



**WLW STUDENT PUBLICATIONS POLICY
UPDATED SEPTEMBER 2025**



WLUSP GOVERNANCE POLICY

1.0 BOARD OF DIRECTORS

1.1 The Board Structure will be comprised of one (1) Chair, elected as the President; four (4) elected members as directors, with the Treasurer and Vice Chair being elected from within; one (1) appointed Secretary; up to three (3) and no less than two (2) appointed community directors; and the Executive Director, Advertising Manager, Finance Manager, Human Resources Manager and Brantford Manager of Operations as ex-officio members

1.1.1 The Board may appoint a Treasurer from outside of the Directors

1.2 The Board's responsibilities include representing the needs of all members, developing high-level policy and strategic goals, and ensuring successful organizational performance by maintaining legal and financial compliance

1.3 Essential Governance Tasks

1.3.1 Board members will remain committed to overseeing and implementing the mission, vision and values of the strategic plan

1.3.2 Board members will review strategic milestones to determine organizational value and benefit

1.3.3 Board members will solicit member feedback on strategic goals

1.3.4 Board members will ensure that all corporate operations are fiscally prudent

1.4 The Board will demonstrate its due diligence by ensuring that members are able to access Board meeting agendas and minutes, are able to voice their concerns from time to time, and that a conscious effort is made by Board members to connect with the members.

1.5 The Board will respect the confidentiality of all discussion in in-camera meetings, whether in physical or electronic form.

1.6 The Board will come prepared and attend Board meetings, work cooperatively, remain impartial and objective in Board deliberation, uphold the validity of Board documents, and respect the binding decisions that are made by the Board.

1.7 Board members will reveal any conflicts of interest to the Board. Upon revealing a conflict of interest, said Board member will remove themselves from Board deliberation and abstain from any votes that may be applicable to the conflict of interest.

2.0 BOARD OFFICER ROLES

2.1 President/Chair

2.1.1 The Chair will conduct Board meetings with commonly accepted powers, as outlined in Robert's Rules of Order

2.1.2. The Chair will ensure free, open and fair Boardroom deliberation

2.1.3 The Chair will be the official spokesperson of the Board

2.1.4 The Chair will act in a coaching capacity to all Board members;

2.1.5 The Chair will spearhead Annual Planning

2.1.6 The Chair will distribute relevant material required for thorough discussion at least three (3) days prior to a Board meeting

2.1.7 The Chair will provide the Board with a report by the first meeting in period two that outlines

their understanding of all high-level, organizational policies.

2.2 The Vice Chair is responsible for conducting meetings in the absence of the Chair and/or if a conflict arises with the Chair.

2.2.1 The Vice Chair will remain sufficiently familiar with Board operations

2.2.2 The Vice Chair will ensure that all Board documents are accurate and properly filed

2.2.3 The Vice Chair will determine whether the Board will grant an employee the opportunity to appeal disciplinary action

2.2.4 The Vice Chair will hear formal complaints made by the President.

2.3 The Treasurer is responsible for tracking the financial records of the organization, with the assistance of the Finance Manager

2.4 The Secretary is responsible for taking minutes during all Board meetings.

2.4.1 The Secretary will submit minutes to the Chair within 24 (twenty four) hours following a Board meeting

2.4.2 The Secretary will remove all in-camera minutes from their computer after sending them to the Chair

3.0 MEETINGS OF THE BOARD

3.1 Board meetings are mandatory.

3.1.1 If a Board member cannot attend a meeting for whatever reason, written documentation must be provided to the Chair/President in hardcopy or electronic form at least forty eight (48) hours in advance when possible.

3.1.2 If a Board member misses three (3) consecutive meetings, they are considered resigned and a Board decision must be made to determine whether the vacancy should be filled. Quorum will remain at 2/3 of Board members.

3.1.3 Board Members attending meetings by electronic means qualifies as quorum

3.2 The Board will approve the agenda at the beginning of each meeting. If there are no objections or changes that need to be made, the agenda will be adopted by consent. The following agenda structure will be used, when applicable:

- Commencement
- Adoption of the Agenda
- Adoption of the Minutes
- Regrets
- Comments from the Chair/President
- Old/Unfinished Business
- New Business
- In-camera
- Other Business and Announcements
- Adjournment

3.3 Minutes will be taken in meetings by the Secretary and distributed to the Board by the Chair for approval within 3 days following the Board meeting.

3.4 Board meetings will be conducted using Robert's Rules of Order Eleventh Edition

3.4.1 Online voting will require a motion from a Board member and a response from at least 2/3 of Board members at least forty eight (48) hours of being issued

3.5 In-camera Meetings

3.5.1 The Chair/President and Board members have the authority to be present in all in-camera meetings. Any other member of the organization must be granted permission by Board decision to attend said meetings, and will be ex-officio.

3.5.2 In-camera minutes will be filed separately from regular meeting minutes, and will be presented and approved in in-camera.

3.6 E-Mail Decisions

3.6.1 E-mail decisions may be made by the Board of Directors when needed and an in-person meeting cannot be held

3.6.2 The Chair/President may email all board members with a single item to be discussed and a specific timeline provided

3.6.3 A decision can be made with 2/3 support

3.6.4 Confidential information, financial decisions above \$5000 and HR concerns may not be decided upon via email

3.6.5 The Chair is responsible for collecting the votes of Board Members by posing the question, setting a timeline for answers, and gathering responses

3.6.5 Any decision made will be ratified at the next Board of Directors meeting and documented in the minutes

3.7 Emergency meetings deal with pressing organizational matters. Emergency meetings can be called at least six (6) hours prior to the start of the meeting. These meetings can be called if three (3) Board members present written documentation with a reason and the time and date for the meeting to the Chair.

3.8 The Board must have a minimum of five (5) meetings during each fiscal year.

4.0 BOARD COMMITTEES

4.1 Board committees are created to help the Board fulfill its own mandate.

4.1.1 Board committees are incapable of making binding decisions

4.1.2 Board committees will disband at the end of the fiscal period

4.1.3 Board committees must have their composition approved by the Board.

4.2 Committee elections will take place in Board meetings. Board members can either nominate another Board member or self-nominate. The Chair also has the ability to nominate a Board member.

4.3 Committees

4.3.1 The Board will decide, upon their first meeting, which if any, standing committees will operate for the year

4.3.1.1 The Finance Committee will provide updates on the organization's financial condition at Board meetings after every Period. This committee will be comprised of the President, Executive Director, the Treasurer, the Secretary, the Finance Manager, and the Brantford Manager.

4.3.1.2 The Governance Committee will provide bi-annual updates to the Board, suggesting policy changes, inclusions, or removals. This committee will be comprised of the President, Executive Director, the Vice-Chair, the Secretary, and a Brantford representative.

4.3.1.3 The Human Resources Committee will be responsible for reviewing Human Resource policies before the last meeting of each fiscal year. This committee will be composed of the President, Executive Director, one (1) Board member, the Secretary, a Brantford representative and the Human

Resources Manager.

4.3.2 Elections for selected committees will happen during the same first meeting of the Board

4.4 An ad hoc committee can be struck at a Board meeting to provide additional information, on whatever matter, to the Board for deliberation

5.0 ANNUAL PLANNING

5.1 An annual agenda will be compiled by the Chair/President and presented to the Board at the beginning of the fiscal year. It will include:

- A date for committee elections
- The governance budget for Period One, and a date of submission for the governance budget Period Two and Three.
- Training schedule for the Board
- A date for submitting the plan for orienting the Board-elect in January
- The annual meeting schedule of the Board
- Updated information of the Board members, strategy, and policies on WLUSP.com
- A date in September to assess strategic risk (i.e. SWOT analysis)

6.0 EXECUTIVE AUTHORITY

6.0.1 The board contracts with the Executive Director to execute the will of the board within predetermined parameters which determine the methods or ‘means’ by which the boards directions and policies will be executed and outlining desired outcomes.

