

AMICCUS-C



Association of Managers in

Canadian College,

University and

Student Centres

Policies & Procedures Manual

AMICCUS-C
POLICIES & PROCEDURES MANUAL
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Preamble

Name:

This Organization shall be known as the Association of Managers in Canadian College, University and Student Centres, or by the acronym "AMICCUS-C".

The words "College, University and Student Centres" are herein defined as facilities or organizations, which exist to provide educational, cultural, recreational and social programs, facilities, services or opportunities for members of the campus communities, which they may seek to serve, but primarily the students.

History:

AMICCUS-C is an acronym for the Association of Managers in Canadian College, University and Student Centres – the professional association for staff who work in student unions, student centres and related organizations, which address the leisure and non-academic needs of students on Canadian campuses.

The student centre or student union concept originated in the early 1800s when Cambridge (1815) and Oxford (1823) universities in Great Britain established the first "unions," both initially taking the form of debate clubs or societies. The use of the term "union" arose from the intent of these societies to form a link and a degree of unity across the boundaries of the various college or facilities found on campus.

Unions surfaced around the turn of the twentieth century as an institution-run concept in the United States and in Canada, but they continued to develop as student-run organizations in both the United Kingdom and Australia.

Since then, in Canada, most institutions have seen the operation of the student union as, at least partly, the responsibility of student government - hence the term "Commonwealth model" that most unions or student centres operate under. Across Canada, similar to the mosaic that defines most of our culture, other models of governance of student union facilities - both the American or institution administered operation and the independently incorporated board model - are interwoven with the predominantly Commonwealth or student-run operations.

AMICCUS-C began as a loose network of General Managers employed by student associations in Canada who conceived of an annual gathering to share ideas and network. The first conference was held in 1977 in Montreal, hosted by the Students' Society of McGill University - a fitting forum as McGill was the first institution in Canada (1907) to build a facility specific in design for a student union!

Maintaining itself for over a decade with volunteer "hosts" for annual conferences, it wasn't until June of 1989 at the University of Saskatchewan that delegates ratified a constitution and bylaws for the association. Leadership positions - all volunteer - were also formally established at that time.

Purpose:

Through an ongoing commitment to the development of its members, AMICCUS-C will be recognized by the college and university community as a leading contributor to the equality of student and campus life.

Vision:

AMICCUS-C is recognized nationally as the innovative leader in supporting professional staff to significantly enhance the student experience at Canadian post secondary institutions.

Mission Statement:

As innovative, diverse, and professional staff leaders our mission is to support the post secondary student experience in Canada. We offer members opportunities for learning and leadership development to fulfill and enhance their organizations.

AMICCUS-C's core values are pragmatic statements, which govern our decisions and behaviour:

Entrepreneurship

Communication

Diversity

Leadership

Learning

The Association shall not be operated for profit and is organized in furtherance of the following **objectives:**

1. *Information/Communication*

To collect and provide information designed to meet the varied professional needs of the staff of Canadian Post Secondary student government organizations or student centres.

2. *Resource Development*

To provide programs, materials and other resources to assist our members.

3. *Creative Problem Solving*

To offer opportunities for members to share concerns and experiences, and participate in cooperative problem solving.

4. *High Standards*

To foster and recognize high standards of performance, service and professionalism in the field.

5. *Represent member needs and interests*

To represent the needs and interests of our membership within the branch field of Post Secondary student governments or student centres and the larger community.

6. *Networking*

To offer encouragement and assistance to universities, colleges and student organizations engaged in the planning, development, operation or alteration of student centres or campus activity programs.

Any activities not in themselves in furtherance of the Association's purpose as outlined above shall not constitute a substantial part of its total activities.

POLICIES & PROCEDURES

Policy 1: Amendments

1.1 Policy Amendments:

The Executive, as required, will review, amend and develop working policies, at their discretion, for discussion and ratification by the membership at the AGM.

