Fleming College
Student Administrative Council Inc.

Operating Policies

(Sutherland Campus)

Student Administrative Council
Sir Sandford Fleming College (Sutherland Campus)

Operating Policies

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Section 1: Enabling Procedures

1.1 Definition

Organization – Means the Fleming College Student Administrative Council.

College – Means Fleming College, its Administration, Faculty, and Staff

Conflict of Interest – Means the circumstance of a board member, staff member, or other SAC representative whose personal interests might benefit from his or her official actions or influence, or;

The circumstances of a person who finds that one of his or her activities, interests, etc., can be advanced only at the expense of another of them.

Member – Means all full time students who have paid the Student Activity Fee and are members of the Fleming College Student Administrative Council Inc. as define by the associations' by-Laws.

Non-Member – Means any individual who is not a member of the Fleming College Student Administrative Council as defined by the associations By-Laws.

Student Representative – Means any member appointed or elected to represent the Fleming Student Administrative Council and/or its members.

Staff Member – Means all persons employed by the Fleming College Student Administrative Council, in a paid capacity, whether full-time, part-time, temporary, or permanent.

1.2   Introduction

This Operating Policies is designed to provide directions to student representatives and staff members while conducting organization affairs.

The Operating Policies complements the By-Laws of the organization and is binding to every student representative and staff member. Student representatives and staff members need to demonstrate ethical and professional conduct to maintain the confidence of the organization and membership. This commitment includes proper use of authority, appropriate actions in group or individual behaviour when representing the organization.

1.3   Primary Rules to Follow in Representing the Organization

1.3.1   It is the priority to represent the organization before an individuals' personal interests

1.3.2   All Board Members, Staff Members and Student Representatives should know and understand the organization's By-Laws, Governance Policies, and Operating Policies.

1.3.3   Speak on behalf of the organization only with consent from the Board of Directors.

1.3.4   Be conscientious in the preparation, organization, and revision of subject matter for all functions.

1.3.5   Perform duties and responsibilities with diligence, courtesy, fairness, straightforward communication and integrity.

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1.4   Avoiding Conflicts of Interests

As a Board member, Staff, or student, you have a position of trust with the membership and the college community, therefore have a number of legal and ethical responsibilities to fulfill.

1.4.1   Board members, staff and students must have loyalty to the ownership, not conflicted by loyalties to staff, other organizations, and any personal interest as a consumer.

1.4.2   Board members, staff and students must avoid conflict of interest with respect to their fiduciary responsibility.

1.4.3   There must be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.

1.4.4   When the Board members, staff and student is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote, but also from the deliberation and leave the meeting room.

1.4.5   Board members, staff and students will not use their positions to obtain employment in the organization for themselves, family members or close associates. A Board member who applies for employment must first resign from the Board.

1.4.6   Board members, staff and students may not attempt to exercise individual authority over the organization.

1.4.7   Board members, staff and student interaction with the President or with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.

1.4.8   Board members, staff and student interaction with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except explicitly stated Board decisions.

1.4.9   Except for participation in Board deliberation about whether the President has achieved any reasonable interpretation of Board policy, Board members will not express individual judgments of performance of employees or the President.

1.4.10   Board members, staff and students will respect the confidentiality appropriate to issues of a sensitive nature.

1.4.11   Board members will be properly prepared for Board deliberation.

1.4.12   Board members, staff and students will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the members' personal position on the issue. The Board will speak with one voice or not at all.

1.4.13   Board members and staff are not eligible to accept prizes awarded by the Fleming College Student Administrative Council.

1.5   Differences, Conflicts, and Breaches of the Operating Procedures

1.5.1   In the case of criticisms or differences with a fellow student representative bring the problem to his/her direct attention at the first available opportunity. Criticisms of staff members and service volunteers should be brought to the attention of the General Manager. Where problems cannot be resolved informally, disciplinary mechanisms are available under the By-Laws, Governance Policies, and Personnel

Manual of the organization. Under no circumstances publicly attempt to discredit another student representative or staff member.

1.6   Disciplinary Action

Requests for formal disciplinary action in the case of student representatives are to be referred to the program and event coordinator. These requests for disciplinary action will be dealt with according to the by-laws and Street Team Code of Conduct. Complaints regarding staff members are to be dealt with by the General Manager in accordance with the Personnel Manual.

If a matter regarding performance involving the chair, the matter is to be brought to the attention of the Board of Directors.

If a matter regarding performance involving the President, the problem is to be brought to the attention of the Board of Directors.

If a matter regarding performance involving the General Manager, the problem is to be brought to the attention of the Board of Directors.

Section 2: Operating Policies

2.1 Elections

2.1.1 Electoral Officer

Hiring procedures, qualification, duties and authority of the Electoral Officer.

Hiring Procedures:

2.1.1.1   The position will be advertised for at least one (1) week.

2.1.1.2   A sub-committee of the Board of Directors consisting of the President, two (2) current sitting members of the Board of Directors, and the Student Services and Clubs Coordinator shall interview and select an Electoral Officer from those applying for the position.

2.1.1.3   The Electoral Officer will be selected, as outlined above, a minimum of four (4) to six (6) weeks prior to the start of the election process time frame as established in Operating Policies 2.1.2, 2.1.3, 2.1.4, and 2.1.5 This is to allow time to train the Electoral Officer and for the Electoral Officer to plan the election process.

2.1.1.4   The position for Electoral Officer will be posted two weeks before the end of Fall semester, unless the position is for the purposes of a by-election.

Qualifications:

2.1.1.5   A candidate will be hired for the position of Electoral Officer:

2.1.1.6   Must be a member or alumni of the Corporation in good standing.

2.1.1.7   Must not be a sitting member of the Board of Directors or a current staff member of the organization.

2.1.1.8   Must not be a candidate in the Election or By-election.

2.1.1.9   Must remain as a neutral party through the Election process.

Duties:

2.1.1.10 The Electoral Officer shall be responsible to the membership for the election according to the organizations' By-Laws, Governance Policies, and Operating Policies.

2.1.1.11 The detailed duties are set forth in the job description.

2.1.1.12 The Electoral Officer shall present a written report at a regular scheduled meeting of the Board of Directors within 30 days. Remuneration will be made upon receipt and acceptance of the report by the Board of Directors.

2.1.1.13 The Electoral Officer will be responsible to check transcripts with the registrar's office to confirm accuracy of grades.

2.1.1.14 The Electoral Officer will confirm with the Registrar's Office that all nominees' grades meet all academic standings within their program; including accreditation certificate programs that require a passing grade above 50%.