6.0.2 The Executive Director is:

- a. Responsible for all management and administrative oversight of WLUSP
- b. Authorized to expend funds within the limits outlined in the organization’s financial policies
- c. Expected to provide advice to the board on policy and programs or service issues which affect the programs or services offered by WLUSP
- d. Required to provide the board with the information it requires to govern effectively, make informed decisions and monitor the overall performance of WLUSP in achievement of approved goals or ‘ends’
- e. Responsible for employing all staff members within the classification and salary ranges approved by the board and in accordance with all human resources policies.
- f. Directly responsible to the Chair of the Board of Directors in accordance with the policies of WLUSP and the expressed will of the board through policies or motions.

6.1 Delegation to the Executive Director

6.1.1 The Board of Directors is generally confined to delegate responsibility for execution of policies to the President and Executive Director.

6.1.2 The Board of Directors as a group, not as individuals or committees, is responsible for providing direction to the Executive Director

6.1.3 The Executive Director is responsible for executing the will of the Board as it pertains to all management and operations, excluding the production and management of editorial content.

6.1.4 The Executive Director may delegate tasks to any staff person with the exception of tasks related to the development of editorial content

6.2 Appointment of the Executive Director

6.2.1 Recruitment, selection, appointment and performance monitoring of the Executive Director are among the most important responsibilities of the Board of Directors.

6.2.2 Appointment of the Executive Director shall require a majority vote in support of a resolution naming said individual to the position for a fixed term of office.

6.2.3 Dismissal of the Executive Director shall require a two-thirds (2/3) majority of the full board voting in favour of dismissal at a meeting duly called to consider such action in accordance with WLUSP Human Resources policy, employment contracts and Ontario labor standards.

6.3 Performance Evaluation – Executive Director

6.3.1 The responsibilities of the Executive Director lie in the exercise of delegated authority and compliance within parameters established by Board policy and directives.

6.3.2 The Executive Director's job contributions can be monitored as performance within six components:

- a. Executive Director's job description
- b. Annual performance objectives negotiated with the Board
- c. Organizational achievement of operating plan and corporate objectives.
- d. Organizational operation within the boundaries established in Board policies.
- e. Quality of relationship with senior staff
- f. Quality of relationship with membership, volunteers and other major stakeholders.

6.3.3 An annual overall assessment of the performance will be conducted relative to this policy and the employment contract with the Executive Director

6.3.4 Evaluation Procedure

- a. At the beginning of each fiscal year the Executive Director will present a report outlining the objectives for that year to the Board of Directors.
- b. At the end of each fiscal year the Executive Director shall complete a report on overall corporate performance for the preceding year and present it to the board before the last meeting of that year
- c. The essential elements of the reports outlined in 6.3.4 sections a and b of this policy as well as board members' observations of the Executive Director's performance will form the basis of the evaluation.
- d. The President will obtain input from officers of the board, committee chairs, other board members and department heads and prepare a written evaluation of the Executive Director's performance. This report will be provided to the Board at the last meeting of the fiscal year or immediately thereafter.
- e. The Board will meet in-camera without the Executive Director for the specific purpose of reviewing the performance evaluation.
- f. The President will bring the results of the full appraisal to the Executive Director. In which it will outline specific areas of outstanding performance and any areas of deficiencies in job performance.
- g. For the purpose of presentation of the job performance appraisal the President shall meet with the Executive alone or, at the request of the board, with members of the executive committee, or the full board.
- h. The Executive Director shall be provided with a reasonable opportunity to redress any deficiencies in their performance.
- i. The President shall provide the Executive Director with more informal feedback on their performance on a regular basis as issues may arise and at least once midway between formal appraisals.

6.4 Performance Evaluation – President

6.4.1 The responsibilities of the President lie in the exercise of delegated authority and compliance

within parameters established by Board policy and directives.

6.4.2 The President's job contributions can be monitored as performance within seven components:

- a. President's job description
- b. Annual performance objectives negotiated with the Board
- c. Organizational achievement of operating plan, strategic plan and corporate objectives.
- d. Organizational operation within the boundaries established in Board policies.
- e. Quality of relationship with senior staff
- f. Quality of relationship with membership, volunteers and other major stakeholders.
- g. Successful delivery and promotion of all WLUSP's editorial products and volunteer opportunities

6.4.3 At the end of each fiscal period an overall assessment of the performance will be conducted relative to this policy and the employment contract with the President

6.4.4 Evaluation Procedure

- a. At the beginning of each term of office the President will present a report outlining the objectives for that year to the Board of Directors.
- b. The essential elements of this report include the components outlined in 6.4.2 in addition to board members' observations of the President's performance
- c. The Vice-Chair of the Board will obtain input from officers of the board, committee chairs, other board members and department heads and prepare a written evaluation of President's performance. This report will be provided to the Board at the last meeting of fiscal periods two and three or immediately thereafter.
- d. The Vice-Chair of the Board will call an in-camera meeting of the board without the President or other ex-officio staff for the specific purpose of reviewing the performance evaluation.
- e. The Vice-Chair will bring the results of the full appraisal to the President. In which it will outline specific areas of outstanding performance and any areas of deficiencies in job performance.
- f. For the purpose of presentation of the job performance appraisal the Vice-Chair shall meet with the President alone or, at the request of the board, with members of the executive committee, or the full board.
- g. The President shall be provided with a reasonable opportunity to redress any deficiencies in their performance.
- h. The Vice-Chair shall provide the President with more informal feedback on their performance on a regular basis as issues may arise and at least once midway between formal appraisals.

7.0 BOARD DEVELOPMENT

7.1 The Board will ensure that newly elected Board members are provided with an orientation program.

This program should include:

- 7.1.1 The strategic plan and high-level policies
- 7.1.2 The history of WLUSP
- 7.1.3 The current financial conditions
- 7.1.4 Any outstanding confidential matters
- 7.1.5 Robert's Rules of Order
- 7.1.6 Policy development tools
- 7.1.7 WLUSP Confidentiality and Code of Conduct forms

7.2 Board self-evaluations will be conducted after every period.

7.3 Meeting evaluations will be conducted after every meeting.



WLUSP FINANCE POLICY

1.0 FISCAL YEAR

1.1 The WLUSP fiscal year will be the first day of May until the last day of April. The fiscal year will be split into three (3) periods. The periods shall be as follows:

1.1.1 First period – beginning on the first day of May and ending on the last day of August

1.1.2 Second period – beginning on the first day of September and ending on the last day of December

1.1.3 Third period – beginning on the first day of January and ending on the last day of April

2.0 BUDGETING

2.1 An annual interim budget for the first quarter will be prepared by the President / President-elect and presented to the Board for approval at least 15 days prior to the beginning of the next fiscal year.

2.2 An annual operating budget will be prepared by the President and presented to the Board for approval at least 15 days prior to the beginning of the second period.

2.3 Budgets will reflect the cost of carrying out the programs and services of WLUSP for the first period in the case of the interim budget and for the next fiscal year in the case of the operating budget. Budgets will also reflect the anticipated revenues of WLUSP.

2.4 The budget will act as the financial plan for WLUSP, and approval of the budget by the Board will be authority for the President to manage WLUSP’s finances according to the plan without seeking further approval of the Board. However, the President and Executive Director will keep the Board well informed of the ongoing status of the financial plan, and will not make significant expenditures outside of the budget plan without seeking Board approval to amend the budget.

2.5 The President may authorize unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately, and cannot be practically submitted to the Board for approval. The Board of Directors will be informed of the expenditures within three business days.

