

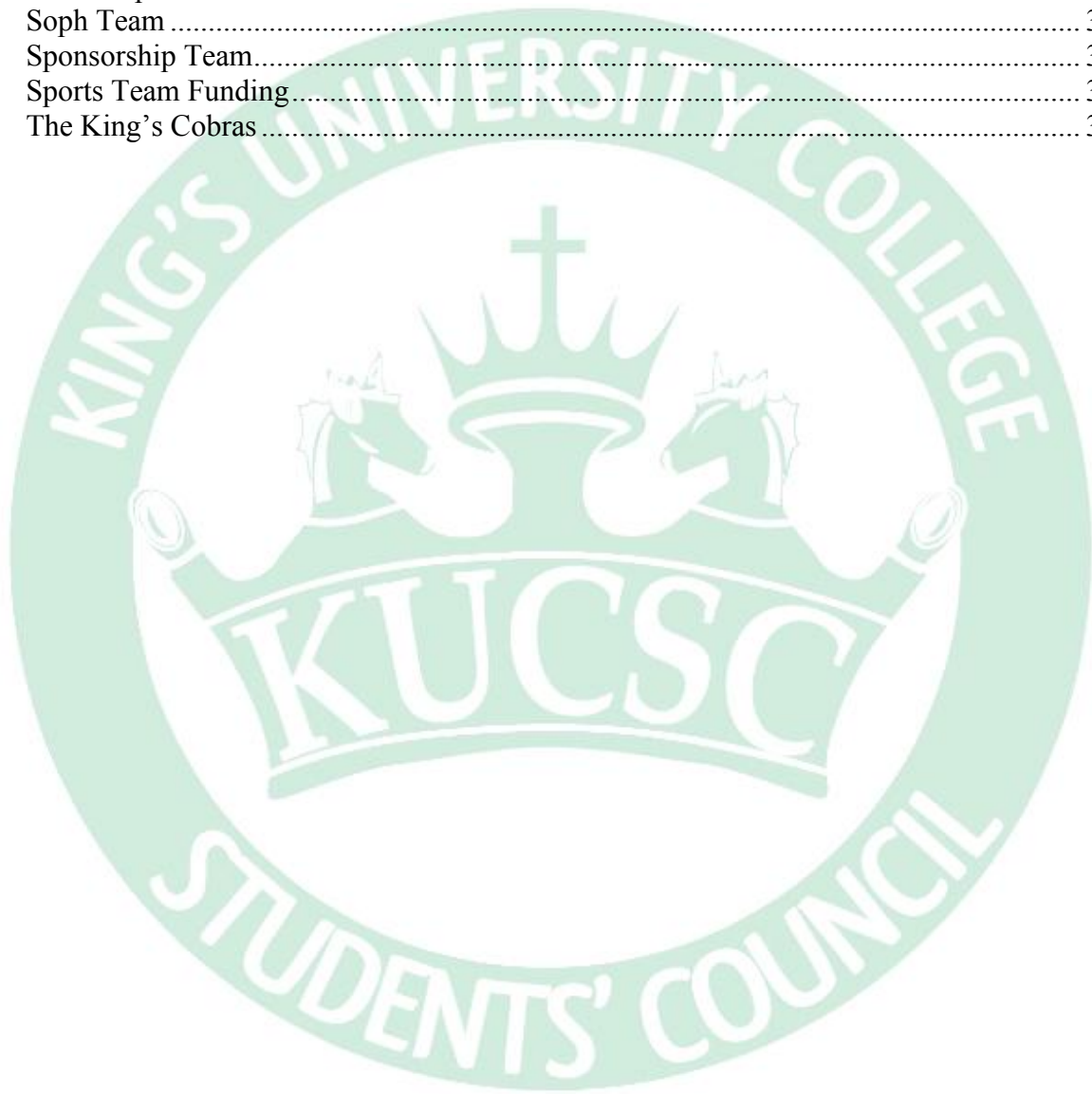
**KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL
POLICIES, COMMITTEES AND TEAMS**

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ACCOUNTS RECEIVABLE

- 1.0 An invoice will be created by the Office Manager at the request of the VP Finance and mailed or hand delivered as deemed appropriate per the situation.
- 2.0 After a period of 10 business days and the amount unpaid, a letter will be sent to the office or home address of the receivable.
- 3.0 After a period of 20 business days a strongly worded letter describing the account and further action will be sent to the receivable.
- 4.0 After a period of 30 business days the contact of the receivable will be passed on to a collection agency to request immediate payment of the amount
- 5.0 Should the receivable not pay before 40 business days, the VP Finance has the choice to either send it to a collection agency for collection, or write it off as a bad debt expense
 - 5.1 In the occurrence of 5.0, the names involved and the choice of action will be made public in a general meeting at the discretion of the VP Finance
 - 5.2 The VP Finance cannot send the receivable to a collection on an individual (corporations exempt) unless the amount surpasses the threshold as specified by the VP Finance at the beginning of the year.

ACCREDITED GROUPS

- 1.0 Any group may petition the Council, after having been recommended by the KUCSC executives, to become recognized as an Accredited Group. An Accredited Group must meet the following criteria:
 - 1.1 Provide a significant and unique benefit to students at King's University College;
 - 1.2 The mandate of the group must be consistent with the Mission Statement of the KUCSC;
 - 1.3 Membership/Participation of the group shall not be restricted on any other basis other than skill/merit;
 - 1.4 The group shall not hold any other KUCSC-affiliated designation (e.g. a KUCSC club)
 - 1.5 Must sign an agreement with the KUCSC prior to obtaining accredited group status
 - 1.5.1 The form will consist of the group's purpose and organizational background.
- 2.0 An Accredited Group must be approved by a resolution of Council and may have its status as such revoked by a resolution of Council.

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- 2.1 The KUCSC retains the right to revoke the accreditation at Council's discretion.
- 2.2 Should an Accredited Group significantly change the scope or mandate under which the group was originally awarded Accredited Group status, it must inform the KUCSC prior to its changes.
 - 2.2.1 If the changes are against the interests of the KUCSC, the group may have the accredited status revoked.
- 3.0 Accredited Groups shall be permitted to participate during KUCSC clubs week and generate membership revenue, in accordance with the standards applied to KUCSC-ratified clubs.
- 4.0 The KUCSC will support these groups to spread awareness and advertisements across King's campus

ADVANCED NOTICE FOR MOTIONS

- 1.0 Notice of motions is required for all motions, except procedural motions.
- 2.0 When notice of motion is given, a simple majority will adopt the motion. When notice of a motion is not given, a motion must secure two-thirds (2/3) of the present voting members' vote for adoption.
- 3.0 Notice of question is not required. It is advised that notice be given however, so that the respondent may prepare an answer.
- 4.0 For notice to be deemed given, the notice must be posted no later than 5:00 p.m. on the Wednesday preceding the meeting for which the notice is being given.
- 5.0 Items not included in the general order of business will be placed on the agenda only if a request is made no later than 5:00 p.m. on the Thursday preceding the meeting for which the request is being made.
- 6.0 Motions shall be presented in written format in the following manner:
 - 6.1 The motion
 - 6.2 Mover and seconder
 - 6.3 Any changes required (i.e. Constitutional changes)
 - 6.4 An explanation of the motion.
- 7.0 Any time at which there are multiple motions to be presented at a meeting, the motions will be distributed to all Council Members at the meeting

AFFILIATED MEMBER REIMBURSEMENT

- 1.0 Individuals may only be reimbursed by the KUCSC through the process of cheque requisition.

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- 2.0 Individuals who need to be reimbursed must submit a KUCSC Cheque Requisition form within thirty (30) days of the expense.
 - 2.1 Exceptions to the thirty (30) day deadline can be made at the discretion of the Vice President Finance
- 3.0 Cheque Requisitions that result in expenses not currently budgeted for, or that exceeds the budgeted amount, may still be approved by the Vice President Finance under the conditions that they are presented to the Finance Committee.
 - 3.1 The Vice President Finance maintains the right to present a cheque requisition to the KUCSC at a general meeting if he/she does not agree with the consensus of the Finance Committee.
 - 3.2 Any personal Cheque Requisitions made by the Vice President Finance need to be reviewed and approved by Finance Committee
- 4.0 Any failure to fill out the Cheque Requisition form properly and submit it on time may result in a delay of it being approved or its rejection.
- 5.0 An explanation (email, verbal explanation, letter) will be communicated to the individual whose cheque requisition has been rejected.
- 6.0 A receipt must to be attached with the cheque requisition form.
 - 6.1 Under the circumstance that a receipt is lost, a Lost Receipt Form must be filled out and presented to the Vice President Finance and must be presented with the cheque requisition form to justify the expense.
 - 6.2 If the amount lost is over \$200.00, the documentation must be brought to the Finance Committee for reimbursement.
 - 6.3

CONFLICT OF INTEREST

- 1.0 This policy shall apply to:
 - 1.1 All members of the KUCSC
 - 1.2 All members of KUCSC affiliated groups, including but not limited to:
 - 1.2.1 KUCSC Clubs
 - 1.2.2 King's Soph Team
 - 1.2.3 King's OC Don Team
 - 1.3 Any individual looking to engage in activities with the KUCSC.
- 2.0 A conflict of interest may present itself in one of three forms:
 - 2.1 An actual conflict of interest: where it can be clearly demonstrated that a conflict of interest exists;
 - 2.2 A potential conflict of interests: where a result could lead to a conflict of interest arising; and,

