

## *Standing Resolutions*

### Standing Resolution #1 – Membership Year

BE IT RESOLVED THAT the MAPS membership year be September 1 to August 31.

*Approved by the Board – August 18, 2006*

### Standing Resolution #2 - Membership Dues

BE IT RESOLVED THAT, pursuant to Article 6 of the Association's Bylaws, membership dues shall be assessed at a rate of \$5 per unit of study (degree or Continuing Education courses).

BE IT FURTHER RESOLVED THAT students taking correspondence and internet courses through the Centre for Continuing Education shall pay 50% of other certificate and diploma course dues. Students auditing courses through the Centre for Continuing Education shall be exempt from paying dues.

Rates set by the Board - February 14, 2001

Ratified at the AGM - February 27, 2001

*Approved by the Board - September 19, 2001*

BE IT RESOLVED THAT, pursuant to Article 6 of the Association's Bylaws, a limited term levy be assessed to underwrite MAPS' contribution to the capital costs of the McMaster University Student Centre. The rate of assessment shall be according to the following schedule:

<u>1 September 1997 to 31 August 2001</u>	
Part-Time Degree Courses (per academic unit)	\$2
25-hour CCE Courses	\$6
50-hour CCE Courses	\$12
<u>1 September 2001 to 31 August 2002</u>	
Per unit of study (degree or CCE courses)	\$2

Referendum - December 1996

Modified for new CCE structure - March 2001

*Approved by the Board - September 19, 2001*

## **Standing Resolution #3 - Board of Directors Code of Conduct**

BE IT RESOLVED that, pursuant to the Article 19 of the Association's Bylaws, a *Code of Conduct* for the Board of Directors is approved as follows:

### Introduction

All members of the Board of Directors shall strive to act with integrity and respect for the rights of others, and in accordance with democratic principles and due process.

The Board is governed in all procedural matters by its Bylaws and Standing Resolutions, and where they fall silent, by *Roberts Rules of Order Newly Revised (2000)*.

### 1. Fiduciary Responsibility

Members of the Board have a fiduciary responsibility to the Association and, as such, are expected to act honestly, in good faith, with due care and diligence and in the best interests of the Association.

### 2. Conflict of Interest

Members of the Board have a duty to fully disclose to the Board any real or potential conflicts that might arise between their fiduciary responsibilities as Board members and their personal or private interests. Disclosure of a real or potential conflict of interest shall be entered in the Board's minutes. Members of the Board have a duty to act in the best interests of MAPS, uninfluenced by personal consideration.

Members of the Board have a duty to avoid using their positions as Board members (including the use of confidential information obtained in their roles as Board members) to advance or benefit their personal or private interests.

### 3. Partisan Political Activity

A member of the Board engaging in legitimate partisan political activity in his or her role as a private citizen has a duty to ensure that such activity is not misrepresented or misconstrued as activity undertaken in his or her role as a Board member on behalf of the Board, the Association or its members.

#### 4. Acceptance of Gifts, Hospitality or Other Benefits

Members of the Board have a duty to avoid encouraging the offer of, and to refuse, gifts, hospitality or other benefits, the acceptance of which could influence their judgment or the performance of their duties as Board members. Board members may accept incidental gifts, hospitality or other benefits associated with their official duties if such gifts, hospitality or other benefits: (a) are a common and appropriate expression of courtesy and fall within the normal standards of hospitality; (b) do not cause suspicion about the objectivity and impartiality of the Board member; and (c) do not compromise the integrity of the Board, the Association or its decision-making processes.

If a member of the Board is in any doubt about the legitimacy of accepting a gift, hospitality or other benefit, the member has a duty to make full and timely disclosure of the offer or acceptance of the offer, to the Board and to comply with any decision of the Board on the matter.

#### 5. Avoidance of Preferential Treatment

Board members have a duty to avoid being obligated, or seeming to be obligated, to any individual or organization that might benefit from special consideration by the Board of its members.

#### 6. Confidentiality

Once Minutes have been approved by the Board, they are deemed to be in the public domain.

From time to time the Board may, by a majority vote, move into closed session or may declare a matter confidential. In situations where the Board has declared a matter to be confidential, all members of the Board have a duty to respect and comply with the confidentiality provisions specified.

***Approved by the Board – March 9, 2004***

## Standing Resolution #4 - Duties of Officers

BE IT RESOLVED that, pursuant to the Articles 22-29 of the Association's Bylaws, terms of reference for Officers of the Corporation are established as follows:

### The President

The President shall:

- be charged with the general management and supervision of the affairs and operations of the Corporation;
- be the chief spokesperson for the Corporation and for part-time students at McMaster University;
- represent MAPS in meetings with the University Administration, other campus partners, and on committees (including, but not limited to: Administration-Student Consultation Committee, Observer at the Board of Governors, Observer at Senate);
- represent MAPS at external events (including, but not limited to: Convocations and CCE graduation ceremonies; University and community events; external meetings and conferences);
- provide leadership to the volunteer board of directors in meeting its responsibilities;
- oversees the planning and goal-setting process for the Association;
- sets the agenda and acts as chair of meetings of the members of the Corporation, the board of directors, and the executive committee;
- act as supervisor of the Executive Director, including performance evaluation (in consultation with the Executive Committee);
- be an ex-officio member of all committees of the Corporation;
- with the secretary, sign all by-laws;
- be a signing officer of the Corporation; and
- perform such other duties as may from time to time be determined by the board of directors.