Authority of the Electoral Officer:

2.1.1.15 All rules and regulations of the election process will be followed or the candidate will face possible disciplinary action up to and including

disqualification.

2.1.1.16 Decisions regarding the conduct and disqualification of candidates will be made by the Electoral Officer based on organizations By-Laws, Governance Policies, and Operating Policies.

2.1.1.17 The decisions of the Electoral Officer are binding on all parties associated with the process.

2.1.2 Nomination Period

The Nomination Period of the Election Process shall be run in accordance with the following policies and all prospective candidates shall comply with these policies during the one-week nomination period of the S.A.C. Elections.

2.1.2.1 The Electoral Officer shall ensure that all nominees meet the candidate qualifications as outlined in the Organization By-Law.

2.1.2.2 Each Candidate shall submit a copy of their official transcript to the Electoral Officer as proof of academic standing when they hand in their nomination package. Nominees are responsible for obtaining their own transcript from the Registrar's Office. If a fee is charged, SAC will reimburse the nominee. If a nominee does not have an official transcript due to being a first semester student, proof of good academic standing will be provided to the Electoral officer.

2.1.2.3 Any form of campaigning will not be permitted during the Nomination Period by any candidate or their supporters.

2.1.2.4 All candidates must comply with these procedures or face possible disciplinary action up to and including disqualification.

2.1.3 Campaign Period

The campaign period of the election process shall be run in accordance with the following policies and all candidates for the Board of Directors shall comply with these policies during the two-week campaign period.

These policies also deal with policy 2.1.5 By-Elections.

2.1.3.1 All candidates are required to attend the "All Candidates Meeting" which will follow the Nomination Period.

2.1.3.2 No posters will be permitted to overhang stairwells.

2.1.3.3 Posters will only be permitted in areas outlined in the candidates' nomination package.

2.1.3.4 Any candidate wishing to address a class during scheduled class time must have the permission of the faculty involved with the class.

2.1.3.5 Any candidate wishing to utilize social media as a means of campaigning is required to inform and invite the Electoral Officer to those channels.

2.1.3.6 The candidate must cease posting any campaign content to all social channels at the end of the Campaign period.

2.1.3.7 Candidates must not endorse or promote fellow candidates. This includes on

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social media. Candidates deemed guilty of this could face disqualification at the discretion of the electoral officer.

2.1.3.8   All candidates may spend a maximum campaigning budget of $100, of which they will be reimbursed upon the submission of valid receipts once Elections are complete.

2.1.3.9   All campaign posters and materials must be removed at the end of the Campaign period.

2.1.3.10 All candidates must comply with the above mentioned regulations or face possible disciplinary action up to and including disqualification.

2.1.4 Election Day

The Elections Day shall run in accordance with the below Policies;

Candidate Conduct:

2.1.4.1   No candidate is to campaign while voting poles are open.

2.1.4.2   No candidate shall set up their own polling station.

Voting:

2.1.4.3   Voting shall be done by online through Fleming Data Research.

2.1.4.4   All members are eligible to vote for the five (5) Board of Director Positions.

2.1.4.5   In the event where candidates are running unopposed, a vote of confidence on the ballot by the membership will take place on Election Day.

2.1.4.6   In the event there is a tie for the fifth Director position only, a re-vote between only those tied will take place within five (5) business days of the original results being released. Polls will be open for only 12hrs.

Polling Stations:

2.1.4.7   In the event of a technical malfunction – voting will take place within the next available timeframe occurring on regular business days.

Ballot Counting:

2.1.4.8   All candidates are entitled to have a scrutinizer present during the presentation of the results.

2.1.4.9   The results shall be verified by Fleming Data Research, the Electoral Officer, and the scrutinizers and will be announced within three (3) business days after the voting period has closed.

2.1.5 By-Elections

2..1.5.1   It shall follow process set out in this policy except that there will be one (1) week nomination period and one (1) week campaigning period.

2..1.5.2   By-Elections will run in accordance to Operating Policies 2.1.1, 2.1.2, 2.1.3, and 2.1.4

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2..1.5.3 The reasoning for a By-Election is outlined in By-Law section 11.2.

2..1.5.4 During a By-Election, there will be condensed training for the Electoral officer, to ensure that any vacant seats on the board are filled as quickly as possible.

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2.2   Admissions to Association Sponsored Events

The Student Administrative Council shall retain control over admission to Student Administrative Council sponsored events and students seeking entrance.

2.2.1   Refer to the Steele Centre House Policies in Appendix A.

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2.3   Conduct on Trips

The Student Administrative Council retains the right to control participation in Student Administrative Council sponsored trips and persons attending trips will be subject to this policy.

Definition: A trip is an excursion with a specific destination where transportation is contracted and provided by the Student Administrative Council.

2.3.1   Persons will be required to sign the passenger list in the Student Administrative Council office for the said event by the published deadline.

2.3.2   Participants may be required to sign a waiver form.

2.3.3   The Student Administrative Council representative/designate is responsible for checking the passenger list prior to departure and return.

2.3.4   Trips will not normally be delayed for latecomers, but this will be left to the discretion of the Student Administrative Council representative/designate. This will also apply to return departures.

2.3.5   The Student Administrative Council representative/designate will be available to participants to discuss any trip related concerns.

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2.4   Student Administrative Council Budget

2.4.1   At the end of the fiscal year, the Finance & Administrative Officer in collaboration with the General Manager will prepare the Student Administrative Council budget for review and approval by the outgoing Board of Directors.

2.4.2   Throughout the year, upon confirmation of enrollment figures, necessary adjustments will be made to the overall Student Administrative Council budget.

2.4.3   The Program & Events Coordinator shall be responsible for monitoring their respective budgets and shall submit written reports to the Board of Directors on a quarterly basis.

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2.5   Student Administrative Council Contracts

This policy shall be followed when signing the below contracts.

Entertainment:

2.5.1   Any Contract presented to the Program & Events Coordinator up to an including $5,000 shall require the signature of the Program & Events Coordinator and the Steele Centre Manager. The contract shall then be given to the Finance & Administration Officer.

2.5.2   Any Contract presented to the Program & Events Coordinator between the amounts of $5,001 up to $8,000 require the signature of the Steele Centre manager and the General Manager. The contract shall then be given to the Finance & Administration Officer.

2.5.3   Any Contract that exceeds $8,000 shall be approved by the Board of Directors. The contract shall then be given to the Finance & Administration Officer.

2.5.4   For the contracts presented to the Board of Directors to be valid refer to By-Law 13.2.3.

All Other Contracts:

2.5.5   For other contracts, please refer to section 3.5, Financial Condition & Activates in the Governance Policies.

2.5.6   The Treasurer and General Manager shall examine and give final approval by affixing their respective signatures to the document before the said document is forwarded to the other party.