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- 3.0 A conflict of interest may arise in the following forms:
- 3.1 Where the private or personal interests of an individual are sufficient to influence or appear to influence the objective exercise of her duties. This would include:
 - 3.1.1 Where the private or personal interests of an individual conflict with the interests of the KUCSC;
 - 3.1.2 Where the individual has financial interest in a third party that is doing or seeking to do business with the KUCSC.
 - 3.2 Where an individual has or appears to have an opportunity to use his/her authority, knowledge, or influence derived from her position to improperly benefit the individual or another person. This may include but is not limited to:
 - 3.2.1 Participating in the hiring, appointment, or promotion of a family member;
 - 3.2.2 Having personal financial dealings with an individual or company whose business with the KUCSC involves the individuals sphere of responsibilities; and,
 - 3.2.3 Participating in the management of a company which is a supplier of materials or services to the KUCSC.
- 5.0 Any Member who finds him/herself in a potential conflict of interest situation has a duty to disclose that potential conflict of interest.
- 5.1 Unless otherwise provided in these By-Laws, disclosure of a conflict of interest may be made verbally or in writing.
- 6.0 Any allegations made by a Member about the conflict of interest of another Member shall be made in writing to the Executive.
- 6.2 When a conflict of interest arises during the course of a meeting of the Executive, the Council, or a Committee, the Member shall disclose the conflict to the Chair of the meeting. When the Chair is in a conflict of interest, disclosure shall be made to the Executive, and;
 - 6.3 When a conflict of interest arises in any other context, disclosure shall be made to the Executive.

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- 7.0 Any disclosure of or allegations about a conflict of interest may be referred to legal counsel for an opinion and recommendations about possible courses of action. The legal counsel shall provide the Executive with an opinion and recommended course of action
- 8.0 All decisions about whether there is a conflict of interest and the course of action to be taken when a conflict of interest situation arises shall be made by the party or body to whom disclosure was made. The course of action to be taken may include, but is not limited to, one or more of the following:
- 8.4 Requiring the Member to abstain from discussion of the issue;
 - 8.5 Requiring the Member to abstain from voting on the issue;
 - 8.6 Asking the Member to excuse herself from any meeting during which the conflict arises; and,
 - 8.7 Requiring the Member to withdraw from the activity or the situation during which the conflict arises.
- 9.0 Any Member who refuses to excuse herself from a meeting after being asked to excuse herself due to a conflict of interest shall be required to leave the meeting if a motion for her removal is brought forward by any voting member of Council and that motion is supported by a two-thirds vote.

COMMUNICATIONS OFFICER HIRING

- 1.0 Application packages for the Communications Officer position shall be available at least two (2) weeks prior to their due date.
- 2.0 The application packages for the Communications Officer position shall include:
- 2.1 A covering letter;
 - 2.2 A current resume; and,
 - 2.3 A proposal.
- 3.0 Each candidate shall complete a practical to be structured by the current Communications Officer and President
- 3.1 Practical will include a press release of a fictional event; and
 - 3.2 Any other evaluation deemed important by the Communications Officer and the President
- 4.0 The hiring committee for the Communications Officer shall be composed of:
- 4.1 The current President, as chairperson;

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- 4.2 The current Communications Officer;
 - 4.3 The President-Elect;
 - 4.4 The current Vice-Presidents;
 - 4.5 The Part-Time Employee; and
 - 4.6 Two (2) members of Council
 - 4.7 One (1) student-at-large
- 5.0 The hiring process for the Communications Officer shall be conducted prior to Turnover.
- 6.0 The successful candidate shall be notified within two days of the completion of interviews.

COUNCIL ELECTIONS

- 1.0 Campaigning
- 1.1 All candidates and their campaign teams must conduct themselves in an appropriate manner when campaigning ensuring that they follow the rules of the King's University College Student Code of Conduct as well as any other restrictions which may be placed upon them by the King's University College Physical Plant Department, the Dean of Students or Academic Deans offices or the Chief Returning Officer.
 - 1.2 The King's University College Central Services is not to be used for campaigning purposes.
 - 1.3 The Cardinal Carter Library is not to be used for campaigning purposes.
 - 1.4 No candidate will be allowed to make use of KUCSC property for the purposes of his/her campaign at the discretion of the CRO.
 - 1.5 Any campaigning conducted via electronic mail must first be approved by the C.R.O. including the distribution list for that specific e-mail. Candidates are not permitted to campaign using contact lists that he/she received through any student organization i.e.: the KUCSC or a King's University College Club or Administration.
 - 1.6 KUCSC Clubs will not be allowed to endorse candidates.
 - 1.7 Candidates are not permitted to approach King's University College or Aramark Food Services Staff, excluding the Residence and Work Study Staff, for assistance with their campaign. Candidates may request permission from King's University College faculty members to campaign in classrooms themselves however they are not permitted to request that the faculty support them by any other means.
- 2.0 Post Campaign Period

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- 2.1 Each campaign will end at the time as determined by the CRO.
- 2.2 All candidates' campaign materials must be removed from campus prior to the end of the campaign.
- 2.3 Candidates will not be allowed to solicit votes after the campaign period.
- 3.0 Election Posters
 - 3.1 Posters must be approved by C.R.O and stamped prior to display
 - 3.2 Posters can not be placed within 10 cm of each other
 - 3.3 Within the residence buildings, posters may only be placed on residence room doors and must be placed there by a resident of that room themselves at which time the poster become that persons own property thus allowing that poster to remain posted after the campaign period has ended
 - 3.4 Any candidate campaigning within the residence buildings must adhere to the rules of the residence and must be accompanied by a resident of that specific unit, i.e.: Townhouse 8, 9, 10, or Wemple 3rd Floor. Each wing of the Alumni court residence, ie: AC 400's or AC 500's is considered a separate residence unit
 - 3.5 Posters must be computer generated and professional in appearance and may not be hand written or hand produced.
 - 3.5.1 Posters that contain or are comprised of recycled materials must be approved by the CRO.
 - 3.6 Rave cards and the like are permitted however they must be given to people directly and may not be strategically left in public areas by a candidate.
 - 3.7 Each candidate is permitted to hang up to 20 8.5 x 11 posters allowing for a total of 20 posters.
 - 3.7.1 There will be a maximum of 2 posters per residence unit allowed.
 - 3.7.2 There will be a maximum of 1 banner permitted to be used on campus by any candidate at any time.
 - 3.8 Each candidate will be allowed to place one outdoor sign on the King's Campus.
 - 3.8.1 The sign must be approved by of the Dean of Student's Office prior to it being placed outside.
 - 3.9 Each candidate is responsible for all of his or her campaign material as well as the actions of any persons campaigning on his or her behalf.
 - 3.10 Posters in the cafeteria may only be placed on the white brick.
- 4.0 Reimbursement

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- 4.1 The maximum amount of money that a candidate may spend on his/her election campaign is \$35 at fair market value excluding a Presidential election campaign and externally elected Vice Presidential campaigns, which allows for a total of \$100. Fair Market value will be determined by the C.R.O.
- 4.2 All candidates must submit a projected budget of their campaign materials prior to the campaign period.
 - 4.2.1 Failure to do so may result in a demerit point penalty at the discretion of the CRO.
- 4.3 All receipts must be kept in order for re-imburement to take place
- 4.4 In order to receive full re-imburement from the KUCSC he/she must receive 10% of the total popular vote
- 4.5 10% of a candidate's total reimbursement will be deducted for every percentage point below 10% of the vote that he/she receives. For example, if a candidate receives 8% of the vote and he/she has spent \$35 on his/her campaign then they will receive a reimbursement of \$28. $10\% \text{ of } \$35 = \$3.50 \times 2 = \$7$. $\$35 - \$7 = \$28$ reimbursement.
- 5.0 Violations: The Elections committee when fining a candidate for a violation may assign a minimum fine of \$10 to be deducted from that candidate's campaign reimbursement and a maximum fine of \$50. If a candidate's re-imburement does not equal the total dollar value of fines to which he/she has been given, the candidate will not be required to pay the difference to the KUCSC. The fine will equal \$2 for every demerit point, subject to approval of the elections committee.
- 6.0 DEMERIT POINTS as shall be assigned for one or more of the following types of infractions on the following basis, except where the elections committee decides that there are mitigating circumstances which warrant the reduction of the amount of demerit point assigned. A candidate who obtains 20 points or more will be disqualified from the campaign:
 - 6.1 Campaign Materials
 - 6.1.1 Displayed in an unauthorized area (per piece of material).....1
 - 6.1.2 Unintentional Misrepresentation of Facts.....3
 - 6.1.3 Pre/Post Campaign Materials.....6
 - 6.1.4 Pre/Post Campaign Electronic Messages.....10

* Up to a maximum of ten points per location

** The first poster will receive six (6) demerit points, and each additional poster shall receive one (1) point

***Electronic Messages include but are not limited to anything on videos, Facebook, or any other Internet Networking/Broadcasting Sites that are available to the public

7.0 Campaigning

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7.1	Unintentional Misrepresentation of Facts.....	3
7.2	Improper distribution of campaign materials.....	4
7.3	Campaigning in unauthorized area.....	6
7.4	Pre/Post Campaigning.....	10
7.5	Breaking any municipal, provincial or federal law while campaigning.....	10
7.5.1	The Committee reserves the right to assign a demerit point penalty of an amount determined at its discretion, including a sufficient amount to disqualify a candidate, to any candidate who has committed this offence.	
8.0	Fair Play	
8.1	Unsanctioned use of KUCSC resources.....	15
8.2	Substantial Misrepresentation of facts.....	15
8.3	Abuse of position or status.....	15
8.4	Destruction of another candidates' material.....	10
8.5	Public slander toward another candidate.....	10
9.0	Appeals: The candidate may overturn the decision of the elections committee only by decision of an advisor to Council as selected by the CRO, VP Operations and President.	
10.0	USC Elections	
10.1	All USC candidates must follow the KUCSC campaigning poster elements of the KUCSC election policy, as well, they are responsible for following the respective USC policies when campaigning on King's property	
10.2	Posters must be approved by the KUCSC and the CRO	
10.3	The KUCSC and the CRO are not responsible for the actions of any USC candidate, therefore the CRO is permitted to help any candidate as s/he sees fit, within the rules set out.	

