstances may override.
- 1.4. Time spent doing homework is not permitted to be included in the 30-hour workweek.
 - 1.4.1. “Office hours” where an individual is at their desk and checking their emails while studying is not permitted.
 - 1.4.2. Executives are expected to fill their hours with work relevant to their portfolios.

2. Budget

- 2.1. Engagement Incentive funding
 - 2.1.1. Funding for incentives is managed by the executives, accountable to the executive committee.
 - 2.1.2. Fund usage must be approved by $\frac{3}{4}$ executive committee vote.
 - 2.1.3. Events using incentive funding must be summarized in a report, detailing the amount and how much was used, and submitted to board as an appendix to the executive monthly report.
 - 2.1.4. All spending must be done in consultation with the Budget, through the Executive Director and Finance Manager.

3. Professionalism

- 3.1. There are two dress codes for SUS executives, which vary depending on the context: office attire & meeting attire. Meeting attire is mandatory when meeting with any UFV staff, faculty, or admins.
 - 3.1.1. *Office attire* – casual wear is allowed but must be clean and appear well groomed.
 - 3.1.1.1. Permitted: Jeans, slacks, T-shirts, hoodies, open toed shoes, skirts (must be longer than fingertips when arms are extended alongside), shorts (must be longer than fingertips when arms are extended alongside), ball caps, beanies, and toque hats.
 - 3.1.1.2. Prohibited: Athletic/gym attire, non-UFV university branded clothing, sweat pants, exposed midriffs, netted shirts, halter or tube tops, doo rags, clothing with derogatory, offensive and/lewd messages in either words or pictures, torn or tattered clothing (jeans are permissible), and bare foot.
 - 3.1.2. *Meeting Attire* – some casual wear is allowed but must be formal and business-orientated in style
 - 3.1.2.1. Expected: Closed toed shoes (with the exception of contextually appropriate footwear), slacks or skirts (must be longer than fingertips when arms are extended alongside), blazers and collared shirts.



3.1.2.2. Permitted: T-shirts (if worn with a blazer and non-graphic), jeans (must not be ripped, faded, or ill fitting), UFV/SUS branded clothing, and open toed shoes (must be formal footwear however).

3.1.2.3. Prohibited: Athletic/gym attire, non-UFV university branded clothing, sweat pants, muscle shirts, exposed midriffs, netted shirts, halter or tube tops, doo rags, clothing with derogatory, offensive and/lewd messages in either words or pictures and torn or tattered clothing, dirty or unwashed footwear, and bare feet.

3.2. Executives are expected to come to meetings prepared, having read the agendas and other supporting documents.

4. Portfolio Specific Expectations

4.1. President

4.1.1. The President is expected to:

4.1.1.1. Sit on a minimum of 2/3rds committees applicable for the President.

4.1.1.2. Chair the weekly executive meeting (WEM).

4.1.1.3. Engage in weekly one-on-one meetings with the individual Vice Presidents.

4.1.1.4. Work alongside and meet with the Executive Director at least once a week.

4.1.1.5. Supervise VPs and ensure accountability to action items and board direction.

4.2. Vice President External

4.2.1. The VPE is expected to:

4.2.1.1. Attend UFV's Senate and public Board of Governors meetings.

4.2.1.2. Attend and represent SUS at UFV events. SUS will reimburse all preauthorized ticket expenses for UFV events meaningful to SUS representation in the case where a ticket is not offered by UFV.

4.2.1.2.1. What event constitutes as meaningful to SUS representation is at the joint discretion between the Executive Committee and the Board of Directors.

4.2.1.3. Represent SUS at CASA & ABCS.

4.3. Vice President Internal

4.3.1. The VPI is expected to:

4.3.1.1. Take minutes at WEM and distribute them to the other executives in a timely manner.

4.3.1.2. Engage with students external to the SUS offices prior to making changes to outward facing policies.

4.3.1.3. Develop an understanding of the organization's financial position and work with the Finance Manager.

4.3.1.4. Maintain a strong comprehension of the organization's bylaws, policies, and procedures.

4.3.1.5. Maintain the



4.3.1.6. Maintain a working knowledge of the Society's Act.

4.3.1.7. Display fiscal responsibility in executive decision-making.

4.4. *Vice President Students*

4.4.1. The VPS is expected to:

4.4.1.1. Attend a minimum of six student events per month.

4.4.1.2. Attend all C&A AGMs, schedule permitting.

4.4.1.3. Plan and organize a minimum of two events per semester aimed at engaging a wide berth of students.

4.4.1.4. Plan and organize a minimum of two events per semester aimed at engaging Clubs and Associations.

4.4.1.5. Relay student concerns to the executive committee on areas of reasonable concern.

4.4.1.6. Work on and coordinate events with the Manager of Student Affairs.