2.6   Athletics Department Budgets

To ensure suitable appropriation of funds received from the student ancillary fees, the following policy shall be carried out.

2.2.1   The Student Administrative Council General Manager and President shall meet with the Athletics and Recreation Committee as outlined in the Athletics Fee Agreement.

2.2.2   An annual budget will be requested from the Athletics and Recreation Committee outlining specific areas pertaining to the allotment of funds collect by the Student Administrative Council.

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2.7 Bursaries

The Annual Bursaries Fund shall not exceed $5,000 of the monies received by the Student Administrative Council from the Student Activity Fees.

The recipients shall be selected from the membership by the Board of Directors unless otherwise stated in this policy.

2.7.1 There shall be a minimum of eleven (11) annual bursaries for a total of $1,850.00 and will be defined as follows:
Six (6) Student Representatives and/or Street Team Bursaries amounting to $100.00 each. One (1) S.A.C. President's Bursary amounting to $250.00.
Two (2) Iain Steele Bursary amounting to
$250.00. One (1) Renie Steele Bursary
amounting to $250.00.
One (1) Environmental Stewardship Bursary to $250.00

2.7.2 Student Representatives and/or Street Team Bursary:
2.7.2.1 This bursary shall be awarded to a Student Representative and/or Street Team who has displayed extraordinary involvement in student affairs and carried out his/her duties according to the job description.
2.7.2.2 Candidates shall be nominated by individual members of the Board of Directors on or before the date of the regular Board meeting held at least two weeks before the Awards Night.
2.7.2.3 The recipients shall be selected at a regular board meeting.

2.7.3 Student Administrative Council President's Bursary:
2.7.3.1 The recipient shall be selected by the Student Administrative Council President, in agreement with the Board, and shall be awarded to a student who exemplifies school spirit. This bursary is dedicated to the memory of Bill Johnson Jr., a third year marketing student who passed away April 19, 1991. Iain Steele Bursaries:

2.7.4 Iain Steele Leadership Bursary:
2.7.4.1 The bursary shall be awarded to a student who displays leadership, understanding and compassion toward fellow students. The candidate demonstrates great ambition, is innovative and has a high degree of moral standards and integrity.

2.7.5 Iain Steele Community Service Bursary:
2.7.5.1 The bursary shall be awarded to a student who displays understanding and compassion toward fellow students. The candidate will have demonstrated a commitment to serving the community and has a high degree of integrity.

2.7.6   Renie Steele Bursary:

    2.7.6.1   The bursary shall be awarded to a student who displays citizenship, understanding and compassion toward fellow students. The candidate demonstrates constant dedication and hard work throughout school and our community.

2.7.7   Environmental Stewardship Bursary:

    2.7.7.1   The bursary shall be awarded to a student who displays a responsible use and protection of the natural environment through conservation and sustainable practices. The candidate demonstrates continuous dedication towards sustainable initiatives on campus.

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2.8   Posting Policy

This posting policy shall be followed when posting on; SAC bulletin boards and SAC Digital display boards.

2.8.1   Every poster must be approved by SAC and be stamped or sealed with the SAC logo. Advertisements for other bars will not be posted in any media formats.
2.8.2   Community events can be posted on the community page on the SAC website.
2.8.3   Non-profit/charitable organizations can be posted on SAC bulletin boards.
2.8.4   Any posting with significant educational or cultural value can be posted on SAC social media, digital display boards, and bulletin boards.
2.8.5   All postings will be posted on identified SAC bulletin boards. These bulletin boards are identified by the SAC Logo attached to the top of the bulletin board.
2.8.6   All social media postings will adhere to SAC Social Media Policy.

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2.9   Social Activities

The Program and events Coordinator, Steele Centre Manager, and the Events Committee and the Steele Centre Manager are responsible for the organization of student social events.

      2.8.1   Refer to Appendix C, the Events Checklist

2.10 Insurance Coverage

Insurance coverage purchased by the Student Administrative Council falls under the following categories.

2.10.1 Proven theft on SAC premises or at SAC sponsored events.

2.10.2 Injury to SAC personnel in the pursuit of their duties.

2.10.3 At the present time, Liability (e.g. personal injury sustained by members of the corporation) is set at $10 million.

2.10.4 SAC property, when on loan for personal use, is not covered under the insurance policy the borrower assumes full responsibility while in their possession.

2.10.5 Coverage of up to $10,000.00 will be applicable in the event of a robbery, where SAC funds are stolen, whether on the premises or en route to/from a SAC event.

2.10.6 All Board members and staff members of the organization shall be bondable.

2.10.7 The General Manager, Student Services and Clubs Coordinator and/or Finance and Administrative shall notify the insurance agent of any major purchases acquired during the year.

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2.11   Non-Compliance of Recognized Clubs

The Student Services & Clubs Coordinator will approve all clubs. A list of active/non-active clubs will be presented to the Board of Directors when a club has been approved or disbanded.

2.11.1   All Clubs will be given an initial starting budget of $250 per academic year or initiation of a new club.

2.11.2   By additional semesters of club operation, clubs will receive $10 per active club member up to $250 per semester.

2.11.3   All clubs shall run in accordance with the By-Law 34, Section 12, and in this policy.

2.11.4   See Revised Club Package, Appendix D.

2.12 Pubs and Social Functions

All student run pubs (including those not sponsored by SAC) must be authorized and/or organized in conjunction with and in accordance to the Steele Centre Manager. Addition of event checklist, all students involved in the organization and/or running of pubs in any capacity shall adhere to the Student Rights & Responsibilities and Steele Centre House policies (Appendix A).

Miscellaneous Pubs:

2.12.1 All student organizations must have proper authorization from the Student Services and Clubs Coordinator and/or Director of Programming, General Manager to organize and run an on campus social function.

2.12.2 All posters and flyers posted on campus, advertising pubs, must have the SAC authorization.

2.12.3 All social functions will be scheduled on a first come first serve basis. There shall be no favouritism shown when booking dates for these events.

2.12.4 In the event that an organization does not follow the above procedure in organizing a pub and/or social function a formal letter shall be sent to the organization outlining the proper procedure.

2.12.5 If event checklist is not submitted within 4 weeks of event date, the event will not be approved and no monies will be reimbursed as per event checklist guidelines.

2.12.6 Event organization and execution will be supported by the Events Committee.

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2.13   SAC Street Team

The Street Team is considered an essential and integral part of the communication network between SAC and the membership.

2.13.1   Interested parties will be required to fill out a Street Team Application offered in the SAC office and on the SAC Webpage.