COUNCIL FOOD AND MEALS (FOOD POLICY)

- 1.0 Food is to be provided for the purpose of sustenance only and not for a reward for Council work.
- 2.0 All food purchases must be explicitly budgeted for in advance.
- 3.0 No more than \$10.00 tax included per individual per meal.
- 4.0 Food purchases must be approved at the summer budget meeting.
- 5.0 In the unforeseen circumstance that food may appear to be a necessity, the VP Finance can approve such an expense; this expense will fall into the VP Finance contingency fund.

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Credit Card Policy

- 1.0 The KUCSC Credit Card is available and intended for specific use. It is intended for purchases that are short notice or very large purchases or online purchases.
- 2.0 The VP Finance will be assigned as the primary holder and bearer of responsibility for the credit card and will be primarily their responsibility.
- 3.0 It is up to the discretion of the VP Finance to decide what type of credit card to have each year.
- 4.0 Only the President, VP Finance and the Treasurer are allowed to handle the credit card after having signed the KUCSC Credit Card Agreement Contract.
- 5.0 If the credit card is stolen or misplaced, it must be immediately reported to the Bank, Office Manager and the Finance Committee.
- 6.0 All expenses over \$500 to be charged to the credit card require the submission of a Credit Card Request form before the expense is incurred.
- 7.0 All documentation related to credit card expenditures, including receipts, proof of purchases, and Credit Card Request forms must be submitted to the Office Manager.
 - 7.1 The credit card statement will be reviewed, including a reconciliation of receipts, by the finance committee on a bi-weekly basis. Once expenses are approved they will be paid off by the VP Finance.
 - 7.2 If a receipt is lost, a Lost Receipt form must be submitted to the Office Manager and Finance committee to explain the purchase and explain why the receipt was lost.
 - 7.2.1 If a receipt is not submitted, or if a Lost Receipt form is deemed unacceptable, the individual will be required to pay for the transaction in question.
- 8.0 The credit card is not to be used for personal purchases and unauthorized use can be considered misappropriation of funds which will result in consequences.
 - 8.1 The first offence will result in the credit card being removed from their possession until authorized again by the Honorarium Committee.
 - 8.2 The second offence will result in the previous consequence and an additional fee as imposed by Honorarium Committee.
 - 8.3 The third offence will result in the previous consequences compounding, and a retraction of credit card use for that individual for the remainder of their term of office.
 - 8.3.1 In each case of unauthorized use, the amount in question must be paid immediately to the KUCSC by the individual in question. .
- 9.0 The credit card must be surrendered at the turnover meeting of KUCSC.

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HONOURARIUM POLICY

- 1.0 All KUCSC Executive members are entitled to an Honorarium.
- 2.0 The amount will be determined yearly in the ratified budget.
 - 2.1 The total amount paid to the Communications Officer shall be one thousand dollars (\$1000) for the duration of the year.
 - 2.1.1 A yearly review of the honorarium for the Communications Officer will be conducted by the Honorarium committee to determine whether an increase or decrease is warranted.
 - 2.2 The total amount paid to each Pro Shop Coordinator shall not exceed five hundred dollars (\$500) for the duration of the year.
 - 2.2.1 The total budgeted amount for the honorarium of the Pro Shop Coordinators shall not exceed one thousand dollars (\$1000).
- 3.0 The honorarium will be distributed in eight (8) cheques: one for the Summer months of April, May June, July and August in the beginning of September and seven monthly cheques in the months of September, October, November, December, January, February, and March
 - 3.1 Notwithstanding the Summer Honorarium and the month of December, all other cheques will be issued at the end of the month
 - 3.2 The Communications Officer will receive eight (8) cheques: one for each month from September to April, each one totaling one hundred dollars (\$100).
 - 3.2.1 Upon the completion of their final exec report, the Communications Officer shall receive a final cheque totaling two hundred dollars (\$200).
 - 3.3 Each Pro Shop Coordinator shall receive fifty percent (50%) of their honorarium in December and the remaining fifty percent (50%) upon completion of their final report.
- 4.0 An Executive receiving their cheque is contingent upon each individual's submission of an Executive Report which shall:
 - 4.1 Approval by the Honourarium Committee
 - 4.2 Each individual's submission of an Executive Report, which shall:
 - 4.2.1 Be presented in a KUCSC General Council-Meeting
 - 4.2.2 Be posted on the KUCSC Website

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- 5.0 Failure to present and post an Executive Report will result in the holding of those monies until the report is presented and posted. The monies shall not be forfeited for lateness.

EXECUTIVE OFFICE

- 1.0 Each Executive Member will be responsible to hold at least three (3) Office Hours a week, to be posted on the KUCSC Website
- 2.0 There will be seven members of the KUCSC who will remain established key holders for the Executive office for the duration of their term, these shall be:
- 2.1 President
 - 2.2 Vice President Events
 - 2.3 Vice President Finance
 - 2.4 Vice President Student Issues
 - 2.5 Office Manager
 - 2.6 Treasurer
 - 2.7 Advertising Commissioner
- 3.0 There will be a floating key that will be assigned as needed and will be overseen by the Office Manager.
- 4.0 When the office is in use, one of the key holders must be present and/or responsible for the entire office, its general maintenance, the preservation of its contents, and for conduct in the office.
- 5.0 If damage occurs, the key holder is responsible for the actions of the damager.
- 6.0 The office must be left in an as-found or better condition.
- 7.0 A key holder in all instances must supervise non-Council Members in the Executive Office.
- 8.0 Only with the expressed consent of an executive member may his/her desk and/or computer be used for any purpose whatsoever.
- 9.0 Any person who neglects his/her responsibilities in the use of the Executive office will lose the privilege of its use.
- 10.0 Only Executive Members may use the Executive Office to store personal belongings, including, but not limited to, during Orientation Week.
- 11.0 The Head Soph Radio Equipment may be kept in the Executive Office
- 11.1 All other Orientation Week materials will be kept in the designated storage area behind the Pro-Shop.

EXECUTIVE PHONES

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1.0 Cellular Phones:

- 1.1 The Executive must carry their cell phones during 9 a.m. and 5 p.m. Monday through Friday
- 1.2 The cellular phones are expected to be turned on during this period except for when the Executive members are in class.
- 1.3 With the exception of the Communications Officer, the cellular phones will be considered the Executive Members' property until turnover.
 - 1.3.1 The Communications Officer will be required to utilize their own cellular phone, which will be subsidized by the KUCSC on a monthly basis.
 - 1.3.1.1 The subsidy will be in the amount of twenty-five (25) dollars per month and to be reviewed on an annual basis.
 - 1.3.2 Each member will be responsible for paying for additional charges beyond what is budgeted.
 - 1.3.3 Each member will be responsible for paying for physical damages to the cellular phone.

FORUM PROCEDURES

- 1.0 The CRO will be the Master of Ceremonies.
- 2.0 The CRO may remove campaign material from the room where the forum is being held as is necessary to ensure that all those attending will be provided with an unbiased view of the proceedings.
- 3.0 Each candidate will speak for three (3) minutes. Lots will determine order.
- 4.0 A question period will follow. If a question is directed at all candidates, candidates will answer in rotating order, starting with the candidate who gave his/her speech first. Answers may not exceed one (1) minute.
- 5.0 The CRO reserves the right to limit the question period.
- 6.0 The CRO reserves the right to disallow questions which are deemed inappropriate
- 7.0 When there are no further questions, candidates will make a one (1) minute summation, in reverse order of the first speaking order.

KUCSC STUDENT AWARDS

- 1.0 KUCSC Golden "K" Award
 - 1.1 Can be awarded to a maximum of three (3) students.
 - 1.2 The Students must be enrolled at King's University College.