3.0 BUDGET AMENDMENTS

3.1 Amendments to the budget will be presented to the Board for approval for any of the following reasons:

3.1.1 WLUSP enters into compacts or contracts that were not included in the approved budget

3.1.2 President proposes a significant expenditure that was not included in the approved budget

3.1.3 Significant unanticipated revenues are received or cost overruns occur

3.2 The budget may be amended, without seeking approval from the Board, in the following manner:

3.2.1 The Executive Director may authorize a budget amendment of up to and including 25% on any budget line deemed to be a standard operating expense

3.2.2 The Vice-Chair, the President, and the Treasurer, upon unanimous agreement, may authorize an amendment of up to 40% on any budget line deemed to be a standard operating expense

3.2.3 The Vice-Chair, the President, and the Treasurer, upon unanimous agreement, may authorize an amendment of up to 25% on any budget line deemed to be a capital expense

3.2.4 The Vice-Chair, the President, and the Treasurer, upon unanimous agreement, may authorize a new budget line of up to \$5,000 if it is deemed to be of immediate necessity to WLUSP’s operations

3.2.5 No amendment to the President or Chair’s compensation may be made without the authorization of the Board

3.2.6 No amendment to the President or Chair’s compensation may be made without the authorization of the Board

3.2.7 No amendment shall be made by management that is inconsistent with a prior motion or directive from the Board

3.3 The Board of Directors must authorize any amendment above 25% of a budget line, either by e-mail or at a regular or emergency meeting of the Board.

3.4 In the event that the Executive Director amends a budget line in accordance with 3.2.1, the Executive Director must notify the President and the Treasurer of the Board of Directors within 5 business days.

4.0 REIMBURSEMENTS

4.1 Business expenses may be reimbursed if an individual paid the expense from personal funds. To receive a cheque for a reimbursement expense, an individual must:

- i) Submit a completed Reimbursement Form (including signature from supervising manager) to the Finance Manager
- ii) Attach original receipt (preferably, the itemized receipt with HST listed) to the Reimbursement Form

4.2 The supervisory manager is responsible for ensuring that the reimbursement request is correct and aligns with the current budget

4.3 The President or the Executive Director have the power to reject a reimbursement form on the basis of inaccurate information and/or a non-permitted expense

5.0 WORKING CAPITAL RESERVES

4.1 A working capital reserve sufficient to keep WLUSP operating for at least a 60-day period will be maintained each year.

6.0 ACCOUNTING

5.1 The accounting system used by WLUSP will utilize generally accepted accounting practices that are required and/or recommended by regulatory or lending agencies and the WLUSP auditor.

5.2 The accounting practices and procedures used by WLUSP will allow for adequate management of WLUSP’s revenues and expenses, and will provide adequate systems of monitoring by the board of directors as well as outside auditors.

7.0 FINANCIAL REPORTING AND AUDITS

7.1 Reports reflecting the financial condition of WLUSP will be presented to the board during each of the three (3) financial periods. These financial reports will include:

7.1.1 Status of expenditures on major capital projects

7.1.2 Statement of cash flow

7.1.3 Bank reconciliation

7.1.4 Revenue and expense statement for the semester and year-to-date with comparison to the budget

7.2 An independent auditor appointed by the Board will conduct an annual audit of WLUSP’s finances. The Board will determine the scope of those audits from time to time.

7.3 As per the by-laws of WLUSP, the audited financial statements shall be presented to and approved by the members at each Annual General Meeting.

8.0 SIGNING CHEQUES

8.1 Authorized signatories for all general fund accounts must include two of the following: the Executive Director, the President, the Chair of the Board, the Treasurer of the Board.

8.2 It is the responsibility of the Executive Director to ensure that signatures can be gained from appropriate signatories so that payment can be made on obligations of WLUSP. It is also the responsibility of the Executive Director to ensure that adequate controls and safeguards have been established to ensure disbursement of funds only for proper purposes.

8.3 It is the responsibility of all cheque signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of cheque they sign.

9.0 USE OF CREDIT CARDS

9.1 The President will recommend to the Board those staff members authorized to use WLUSP's credit card. The Executive Director shall be authorized to use a credit card with a limit of \$10,000.00 (ten thousand dollars) and the President shall be authorized to use a credit card with a maximum limit of \$5000.00 (five thousand dollars). All other staff authorized to use and hold a credit card in WLUSP's name shall not exceed a limit of \$1000.

9.2 WLUSP credit cards will only be used for appropriate WLUSP business, and all uses will be appropriately documented. The WLUSP credit card will not be used for personal expenditures.

9.3 Monthly reports of credit card billings will be signed by two of the following: the Executive director, the President, the Chair of the Board, the Treasurer of the Board.

10.0 GRANTS

9.1 The President and/or the Executive Director may apply for and secure grants or sponsorship for less than \$25,000. The Board of Directors must approve all other grant applications or sponsorship requests.

11.0 CONTRACTS

11.1 The President and/or the Executive Director may approve service agreements and contracts for individual contracts that cost less than \$10,000 annually or over the contract life. The President may also approve agreements that continue the same service level and cost from a prior contract. These agreements must be done within the approved budget line item spending limits. The Board of Directors must approve all other contracts.

11.2 All service agreements and service contracts shall be awarded on the basis of cost, experience, and references. No contracts may be written or awarded to employees or Board members or their immediate family.

11.3 The president must seek approval from the Board of Directors for contracts that extend beyond the fiscal year.

12.0 INVESTMENT PRACTICES

12.1 Funds not required for current operations will be invested according to an investment plan approved and revised annually by the Board.

12.2 Investments may be made at the discretion of the President within the plan adopted by the Board, with the exception of any investments in securities with maturity of more than one year, which must have the prior approval of the board.

12.3 The President will present reports to the finance committee at least annually to show the status of all investments, including the rate of return and current market value.



WLUSP HUMAN RESOURCES POLICY

1.0 EMPLOYMENT PHILOSOPHY

1.1 WLUSP is dedicated to equity and accommodation in the workplace ensuring an accessible environment for all.

1.2 WLUSP recruits, hires, trains and promotes all persons in accordance with the provisions and statutes of the Ontario Human Rights Code (OHRC) and the Ontario Employment Standards Act (OESA).

1.3 A copy of the Human Rights Code and Employment Standards Act shall be kept on file with the current Human Resources Documents in the head office of WLUSP. These documents shall be updated January of each year.

2.0 EMPLOYMENT PRACTICES

2.1 The President, is responsible for overseeing the administration of all employment practices, including the recruitment, selection, performance management and dismissal processes.

2.2 The President will make recommendations to the Board of Directors concerning the recruitment, selection, performance management or dismissal of level “B”, “C” and “D” staff.

2.3 The Human Resources Manager is responsible for assisting in the administration of the recruitment, selection, performance management and dismissal processes for all employees in accordance with the appropriate level of employment outlined in Policy excluding Level “A” and “H” staff.

2.4 All hiring shall be conducted based on the level of employment as follows:

Level A: Elected Employees (President and Publisher)

The President and Publisher, elected by constituents and reports to Board of Directors

Level B: Executive Director

Hired by Board of Directors and President in consultation with level C and D staff

Level C: Senior Management

Advertising Manager, Finance Manager, Brantford Manager of Operations, Human Resources Manager - hired by Executive Director and President in consultation with the Board of Directors. Reports to the Executive Director

Level D: Departmental Managers

Editors-in-Chief, Radio Laurier Station Manager (or Executive Committee), hired by President in consultation with the Board of Directors. Reports to President.

Level E: Section Managers

News Director, Visuals Director, Photo Managers, hired by Department Manager and President, report to Department Manager

Level F: Managers, Editors, Coordinators

Section Editors, Internal-department managers and coordinators. Hired by Department managers and President, report to Department.