2.13.2   The Program & Events Coordinator will review all applications, select, train and orient the Street Team members.

2.13.3   Street Team members are required to uphold the guidelines in the Street Team Job Description and the Street Team Code of Conduct.

2.13.4   Will attend, Street Team meetings, all General Meetings and the Annual General Meeting during their volunteer term.

2.13.5   Removal of a Street Team member will occur if a Street Team member fails to attend two (2) or more of the required meetings with no notice and/or fails to perform assigned duties and responsibilities as outlined in the Street Team handbook. The Director of Campuses can immediately remove the member.

2.13.6   All Street Team are eligible to carry on the position of Street Team at the discretion of the Program & Events Coordinator.

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2.14 Integrated Transportation Program

2.14.1 Transportation Program Fee

Every Full Time student at Fleming College (Sutherland Campus) will automatically be charged for the Transportation Program. The Transportation Program fee is automatically charged in the student fee and has no option to opt out. The Transportation Program fee shall be used for all transportation related items at the Fleming College, Sutherland Campus which includes, but not limited to;

2.14.1.1   Peterborough Transit Bus Pass,
2.14.1.2   Walking trails at the Sutherland Campus,
2.14.1.3   Bicycle racks,
2.14.1.4   Bicycle fixing stations,
2.14.1.5   Additional transportation related infrastructure upgrades.

2.14.2 Refunds

Any full time student at the Sutherland Campus who withdraws from their program before the withdrawal deadline will receive a full refund.

2.14.3 Terms of Reference

Use of the Fleming SAC Transportation Pass constitutes acceptance of the terms and conditions outlined herein. This Pass is non-transferable and remains the property of the Fleming College Student Administrative Council (Fleming SAC). Only the individual represented on the Fleming SAC Transit Pass is permitted to use the Pass. It is considered fraud to use another person's pass or to permit others to use your pass. If fraudulent Fleming SAC Transit Pass use is suspected, Peterborough Transit has the authority to confiscate the Fleming SAC Transit Pass and report the incident to the appropriate authorities. Riders on Peterborough Transit will follow all policies of Peterborough transit and the directions of their staff as it effects in the safety and protection of all riders. Any inappropriate behaviour may result disciplinary action under the Student Rights and Responsibilities Policy or Harassment and Discrimination Policy at Fleming College.

2.14.4 Non-Member Access to Transportation Program

Non-members of the Fleming College Student Administrative council have the option to purchase a transportation pass. Non-members may purchase a transportation pass at the current pass rate plus an administration fee (please see fees section, Appendix E). Transportation passes can be purchased in the Fleming SAC office, C1 430.

2.14.5 Lost or Stolen Passes

A one-time replacement fee of $60 will be charged for a lost, stolen or damaged Fleming SAC Transit Pass. Students are eligible for one replacement card; additional lost, stolen or damaged cards must be purchased at full cost (please see Fees section, Appendix E). Replacement fees are to be paid at the Fleming SAC Office, C1 430. Fleming SAC is not responsible for the replacement of the Fleming College Student identification card.

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2.14.6 Student Access to Peterborough Transit Service

All eligible members and non-members of Fleming SAC will be permitted unlimited rides on all Peterborough Transit Routes and associated Specialized Transit Services (Handi-van), for the 12 month period of each academic year between the dates of September 1 to August 31. All members of the transportation program will be granted a one (1) month grace period ending September 31st of each academic year to renew their Transportation Pass. All members of the transit program are subject to the following conditions:

2.14.6.1 Members and non-members must be deemed eligible for the Transportation Pass in accordance with the Eligibility Polices established by Fleming SAC;

2.14.6.2 Members and non-members abide by the policies of Peterborough Transit;

2.14.6.3 Members and non-members present a valid SSFC transportation pass to the bus driver upon boarding proving their eligibility to ride on Peterborough Transit;

2.14.6.4 Access to the Handi-van service is subject to the eligibility requirements of Peterborough Transit, as amended from time to time; and

2.14.6.5 Access to the Handi-van service is subject to established ride booking procedures and appointment availability.

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2.15   Social Media Policy

2.15.1   Purpose

The purpose of this policy is to provide direction and clarity with respect to Fleming Student Administrative Council's (SAC) participation in social media.

2.15.2   Scope/Limits

This policy applies to SAC's volunteers, contractors and employees contributing in an official capacity on social media sites.

2.15.3   Policy Statements

2.15.3.1   Fleming SAC encourages the use of social media for the purpose of promoting student success and the overall goals of the organization.

2.15.3.2   Social media must not be used to promote businesses unless prior approval has been given.

2.15.3.3   Those who use social media must comply with any and all applicable college policies, provincial and federal laws and regulations. Further, it is expected that those who use social media will familiarize themselves with the Use of Social Media Code of Conduct (Appendix B).

2.15.3.4   Some individuals will be deemed as the spokesperson with the role of contributing to social media discussions. Regardless of media being used, users must ensure that their statements and actions do not harm the reputation of the organization.

2.15.3.5   Employees, in their capacity as private citizens, have the same rights of speech as other citizens, however they must not represent or be perceived to represent SAC on their own social media sites.

2.15.4   Definitions

2.15.4.1   **Social Media:** online tools used to produce, post and interact using text, images, video and audio to communicate, share, collaborate or network. This includes, but is not limited to, blogs, social networks, video and photo file sharing, podcasting, wikis and other similar tools.

2.15.4.2   **Official Presence:** a dedicated page or channel on a social media site that has the official Fleming SAC logo and is used for the purpose of informing or communicating on behalf of SAC with employees, students, alumni and the general public.

2.15.4.3   **Employees:** persons on the payroll of Fleming SAC Students: persons enrolled at Fleming College Volunteers: students who volunteer with Fleming SAC

2.15.4.4   **Contractors:** persons who are hired by SAC to execute specific work

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2.15.5 Policy Supports

Procedures to Create an Official Social Media Presence - (Appendix F). Social Media Code of Conduct - (Appendix G).

2.15.6 Legislated References

The Freedom of Information and Protection of Privacy Act (FIPPA) and legislation Canada Copyright Act

2.15.7 Other References

Fleming SAC Website Privacy Statement

2.15.8 Related Policies

SAC Posting Policy
Fleming College Alcohol Policy
Fleming College Student Rights and Responsibilities Policy Fleming College Harassment and Discrimination Policy

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2.16 Financial Procedures

Sir Sandford Fleming College Student Administrative Council is a non-profit organization which provides student services, operates the Steele Centre and administers the assets of the Council in an effective and prudent manner.