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- 1.3 The Award recognizes outstanding contribution to the community both on and off campus as well as excellence in the following areas: academics, dance, fine arts, music, student government, philanthropy, and athletics.
- 1.4 Applications will be open as determine by the KUCSC Student Awards Committee.
 - 1.4.1 Applications include: cover letter, academic resume, and a letter outlining extra-curricular activities.
- 1.5 Selections will be made by the KUCSC Student Awards Committee.
- 1.6 Award winner(s) will receive a framed document, and have their name(s) engraved on a plaque present on King's campus.
 - 1.6.1 There is no monetary value associated with this award, hence otherwise determined by the KUCSC Student Awards Committee, in consultation with the Finance Committee and Council generally.
- 1.7 The KUCSC Student Awards Committee oversees the entire application process including verifying the application, awarding the recipient of the award, and the timeline of the entire process. The Committee holds the right not to given an award if it chooses to.
- 2.0 KUCSC Service Award
 - 2.1 Will be awarded to special individual(s) who is (are) either recognized as a member of KUCSC, The King's Orientation program, the OC Don Program, the Promo Team, or a KUCSC Club Executive.
 - 2.2 Recipient must have completed at least 25 hours of volunteer service.
 - 2.3 Applications will be open from a timeline as determined by the KUCSC Student Awards Committee.
 - 2.4 Recipient must provide a cover letter and a resume with the application.
 - 2.5 Monetary award may or may not be given and is in discretion of the KUCSC Student Awards Committee.
 - 2.6 A Certificate must be given to any recipient of the award.
 - 2.7 Recipient must hold a volunteer position and not a paid position on the KUCSC.
 - 2.8 The KUCSC Student Awards Committee oversees the entire application process including verifying the application, awarding the recipient of the award and the timeline of the entire process. The Committee holds the right to not give an award if it chooses to.
- 3.0 KUCSC TA Award for Excellence
 - 3.1 Can be awarded to an official Teaching Assistant (TA)/Tutor as determined by King's faculty.

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- 3.2 Each individual TA must have taught for at least one half course (0.5) or must oversee a yearly tutoring program as recognized by individual departments.
- 3.3 Nominations will be made available through the King's Website where students will be able to nominate their recommended TA/Tutor.
- 3.4 The nominated individual can accept/decline the nomination. If the nomination is accepted, the individual needs to provide:
 - 3.4.1 A curriculum vitae, and
 - 3.4.2 A short statement of their experience in teaching that particular course/lab or program;
- 3.5 The Professor(s) in charge of the individual must be contacted for reference purposes.
- 3.6 Member(s) of the Committee may choose to audit the individual(s) class or program if needed.
- 3.7 The KUCSC Student Awards Committee oversees the entire application process including awarding the recipient of the award and the timeline for the entire process.
- 3.8 A monetary award of at least \$150 (adjustable to inflation) must be given to the recipient. The monetary value is expected to be matched by the Academic Dean's Office.
- 3.9 A crest must be awarded to the recipient in recognition of this achievement.
- 4.0 KUCSC International Student Award
 - 4.1 KUCSC International Award(s) of at least \$500 will be awarded each year for International student involvement in the King's Community.
 - 4.2 Award(s) must be given to international student(s) as recognized by the Registrar's Office at King's University College.
 - 4.3 Student must be in good standing according the Academic Dean's Office at King's University College.
 - 4.4 General Criteria must be related to student involvement on King's campus.
 - 4.5 Nominations, selections, timeline and other details of the award(s) will be overseen by the KUCSC Student Awards Committee.

ORAL AND WRITTEN SUBMISSIONS POLICY

- 1.0 Any committee, to aid itself in reaching a decision, may make a call for written and oral submissions.

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- 2.0 The call for submissions must include background information about the pertinent subject including a statement of purpose and samples of positive and negative arguments.
- 3.0 Deadlines for submissions must be at least one week after the call.
- 4.0 Any community member may make a submission.
- 5.0 Written submissions shall have a maximum length of 500 words. A committee is not obliged to read a longer submission.
- 6.0 Oral submissions shall have a maximum length of five minutes. A committee is not obliged to hear a longer submission.

OFFICE PHOTOCOPYING

- 1.0 This policy will govern the use of the Council's photocopier.
- 2.0 The photocopier is available to all members of Council, Clubs and associations for official business only.
- 3.0 Those with authorization numbers to use the photocopier will be:
 - 3.1 The Executive
 - 3.2 The Part-Time Employee
 - 3.3 The Speaker
 - 3.4 The Clubs' Commissioner
 - 3.5 The Advertising Commissioner
- 4.0 All others must go through one of those stated above in order to access use of the photocopier.

PHILANTHROPY ACCOUNT

- 1.0 \$2 from every individual who pays student fees to King's University College will be deposited into the Philanthropy Account
- 2.0 Upon request, the \$2 fee may be returned to any student who provides proof that they are currently enrolled at King's University College
 - 2.1 Students have until October 1st to request these funds back.
- 3.0 The requested funds will be directly paid to those students by the VP Finance, and a record will be kept of who collected these fees
- 4.0 Costs of fundraisers will come from the KUCSC Operating Budget
 - 4.1 Any revenue generated from an event/fundraiser will be used to reimburse Council Members, up to the amount decided in the budget
 - 4.2 Any revenue generated an event/fundraiser will be directly donated to the charity, or will be deposited into the Philanthropy Account for later allocation

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- 5.0 The Philanthropy Account may not be used for any purpose other than charitable donations

PLEBISCITES

- 1.0 A voting member must propose the need for a plebiscite in a posted motion
- 2.0 A 2/3 vote of the voting members must be acquired
- 3.0 Once the KUCSC has decided to hold a plebiscite, the policy committee will compose the first draft of that question, which will be voted on in Council in the meeting following when the decision was made
- 4.0 Once the question is agreed upon, Council shall elect 1 member of Council for each option presented, to be in charge of informing students of their position. Council Members are allowed to help promote the side they support as they see fit. Each side will be given a \$100 budget to be used to promote.
- 5.0 The campaign will last no less than 5 days followed by a vote open for no less than 24 hours.
- 6.0 The results of the plebiscite are not binding.

KUCSC POLICIES AND PROCEDURES

- 1.0 This policy will govern the adoption and amendments of policy
- 2.0 This policy is subordinate to the KUCSC By-law and superior to the Rules of Order.
- 3.0 Motions concerning policy require a majority vote for adoption.
- 4.0 Policy may be created to last a definite or an indefinite period of time.
- 5.0 Policy may be standing policy or statement policy. Standing policy governs that of operational matter; statement policy acts as publication of Council's wishes, opinions, or beliefs
- 6.0 All KUCSC Policies will be filed together in a "Policy Book"

POSTERS

- 1.0 Posters must be approved by C.R.O and stamped prior to display
- 2.0 Posters can not be placed within 10cm of each other
- 3.0 Within the residence buildings, posters may only be placed on residence room doors and must be placed there by a resident of that room themselves at which time the poster become that persons own property thus allowing that poster to remain posted after the campaign period has ended
- 4.0 Any candidate campaigning within the residence buildings must adhere to the rules of the residence and must be accompanied by a resident of that specific unit, ie:

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Townhouse 8, 9, 10, or Wemple 3rd Floor. Each wing of the Alumni court residence, ie: AC 400's or AC 500's is considered a separate residence unit

- 5.0 Posters must be computer generated and professional in appearance and may not be hand written or hand produced.
- 6.0 Rave cards and the like are permitted however they must be given to people directly and may not be strategically left in public areas by a candidate.
- 7.0 Each candidate is permitted to hang up to 20 8.5 x 11 posters and 3 separate 11 x 17 posters allowing for a total number of 23 posters excluding those placed on residence doors.
- 8.0 Each candidate is responsible for all of his or her campaign material as well as the actions of any persons campaigning on his or her behalf.
- 9.0 Posters in the cafeteria may only be placed on the bulletin boards located along the hallway leading to the KUCSC general office. No poster may be placed on glass, doors or windows
- 10.0 There is a limit of one poster per bulletin board in the cafeteria extension. All posters are limited to the yellow brick located in the hallways of Wemple
- 11.0 Clubs Posters:
 - 11.1 Posters must be approved by the Clubs Commissioner or in cases that require the consent of the KUC Administration, the Dean of Students. Each poster must be stamped prior to display.
 - 11.2 Posters cannot be placed within 30 cm of each other.
 - 11.3 Within the residence buildings, posters may only be placed on residence room doors and must be placed there by a resident of that room themselves at which time the poster becomes that person's own property and can be left up as long as the individual sees fit.
 - 11.4 Posters must be computer generated and professional in appearance and may not be hand written or hand produced.
 - 11.5 Each candidate is permitted to hang up to 15 8.5 x 11 posters and 3 separate 11 x 17 posters allowing for a total number of 18 posters excluding those placed on residence doors.
 - 11.6 The executive of each club is responsible for all of its advertising material as well as the actions of any persons acting on its behalf.
 - 11.7 Posters in the cafeteria may only be placed on the bulletin boards located along the hallway leading to the KUCSC general office. No poster may be placed on glass, doors or windows.
 - 11.8 There is a limit of one poster per bulletin board in the cafeteria extension. All posters are limited to the yellow brick located in the hallways of Wemple.