Level G: General Level Staff and Volunteers

Writers, copy editors, hired by department managers and section managers, report to section managers

Level H: Board of Directors and Senior Management Support Staff

Corporate Secretary, Assistants, hiring and reporting structure determined by job description to be approved by Board of Directors

Level I: Contracted Staff

Contracts determined by Executive Director and President

2.5 From time to time these positions other than those designated Level I may be held by contracted staff and will then comply with standards and rules associated with level I but will continue to report to the manager designated by Level associated with the position held. Compensation for these individuals will be outlined in their contract and they will not be entitled to the benefits or other compensation associated with the staff level on which they have been placed.

3.0 RECRUITMENT PROCESS: JOB VACANCIES

3.1 WLUSP's goal is to employ the most qualified candidate for each job vacancy.

3.2 Based on the employment levels the appropriate manager will identify staffing requirements and make recommendations to the President or Board of Directors.

3.3 Current and Incoming Directors of the Board may apply to any position at any level, however Directors may not hold B, C, or D level positions at the same time as a Director position

3.3.1 Section 3.3 will take effect May 1, 2019

3.4 The Board of Directors will approve any new B level staffing or positions following the Section Six of the WLUSP Governance Policy

3.5 The Board of Directors will be notified by the President at a regular Board meeting of any new C, D or E level staffing or positions

3.6 The President will approve any new F level staffing or positions upon review of the departmental manager's recommendation.

3.7 The departmental manager will approve any new G level staffing or positions upon review of the section manager's recommendation.

3.8 The President or a designate will prepare internal and/or external postings.

3.9 All positions are posted internally for a period of two (2) weeks and must be posted externally for a minimum of five (5) days, with the exception of level G positions which shall be posted at the discretion of the President and Human Resources Manager.

4.0 INTERVIEW PROCESS

4.1 All selected applicants, except those for G level positions will be interviewed and when it is deemed necessary employment references verified before an offer of employment is made.

4.2 Applicants for B level positions are interviewed by a hiring committee consisting of at least one (1) member of the Board of Directors, the President and the manager of Brantford Operations.

4.3 Applicants for level C and D positions are interviewed by a hiring committee consisting of at least one (1) member of the Board of Directors, the incoming President, the incoming HR Manager, and (if possible) the outgoing position-holder or a departing staff member.

4.3.1 If the outgoing position-holder is reapplying to the same position, they will not sit on the hiring committee for that position

4.4 Applicants for E and F level are interviewed by a hiring committee consisting of the incoming President, the incoming Department Head and if possible, the incoming HR Manager.

4.5 Applicants for G level, general volunteer positions can be hired without formal interviews but all must fill out an application to be submitted to the manager directly in charge of the position.

4.6 Applicants for all other positions are interviewed by the appropriate manager, the managers direct superior or designate and, if appropriate, a member of the Board of Directors.

4.7 Interviewers will follow an interview process approved by the President and / or Human Resources Manager.

4.8 Requirement of reference checks will be at the discretion of the hiring committee.

4.9 Volunteer/Employee HR file should be consulted prior to interviewing previous volunteers.

5.0 OFFER OF EMPLOYMENT

5.1 All applicants selected for hire will receive a written offer of employment outlining their conditions of employment.

5.2 The offer of employment will include remuneration, probationary period, notice period, starting date, allowances for time off and overtime, pre-employment conditions, a copy of the job description and any other relevant information.

5.3 The applicant selected for hire must officially declare their acceptance of the position in writing or by e-mail to the Human Resources Manager or President within 10 business days (or another timeline set within the initial offer and agreed upon in writing). A lack of response within the timeframe will indicate a rejection of the position.

5.4 Applicant chosen for hire may consult independent legal advice

5.5 A copy of the offer of employment will be placed in the employee's personnel file and a copy will be given to the employee.

5.6 Any changes to the offer of employment will be confirmed, in writing, by both parties and placed in the employee's personnel file.

6.0 PROBATIONARY PERIOD

6.1 All new employees will be subject to a three-month probationary period from their date of hire.

6.2 During the probationary period, the employee's work performance will be under review to determine if it meets satisfactory levels.

6.3 During the probationary period, either WLUSP or the employee may terminate the employment without providing notice, in accordance with the Ontario Employment Standards Act.

6.4 A probationary employee will receive a Performance Review at least two (2) weeks prior to the end of the probationary period.

6.5 In the case of employment contracts that extend beyond one year, the Board of Directors upon the recommendation of the President may extend the probationary period for a maximum of three (3) months. The necessity for an extension will be determined on an individual basis. Termination of employment during this period will require statutory notice.

6.6 A probationary period may only be extended once.

7.0 CONFIDENTIALITY AND PRIVACY

7.1 WLUSP and its employees will maintain the confidentiality of all participants.

7.2 Breach of confidentiality is grounds for dismissal.

7.3 If necessary, employees will direct questions concerning confidentiality to the President or Human Resources Manager.

7.4 Employees will not discuss confidential matters with anyone outside WLUSP membership unless authorized. This includes all information included in paper and digital format and financial records.

7.5 All employees, excluding G level staff, will be required to sign a confidentiality agreement before being allowed to begin work.

7.6 Employees will not allow unauthorized persons access to the office without permission.

7.7 Employees will not use, possess or duplicate keys for the office including filing cabinets and other keys without permission from the President or Executive Director.

8.0 CONDUCT OF EMPLOYEES

8.1 All employees are expected to conduct themselves in a professional and ethical manner while at work and when representing WLUSP.

8.2 Employees are expected to treat all co-workers, volunteers, associates and visitors in a fair and respectful way.

8.3 Employees are expected to show a positive and helpful attitude, to be honest, trustworthy, reliable, dependable and punctual in all work-related activities.

8.4 Employees are expected to follow the directives of the President and the Board Directors to achieve organizational goals.

8.5 Employees are expected to respect and comply with all policies and procedures both in the office and when representing the company externally and through various media.

8.6 Discipline or termination for cause may result from the following:

8.6.1 Theft or attempted theft of property or money from WLUSP, its members, or employees

8.6.2 Intentional misuse or damage to WLUSP's property or resources

8.6.3 Unauthorized purchases with WLUSP's funds

8.6.4 Activity that is fraudulent, unlawful or deliberately breaches WLUSP policies and procedures, including WLUSP code of conduct.

9.0 EMPLOYEE FILES

9.1 A confidential employee file is maintained by the Human Resources Manager for each employee.

9.2 The employee file may contain:

9.2.1 Original applications, resumes, interview and reference material,

9.2.2 The Offer of Employment/Employment Contract,

9.2.3 Current address and phone number,

9.2.4 Performance reviews,

9.2.5 All other pertinent employment related documentation

9.2.6 Documents submitted by the employee for inclusion in their personal file.

9.3 The employee file must contain:

9.3.1 Signed WLUSP Code of Conduct, Confidentiality Agreement, and Content Ownership

9.3.2 Signed offer of Employment

9.3.3 Acceptances

9.3.4 Contracts

9.4 Income tax forms (ie. TD1) and other financial records are kept with the financial files under supervision of the Finance Manager.

9.5 Employee files are strictly confidential and are kept in a locked filing cabinet.

9.6 Employees can access and review their personnel file by making a request through the President.

Neither the employee file nor any of its contents are to be removed from the premises. Employees may request photocopies of any of the material contained in their files.

9.7 Employee files will be kept by WLUSP for seven (7) years after employment is terminated.

10.0 PERFORMANCE REVIEW

10.1 Each employee’s job performance is to be evaluated on a regular basis.

10.2 A review will be completed two (2) weeks prior to the end of each employee’s probationary period.

10.3 Performance Reviews will be completed annually.

10.4 The President’s job performance will be reviewed by the Vice Chair of the Board of Directors with input from appropriate Board members and/or staff.

10.5 The Executive Director’s job performance will be reviewed annually by the President with input from appropriate staff and members of the board of directors.