Procedures:

The policies of the Association can only be altered or amended at the Annual General Meeting, and even then, only if the following requirements are observed:

- a) Individuals or organizations wishing to bring any changes to the Association's policies must be representatives or employees of a Member in Good Standing, as shown on the Association's Membership List for the year in question.
- b) The precise nature of the required change must be submitted to the President of the Association in writing no less than two weeks before the commencement of the National Professional Conference.
- c) The required change(s) must secure the support of no less than two-thirds of the eligible voters present.

1.2 By-Law Amendments:

Refer to Article VIII: Legal Provisions, Sub-Section 8.6 of By-Laws.

Policy 2: Membership Voting & Elections

The 'Membership' for voting purposes shall be defined as those colleges, universities and student organizations that have paid the Association's membership dues for the year in which the vote is taken. i.e. "Members in Good Standing", as shown on the Membership List held by the President and the Communications Director of the Association. For the purposes of votes taken at the Annual National Professional Conference, each Member in Good Standing shall be entitled to one vote; for the purposes of any ballot by mail, fax, and/or by electronic mail, each Member in Good Standing named in the Association's formal Membership List shall be entitled to one vote.

2.1 Voting Policies:

The designated voting member must register with the CRO prior to the commencement of the AGM to obtain a voting card. In the event that the designated voting member of the corporation or organization is unable to vote:

- a) Proxy Voting
Refer to Article VI: Meetings of the Members, Sub-Section 6.8 of By-laws. An Institution may proxy their vote by completing a proxy form and submitting it to the chair. (Proxy form is attached as Appendix 1). Any proxy form not completed properly and in full and submitted to the Communications Director prior to the AGM will be deemed null and void.
- b) Alternate Voting
An alternate-voting member from the organization may be appointed by submitting a completed "Alternate Voting Form" (Appendix 2) prior to the AGM. Forms must be submitted to the Communications Director. Any "Alternate Voting Form" not completed properly and in full will be deemed null and void.

2.2 Majority Vote:

Refer to Article VI: Meetings of the Members, Sub-Section 6.7 of By-laws.

The Communications Director will accept and confirm all voting delegate forms then forward them to the Chair prior to the commencement of the AGM.

2.3 Eligible Candidates

- a. Any Professional Staff of a Member in Good Standing in attendance at the NPC is eligible to run for a position on the Board of Directors unless that person is appointed as CRO for the current elections. Refer to Article III: Establishment of the Board of Directors, Sub-Section 3.3 of By-Laws.
- b. With regards to Article III: Establishment of the Board of Directors, Sub-Section 3.5 of By-Laws, the election of the regional directors in the event that no representation from a region is available at the NPC, an electronic bi-election will be held within 90 days of the NPC. The current director will remain in office until the result of the bi-election is announced by the CRO.

2.4 Nominations

Any Professional Staff of a Member in Good Standing in attendance at the NPC may nominate an eligible candidate as per Policy 2.3 (a) above.

In the event that no representation from a region is available at the NPC any members in good standing from the specific region may nominate an eligible candidate as per Policy 2.3 (b) above.

Policy 3: Conference/Workshop Policies

3.1 National Professional Conference

The institution(s) or organization(s) that are bidding for the National Professional Conference must be a member in good standing with AMICCUS-C for at least one year prior and must have attended at least one National Professional Conference. The institution(s) or organization(s) must have a management structure in place and can demonstrate how their structure will be able to accommodate organizing this Conference. Furthermore, proof of risk and liability insurance must be provided to the AMICCUS-C Board of Directors to cover all risk and liability involved with hosting the National Professional Conference.

The selected institution or organization shall nominate a Conference Host who will be responsible, with the Association's Officers, for planning the next National Professional Conference of the Association. There shall be nothing to prevent the Conference Host from simultaneously being an Officer of the Association.

All bids to host the national professional conference must be received by the AMICCUS-C Board of Directors no later than eight weeks prior to the commencement of the national professional conference, for eligibility for the following calendar year.

Nomination of the National Professional Conference Host

Refer to Article VI: Meetings of the Members, Sub-Section 6.6 of By-Laws.

3.2 Regional Conference

Each Regional Director will arrange for a regional conference in late fall of each year.