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PROPERTY USE AND RESPONSIBILITIES

- 1.0 All items purchased by the KUCSC funds are considered KUCSC property, including but not limited to:
 - 1.1 Camera and Accessories,
 - 1.2 Mega Phones 1 and 2,
 - 1.3 Speakers 1 and 2, Mixing Board and Accessories
 - 1.4 Snow blower,
 - 1.5 Executive Cellular Phones.
- 2.0 When KUCSC property is being used by a Council Member, they hold personal financial liability for the loss, damage, or destruction of the property, outside reasonable wear and tear.
- 3.0 A KUCSC Property Contract will be filled out by all Council Members for the use of KUCSC property.
- 4.0 Council Members also must ensure the return of KUCSC property on time as stated in the KUCSC Property Contract. Failure to do so will result in a late payment charge of \$10/week.
- 5.0 Failing to follow through with the KUCSC Property Contract may result in prosecution of theft.
- 6.0 Notwithstanding subsection 4.0, all KUCSC members are expected to pay two \$10 deposits for their General Office key and/or Constitution by-laws. The deposits will only be returned with the return of the key and/or constitution at the end of term.

REFERENDUMS

- 1.0 A voting member must propose the need for a referendum in a posted motion
- 2.0 A 2/3 vote of the voting members must be acquired.
- 3.0 Once the KUCSC has decided to hold a referendum, the policy committee will compose the first draft of that question, which will be voted on in Council in the meeting following when the decision was made.
- 4.0 Once the question is agreed upon, Council shall elect 1 member of Council for each option presented, to be in charge of informing students of their position. Council Members are allowed to help promote the side they support as they see fit. Each side will be given a \$100 budget to be used to promote.
- 5.0 The campaign will last no less than 5 days followed by a vote open for no less than 24 hours.
- 6.0 A referendum is only binding if one option receives $\geq 60\%$ of the votes.

REGIS ADVERTISING

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- 1.0 The Regis Commissioner will act as the Ad Officer for the Regis
- 2.0 The Ad Officer is responsible seeking out potential advertising opportunities for the Regis
- 3.0 The Ad Officer will work in conjunction with the Communications Officer and the Arts/Entertainment writer(s)
- 4.0 The Ad Officer will assume the responsibilities of researching and creating new advertising opportunities for the Regis

REGIS STAFF

- 1.0 The Regis Staff will consist of the Regis Commissioner, Regis Editor-in-Chief, Deputy Editor, Events writer(s), Student Issues writer(s), Clubs writer(s), Arts/Entertainment writer(s), Current Events writer(s), Faith writer(s), and Athletics writer(s).
- 2.0 The Editor-in-Chief and the Deputy Editor will be selected by the Communications Officer and the Regis Commissioner.
 - 2.1 The Regis Writing Staff will be selected by the Regis Commissioner, the Editor-in-Chief, and the Deputy Editor
- 3.0 The Regis staff will sit on the Regis Advisory Board;
 - 3.1 The Regis Commissioner and Editor-in-Chief will hold voting rights.
- 4.0 The Regis staff will hold speaking rights during council meetings
- 5.0 The Regis Commissioner will be responsible for the daily operations of the Regis which will include:
 - 5.1 Select the Regis staff;
 - 5.2 Ensure the Regis staff fulfill their duties;
- 6.0 The Regis Editor-in-Chief will be responsible to the Communications Officer and assume the duties of editing and designing the Regis as well as:
 - 6.1 Ensuring the Regis follows its mandate;
 - 6.2 Setting desired content in accordance with the Regis staff;
 - 6.3 Maintain final approval of Regis content;
 - 6.4 Selecting the Regis writing staff
- 7.0 The Deputy Editor of the Regis will assist the Regis Editor-in-Chief in completing their duties but will not retain final approval of Regis content.
- 8.0 The Events(s) writer(s) will assume the responsibilities of:
 - 8.1 Covering the outcomes of past events as well as profiling those that are upcoming;
 - 8.2 Conducting surveys on possible options for large KUCSC events such as but not limited to the KUCSC Concert, King's Ball, and Fashion Show;
 - 8.3 Receive free admission to KUCSC events

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- 9.0 The Student Issues writer(s) will assume the responsibilities of:
 - 9.1 Covering and promoting Awareness Weeks; past and upcoming
 - 9.2 Report on current student issues arising from the KUCSC student community;
 - 9.3 Reporting on KUCSC actions
- 10.0 The Clubs writer(s) will assume the responsibilities of:
 - 10.1 Covering club accomplishments such as guest speakers, plays, wine and cheese events etc.
 - 10.2 Promoting Clubs Week
- 11.0 Arts/Entertainment writer(s) will assume the responsibilities of:
 - 11.1 Attending two Box Office films per semester, to be covered by the KUCSC and write a movie critique;
 - 11.1.1 Box office screenings must be attended on a cheap movie night, such as but not limited to Tuesday nights at Silver City;
 - 11.2 Work with the Regis Commissioner to seek potential advertising opportunities for the Regis in regards to restaurants, bars, and eateries
- 12.0 The Current Events writer(s) will assume the responsibilities of:
 - 12.1 Highlighting any current events within the news, local or international, which they deem to be relevant;
 - 12.2 These articles may include but are not limited to environmental issues, politics, economics, sports etc
- 13.0 The Athletics writer(s) will assume the responsibilities of:
 - 13.1 Covering any KUCSC student/faculty/alumni sports tournaments such as but not limited to the Killian Cup
- 14.0 The Faith writer(s) will assume the responsibilities of:
 - 14.1 Covering the various campus faith communities.

ROOM AND EVENT BOOKING

- 1.0 The responsibility to enforce this policy falls in the portfolio of the Office Manager.
- 2.0 All Kings Facilities and services, sponsored by the KUCSC must be booked through the Office Manager, excluding clubs which are booked by the Clubs' Commissioner(s).
- 3.0 Any person and/or organization booking Kings University College facilities and services endorsed by the KUCSC must notify the Office Manager or Clubs Commissioner(s) (Clubs only) at least two (2) weeks prior to the desired date, pending the discretion of the respective VP.

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- 3.1 Any person and/or organization wishing to hold an event endorsed by the KUCSC must submit a KUCSC Event Form at least two (2) weeks prior to the event date to the Office Manager or Clubs Commissioner (s) (Clubs only) via email, in person or dropped off in the executive office.
- 3.2 Any person and/or organization wishing to book the KUCSC Hockey Rink must have all participants sign a waiver form for the Use of Recreational/Athletic Facilities at King's University College.
 - 3.2.1 The KUCSC reserves the right to charge a monetary fee for booking the KUCSC Hockey Rink for persons not attending King's University College at the discretion of the VP Finance.
 - 3.2.2 The booking fee for the KUCSC Hockey Rink set by the VP Finance must not be less than ten (10) dollars per hour, but may exceed this amount to account for maintenance and provided that notice is given to all persons who have booked the rink.
- 4.0 The VP Events has priority in booking Kings University College facilities and services for the upcoming academic year up until July 1st of his/her term; after this date, all room bookings will be done on a first come first serve basis.

SNOWBLOWER OPERATION

- 1.0 Only persons who have completed the training course provided by the King's University College Physical Plant are allowed to operate the snow blower.
- 2.0 Operators of the snow blower are required to wear eye & ear protection when the machine is in use.
- 3.0 Operators of the machine are responsible for keeping the snow blower in proper working condition and to address any mechanical issues immediately to the VP Finance when they arise.
- 4.0 The Operators of the snow blower are responsible for any damages that may occur beyond reason, when operating it.

STAFF HIRING AND DISMISSAL

- 1.0 Standard application will be used for all appointed positions. The standard application will ask the applicant to list his/her name, home and seasonal addresses and phone numbers. In addition, it will ask them to verify that he/she is eligible to work in Canada and is at least 18 years of age. Finally the application will ask the applicant to list any previous paid or volunteer work experience and identify any particular skills related to the position sought.

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- 2.0 As required set by Council, supplemental applications will be used for some positions where additional information concerning the applicant is required. Such information must be germane to the position sought by the applicant.
- 3.0 Only Students will be eligible to apply for appointed positions.
- 4.0 The Executive will receive all applications in confidence.
- 5.0 The Executive will review the applications and grant no less than five interviews to applicants; such interviews being granted on the strength of the application. Should there be less than five applicants, all applicants will be interviewed.
- 6.0 If no suitable applicant is found, the Executive will reopen application for a one-week period. In any event the position must be filled by the second application period, unless no further applications are received.
- 7.0 Applications will be kept in KUCSC files for the period of two years before their disposal in an environmentally friendly manner.
- 8.0 Regarding staff dismissals:
 - 8.1 An appointed member may be dismissed for improper action, including failure to perform duties and more serious offenses.
 - 8.2 When necessary, a member will be warned by the Executive, in writing, of the way in which he/she has failed to perform his/her duties. The Executive will deliver two copies of the warning letter to the member, one of which will be signed by the member and kept by the exec. If the member does not correct his/her performance then the Executive will once again warn the member. The Executive will be obliged to warn the member twice. Further lack of performance on the part of the member will allow the Executive to dismiss the member.
 - 8.3 In the case of more serious offenses, the Executive may immediately dismiss the member without warning by notifying the member in writing.
 - 8.4 The Executive will report any warning or dismissals to the KUCSC at the first opportunity.