10.6 The President or respective managers will conduct all other performance reviews for all other employees in consultation with the Human Resources Manager.

10.7 Reviewers follow an approved job performance review process.

10.8 All employees will be informed of the performance review process.

10.9 Formal written records will be kept in the employee’s file.

10.10 If an employee disagrees with a performance review, they should discuss the situation with the Human Resources Manager. If the situation is not resolved, they should contact the President. If the President cannot be involved due to a conflict of interest or for any other reason, the employee should contact the Vice-chair of the board.

11.0 TRANSITION REPORTS

11.1 Upon exiting their roles staff from levels A, B, C, D, E, F, and H, Are required to complete and file a transition report.

11.2 At the discretion of the President a portion of staff remuneration may be withheld until a satisfactory transition report has been submitted.

12.0 SALARY REVIEW

12.1 WLUSP will review salary ranges annually.

12.2 Any salary increase is contingent upon funding and will be approved by the Board of Directors either explicitly or through the budgeting process.

12.3 All salaries for staff levels A,B,C and D will be subject to annual cost of living increases at the same rate of CPI approved by the Board of Directors to determine the annual student fee increase.

13.0 BENEFITS

13.1 Any employee benefits must be approved by the Board of Directors and will be outlined in their employment contract.

14.0 ORIENTATION FOR NEW EMPLOYEES

14.1 An orientation is provided for all new employees within 2 weeks of their hiring.

14.2 Orientation for the incoming President will be conducted by the outgoing President (or designate).

14.3 Orientation for all other employees will be conducted by the President or respective department manager.

14.4 The orientation will cover:

- a) Introduction to co-workers,

- b) Tour of the facilities,
- c) Review of policies and procedures,
- d) Review of organization’s services, history, mission, goals,
- e) Review of requirements of their position,
- f) Review of organizational structure.

14.4 New employees will be asked to complete (read and sign) the following:

- a) TD1 tax forms (for salaried employees only),
- b) WLUSP Code of Conduct
- c) Copyright ownership agreement
- d) Confidentiality agreement

15.0 EMPLOYEE STATUS

15.1 All employment contracts with WLUSP are subject to the available funding received on annual basis.

15.2 Employee Status

15.2.1 Full-time employees are defined as working a standard 7 hours per day, 5 days per week (35 hours per week) and receiving either a salary or wage

15.2.2 Part-time employees are defined working more than 17 hours but less than 35 hours per calendar week and receiving salaried or wage

15.2.3 Casual employees are defined working less than 17 hours per week and receiving a wage

15.3.4 Volunteers are considered those individuals who are hired but do not receive regular remuneration in the form of salary or wage. Volunteers may receive regular honoraria or stipends

15.4.5 WLUSP will consider all employees and volunteer to be “staff” both in this policy and in all communications from the organization

16.0 PAYROLL PROCESS

16.1 All employees are paid Bi-weekly.

16.2 Applicable payroll deductions will be made as required.

16.3 It shall be the responsibility of the Executive Director and respective department managers to monitor the employee’s usage of paid time and determine hours of work for each employee.

17.0 UNPAID LEAVE OF ABSENCE

17.1 Staff wishing to take an unpaid leave of absence will provide a written request to their supervising manager outlining the reasons and circumstances involved and the duration required.

17.2 Unpaid leaves of absence must be approved by their supervising manager.

17.3 If the leave is approved, a written confirmation will be given to the employee, which outlines the terms of the leave.

17.4 When returning from a leave of absence, the employee will be reinstated to their former position or other available comparable position at the appropriate rate of pay.

17.5 The Employment Standards Act allows employees to take up to ten (10) days per calendar year unpaid for emergency leave of absence. Emergency leave includes medical emergency, death, urgent family matter, or personal illness, which require immediate attention.

18.0 EXPENSES

18.1 WLUSP will reimburse employees for approved expenses in accordance with Section 4.0 of the WLUSP Finance Policy All other expenses will be incurred in accordance with policies outlined in the WLUSP Finance Policy.

19.0 WORKPLACE HEALTH AND SAFETY

19.1 WLUSP recognizes the importance of maintaining a safe and healthy working environment. Our foremost concern is the safety and well-being of our employees, volunteers, associates and visitors. Employees may encounter or identify potential hazards in the workplace. It is critical for staff to use good judgment, stay out of harm's way and notify the President of any unsafe conditions or practices that may cause injury. WLUSP does not expect employees to attempt to do anything that is unsafe and employees will always follow safety and security guidelines.

19.2 The first Department Head meeting of every month will have Health and Safety on the agenda. This will be an opportunity for department heads to bring up any concerns to the Health and Safety Representative who will follow the WLUSP Health and Safety Policy.

20.0 RESPONSIBILITIES OF THE PRESIDENT

20.1 The President will be held accountable for the workplace health and safety of employees under their supervision. The President will ensure that the workplace and all tasks required and requested of staff comply with proper health and safety standards and take corrective action on issues that do not comply with health and safety standards.

20.2 The Executive Director will, on the behalf of the President, work to ensure health and safety standards within WLUSP.

21.0 EMPLOYEE RESPONSIBILITIES

21.1 Employees will protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

21.2 If an employee identifies a potential workplace hazard or unsafe practice they will notify the Executive Director immediately to address the circumstances.

21.3 If an employee has been asked to carry out a task that they feel is unsafe, they can discuss their concerns with the Human Resources Manager who will investigate the circumstances and take action if required. If the employee feels the concern is not resolved they can escalate the discussion to the President or Vice-Chair of the Board. If there are reasonable grounds for continued concern on behalf of the employee, a Ministry of Labour inspector will be called to investigate.

21.4 Any employee who coordinates volunteers or visitors in the workplace is responsible for ensuring that those individuals act in compliance with the law and with safe work practices and procedures established by WLUSP.

22.0 REPORTING ACCIDENTS

22.1 If an accident should occur during working hours, the employee will complete a written report of the incident and submit it to the President. The report will be forwarded to the Board of Directors for review. If the Board of Directors or President identify a hazard in the workplace they will take action to remedy the circumstances to prevent future occurrence.

23.0 DISCRIMINATION AND HARASSMENT IN THE WORKPLACE

23.1 WLUSP will follow the provisions of the Human Rights Code.

23.2 WLUSP prohibits all types of unlawful discrimination, including harassment, whether directed against an individual or group, including employees, volunteers, or visitors.

23.3 Discrimination and Harassment can include unwelcome physical contact, posting of offensive material, comments, gestures, threats or unwelcome comments related to race, national or ethnic origin, colour, religion, age, sex (including pregnancy or childbirth), sexual orientation, marital status,

family status, physical or mental disability, a conviction for which a pardon has been granted.

23.4 If employees feel the action warrants a formal complaint, they can address the circumstances with the President, or Human Resources Manager.

23.5 The President or Human Resources Manager will investigate the circumstances and will respond to the complaint immediately.

23.6 All complaints are treated confidentially amongst the parties involved and no action will be taken without the knowledge of the employee who has made the complaint.

23.6.1 Efforts will be made by The President and the Human Resources Manager to take into account the wishes of the employee who has made the complaint

24.0 DISCIPLINE

24.1 Disciplinary action will be taken if an employee fails to perform their job satisfactorily or violates the conditions of the employment contract and/or policies outlined in this document.

24.2 The President and/or supervisory employee will adhere to the following progressive disciplinary actions:

24.3 Disciplinary Meeting 1*

24.3.1 The department head and HR Manager will meet with the volunteer/employee to discuss concerns with their performance

24.3.2 Their expectations will be discussed and concerns clearly outlined via Disciplinary Form 1

24.3.3 Volunteer/employee will be given an opportunity to discuss their own concerns

24.3.4 Specific goals will be set for improvement as well as a timeline to accomplish them

24.3.5 A follow up meeting will be scheduled

24.3.6 Meeting will be documented and signed by the volunteer/employee, department head and HR Manager. Volunteer/employee will be given a copy of the disciplinary form and a copy will be placed in their HR file. The HR Manager will bring this to the attention of the President.