2.16.1 Receipt of Funds

Upon receipt, all cheques are photocopied and endorsed with a stamp marked "For Deposit Only", detailing the organization's name, bank and account number.

2.16.2 Receipt of Cash

Small charges are paid out of petty cash maintained by the Treasurer. The fund does not exceed $500.00 and is replenished as necessary. Receipts are obtained, verified and signed by the presenter when reimbursed. The fund is reconciled and posted monthly into the accounting software.

2.16.3 Acknowledging Donations

We are not able legally to issue charitable donation receipts but do acknowledge in writing all donations and gifts we receive

2.16.4 Payment by Cheque

All disbursements from the organization's funds are made by cheque, with the exception of petty cash. Cheques are written by the Finance & Administration Office and must be signed by two signatories; a combination of the General Manager or Finance & Administration Officer and the Chair or Treasurer. Cheques are presented for signature with supporting documentation with the cheque stub detail attached and filed numerically according to cheque #

2.16.5 Bank Accounts

All bank accounts are currently held at the Scotiabank. The Bank Agreement and signatory officers are renewed annually

2.16.6 Custody of Cheques

The Finance & Administration Officer is the only person authorized to access unused cheque stock. The cheques are stored in a locked location and access to them and the accounting software is kept confidential and only shared with the General Manager

2.16.7 Cheque Authorization

All authorized invoices will be forwarded immediately to the Finance & Administration Officer for payment. All invoices are reviewed for mathematical accuracy, agreement with a written contract, conformity to budget, Board authorization and compliance with policy

If a check is voided, the check will have "VOID" written in large letters in ink on the face and have the signature portion of the check torn out. Voided cheques will be kept on file

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2.16.8 Duties of Check Signers

Prior to signing a cheque, a cheque signer will do the following:

Compare the cheque to the original invoice and compare the amount on the check to the amount on the invoice or note

Check to be sure that the amount of the cheque is not clearly unreasonable. For example, a $30,000 monthly payment for bookkeeping services would be unreasonable for most small non-profits

In no event will a blank cheques be signed in advance or cheques be made out to "cash," "bearer," etc.

2.16.9 Petty Cash Funds

Payments by cash are not as easily monitored as payments by cheque and thus subject the organization to greater likelihood of errors and fraud. The Petty Cash Fund should only be used when payment by cheque is impracticable

2.16.10 Administration of Petty Cash Fund

The Treasurer is responsible for the administration of the Petty Cash Fund. The Finance and Administrative Officer will require receipts for all purchases signed by those reimbursed and by all parties who benefited by the expense. I.e. meals.

The Treasurer will record all cash purchases and receipts, detailing transactions, obtaining signatures and retaining all receipts

2.16.11 Expense Reimbursement

In proper circumstances, Board members, employees, volunteers and clubs are entitled to be reimbursed for expenses related to the organization that they incurred on behalf of the organization.

2.16.12 Guiding Principles:

Travel, meal and accommodation expenses should be appropriate to the circumstances, reasonably economical, and should facilitate Fleming SAC business.

2.16.13 Required documentation and submission of claim:

Expenses claimed must include original receipts. Claims should be submitted within 30 days from the date the expense was incurred or by March 15th, to ensure funding is still available before the fiscal year end is closed. Claims that are not properly authorized, documented or contravenes Fleming SAC policy will not be reimbursed.

2.16.14 No payments to individuals:

Payments to individuals for services or work performed cannot be claimed for reimbursements, due to Canada Revenue Agency regulations.

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2.16.15 Overpayments:

Any overpayments must be repaid and will be treated as a debt owed to Fleming SAC.

2.16.16 Travel / Mileage

The claimant must claim expenses for each trip separately, providing a detailed listing identifying each trip date, to/from points, purpose and kilometres driven on a printed online map. In order to avoid any tax implications, Fleming SAC will not pay a claim for the kilometre rate without the per trip details.

2.16.17 Receipt Specifications

Original, itemized receipts including proof of payment for expenses must be submitted for reimbursement. Required receipts include: passenger copies of air, rail, or bus tickets, customer copies of sales slips showing details of purchase and taxes, restaurant receipts must be detailed and include tax charges to allow HST rebate calculations. Receipts must include: date, business name, location and detailed description of purchase. Receipts must not include personal purchases. *Credit card slips, credit card statements, cancelled cheques, Interac slips and photocopies are NOT acceptable receipts. These items are proofs of payment and do not have the necessary HST registration number and tax detail.*

In most cases, the information required to substantiate both the business activity and proof of payment is contained in the original invoice/receipt. However, in certain cases, more than one document may be required to substantiate both the business activity and proof of payment. For example, a hotel's express check out service may provide a detailed invoice but not indicate payment in full. In this case, the invoice substantiates the business activity and a copy of the Claimant's credit card statement is required to prove payment.

2.16.18 Meals

The organization will reimburse meal expenses incurred in direct connection with the organization's business at the per diem rate established by Fleming SAC policy. Eligible reimbursement applies to restaurant/prepared food only, including taxes and gratuities. Names of all persons at the meal must be included along with a brief description of the business purpose. Reimbursement for groceries must have prior approval and a written rationale must be submitted with the claim.

When meals are included in the transportation fare, or in the costs of conference fees, or other hospitality, no claim for meals should be made. Tipping for food services should not exceed 20% of the total bill – excessive tips will not be reimbursed.

Alcohol cannot be claimed and will not be reimbursed. Original receipts (itemized restaurant sales receipts showing taxes) are required for all meals funded by the University.

2.16.19 Rental Vehicle:

When renting a vehicle, the vehicle must be the most economical and practical size, taking

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into account the business purpose, number of occupants and safety (including weather) considerations. Luxury and sports vehicles are prohibited. To avoid higher gasoline charges, refuel the rental car before returning it. Report all accidents to the rental agency and the General Manager.

2.16.20 Personal Vehicle:

Standard mileage reimbursement rates for business use of a car are established by the CRA. All other expenses (gas, towing, repair, traffic or parking violations, etc.) are the responsibility of the owner. *If a private vehicle is used on approved Fleming SAC business, the employee must have adequate insurance coverage and a safe-driving record.* All accidents must be reported immediately to local law enforcement authorities, your immediate supervisor and your own insurer. If a claimant chooses to use a private vehicle for personal reasons on business travel, reimbursement will be limited to the most economical alternative available i.e. the cost of available public or rental transportation. It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle, if you are carrying passengers. If driving more than approximately 200 kms one way, consider using a rental vehicle.

2.16.21 Cash Advances

All cash advances will not be given or approved.