STAFF WAGES

- 5.0 All staff will be paid the same wage which will be set annually by the Council.
- 6.0 Notwithstanding section 1.0, the wage rate for the Events Staff Coordinator will be \$1.00 per hour more than the other staff.
- 7.0 The Events Staff Coordinator will be paid an hourly wage set by the administration for all duties except for the following: Stocking, Procuring, Inventory, and maintenance of alcohol and all supplies and purchases, interviewing, hiring, administrating and procuring staff members before and after an event.
- 8.0 Each Commissioner and Co-ordinator must submit a comprehensive and inclusive breakdown of all hours worked.

KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL POLICIES, COMMITTEES AND TEAMS

TRANSPORTATION

- 1.0 For the purpose of this policy, acceptable means of transportation are motor vehicle, train, bus or taxi.
- 2.0 A KUCSC member can request transportation expense reimbursement by submitting to the KUCSC Finance Committee a transportation expense form and a receipt for expenses related to the trip. These expense forms are available in the KUCSC Office/KUCSC website and must be complete and returned within 30 days of incurring the expense.
 - 2.1 All transportation expense reimbursements must be approved by and Executive Member prior to the expense being incurred.
 - 2.2 Parking tickets will not be reimbursed.
 - 2.3 Parking expenses incurred on main campus or on affiliated campuses will be evaluated by the finance committee and their acceptability will be determined.
- 3.0 The coverage per Kilometer will be reimbursed at 60% of Canada Revenue Agency (CRA) automobile allowance rate stated on the CRA website.
- 4.0 Transportation expense forms submitted for trips not budgeted for will be reviewed by the finance committee. If the expense is deemed appropriate, reimbursement will be provided.
 - 4.1 It is at the discretion of the KUCSC Finance Committee to determine if the amount of Kilometers traveled and the KCSC errand are justifiable.
- 5.0 Use of personal automobiles should be limited to those trips where no suitable public transportation is available or for which a personal automobile is more economical considering all costs and time availability.
- 5.0 It is the responsibility of the KUCSC VP Finance to allocate sufficient funds in the KUCSC budget.

TURNOVER MANUALS

- 1.0 All KUCSC members are required to produce a Turnover Manual to be given to the incoming KUCSC member in their respective position.
- 2.0 Turnover Manuals will be submitted electronically to the appropriate incoming executive and the office manager to be redistributed to the appropriate incoming member and filed in the online archive.
- 3.0 Turnover Manuals should but are not limited to including the following content:
 - 3.1 projected and actual budgets
 - 3.2 List of contacts used throughout the year
 - 3.3 Terms of reference
 - 3.4 Summary of the year

KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL POLICIES, COMMITTEES AND TEAMS

- 3.5 Ideas and/or suggestions for the upcoming year
 - 3.6 Initiatives that were either successful or unsuccessful
 - 3.7 Any other relevant information
- 4.0 Turnover Manuals must be completed and submitted by no later than the twenty-seventh (27) of March.
- 4.1 If any executive members have failed to submit a turnover manual by the deadline, one quarter of their honorarium for the month of March will be withheld until the turnover manual is received.

USE OF DEPOSIT BOX

- 1.0 Place cheque/cash in an envelope.
- 2.0 Include a completed deposit form in the envelope.
- 3.0 Write the following information on the envelope:
 - 3.1 Date
 - 3.2 Reason for Payment
 - 3.3 Your name
- 4.0 If more than one payment for the same reason or event, etc. is included in the deposit, provide a list of persons who paid and the amount paid
- 5.0 Each envelope will only contain monies collected during one day of operation.
- 6.0 Include any other relevant information in the envelope.
- 7.0 Seal the envelope, sign over the seal, and place it in the deposit box.
- 8.0 Include all relevant information in the deposit log book.

USE OF KUCSC INFORMATION TECHNOLOGY SYSTEMS

- 1.0 This policy will govern the use of the KUCSC computer system.
- 2.0 Only members of Council, their designates and Club Executives will have access to the computer systems in the General Office
- 3.0 There will be a charge of \$0.10 per printed page for the use of the Printer for business other than that pertaining to KUCSC.
- 4.0 Use of the computer in the executive office shall be regulated by line 8 under the Executive Office Policy.
- 5.0 Council work takes precedence and priority over all other uses for the computer.
- 6.0 The computer system is to be used for Council business only.

KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL

POLICIES, COMMITTEES AND TEAMS

VP FINANCE ELECTIONS

- 1.0 The election for the Vice President of Finance shall take place at the KUCSC Annual General Meeting
- 2.0 Nomination forms must be handed in to the C.R.O no later than the Monday after the Presidential election results are released
- 3.0 Vice Presidential candidates will participate in a debate at AGM and in an all candidates forum before the AGM as set by the C.R.O.:
- 4.0 Voting members at the AGM for the Vice Presidential Elections will include:
 - 4.1 Outgoing KUCSC Executive;
 - 4.2 Outgoing KUCSC voting Representatives;
 - 4.3 President-Elect;
 - 4.4 Incoming KUCSC voting representatives.
- 5.0 All Voting members at the AGM for the Vice Presidential Elections will only be entitled to one vote for each Vice Presidential ballot.
- 6.0 Voting will be conducted by a Preferential secret ballot, submitted to the C.R.O
 - 6.1 Elections Committee will assist the C.R.O. in tallying the votes
 - 6.2 Preferential voting will proceed by a numbered ballot such that on the preferential ballot for each position, each voter must indicate the order in which he/she prefers all of the candidates by placing a numeral '1' beside his/her first preference, a numeral '2' beside his/her second preference, and so on for every possible choice:
 - 6.2.1 In the first count, first preference votes for each candidate are counted;
 - 6.2.2 If the majority of the highest preference votes cast on each ballot are in favour of one candidate, that candidate shall be deemed to be elected. If not, the overall least popular candidate is eliminated from each ballot and the voters' preferences are redistributed according to the second choice or most preferred choice amongst those not yet eliminated. This process is repeated until one candidate receives the majority of the highest preferences remaining on the ballots;
 - 6.2.3 If two (2) or more candidates are tied for the least popular position, those candidates be redistributed accordingly;
 - 6.2.4 In the event of a tie, whenever possible, the election shall be resolved in favour of the candidate with the most first place votes. Otherwise, a coin toss shall be employed to determine the successful candidate;
 - 6.2.5 A ballot having one (1) or more names not marked with any numeral shall be considered 'spoiled' and eliminated from the counting procedure.

KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL POLICIES, COMMITTEES AND TEAMS

- 7.0 Election procedures will be reviewed every three years starting in the 2010-11 council year.
 - 7.1 Review will be conducted by the KUCSC Elections Committee, KUCSC Executive and any other interested parties.

VICE PRESIDENT FINANCE CANDIDACY EXAM

- 1.0 All candidates for the position of KUCSC Vice President of Finance must complete the KUCSC Vice President Finance candidacy exam.
 - 1.1 The exam must be completed prior to the internal election.
 - 1.2 Should a candidate be unable to write the exam prior to the beginning of the campaign period they shall be disqualified from running for the KUCSC VP Finance position.
- 2.0 The examination must be supervised by the KUCSC C.R.O. and at least one other KUCSC Executive member.
 - 2.1 To ensure fairness, all candidates must write the exam at the same time and in the same location and can only be taken once.
 - 2.2 In the occurrence of cheating or dishonesty the KUCSC C.R.O in conjunction with the KUCSC Elections committee will decide on an appropriate action.
- 3.0 The exams shall be marked by the outgoing VP Finance along with the KUCSC Office Manager.
 - 3.1 Should the outgoing VP Finance be conflicted, another un-conflicted member of the Executive shall oversee the marking process.
 - 3.2 Each candidate will be allowed to appoint a representative to review their own marked exam prior to the results being released.
- 4.0 The results of these exams must be released publically to the King's student body within a reasonable amount of time upon their availability.
- 5.0 The exam must be reviewed and rewritten on an annual basis by the VP Finance in conjunction with the KUCSC Office Manager.

VOTING ELIGIBILITY

- 1.0 Eligible voters for all KUCSC elections will be listed on the King's University College registrar's list
- 2.0 This list will be obtained by the President via the Dean of Student's Office.
 - 2.1 Any student enrolled at UWO or its affiliates who are members of KUCSC are eligible to be added to this list
- 3.0 No KUCSC member will act as an election official during the election of a position he/she is running for

KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL POLICIES, COMMITTEES AND TEAMS

- 4.0 Candidates shall not view or access the voting list on the designated voting days of his/her election

WEBSITE

- 1.0 Only information/content approved by the IT Coordinator of VP Operations may be placed on the KUCSC Website.
- 2.0 Minutes upon completion must be, in their electronic form, given or emailed to the IT Coordinator for immediate posting to the KUCSC Website.
- 3.0 No personal information other than a welcome message and contact information may be placed on any positions description page without explicit expressed consent in written form from the Council Member.
- 4.0 The KUCSC Website Events Calendar must be updated at least every two weeks.
- 5.0 Information to be approved as content must be received at least 2 school days prior to its requested posting to the KUCSC Website.