*Disciplinary Meeting 1 can be supplemented with a mid-year review

24.4 Follow Up Meeting/Disciplinary Meeting 2

24.4.1 Follow up meeting with the HR Manager and Department Head

24.4.2 Review of the goals set at the last meeting

24.4.2 Progress Report

i. Volunteer/employee will give their feedback on progress

ii. Department Head will give their feedback of volunteer/employee's progress

iii. Positive progress and unaccomplished goals will both be outlined

24.4.3 If progress has not been made, this meeting will constitute the volunteer/employee's second warning/disciplinary meeting.

i. Specific goals will be outlined as done in meeting 1, and a follow up meeting will be set. This will be signed by volunteer/employee, HR Manager, and Department head and a copy will be given to volunteer/employee as well as placed in their HR file.

24.4.4 If satisfactory progress has been made, no follow up meeting will be necessary. A documentation of this meeting and noting the volunteer/employee's satisfactory progress will be placed in their HR file. The HR Manager will bring this to the attention of the President.

24.5 Disciplinary Meeting 3

24.5.1 This meeting can be called at anytime following disciplinary meetings 1 and 2.

24.5.2 Meeting will include department head, HR Manager, and President

24.5.3 Employee/Volunteer will be given a written statement that outlines the unsatisfactory element of job performance or infraction of policies and/or procedures. Past disciplinary meetings will be noted in the letter. The letter will outline immediate areas for improvement and will clearly state termination as the next step in the disciplinary process.

24.6 Suspension

24.6.1 An employee may be suspended from work without pay for up to three (3) days. The decision to suspend an employee will be made by the President in consultation with the Human Resources Manager if the employee is Level C, D, E, or F; and with the supervisory employee if the matter pertains to a level G employee

24.6.2 An employee or volunteer will be immediately suspended without pay for breach of law or code of conduct.

24.6.3 A decision to suspend Level C or D employees without pay will be done by the President in consultation with the Board of Directors.

24.7 Termination of Employment *

24.7.1 The decision to terminate employment will be made by the President in consultation with the Human Resources Manager and the supervisory employee (if applicable)

* Depending on the severity of the issue, the President and Human Resources Manager may determine which of the above steps are appropriate and where to start in the process.

25.0 COMPLAINTS AND APPEALS

25.1 Upon review, the President will within five (5) working days decide if any action is warranted or possible, the decision will be submitted in writing to the staff member by the President. A copy of the complaint and the written decision will be placed in the employee's file.

25.2 The President and the employee will ensure that the recommendations made will be put into effect within the timing required in the decision.

25.3 Failing satisfaction with the President's decision the employee can appeal the decision to the Vice-Chair of the board who will determine if the board should head the appeal. The decision made by the Board of Directors will be final.

25.4 Should the President wish to file a complaint, he/she can contact the Vice-Chair of the Board of Directors.

26.0 EMPLOYMENT TERMINATION

26.1 WLUSP will, as a minimum, adhere to the provisions of the Employment Standards Act when terminating employment.

26.2 General

26.2.1 All employees will receive a termination letter outlining the reason for termination, the date of the last day of employment, applicable notice period, benefit information (if applicable) and a Record of Employment.

26.2.2 All employees will receive an exit interview conducted by the President or supervisory employee or Executive Director.

26.2.3 All property belonging to WLUSP will be returned prior to, or upon the last day of employment.

26.2.4 The President's approval is required for all terminations of employee's Level E-I

26.2.3 The President's approval is required for all terminations of employee's Level A-D in consultation with the Board of Directors.

26.3 Resignation of Employment

26.3.1 Employees wishing to resign from WLUSP will provide a written notice to the President three (3) weeks prior to the last day of employment. The President will provide a written notice of their resignation to the Vice-Chair of the Board of Directors.

27.0 WORKPLACE RELATIONSHIPS

27.1 During work hours and in work areas, team members are expected to conduct themselves in an appropriate workplace manner that does not interfere with others' overall productivity.

27.2 Team members are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises.

27.3 Team members who allow personal relationships with co-workers to adversely affect the organization's work environment shall be subject to WLUSP's disciplinary policy.

27.4 Team member's off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.

27.5 All team members classified as Level A, B, C, or D staff (as per WLUSP Human Resources Policy section 2.4), or others in a sensitive or influential position within WLUSP, must disclose their relationships or roommate living situations to the HR Manager. WLUSP will review the circumstances to determine whether any conflict of interest exists.

27.6 Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed to the HR Manager.

27.7 If a conflict of interest or potential risk is identified due to a WLUSP staff member's relationship with a team member, WLUSP will work with the parties involved to consider options that might prepare for, mitigate, or reduce any potential problems.

27.8 Failure to cooperate with WLUSP to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination.

27.9 Where doubts exist as to the specific meaning of the terms used above, team members should make judgments based on the overall spirit and intent of this policy. Any concerns about the administration or implementation of this policy should be addressed to the HR Manager, Executive Director, or President of WLUSP.



WLUSP STRATEGIC PLANNING POLICY

- 1.0 WLUSP engages in strategic planning processes to develop long-term organizational goals and strategy for achieving these goals.
- 2.0 Strategic plans are intended to develop the organization to further achieve its mission and vision while adhering to its values.
- 3.0 All strategic plans should forecast desired outcomes, individual responsibilities of staff for achieving planned outcomes, actions required to achieve the desired outcomes, and a timeline of when such actions are to be taken.
- 4.0 All plans should present a 5-year forecast of desired strategic outcomes.
- 5.0 Strategic planning will follow a 4-year planning cycle to ensure that every department of WLUSP is given adequate discussion and planning time. The 4-year cycle will be as Follows:
- Year 1** - WLUSP Wide – addressing all departments and their intersections and outlining a central strategy for supporting departments including but not limited to, business development strategy, educational opportunities, resource allocation, external partnerships
 - Year 2** – Radio Laurier, Blueprint and Brantford Operations – developing strategies that will affect and grow each individual department
 - Year 3** – The Sputnik, The Cord, Carnegie, Keystone - developing strategies that will affect and grow each individual department.
 - Year 4** – Central, Advertising, Finance, Administration – developing strategies for better assistance and delivery of service over all. Strengthening service departments to optimize outputs of media departments.
- 6.0 Strategic plans shall be presented to the board of directors, for review and revision, one week before the final board meeting of each fiscal year.
- 7.0 At the final board meeting of each fiscal year the Board of Directors will approve a final plan and deliver it to the board of directors elect. The plan must be finished by the last board meeting of the fiscal year.
- 8.0 Each board will review the preceding strategic plans and ensure that all actions dictated in the plan are acted upon.
- 9.0 Responsibility for monitoring the progress of the strategic plans is divided as such:
- 9.0.1 All WLUSP volunteers and staff are responsible for the achievement of strategic goals
 - 9.0.2 The Chair of the board is responsible for ensuring planning takes place at the appropriate time in the year rotation
 - 9.0.3 The President is responsible for ensuring the strategic plan is followed, annual monitoring of

the goals, ensuring goals are achieved using all resources available, including department managers, and is then responsible for recording the actions that have been completed during their term as President

9.0.4 The Executive Director is responsible for monitoring long-term goals.

10.0 All transition reports will include strategic plan actions. This will include details such as what was done and who participated.

11.0 Should a contradiction between the prescribed actions of multiple plans arise the most recent plan shall be deemed active. All contradictions in plans shall be reported to the Board of Directors.



WLUSP ELECTIONS POLICY

1.0 ANNUAL GENERAL MEETING AND ELECTIONS

1.1 All business pertaining to the Annual General Meeting or Special General Meeting will be overseen by the President or designate.