### The Vice-President (Internal)

The Vice-President (Internal) shall:

- act on behalf of the President, at the request of the President or in the absence or inability of the President; and
- chair the Internal Committee and the Awards Committee;
- be a signing officer of the Corporation; and
- perform such other duties as may from time to time be determined by the board of directors.

### The Vice-President (External)

The Vice-President (External) shall:

- chair the External Committee;
- be a signing officer of the Corporation; and

- perform such other duties as may from time to time be determined by the board of directors.

#### The Treasurer

The Treasurer, or person acting as Treasurer, shall cause to effect:

- full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account;
- deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the board of directors;
- disburse the funds of the Corporation under the direction of the board of directors, taking proper vouchers therefor;
- review financial statements prior to their presentation to the board of directors;
- render to the board of directors at the regular meetings thereof or whenever required, an account of all transactions as Treasurer, and of the financial position of the Corporation;
- be a signing officer of the Corporation; and
- perform such other duties as may from time to time be determined by the board of directors.

#### The Secretary

The Secretary shall:

- be the Executive Director of the MAPS;
- be *ex officio* clerk of the board of directors, responsible for notices, and recording all facts and minutes of all proceedings in the books kept for that purpose;
- be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which shall be delivered up only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution;
- be a signing officer of the Corporation; and
- perform such other duties as may be assigned by the board of directors.

#### The Executive Director

The Executive Director shall:

- be appointed and employed by the Board of Directors;
- be the general manager and fiscal agent responsible for administration of the Corporation's programmes, finances and personnel within the framework of the policies, principles and practices established by the board of directors;
- be responsible for, but not limited to, staffing, job classification and other responsibilities as directed by the board of directors;

- employ and discharge such staff as deemed necessary in accordance with budget provisions and personnel policies and practices authorized by the board of directors;
- shall be a non-voting, ex-officio member of all committees of the Corporation, including the executive committee, and of the board of directors; and
- be a signing officer of the Corporation.

*Approved by the Board - September 19, 2001*

### **Standing Resolution #5 - Standing Committees**

BE IT RESOLVED that, pursuant to the Article 22 of the Association's Bylaws, terms of reference for Standing Committees shall be established as follows:

Standing Committees, in addition to the scope of activities contained within this Standing Resolution, shall undertake additional responsibilities as assigned by the Board of Directors. The President and Executive Director are ex-officio members of all MAPS committees.

#### Internal Committee

**Chair:** Vice-President (Internal)

**Other Members:** As appointed by the Board of Directors.

**Scope:** access to services on campus (eg. security, parking, food services, bookstore, library); access to academic programmes (including course availability); access to academic bodies; student representation within University governance.

#### External Committee

**Chair:** Vice-President (External)

**Other Members:** As appointed by the Board of Directors.

**Scope:** liaison with provincial and/or federal organizations concerned with promoting part-time student education; promote contact with MAPS members at-large through events; community liaison; public relations.

#### Finance Committee

**Chair:** Treasurer

**Other Members:** Two members appointed by and from the Board.

**Scope:** membership fees, budget, financial statements, investments

Awards Committee

**Chair:** Vice-President (Internal)

**Others Members:** Three members appointed by and from the Board

**Scope:** review of applications for MAPS bursaries; selection of recipients of the Corporations awards (including, but not necessarily limited to, the Martin W. Johns Award and Centennial Awards).

Nominating Committee

**Chair:** Executive Councilor

**Others Members:** Two members appointed by and from the Board

**Scope:** to recruit new members of the board. The committee will begin its work in January each year. The committee will survey current members to determine interest to continue to serve. The committee will prepare a call for nominations notice to be distributed using a range of contacts. The notice will describe the skills and experience required and it will direct interested candidates to contact MAPS.

*Approved by the Board - February 10, 2004*

Standing Resolution #6 - Proxies

BE IT RESOLVED THAT members of the board of directors, and committees of the board, be entitled to vote by means of a proxy where:

- a person appointed to act as proxy shall act as the member's representative to attend such meetings in a manner, to the extent and with the power conferred by the proxy;
- a proxy shall be deposited with the chair of the board of directors (or committee, as applicable), prior to being exercised;
- members participating by proxy shall be so noted in the attendance record within the minutes of the meeting;
- proxy votes may be recorded in the minutes of the meeting, subject to direction of the proxy or at the request of the individual exercising the proxy;
- a maximum of three proxies may be exercised by an individual at one time at a meeting of the board of directors or committee.

*Approved by the Board - September 19, 2001*

## **Standing Resolution #7 - Use of Facilities**

BE IT RESOLVED THAT the Board of Directors adopt the following policy statement governing the use of MAPS facilities:

MAPS exists in order to promote the academic interests of part-time students, promote a cultural and social environment at McMaster of benefit to part-time students, present information and concerns to the University regarding the needs of the part-time student community, and to promote the interests of the McMaster community at large. Consistent with these objectives, the MAPS board of directors approves the following framework for use of MAPS facilities:

1. The MAPS lounge exists for the quiet enjoyment of part-time students. Members of MAPS are expected to respect the rights of other students using the lounge and to refrain from behaviour that would disrupt the environment.
2. The use of facilities is at the discretion of the MAPS Board of Directors. On a day-to-day basis, this discretion will be exercised by MAPS' employees.
3. If an individual is found to be interfering with the use of the facilities by other individuals, or behaving in a manner that breaches the *McMaster University Code of Conduct*, that individual may be asked to leave.
4. The MAPS board of directors retains the right to restrict access to the use of MAPS space and facilities and all of its rights under the *Trespass to Property Act*.
5. This policy shall be posted in the lounge.

***Approved by the Board - February 10, 2004***