YEARLY BUDGET DEVELOPMENT

- 1.1 The initial draft of the budget will be deemed complete when the Appropriations Committee has come to an agreement on the allocation of funds.
- 1.2 Appropriations Weekend must take place at least one month before Budget Weekend
- 2.0 Finance Committee will collect budgets from all KUCSC Members and KUCSC Clubs to be used as a reference when creating the new budget.
 - 2.1 The initial collection of budgets will be the responsibility of the Clubs Commissioners, Clubs Finance Commissioner and the respective Executive who will then forward the budgets to the VP Finance.
 - 2.2 The Finance Committee will be responsible for determining the reasonableness of assumptions made in the submitted budget
- 3.0 All KUCSC Members and KUCSC Clubs budgets must be submitted at least three weeks prior to Appropriations Weekend.
 - 3.1 In the situation where a KUCSC Member or Club is unable to submit a budget on time, they are responsible for contacting the VP Finance and providing a reasoning for their situation.
- 4.0 In the situation that budgets are missing, it will be up to the discretion of the Finance Committee to create one or to withhold any funding to the respective Council Member or Club.
 - 4.1 A copy of the completed appropriations weekend budget will be provided to all members of the KUCSC and clubs at least 2 weeks prior to Budget

KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL POLICIES, COMMITTEES AND TEAMS

Weekend. Any disagreements with the compilation of the proposed budget can be appealed at Budget Weekend and a final decision will be made at that time.

- 5.0 Finance Committee will allocate all Student Fees and revenue recognized from KUCSC operations to the "Operating Expense Budget" and "Capital Expense Budget".
 - 5.1 In the situation where there is an excess of funds from either the Operating Budget or the Capital Budget that cannot be allocated, these funds may be allocated.
- 6.0 The Budget must be ratified by Council during Budget Weekend and must secure two-thirds (2/3) of the present voting members.
- 7.0 A Club Contingency fund will be set up by the Budget Committee and will be placed under the VP Student Issues budget.

KUCSC COMMITTEES

COMMITTEE BYLAWS

- 1.0 The Chair of the Committee will be responsible for the time, date, and attendance of meetings.
- 2.0 The committee must meet no less than once a month for the duration of the year.
 - 2.1 Ad Hoc committees must meet no less than bi-weekly
- 3.0 The committee must present a report to Council after a solution or resolution is met at the next General Council meeting

ASSISTANT HEAD SOPH SELECTIONS COMMITTEE

- 1.0 The Orientation Assistant Head Soph Selections Committee (O.A.H.S.S.C) will be formed and will consist of the New Orientation Commissioner(s) (chair), the outgoing Orientation Commissioner(s), the Vice President Events, the outgoing President and the incoming President, and any non-returning Assistant Head Sophs.
 - 1.1 There must be a total of seven (7) members sitting on the committee.
- 2.0 Applications will be available in the office, as well as a brief job description from the Orientation Commissioner. The application period will be open 14 days, to be set by the chair of the O.A.H.S.S.C.

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- 3.0 The committee will select a minimum of one (1) and no more than four (4) Assistant Head Sophs.
- 4.0 The Chair will be responsible for the O.A.H.S.S.C; its members and duties.
- 5.0 All members of the selections board must sign a confidentiality agreement, prior to the commencement of selections.
 - 5.1 Should confidentiality be broken by any member of the O.A.H.S.S.C, the Chair and the Dean of Students, as well as the Chair will determine the appropriate consequence beyond removal from the OAHSSC and future involvement in the King's Orientation Program.
- 6.0 In the event of a vote of non-confidence towards the candidates, the O.A.H.S.S.C can re-open the applications.
- 7.0 No KUCSC Executive member may hold their position and an Assistant Head Soph position simultaneously for the same term.

ATTENDANCE COMMITTEE

- 1.0 The Attendance Committee will consist of the Speaker (chair), the Office Manager and three (3) KUCSC members elected by Council.
- 2.0 KUCSC members must attend all official KUCSC meetings subject to lines 3 through 10.
- 3.0 Points will be incurred through infractions of the Attendance Policy.
- 4.0 Attendance will be taken at the beginning and end of each official KUCSC meeting.
 - 4.1 Each member must be present for two (2) hours to be considered present.
 - 4.2 Members who either arrive late or leave meetings early must sign in/out with the provided form.
- 5.0 ATTENDANCE POINT SYSTEM
 - 5.1 Missed general meeting with no regrets or declined regrets.....1.5
 - 5.2 Missed general meeting, with approved regrets.....0.5
 - 5.3 Missed committee meeting with no regrets or declined regrets.....1.0
 - 5.4 Missed committee meeting, with approved regrets..... 0.5
 - 5.5 Leaving a general meeting early, with no regrets or declined regrets0.75
 - 5.6 Leaving a general meeting early with approved regrets.....0.25
 - 5.7 Points accumulated through both general and Committee meetings will count as the same

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5.8 Any reconsideration of points shall be conducted at the discretion of the KUCSC Attendance Committee

6.0 REGRETS

6.1 Regrets must be submitted, by email, by 12:00 noon the day prior to the meeting.

6.2 The attendance committee will deem regrets valid or invalid for general KUCSC meetings.

6.2.1 The Chair of each Committee will deem regrets valid or invalid for Committee meetings.

6.2.2 The Chair of each committee will forward all records of regrets and demerit points to the Speaker on a bi-weekly basis.

7.0 Any voting KUCSC member who has accumulated a total of 6.5 points will be brought before Council at an official KUCSC meeting.

7.1 Any non-voting KUCSC member who has incurred 7.5 points during their KUCSC term will be brought before council at an official KUCSC meeting.

8.0 Warnings must be issued to the delinquent member by the executive as following:

8.1 First warning.....4.5

8.2 Second warning.....5.5

8.2.1 The first warning will consist of an email sent asking for a reason as to why they have not attended

8.2.2 The second warning will consist of a meeting with at least 2 of the exec members asking for a reason why they have not attended as well as informing them that they are close to being dismissed

9.0 A list will be posted bi-weekly of the Council members and their accumulated points.

10.0 Once a member has reached the maximum amount of allowed demerit points per year, a motion will be put forth to have them removed from Council and if the majority of voting members agree with the motion, the position will become vacant

10.1 The decision of Council to remove a member is final

FINANCE COMMITTEE

1.0 For any monetary funding requested beyond the ratified budget as passed on budget weekend;

2.0 Budget Reallocation Form and a written proposal must be filled out entirely.

3.0 The Finance Committee will review the application in a meeting in which the applicant is to attend.

3.1 The Finance Committee will meet no less than once per month

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- 3.2 The Finance Committee can approve and deny funds up to \$500, following with a required report to council
- 3.3 The Finance Committee must report all activities to council at the next possible meeting
- 3.4 For amounts over \$500, the committee will make recommendations to the:
 - 3.4.1 Maximum amount affordable by the KUCSC financial constraints
 - 3.4.2 Recommendations for conditions of approval by Council
 - 3.4.3 Or recommendations stating reasons for the denial of the request
- 4.0 Amounts over \$500 must then be approved by Council after the committee recommendations are made
 - 4.1 Any and all requests for monies over five hundred (\$500) dollars must be presented as a posted motion as per the KUCSC Advance Notice Policy
- 5.0 In the situation that posted motions have closed for the following KUCSC General Meeting, requests to council for monies greater than five hundred (500) dollars can be put forward in New Business under the conditions that:
 - 5.1 A proposal and written motion has received signed approval from no less than three (3) KUCSC Executive members
 - 5.2 Once a written proposal has received approval, it must be distributed to all members of the General Council
 - 5.3 A presentation is made to Council outlining the purpose and implications of said proposal
- 6.0 Any Council monies beyond the ratified budget cannot be approved without going through the Finance Committee first.
- 7.0 Council cannot approve monies more than the maximum affordable amount as notified by the Finance Committee.
- 8.0 Finance Committee decisions may be appealed before Council only as a posted motion, signed by an executive member, and requires 2/3 of the vote to pass
- 9.0 Section 7.0 in this policy supersedes section 8.0

ORIENTATION COMMISSIONER SELECTION COMMITTEE

- 1.0 The Orientation Commissioner Selections Committee (O.C.S.C) will consist of the outgoing Orientation Commissioner (voting), the outgoing President (voting), an Orientation Staff member, a member of the Orientation Planning Committee and the Principal or a designate (voting).
 - 1.1 If there is a conflict of interest a non-conflicted outgoing member of the executive may attend.
- 2.0 The outgoing Orientation Commissioner will be the chair of the committee;

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- 3.0 The Orientation position must be opened for a period of no less than 14 days;
- 4.0 All members of the selections board must sign a confidentiality agreement, prior to the commencement of selections. Those who break confidentiality, result in consequences that are deemed appropriate by the Chair and the Dean of Students;
- 5.0 In the event of a vote of non-confidence towards the candidates, the O.C.S.C can re-open the applications.