1.1.1 If the President has a conflict of interest as determined by the Board of Directors, the Board of Directors will appoint a designate to oversee the elections.

2.0 NOMINATIONS

2.1 Any member of the organization is eligible to stand for election.

2.2 The Nomination Package will consist of the following:

- a) Proof of registration
- b) Proof of age
- c) Declaration of nomination, with a nominator and seconder
- d) Scrutineer registration
- e) All information pertaining to deadlines including, but not limited to:
 - i) Platforms
 - ii) Open forums
 - iii) Submission deadlines
 - iv) Voting dates
- f) All information pertaining to Governance Policy 8.0

2.3 The Nomination Package will be approved by the Board of Directors and sent out no later than the last day of classes in the Fall term.

2.4 Nominations will close no less than four weeks upon opening.

2.5 Should the number of nominations received by the deadline be no more than the minimum number of seats to be elected for each position, the nominees will be acclaimed.

2.5.1 All acclaimed positions will be ratified by the membership

2.5.2 Any remaining vacant seats will be decided on by the Board of Directors following Section 8 of the WLUSP by-laws.

2.5.3 Any candidate who wishes to withdraw a nomination from any Annual General or Special General Meeting will do so in writing to the President or designate no less than twenty-four (24) hours before the voting commences.

2.5.3.1 In the event that the candidate's name cannot be removed from the ballot, the President or designate must immediately inform the membership.

2.5.3.2 Any votes cast for the withdrawn candidate will be precluded from the final vote tally.

3.0 REFERENDA

3.1 At each Annual General Meeting, the membership will approve the following:

- a) The Auditor
- b) Audited financial statements from the previous fiscal year
- c) Any by-law changes proposed to or made since the last Annual General Meeting

3.2 General Meeting

3.2.1 The Board of Directors may, by two-thirds (2/3) majority, approve referenda questions to be proposed to the membership at any General meeting. The results of these questions will be binding.

3.2.2 As per Article III.16 of the by-laws, referenda questions receiving support of 5% of the membership must be put forward at the next Annual General or Special General Meeting of the members. The Board of Directors may edit or reword questions presented by the membership.

3.3 Campaigning

3.3.1 Campaigning is defined as any solicitation of a vote.

3.3.2 Campaigning is not permitted for any candidates standing for an elected position.

3.3.3 Candidates found to be in violation of this policy may be disqualified from the election at the discretion of the Board of Directors.

3.4 Promotions

3.4.1 The President or designate will present a promotion plan for Annual General Meeting or Special General Meeting to the Board of Directors at the same time as the Nomination Package is approved.

3.4.2 The promotion plan will include, but is not limited to the following:

i) Nomination Package, Referenda Submission, Advanced Voting, the Annual General or Special General Meeting, or any other information pertaining to the Annual General Meeting or Special General Meeting will be distributed to the membership.

ii) The channels and communication methods that will be used to communicate the aforementioned information to the membership.

4.0 MEETINGS

4.1 Notice of any Annual General or Special General Meeting shall be in accordance to Article III.4 and Article III.5 of the by-laws, respectively.

4.1.1 All business for the Annual General and Special General Meetings shall be conducted in accordance to Roberts Rules of Order.

4.1.2 Quorum for any Annual General or Special General Meeting shall be set at fifty (50) voting members for all business, excluding matters pertaining to the adjustment of memberships fees beyond the Consumer Price Index (CPI).

4.1.2.1 Advanced voting shall not count towards quorum.

4.1.3 The results of any Annual General or Special General Meeting shall be announced once voting has ended.

4.1.4 Any appeals of the results of any Annual General or Special General Meeting must be made before the adjournment of the Meeting.

4.1.4.1 Upon adjournment, the results of the Meeting shall be deemed ratified and all ballots will be destroyed.

5.0 VOTING

5.1 Advanced voting will be made available on each campus that the Corporation operates in for a minimum of ten (10) hours between 9am and 5pm within the week preceding the election.

5.1.1 Advanced voting will not happen in situations where all elected positions are acclaimed

5.2 All voting for elected positions will be done by secret ballot.

- 5.2.1 Voters shall rank candidates in order of preference.
- 5.2.2 Voters are not required to rank all of the candidates on the ballot.
- 5.2.3 A ballot that assigns the same rank to two or more candidates is considered invalid.
- 5.2.4 Points 5.2.1, 5.2.2, and 5.2.3 above shall be communicated to each voter at the time of voting.

5.3 There shall be no proxy voting.

5.4 All voting for matters other than elected positions shall be conducted at the discretion of the Chair of the meeting in accordance with Roberts Rules of Orders.

6.0 COUNTING

6.1 Counting the ballots for all elected positions shall be conducted using the Modified Borda Count (MBC).

- i) For each ballot, candidates are assigned points as follows:
 - a. Unranked candidates receive 0 points
 - b. The lowest-ranked candidate receives 1 point
 - c. The next-highest ranked candidate receives 2 points
 - d. The next-highest ranked candidate receives 3 points (and so on...)
 - e. The highest-ranked candidate receives as many points as there are ranked candidates on the ballot
- ii) For an election with x seats available, the x candidates with the most points are declared elected.
- iii) If a tiebreaker is needed, the candidate with the most first-place votes is declared elected.
- iv) If both candidates have the same number of first-place votes, the candidate with the most second-place votes is declared elected. (and so on...)
- v) If a further tiebreaker is needed, a run-off election must be held.

6.2 There will be an automatic recount of votes if an outcome will be changed with a margin of five (5) percent or less of votes between candidates.

7.0 SCRUTINEERS

7.1 Candidates may appoint one (1) scrutineer per campus that Corporation operates in to monitor the entire election process on their behalf.

7.2 Scrutineers shall not touch ballots or interfere with the voting process at any time.

7.3 In the case of ballots cast via electronic methods, scrutineers may request information and/or a demonstration up to 1 hour prior to voting.

7.4 Each candidate shall be entitled to have one (1) scrutineer in the ballot counting room

7.4.1 Scrutineers must remain in the ballot counting room for the full duration of the tallying process

7.4.1.1 In the case of ballots cast via electronic method, the ballot counting room will display the electronic results page

7.4.2 Scrutineers may demand a recount within ten (10) percent variance of their candidate qualifying for election

7.4.3 Only candidates with a scrutineer present for counting can demand a recount

7.5 Failure to adhere to these the Laws of the Province of Ontario, the by-laws of the Corporation, the Student Code of Conduct, or any of these policies will result in the disqualification of any candidate.



WLUSP EMERGENCY & RISK MANAGEMENT POLICY

1.0 DEFINITIONS

1.1 Emergency – WLUSP adheres by the definition of an emergency used by Wilfrid Laurier University, which states the following, taken from WLU policy 7.11 on Emergency Response. For the purpose of this policy, an emergency is an event that:

1. Is unforeseen with immediate consequences;
2. Threatens to cause, or has caused, substantial property damage, personal injury or distress to the WLUSP or Laurier community;
3. Requires the WLUSP and/or Laurier community to be quickly and properly informed about the event; and
4. May disrupt in a substantive manner the normal operations of the university.

1.2 An Emergency will be declared with the occurrence of the following:

1. Natural disasters including but not limited to flooding, fire, or dangerous weather conditions such as tornadoes, hurricanes, or earthquakes,
2. Cases of violence including firearms, bomb threats, or weapons of any kind
3. Any sort of illness defined as a pandemic, epidemic, or outbreak deemed dangerous by the WHO. Examples include SARS, or swine flu.

2.0 DATA SECURITY

- 2.1 WLUSP must exercise due diligence to ensure all materials and documents are Secure.
- 2.2 All documents and information must be backed up in a secure online or off-site Location.
- 2.3 Software licenses, whenever possible, must be kept in a secure location off-site.

