



## **POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION, 2022**

### **Chapter E-1**

## **POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION POLICY**

*DURHAM COLLEGE STUDENT ASSOCIATION (the “Corporation”)*

*POLICIES OF DURHAM COLLEGE STUDENT ASSOCIATION POLICY (the “Policy”)*

#### *Publication of Policies*

1. The Secretary of the Board, in accordance with resolution of the Annual General Meeting held on January 19, 2022, shall publish on or before February 20, 2022 the current consolidation of the policies under the title *Policies of the Durham College Student Association, 2022*.

#### *Number of Policies*

2. The Secretary of the Board shall number the policies in a form as follows “[letter of block]-[number of policy] [name of policy], [year of enactment]”.

#### *Letters of Blocks of Policies*

3. The following letters shall be used as blocks of policies with the general description thereof:
  - A – The Board and Officers of the Durham College Student Association
  - B – The Corporate Affairs and Finances of Durham College Student Association
  - C – The Services of Durham College Student Association
  - D- The Human Resources of Durham College Student Association
  - E – The Policies of Durham College Student Association

#### *Numbering of Current Policies*

4. The numbering of current policies shall be set forth in Schedule I to this Policy. The year of enactment for the policies before the passage of this policy shall be deemed to be 2022, regardless of when the policy was passed.

### *Marginal Notes*

5. The Secretary of the Board shall add editorial marginal notes and other summary information regarding the date of enactment and amendments which form no part of the enactment, but are inserted for convenience of reference only.

### *Editorial Changes by the Secretary of the Board*

6. The Secretary of the Board may make the following changes to the Policies of the Corporation:
  - a. Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.
  - b. Alter the style or presentation of text or graphics to be consistent with the editorial or drafting practices of this policy, or to improve electronic or print presentation.
  - c. Make such minor changes as may be required to ensure a consistent form of expression.
  - d. Replace a description of a date or time with the actual date or time.
  - e. If a provision provides that it is contingent on the occurrence of a future event and the event occurs, remove text referring to the contingency and make any other changes that are required as a result.
  - f. If a policy provides that references to a body, office, person, place or thing are deemed or considered to be references to another body, office, person, place or thing, replace a reference to the original body, office, person, place or thing with a reference to the other.
  - g. When the name, title, location or address of a body, office, person, place or thing has been altered, change references to the name, title, location or address to reflect the alteration, if the body, office, person, place or thing continues under the new name or title or at the new location or address.
  - h. Correct errors in the numbering of provisions or other portions of a policy and make any changes in cross-references that are required as a result.
  - i. Make a correction, if it is patent both that an error has been made and what the correction should be.

### *Publication of Policies*

7. The Secretary of the Board shall ensure that the Policies of the Durham College Student Association is published:
  - a. in electronic form on the Website of Durham College Student Association using the Adobe PDF format, on the condition that:
    - i. the policy contains a date which the Secretary of the Board last certified it to be up to date, and
    - ii. the file cannot be edited ; and

- b. in print in a booklet to be published by the Secretary of the Board Annually.

*Model Policy*

- 8. The numbering of sections in all policies shall be modeled on the numbering of this policy as much as possible.

**Schedule I**

A – The Board and Officers of the Durham College Student Association

- A-1 Board Procedural Policy, 2022
- A-2 Elected Officers Seating, Resignation and Vacancy Policy, 2022
- A-3 Executive Renumeration Policy, 2022
- A-4 Elections Policy, 2022
- A-5 Referendum Policy, 2022

B – The Corporate Affairs and Finances of Durham College Student Association

- B-1 Financial Administration Policy, 2022
- B-2 Privacy Policy, 2022

C – The Services of Durham College Student Association

- C-1 Sponsorship and Adverting Policy, 2022
- C-2 Clubs, Societies, and Indigenous Student Circles Policy, 2022

D- The Human Resources of Durham College Student Association

- D-1 Senior Manager Policy, 2022
- D-2 Accommodations Policy, 2022
- D-3 Selection and Recruitment Policy, 2022
- D-4 Workplace Harassment and Discrimination Policy, 2022
- D-5 Interim COVID Policy, 2022

E – The Policies of Durham College Student Association

- E-1 Polices of Durham College Student Association Policy, 2022