2.16.22 Corporate Obligations

The corporation needs to ensure that any obligation undertaken in the corporate name is authorized by the corporation and is for a corporate and not a personal purpose. All purchases made on behalf of the organization must be made pursuant to the Board-approved budget and Policy. The Board must authorize any purchase which does not conform to the Board's budget.

2.16.23 Credit and Debit Cards

Corporate credit cards can be misused when people charge personal expenses on them, fail to obtain documentation showing that a purchase was for the corporation or put expenses on the corporate card for purchases that are embarrassing to the corporation.

The corporation will not authorize the use of debit cards for any purposes. The Board will authorize specific individuals to utilize a corporate credit card. A corporate cardholder may use the credit card only for official purposes directly related to the needs of the organization. The cardholder may not use a corporate credit card for personal purposes, even if he or she plans to reimburse the organization.
The following purchases are **not** allowed on the corporate credit card:

- Personal purchases
- Cash advances or loans
- Payroll advances
- Purchased for other organizations

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- Alcohol
- Personal entertainment
- Fuel for personal vehicles
- Purchases from a business you own or operate unless pre-approved by the Board
- Any item inconsistent with the mission and values of the organization

2.16.24 Cardholder Agreement

Upon issuing a corporate card to a cardholder, the cardholder must sign a statement that the cardholder has read and understands this Credit Card policy and will reimburse the corporation for any misuse of the card.

2.16.25 Original Receipts

The cardholder must obtain the original receipt that describes each purchase made on the card. The credit card receipt is not sufficient. Receipts are forwarded to the Finance and Administration Officer as obtained.

2.16.26 Notification of Loss/Theft

The cardholder must notify the bank and the organization immediately in the event that the card is lost or stolen.

2.16.27 Bank Reconciliation and On-Line Monitoring

The Finance and Administrative Officer will monitor the corporation's accounts regularly and will prepare a written reconciliation of all bank or investment accounts monthly which proves our General Ledger balances agree with the records of the financial institution. Upon completion, this is presented to the General Manager for his review.

2.16.28 On-Line Banking

Both the Finance & Administrative Officer and General Manager have on-line, read-only access to the bank account. It should be reviewed on a regular basis for fraudulent transactions and to reconcile the bank statements.

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2.17 The Student Administrative Council Emergency Food Bank

The Student Administrative Council operates an on-campus emergency food bank for students. This service is non-judgemental and confidential. The food bank is not meant to supplement OSAP or personal budget but to assist students in the rare times when resources for food are unavailable.
No appointment is needed to access this service; however, students must fill out Food Bank form. The food bank is supported by donations from Kawartha community Church as well as food drives through the College.

Who Can Access the Food Bank?

Any current student can access this emergency service.

Guidelines for Use

- Access to the food bank is on an emergency basis only and is limited to three times per semester.
- Students attempting to access the food bank more than three times will be connected with better resources in the community. Any student with greater need can also inquire about additional support and options.
- All students will be asked to provide a current student card.
- Records of Access will be kept at the point of access. The staff will note the student's name, card number, number of adults and children being fed, date and signature for tracking purposes. This is only to provide us with statistical data. Names and numbers are not shared and will remain confidential.
- Each student will provide a grocery bag which will be filled. Items in the bag will be determined by inventory in the Emergency Food Bank.
- Referrals to other college and community support services are available through the food bank. Students showing greater need than the emergency capacity of the student food bank may be referred to outside agencies that provide food and support.
- If a request is made and the food is not picked up within three (3) business days, the food will be returned to the shelves and will count as a use for the individual.

Section 3: Appendices

3.1 Appendix A – Steele Centre House Policies

3.1.1 Server House Policy

Steele Centre employees to ensure the safety of our patrons with a positive social and healthy environment.

3.1.1.1 All Steele Centre Staff hold a valid Smart Serve Certificate and or Security License.

3.1.1.2 Staff are NOT allowed to consume alcohol during a shift.

3.1.1.3 Valid government issued ID as approved by the AGCO is required at all times.

3.1.1.4 All fake ID's will be confiscated; they will be turned over to the Peterborough Police Force. Anyone using fake ID will be banned for a minimum of four months.

3.1.1.5 During daytime or low traffic times, a unique colour wristband will be given for those 19+. For pub nights or high traffic events a unique colour wristband and an 'X' marked on each hand will be given for those under 19.

3.1.1.6 Patrons may be asked for ID at any time, even if a wristband has already been given.

3.1.1.7 Any underage full time Fleming student that enters our licensed premises must abide by (and will be held accountable to) our underage access policy; the most important rule is there will be no handling, holding or consumption of any alcoholic beverage.

3.1.1.8 At NO time are patrons allowed behind the bar.

3.1.1.9 Alcoholic beverages are NOT permitted in the washrooms or outside the licensed area.

3.1.1.10 Patrons may purchase no more than two drinks at a time for their consumption. All pitchers of draught will be served to a minimum of two patrons.

3.1.1.11 Alcoholic beverages will be served in Steele Centre plastic or glassware only (NO exceptions).

3.1.1.12 Staff will actively market food services.

3.1.1.13 The Steele Centre offers a variety of non-alcohol beverages and free pop to designated drivers and expectant mothers or to patrons who are on their way to becoming intoxicated.

3.1.1.14 We are committed to not knowingly serve any patron to the point of intoxication, to ensure that commitment you will be refused service if any staff member believes you show signs of intoxication.

3.1.1.15 Beverages will NOT be served outside of business and legal AGCO hours (11 a.m. – 2:00 a.m.)

3.1.1.16 As per AGCO guidelines, all alcohol and its containers (including empty glasses and bottles) must be cleared away within 45 minutes of the stop-service time.

3.1.1.17 Intoxicated persons will not be permitted to leave the premises until reasonable steps have been taken to ensure that person's safe accompaniment or transport.

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3.1.2   Admittance Policy

3.1.2.1   Valid government issued ID as approved by the AGCO is required at all times.

3.1.2.2   Any underage full time Fleming student that enters our licensed premises must abide by our Underage Access Policy; NO handling, holding or consumption of any alcoholic beverage.

3.1.2.3   Underage students are required to sign-in and leave their Fleming Student Card at check-in as per the SAC Underage Access Policy.

3.1.2.4   Underage drinking will not be tolerated and is against the Liquor License Act.

3.1.2.5   All patrons must adhere (and will be held accountable) to Flemings Student Code of Conduct and Underage Access Policy.

3.1.2.6   All persons who appear to be intoxicated are prohibited from entering or remaining in the establishment. When possible, pub staff will endeavor to ensure that safe transportation home has been arranged for the intoxicated patron.