Reports and Financial Statements

Refer to Article VII: Financial Accountability, Sub-Section 7.2 of By-Laws.

Responsibilities for Profit/Loss

Refer to Article VII: Financial Accountability, Sub-Section 7.3 of By-Laws.

3.3 AMICCUS-C Sponsored Workshops

AMICCUS-C will be financially responsible for any AMICCUS-C Workshops. Any financial residuals resulting from the delivery of an AMICCUS-C Workshop will be remitted back to AMICCUS-C after all costs associated with the workshop have been paid including the reasonable costs of the volunteer facilitator.

3.4 Non-Member Attendance

Non-member organizations may only attend a national or regional conference once at a differential rate. Extenuating circumstances may modify this policy at the discretion of the Executive.

3.5 Non-Member Continued Conference Attendance

The national conference host shall provide a list to the Executive Board of professional staff attending the national conference. The Executive Board will compare this list against a list of current memberships. Correspondence will be sent to any individual employed by a non-member institution, inviting their institution to join the organization, reminding them that a portion of their non-member delegate fee will be applied to their current year's membership fees, and informing them that further participation in the national conference will not be possible without a valid AMICCUS-C membership.

3.6 Non-Member Delegate Fee

Any individual employed by a non-member institution who wishes to attend the national professional development conference will be required to pay a non-member surcharge on top of his/her delegate fee. This non-member surcharge will be retained separately by the conference host, and paid to AMICCUS-C as part of the annual conference reporting. The AMICCUS-C Board will apply this non-member surcharge against any membership fees assessed against the employee of this individual if they choose to join AMICCUS-C within the 12-month period following his/her attendance at the professional development conference.

3.7 ACUI Member Delegate Fee

Any individual who is employed by an institution or organization that is a member of the Association of College Unions International shall be assessed a conference registration rate equal to that charged to AMICCUS-C members.

3.8 ACUMA Member Delegate Fee

Any individual who is employed by an institution or organization that is a member of the Australasian Campus Union Managers' Association shall be assessed a conference registration rate equal to that charged to AMICCUS-C members.

Policy 4: Responsibilities of Directors Policies

The outgoing Executive will accomplish the following tasks before leaving office:

- a) Membership recruitment, support function, conference planning (Article 4: Duties of the Directors as Officers of the Corporation, Sub-Section 4.3 in By-Laws.)
- b) Post-conference reports, special projects, acting President (Article 4: Duties of the Directors as Officers of the Corporation, Sub-Section 4.4 in By-Laws.)
- c) Brochure, membership invoice, and conference newsletter (Article 4: Duties of the Directors as Officers of the Corporation, Sub-Section 4.2 in By-Laws.)
- d) National Professional Conference Mailer produced and forwarded to the Membership six weeks prior to the National Professional Conference.

Policy 5: Removal of Directors Policies

- a) Cause for removal – Refer to Article III: Establishment of the Board of Directors, Sub-Section 3.8, paragraph a, d, e, f & g.
- b) Resolution of the Board - Refer to Article III: Establishment of the Board of Directors, Sub-Section 3.8, paragraph b.
- c) Resolution of the Membership - Refer to Article III: Establishment of the Board of Directors, Sub-Section 3.8, paragraph c.
- d) Retirement of a Director - Refer to Article III: Establishment of the Board of Directors, Sub-Section 3.7.

When such member shall be removed from office the appropriate action shall be taken to fill that position in accordance with Article III: Establishment of the Board of Directors, Sub-Section 3.9.

Policy 6: Financial Policies

6.1 Fiscal Year

The fiscal year of the Association ends on June 30th.

6.2 Operating Budgets

The President will present a proposed Operating Budget to the membership at the AGM.

Budget template (Appendix 3)

Finalized Operating Budget submitted to Membership - Refer to Article VII: Financial Accountability, Sub-Section 7.1 of By-Laws.

6.3 Conference Financial Reporting

Conference Financial Reports - Refer to Article VII: Financial Accountability, Sub-Section 7.2 & 7.3 of By-Laws.