REGIS ADVISORY COMMITTEE

- 1.0 The Regis Advisory Board will consist of the VP Operations (Voting and Chair), Communications Officer (voting), Regis Commissioner (voting), Regis Editor-in-Chief (voting) and the remainder of the Regis staff as non-voting members.
- 2.0 The Regis Advisory Board will meet:
 - 2.1 Within one week following Clubs Week;
 - 2.2 At least once before the Christmas break;
 - 2.3 Within one week following the second Clubs Week;
 - 2.4 At least once more before the selections process begins for the new Regis Commissioner
- 3.0 The VP Operations holds the right to call a meeting of the Regis Advisory Board at any time
- 4.0 The Regis Advisory Board will set and maintain the agenda for the year in accordance with the Regis mandate and vote on any issues that may arise

REGIS EDITORIAL BOARD SELECTIONS COMMITTEE

- 1.0 The Regis Editorial Board Selections Committee will consist of the new Regis Editor-in-Chief, the incoming V.P. Operations, and incoming V.P. Student Issues.
- 2.0 The previous year's Regis Editor-in-Chief may be added to the selections committee at the discretion of the existing members of the committee.
- 3.0 The positions for the Regis Editorial Board must be open for no less than (1) one week.
- 4.0 Selection of Regis Editor-in-Chief
 - 4.1 The Regis Editor-in-Chief Selections Committee will consist of the incoming President, incoming V.P. Operation, outgoing V.P. Operations and outgoing Editor-in-Chief, all of whom will hold a voice and a vote. There

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will also be a designate from the staff representative of the Advisory Board, and a designate from the Huron Grapevine Editorial Staff.

- 4.2 The position of Regis Editor-in-Chief must be open for no less than (1) one week.

REGIS EDITOR-IN-CHIEF SELECTIONS COMMITTEE

- 1.0 The Regis Editor-in-Chief Selections Committee will consist of the incoming President, incoming and outgoing Vice Presidents Operations and outgoing Editor-in-Chief, all of whom will hold a voice and vote. There will be a designate from the staff representative of the Advisory Board and a designate from the Huron Grapevine Editorial Staff.
 - 2.0 The position of Regis Editor-in-Chief must be open for no less than (1) one week.
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KUCSC TEAMS

ELECTIONS CAMPAIGN TEAMS

- 1.0 The maximum size of the campaign team will not exceed ten (10) persons;
 - 1.1 These ten (10) persons will be identified by signatures on a form separate to the nomination form;
 - 1.2 To be considered a member of a campaign team a student must hold a specified position prior to signing the nomination form;
 - 1.3 The ten (10) people may hold the following positions:
 - 1.3.1 Events Manager
 - 1.3.2 Campaign Manager
 - 1.3.3 Wemple representative
 - 1.3.4 Alumni representative
 - 1.3.5 Townhouse representative
 - 1.3.6 Finance Manager
 - 1.3.7 Three Grade Representatives and/or Promotions Managers and/or Merchandise Managers;
- 2.0 Information surrounding any campaign ideas or discussion besides research of the position must be limited to the campaign team until Campaign Period begins, as set out by the C.R.O;

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- 2.1 Research prior to campaign period must be disclosed to the elections committee and it is up to their discretion to decide whether it is valid;
- 2.2 Research regarding the position can be discussed with members of the KUCSC or with alumni of that position.
- 3.0 After campaign starts people can be added to team as long as they are registered with the elections committee

OFF-CAMPUS DON TEAM

- 1.0 OC Dons must act in a responsible manner when representing the KUCSC and King's University College.
- 2.0 OC Dons must attend the events planned by the Off-Campus Commissioner(s) during Orientation Week and throughout the year, unless they provide valid reasons for their absence.
- 3.0 OC Dons must promote to and educate their OC students about information provided to them by the Off -Campus Commissioner(s).
- 4.0 OC Dons should be welcoming and supportive of first year students, especially those who are living Off Campus, both during Orientation Week and throughout the year.
- 5.0 OC Dons cannot be members of the Soph team or RA team during the same term.
- 6.0 OC Dons will be responsible for providing a \$40 fee for catered meals during Orientation week.
- 7.0 OC Dons must attend at least one of one of the two training sessions offered by the OC Commissioner(s), but are encouraged to attend both if possible.
- 8.0 The OC Commissioner(s), in accordance with the VP Student Issues, reserves the right to remove any OC Don from the program.

SOPH TEAM

- 1.0 King's Sophs must act in a responsible manner when representing the KUCSC and King's University College.
- 2.0 King's Sophs must attend USC Soph Training unless extenuating circumstances prevent them from doing so; this is at the discretion of main campus Orientation Staff.
- 3.0 King's Sophs must abide by the rules and regulations outlined in the USC Orientation Soph Contract.
- 4.0 King's Sophs will be responsible for paying a Soph fee that is set by main campus and King's University College.

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- 5.0 King's Sophs must act in a respectful and responsive manner carrying out directions given to them from the King's Head Soph Team, the KUCSC President, and the Vice-President Events and all other designates.
- 6.0 King's Sophs should be welcoming and supportive of all first year students during Orientation Week and throughout the year.
- 7.0 King's Sophs cannot take on the role of Off-Campus Commissioner on the KUCSC, be a member of the OC Don Team, or be a member of the RA Team.
- 8.0 King's Sophs should work in conjunction with the OC Don Team and the RA Team in providing the best experience for first year King's students during Orientation Week and throughout the year.

SPONSORSHIP TEAM

- 1.0 The Sponsorship Team will be responsible to the Advertising Commissioner(s).
- 2.0 The Sponsorship Team will be selected by the Advertising Commissioner, the Vice President Operations and the President.
- 3.0 The Sponsorship Team will consist of four (4) students who are non members of the KUCSC.
- 4.0 Applications for the advertising team will be open for no less than one (1) week.
- 5.0 The Sponsorship Team will actively approach the community during their term, including the summer months, in order to gain sponsorship for KUCSC Operations and Events, including but not limited to:
 - 5.1 The Sports Pad
 - 5.2 The Regis
 - 5.3 The Website
 - 5.4 The Charity Fashion Show
 - 5.5 The Television

SPORTS TEAM FUNDING

- 1.0 Funding will be available to two distinct types of teams; those that compete in the University of Western Ontario intramural sports program, and those that compete in extramural tournaments. Funding is not to be provided under this policy for intramural sports held at King's University College.
- 2.0 To receive funding under this policy, a team must bear the phrase "King's" or King's University College" in its name and acknowledge itself as a representative group from King's University College.
- 3.0 Funding will be provided to teams on a first come first serve basis. Only one team per division (where a particular sport has more than on group of competing teams)

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will be funded in the intramural sports program. Only one team per external tournament will be funded, unless there are numerous divisions within the tournament, in which case one team per division will be funded.

- 4.0 A team will apply for funding at the same time that it registers for participation in the intramural program or the extramural tournament. The team captain will forward a copy of the team's registration form which will include the names of team members and their UWO Student Number to one of the Athletics Commissioners.
- 5.0 The Athletics Coordinator will accept the registration as submitted, and based on the availability of funding (that is, no team has previously applied for funding for the same sport and/or tournament and division) will forward the form to the VP Finance.
- 6.0 The VP Finance will receive the form and based on the availability of funding (that is, the amount budgeted for team funding has not yet been reached) will authorize the funding and forward one copy of the form to the Athletics Commissioners.
- 7.0 The Pro-Shop Coordinator will meet with the captain of each team for which funding has been approved and arrange the ordering of team jerseys, if applicable.
- 8.0 Funding will be provided for Hockey teams as follows: Council will pay the registration fee for each team (if applicable) and one-half the cost of the team jerseys or other reasonable expenditures, as approved by the Athletics Commissioners, to a maximum of \$15.00 per jersey (per player) or \$300.00 per team whichever is less.
- 9.0 Funding will be provided for all other teams as follows: Council will pay 20% of the registration fee for each of the teams (if applicable) and one-half of the cost of team jerseys (or other reasonable expenditures, as approved by the Athletics Commissioners) up to a maximum of \$7.50 per jersey (or per player) or \$112.50 per team whichever is less.
- 10.0 Funding provided for any given Council term will not exceed \$3000.00. This amount will be reviewed by Council as deemed necessary.
- 11.0 The Athletics Commissioners will revoke the funding of any team that receives and subsequently does not participate in a full season of play or tournament, as the case may be.
- 12.0 The Athletics Commissioners may bar or revoke the funding of any team which, in their opinion, acts or is named in a manner which is contrary to the philosophy of the College. A team whose funding is barred or revoked may appeal the decision to Council whose decision will be final.
- 13.0 In the case of a teams funding being revoked, the Executive may take whatever course of action necessary to recover Council's money.

THE KING'S COBRAS

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- 1.0 The KUCSC football team (The King's Cobras), must act in a responsible manner when representing the KUCSC and King's University College.
- 2.0 The head coach(s) will be responsible to the Athletics Commissioner
- 3.0 The King's Cobras will select their coach for the following year no more than 3 months after the last game of the USC tournament
 - 3.1 No more than 2 head coaches may be selected for any year.
 - 3.2 The coaches will be selected by a committee of the previous year's head coach(s), 2 players, and, when available, non-returning assistant coaches.
 - 3.2.1 If there are no applicants that the committee deems qualified, the head coach position will be selected by 2 players and the VP Events, the first full week of classes
 - 3.3 Once the head coach is selected, s/he may designate assistant coaches as s/he sees fit.
 - 3.4 The head coach will be responsible for all funds.
- 4.0 The King's Cobras will have open membership to any student that qualifies under the USC's tournament rules
- 5.0 While the King's Cobras will receive funding from Council, players will be charged a membership fee to offset uniform costs
 - 5.1 If the coaches desire uniforms, they will also be charged the same fee.
- 6.0 The King's Cobras will be given a table at clubs week to help recruitment.