3.1.2.7   The capacity of licensed premises will not be exceeded.

3.1.2.8   NO in and out privileges.

3.1.2.9   All patrons that enter the premises may be subject to a bag or coat search by Pub Security.

3.1.2.10   Alcoholic beverages are not permitted in the bathrooms or outside of licensed areas.

3.1.2.11   NO outside alcohol is permitted at this establishment or on establishment property.

3.1.2.12   We are committed to not knowingly serve any patron to the point of intoxication, to ensure that commitment *you will be cut off service* if any staff member believes you show signs of intoxication.

3.1.2.13   Weapons, Fireworks, Drugs and other illegal Substances are not allowed on premise will result in removal from the establishment.

3.1.2.14   We will escort out of our premises any patron who breaks the SAC Underage Access Policy, caught fighting, stealing, assaulting other patrons, using or selling illegal substances or an intoxicated patron. Also if you harass, threaten or endanger the safety of staff or patrons, you will also be asked to leave.

All of these infractions may be subject to further discipline, in all serious cases your actions will be reported to the Fleming College Security or Peterborough Police Services.

3.1.2.15   Smoking is not permitted inside the establishment.

3.1.2.16   Door closing time is up to the discretion of the Bar Manager. No admittance will be granted after that point in time.

3.1.2.17   No soliciting allowed on premises unless previously approved by Student Council.

Operating Policies

3.2   Appendix B – Posting Policy

Student Administrative Council (SAC) approved signs will be posted on the general bulletin boards located throughout the corridors. All student event posters must be brought to the SAC office, C1 430 (located next to Tim Horton's) for approval and distribution.

Where not to post:

- o   Posters will only be posted on bulletin boards. Signs are **not** permitted on surfaces other than bulletin boards such as walls, glass, doors, etc.
- o   Do not litter vehicle windshields.
- o   Signs are not permitted on bulletin boards designated for other specific purposes.

What you can post:

- o   Event signage by students – **must** be SAC approved
- o   Non-profit community event promotions - **must** be SAC approved

What you cannot post:

- o   No personal party ads
- o   Housing – "for rent" notices can be directed to Student Life for posting on the web
- o   No company or corporate promotions or advertisements

When:

- o   Posters will be posted a maximum of two weeks before the date of your event and will be removed immediately following.

Continued abuse of this posting policy will result in a Student Rights and Responsibilities sanction.

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3.3   Appendix C – Event Checklist

Marketing	
Posters up (See materials needed)	
Handbills (See materials needed)	
Posted on Facebook	
Posted on Twitter	
Event created on Website	
Event created on App	
Take Down (Day after)	
All Marketing must be submitted to the Events committee 2 weeks prior to the event date	

Basic Information	
Name of Event:	
Date(s) of Event:	
Cost to SAC:	
Approved by committee: (Y/N)	

Details of Event	
Where event being held:	
Time of Event:	
Audience:	
Cost to students:	
Additional information: (i.e. Dress code, special requirements, anything specific that should be communicated to students)	

Materials Needed	
Number of Posters:	
Number of Handbills:	
Digital Images: (email to communications officer)	

Request for Volunteers

Operating Policies

3.4 Appendix D – Club Package

3.4.1 Sanctioning Requirements

A club that becomes sanctioned in the fall will remain as such until the <u>following fall semester</u>. There are a number of requirements that must be met in order for a club to be sanctioned. According to the S.A.C. policy a club must:

- 3.4.1.1 Have a membership that is **open to every student at Fleming College**, regardless of age, race, sex, religion, ability, political beliefs, sexual orientation or any other non-merit reason. This should be stated in club constitution.
- 3.4.1.2 Complete and submit an application as well as constitution outlining the club name, objectives, and <u>community norms.</u>
- 3.4.1.3 Membership may include the collections of dues. This is to be tracked and reported to the Student Services and Clubs Coordinator.
- 3.4.1.4 Must have Students Services and Clubs Coordinator as signing authority on account.
- 3.4.1.5 Must have a Club representative at all S.A.C General Meetings.
- 3.4.1.6 Attend Positive Space level 1 (Executive only required, however all members welcome)
- 3.4.1.7 Mandatory attendance at Club Craze. 1 per semester
- 3.4.1.8 Each club is required to volunteer at least 5 hours per academic year to S.A.C.
- 3.4.1.9 Each club must hold any 2 of the following events in each academic year of operation: Inter-cultural Event, Educational Event, Career/Placement Activity, and Fundraising Event (pub night/Steele Centre Event), or Awareness Event.
- 3.4.1.10 Club banking will be conducted through the S.A.C. office. External financial institutions are prohibited.

3.4.2 Club Length of Recognitions

- 3.4.2.1 Will run in accordance with bylaw 12.2

3.4.3 REQUIREMENTS FOR FINANCIAL ASSISTANCE

- 3.4.3.1 That the formalized group is **making an honest attempt to support itself.**
- 3.4.3.2 Any funds granted by the Board of Directors shall be administered by the Student Services and Clubs Coordinator.
- 3.4.3.3 Any formalized group in the college requesting funds from the Board of Directors must submit the budget two (2) weeks before it is to be voted on at an Executive meeting
- 3.4.3.4 That the sum of the grant for the initial start-up will not exceed $250.00 but additional funding may be requested by the club, if required.
- 3.4.3.5 Any budget may be published and reviewed by the Fleming College student body.
- 3.4.3.6 Upon request the Student Services and Clubs Coordinator shall have full access to the financial records of any recognized club or group receiving funds from the Student Administrative Council.
- 3.4.3.7 Budgets may be frozen if any of the above are violated and the club may be ratified for any misappropriation of funds by the club.

Operating Policies

3.5 Appendix E – Integrated Transportation Fee Schedule

In December 2015, the SAC held a referendum asking students if they would support paying up to $365 per academic year to support sustainable transportation to and from Fleming College. Students voted in favour and as a result, all Full-time students at Fleming College (Sutherland Campus) are automatically enrolled in the Integrated Transportation Program. This mandatory program allows opportunity to build and grow a sustainable transportation model that alleviates road & parking lot congestion as well as reduce greenhouse gas emissions.

3.5.1 Transportation Fee Schedule

All fill-time students will be charged the mandatory Integrated Transportation fee as part of their ancillary fees based on the following schedule:

> September Start F/T students - $365.00
> January Start F/T students - $255.50
> May Start F/T students - $142.35

The Peterborough Transit Pass associated with this fee will be valid from the first day of Sept./Jan./May and be active through to the end of August with a one month grace period ending in September.

3.5.2 Options

Part-time students and faculty who wish to partake in the program can do so by paying the fees in full, as well as an additional $20.00 administration fee. This purchase can be made in the SAC office C1430.