6.4 Auditors

Auditors - Refer to Article VII: Financial Accountability, Sub-Section 7.4 of By-Laws.

All financial documents and funds will be released to the new Executive no later than July 31st.

The President will present a Year-to-Date Association Financial Statements to the membership at the Annual General Meeting. The President will also make available all supporting documents to the membership for review at their request.

The President will provide current financial statements, variance and explanation of said variances to the Executive Board for their review quarterly (1st meeting in Spring, 2nd meeting in late November, 3rd meeting in February, pre-NPC meeting in Spring).

The Executive Board will provide audited financial statements for the previous year to be distributed either in person or via e-mail no later than December 15th of each year.

6.5 Annual Selection of Auditors

The President of AMICCUS-C will recommend to the members an appropriate auditor or auditing firm for appointment by the members at the AGM, and applicable terms of engagement or audit scope, no less than six weeks prior to this meeting.

Policy 7: Fee Policies

Membership fees and amendments – Refer to Article II: Membership, Sub-Section 2.2 of By-Laws. When charged by the conference host and received by the AMICCUS-C Board of Directors, all additional conference registration fees charged to non-members will be kept separate from the conference fund and applied to that new member's membership fee if they choose to join AMICCUS-C within the 12-month period following his/her attendance at the professional development conference.

Late fees - Refer to Article II: Membership, Sub-Section 2.3 of By-Laws.

Conference fees will be set in conjunction with the Executive Director-at-Large with the host organization(s).

Regional Conference fees will be set by the Executive Regional Director in conjunction with the host organization(s).

Policy 8: Operational Policies

8.1 Research Policy

Any research commissioned or produced by the Association will only be made available to Members in Good Standing.

8.2 Insurance

The AMICCUS-C Board will ensure that sufficient Directors and Officers Insurance is purchased each year.

Policy 9: Communications and Outreach Policies

9.1 Media Policy

The President shall serve as the spokesperson for the Association. Any and all external media requests will be directed to the President. General information requests should be directed to the Communications Director. On major issues, the President will inform the Executive Board for input and discussion.

9.2 Listserve and Website Access

Access to the listserv and website shall be granted to those individuals who are employed by a member institution, and have registered as either a primary or secondary member in accordance with the annual registration process, within 15 days of their successful registration.

9.3 Listserve and Website Removal

The contact information for any institution will be removed from the AMICCUS-C listserv and website when that individual is from a member institution whose fees remain outstanding for 30 days following the last fee payment deadline.

9.4 Updating Listserv and Website Access

When any individual from a member institution vacates his/her position with that organization, the Communications Director shall remove access to the website and the listserv for the individual, and shall consult with the applicable regional representative to secure alternative contact information from the member institution.



AMICCUS-C Proxy Voting Form

In accordance with the By-laws, Article 6.8, "A member may vote by proxy by completing the form prescribed by the Board of Directors from time to time and submitting it to the Chair of the Annual General Meeting of members in question *prior to the commencement of the meeting*. However, each member may hold a maximum of two proxies at any one time." **Note:** Your AMICCUS-C Membership must be current on the day of the meeting, in order for your proxy to have effect.

The Undersigned Member in good standing of AMICCUS-C hereby appoints:

_____ (Primary Member's Name & Organization)

as proxy holder, to attend, act and vote for and on behalf of the undersigned at the Annual General Meeting of members of AMICCUS-C to be held on _____ at _____ in _____ of the _____ (including adjournments thereof) in respect of the following specific matters which may come before the meeting in the same manner as the undersigned could do, if personally present thereof.

For the following issues included in the Notice of Meeting (please check as applicable):

_____ Agenda / Minutes / Executive Reports

_____ Financial Reports / Membership Fee

_____ Policy Manual revisions

_____ Conference Site Selection

_____ for the following specific items which may be raised from the floor (specify):

_____ for any business conducted

I understand it is my responsibility to ensure the proxy holder is aware of my views on the issues I have delegated to him/her to vote on my behalf.

Date: _____

Name: _____

Organization: _____

Signature: _____

Witness: _____

This revokes all proxies previously given and is valid for the above named and dated meeting only.



AMICCUS-C Alternate Voting Form

In accordance with Policy 2.1: Voting Policies; (b) Alternate Voting, “an alternate-voting member from the organization may be appointed by submitting a completed “Alternate Voting Form” prior to the AGM” and submitting it to the Communications Director *prior to the commencement of the meeting*. **Note:** Your AMICCUS-C Membership must be current on the day of the meeting, in order for your alternate vote to have effect.

The Undersigned Member in good standing of AMICCUS-C hereby appoints:

(Alternate Contact's Name & Organization)

as alternate voting member, to attend, act and vote for and on behalf of the undersigned at the Annual Meeting of members of AMICCUS-C to be held on _____ at _____ in _____ of the _____ (including adjournments thereof) in respect of the following specific matters which may come before the meeting in the same manner as the undersigned could do, if personally present thereof.

For the following issues included in the Notice of Meeting (please check as applicable):

_____ Agenda / Minutes / Executive Reports

_____ Financial Reports / Membership Fee

_____ Policy Manual revisions

_____ Conference Site Selection

_____ for the following specific items which may be raised from the floor (specify):

_____ for any business conducted

I understand it is my responsibility to ensure the alternate voting member is aware of my views on the issues I have delegated to him/her to vote on my behalf.

Date: _____

Name: _____

Organization: _____

Signature: _____

Witness: _____

This revokes all alternate voting forms previously given and is valid for the above named and dated meeting only.



AMICCUS-C
Budget 200_ - 200_
For The Year ending June 30, 200_

	0_/0_	0_/0_	0_/0_	Notes	Variance
	Original Budget	Projected	Budget		
REVENUE					
Transfer from Previous Year					\$0.00
Membership Fee					\$0.00
Regional Transfer					\$0.00
CCSA					\$0.00
Additional Member Fee					\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00		\$0.00

EXPENSE					
Executive Meetings:					
Meeting, May					\$0.00
Meeting, November					\$0.00
Meeting, February					\$0.00
Meeting, April					\$0.00
Volunteer Appreciation					\$0.00
Audit Fee					\$0.00
Office & General					\$0.00
Regional Conference Meetings					\$0.00
ACUI Meeting					\$0.00
CHMA Meeting					\$0.00
Membership Recruitment					\$0.00
Directors & Officers Insurance					\$0.00
Executive Projects					
- Needs Assessment					\$0.00
- Salary Survey					\$0.00
- Website Development & Maintenance					\$0.00
Consultant Fees					\$0.00
25th Anniversary Gala					\$0.00
Brochure & Letterhead					\$0.00
Incorporation Expenses					\$0.00
AMICCUS-C Hospitality					\$0.00
CCSA Fund					\$0.00

Total Expenses	\$0.00	\$0.00	\$0.00		\$0.00
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Surplus or (Deficit)	\$0.00	\$0.00	\$0.00		\$0.00
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Appendix 4:

NOMINATION FORM 200_-200_ AMICCUS-C BOARD OF DIRECTORS

The following positions are available on the AMICCUS-C Board of Directors for the 200_-200_ membership year:

PRESIDENT
DIRECTOR-AT-LARGE
EASTERN REGION DIRECTOR
CENTRAL REGION DIRECTOR
WESTERN REGION DIRECTOR
COMMUNICATIONS DIRECTOR

To be eligible for these positions you must be a member in good standing.
All positions are for a one-year term.

IMPORTANT DATES

Nominations Open: Commencement of National Professional Conference

Nominations Close: _____

Elections: _____ during Annual General Meeting

I nominate _____ for the position of _____ for the 200_-200_ membership year.

I _____ accept the nomination for the above position and agree to have my name put forward to the membership body for consideration of the above position.

Signature of Candidate

Date

Witness

Date

Completed Nomination Forms must be returned by _____ to:
_____, Chief Returning Officer

-or-

CCSA Conference Office