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3.6 Appendix F – Create and Maintain an Official Social Media Presence

3.6.1 Creating A Presence

- A plan must be created and signed off by the General Manager/President. The plan should identify:
  - The group requesting the presence
  - The specific type of media
  - Objectives to be achieved and the target audience
  - Person(s) responsible for maintaining the presence
  - All individuals that will be authorized for providing content, and
  - Any other relevant information.
- Those responsible for the maintenance and updates of the account must participate in a training session. They must also sign off indicating that they have read, understand and will adhere to the Social Media policy and all corresponding policy supports, including the Use of Social Media Conduct.
- It will be the responsibility of the initiating group/individual to be the primary administrator of the site. This includes monitoring and maintaining the site and ensuring that objectives of the site and this policy are achieved.
- Login credentials to access the site will be shared with the General Manager. If a credentials are updated or changed, the General Manager must be made aware of the new credentials.
- Appropriate branding will be used to identify that the site is an official site. This includes the use of the Fleming SAC logo, link to the Fleming SAC website and reference appropriate contact information.
- Once the site has been established, a link to the site will be provided to SAC.

3.6.2 Maintaining A Presence

- Postings, comments and online content should reflect the mission and visions of Fleming SAC
- Posts should:
  - Develop relationships with the community
  - Raise awareness and promote the activities of SAC
  - Deliver information
  - Improve and support customer service
  - Build a sense of community
- When posting or engaging in conversation on a site, administrators should:
  - Use proper spelling and grammar and use an appropriate voice and tone
  - Post accurate information and respond to errors promptly and honestly
  - Exercise good judgement and common sense

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3.6.3 Violations

- Violations or suspected violations of the policy should be reported to the site's primary administrator and Fleming SAC. If SAC encounters content that violates the policy, the offending item will be removed immediately by the site administrator.
- Violators of this policy may face one or more of the following sanctions based on the severity and implications of the violation(s):
  - Temporary or permanent revocation of system access
  - Disciplinary action up to, and including termination of employment
  - Legal action

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3.7 Appendix G – Social Media Code of Conduct

The following document is posted by the SAC to guide volunteers, contractors or employees, who participate in social media channels online in the name of the Fleming SAC. It may also aid those who have personal social media channels. The guidelines, a compilation of "best practices" from respected online university, agency and industry sources will help you use these forums effectively, protect your personal and professional reputation, and help you to follow SAC policies and branding standards.

3.7.1 Getting Started

- Determine who will be empowered to respond directly to users and when approval may be needed.
- Set up e-mail notifications so you know when someone posts to your area. (YouTube and Flickr, for example, offer this when someone posts a comment.)Keep comments as open as possible—do not automatically or arbitrarily censor a negative post. (Although posts that are obviously spam or offensive can be removed.)Have and display comments guidelines.
- Know who your audience is.
- Think about how you are going to measure success: Clicks on a blog, unique page views, number of comments or counts of followers and fans.

3.7.2 Social Media Representation

The following shall be followed at all times when representing the Fleming SAC on social media;

- **Be transparent.** Be honest about your identity. If you are authorized to represent SAC in social media, say so.
- **Be accurate**. Make sure that you have all the facts before you post. It's better to verify information first than to have to post a correction or retraction later. Cite and link to your sources whenever possible. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.
- **Be respectful.** You are more likely to achieve your goals if you are constructive and respectful. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Your reputation, and SAC's, is best served when you remain above the fray.
- **Be a valued member.** If you join a social network such as a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Don't post information about topics unless you are sure it will be of interest to readers. Self- promoting behaviour is usually viewed negatively and can lead to you being banned from websites or groups.
- **Think before you post.** There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. You may view your posted material as your intellectual property; but the fine-print rules of the social media channel you are using may establish otherwise.

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- **Maintain confidentiality.** Do not post confidential or proprietary information about Fleming SAC, its students, its faculty, its employees or alumni. Use good ethical judgment and follow college policies. If you discuss a situation involving individuals on a social-media site, be sure that they cannot be identified. As a guideline, don't post anything that you would not present at a conference.

- **Check often.** Visit your channel at least twice daily, and preferably have the application open all day. (e.g., Twitter, Facebook.) Mobile apps allow for simultaneous login to multiple accounts and allowing for push notifications will ensure that responses can occur in a timely way.

- **Update Often.** You will get out of the social networks, what you put it into them. Each social network has a different standard of frequency that best suits that network; learn what the standards are and follow them.

- **Respond to questions quickly.** For questions directed to your channel, respond as quickly as possible—within the hour, if possible; at least within the day, even if it is only to say, "I don't know, but I'll find out and get back to you".

- **Give feedback on removed posts.** If you remove content because it violates commenting guidelines, be professional and contact the commenter and explain politely why it has been removed.

- **Be aware of liability.** You can be held legally liable for what you post on your site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be under copyright, defamatory, libellous or obscene (as defined by the courts). Employers are increasingly conducting web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

3.7.3 Personal Site Guidelines

The following shall be followed at all times when representing the Fleming SAC as a Board of Directors member or staff member;

- **Don't be a mole.** Never pretend to be someone else and post about SAC. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

- **Don't use the Fleming SAC logo or make endorsements.** Do not use the SAC logo, athletic logo or any other official College marks or images on your personal online sites. Do not use Fleming SAC's name to promote or endorse any product, cause, political party or candidate.

- **Protect your identity.** While you want to be honest about yourself, don't provide personal information that scam artists or identity thieves could use against you. Think twice before listing your home address or telephone number or your work telephone or e-mail address.

3.7.4 Definitions

Confidential Information: Includes, but is not limited to, personal information as defined by the Freedom of Information and Protection of Privacy (FIPPA) Act, proprietary

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information of a non-public nature that may be of use to competitors or be harmful or prejudicial to the SAC or its stakeholders if disclosed, as well as all legal information and advice that are not public knowledge. Examples of this would include but are not limited to:

- Legal matters that are not public knowledge
- Financial information that would not be available in the annual report
- Business processes
- Contractual agreements with vendors, third parties, consultants
- Information related to intellectual property, e.g. course evaluations, program proposals. • Personal information with respect to an individual, which includes students, employees, donors, etc.
- Employment related information

Copyright: Has the same meanings, definitions and restrictions as defined by the Canadian Copyright Act. In relation to a Work, this means the sole right to produce or reproduce the Work or any substantial part thereof in any material form whatever, to perform the Work or any substantial part thereof in public or, if the Work is unpublished, to publish the Work or any substantial part thereof in any format.

- **Personal Information:** Has the same meaning as in the Freedom of Information and Protection of Privacy (FIPPA) legislation.