3.0 INSURANCE

- 3.1 WLUSP must have current content insurance, to protect all property from theft or Damage.
- 3.2 WLUSP must have Officers Liability insurance to protect staff and members of the board from being held personally accountable in lawsuits against the corporation of WLUSP.

4.0 IN CASE OF EMERGENCY

- 4.1 In the case of an emergency, WLUSP will revert to a chain of command. The highest available employee on the chain of command will take charge in an emergency situation. The chain of command is identical to that of the organizational chart.
- 4.2 In the event of an Emergency as declared by the Wilfrid Laurier University President or the WLUSP President, the WLUSP office will be assumed to be closed immediately until the WLUSP President deems otherwise.
- 4.3 In the event of extreme illness that falls under the category of pandemic or epidemic, only people who are essential to WLUSP operations as determined by the President will be permitted in the office.
- 4.4 In the event of an illness pandemic or epidemic, no one affected by the illness will be permitted in the WLUSP office.
- 4.5 In the case of a bomb threat or violent attack, WLUSP will follow the University's policy and procedures



WLUSP HEALTH & SAFETY POLICY

1.0 OVERVIEW

WLUSP recognizes the importance of maintaining a safe and healthy working environment. Our foremost concern is the safety and well-being of our employees, volunteers, associates and visitors. Employees may encounter or identify potential hazards in the workplace. It is critical for staff to use good judgment, stay out of harm's way and notify the President of any unsafe conditions or practices that may cause injury. WLUSP does not expect employees to attempt to do anything that is unsafe and employees will always follow safety and security guidelines.

2.0 HEALTH AND SAFETY REPRESENTATIVE SELECTION

- 2.1 WLUSP must have an elected Health and Safety Representative
- 2.2 Any current Department Head is eligible to stand for election for this position
- 2.3 This representative should be a current Department Head
- 2.4 Elections should be held before the third Department Head meeting of the current year
- 2.5 At the first Department Head meeting of the year (date to be decided by the President), the role and duties of the Health and Safety Representative will be explained
 - 2.5.1 Before the following Department Head meeting, those interested in the role will inform the President of their nomination
 - 2.5.2 At the second Department Head meeting of the year, all nominated individuals will have two minutes to explain their intentions and qualifications for the position
 - 2.5.3 If more than one person is nominated a ballot system is implemented with the President and Executive Director counting the ballots
 - 2.5.3.1 Each candidate is allowed to have one scrutineer present at the counting of the ballots
 - 2.5.4 If no one puts their name forward for the position either before or during the second Department Head meeting, the current Human Resources manager will be automatically acclaimed into the role

3.0 HEALTH AND SAFETY MEETINGS

- 3.1 Every first Department Head meeting of the month should have a Health and Safety agenda item
- 3.2 Department Heads should discuss concerns with their own staff and volunteer teams and relay them to the Health and Safety Representative at this time
- 3.3 Concerns or questions brought up during this time should be evaluated and investigated the the Health and Safety Representative
 - 3.3.1 If, after investigation, the concerns prove serious then the Health and Safety Representative shall bring them to the attention of the President and the Executive Director
 - 3.3.2 The President and the Executive Director shall take appropriate action to ensure the health and safety of the WLUSP staff and volunteers
- 3.4 The Health and Safety Representative should hold office hours and provide their contact information to all staff and volunteers so issues can be brought up and disclosed outside of the specific Health and Safety meetings as well

4.0 HEALTH AND SAFETY INSPECTION CHECKLIST

4.1 The Health and Safety Representative should be provided copies of the Inspection Checklist by the Executive Director

4.2 The Health and Safety Representative should complete the Inspection Checklist at least once per month

4.2.1 Completed checklists should be provided to the Executive Director for review

4.2.2 The Executive Director shall respond accordingly to any concerns found in the monthly inspection



WLUSP SOCIAL MEDIA POLICY

* last updated in June 2013

WLU Student Publications recognizes the increasing importance of social media and wants to ensure that employees and volunteers recognize the implications of their activities on social media sites to WLUSP, its brand, its reputation and content.

1.0 DEFINITIONS

1.1 Account – A registered individualized service within any social media or social networking site specified to one individual, group, brand, event, or product.

1.2 User – An account holder within a specific social media or social networking site.

1.3 Social Media (Social Network) – Media services accessible through the Internet and to a number of sources. These can include, but are not limited to, blogs (ie. Wordpress, Tumblr), micro blogs (ie. Twitter), Social Networks (ie. Facebook, LinkedIn), Multimedia Sharing Services (ie. Flickr, Instagram, VSCO, Youtube, SnapChat), and Geolocation Services (ie. Foursquare).

1.4 Post – Publishing content on a social media site or service.

1.4.1 Department – Any service or sub-organization within WLUSP recognized as a “Department” in the WLUSP Financial Management Policy.

1.4.2 Operation – Any service, section, show, segment or other product of a WLUSP department.

1.4.3 Hashtags – A specific identifier created with alphanumeric characters used in social media to categorize and or identify specific conversations from others. Hashtags use no spaces and typically begin with number sign “#”

1.4.4 Tagging – Identifying a specific user or account in a way that will notify the user or account within an exchange within a social network or social media.

1.4.5 Retweeting – Reproducing a post from another user.

2.0 SOCIAL MEDIA ACCOUNTS

The WLUSP Social Media Policy applies to the following accounts:

2.1 Level A – WLUSP Accounts

2.1.1 WLUSP Accounts associated with WLUSP and represent its departments and operations. Select members of Student Publications control these accounts.

2.1.2 WLUSP reserves the right to retain all up to date passwords to these accounts, over-see usage, and right to edit or delete posts.

2.2 Level B – WLUSP Affiliated Accounts

2.2.1 Affiliated Accounts are any accounts that are affiliated with a department of WLUSP and advertised as such. These include, but are not limited to, accounts that represent specific radio shows or newspaper columns. These accounts must be approved by a department head and are continually monitored.

2.2.2 Content of these accounts must be consistent with the content of the show, column, etc. that it represents.

2.2.3 WLUSP reserves the right to request the removal or modification of posts, and where necessary the closure of accounts.

2.3 Level C – Personal Accounts

2.3.1 WLUSP respects the right of volunteers and employees to maintain personal accounts on social networking sites

2.3.2 Personal accounts governed by this policy are accounts that belong to an individual and state that they are a volunteer or employee of WLUSP, or that they are in some way affiliated with WLUSP. This includes accounts that are advertised on-air, in a WLUSP publication, or on a WLUSP associated website.

2.3.3 Inclusion of a disclaimer does not preclude a personal account from being governed by this policy.

3.0 GENERAL POST GUIDELINES

3.1 All post's must reflect WLUSP's values, code of ethics and must be done in accordance with any other WLUSP policies.

3.2 As a general rule, if you would not broadcast on it or publish it in a WLUSP publication it should not be posted on a social networking site

3.3 Keep in mind the best practices of the social networking site you're using.

4.0 CONFIDENTIALITY

4.1 Employees / Volunteers of WLUSP are often privy to information before it is made public. They are prohibited from disclosing any information on a social networking site prior to it being published or broadcast.

4.2 Confidentiality agreements signed by volunteers and employees of WLUSP extend to social networking sites.

5.0 ERRORS

5.1 Be transparent when making any corrections or modifications to posts on social networking sites. Use the proper terminology and best practices for the medium in use.

5.2 Where applicable identify corrections with the appropriate abbreviations or remarks (ie. "CX" precedes a twitter post identifying it as a correction to an earlier post).

6.0 RETWEETING / REPOSTING AND CITATIONS

6.1 Use proper terminology and follow best practices for the social networking site you are using when reposting or retweeting a post made by another user.

6.2 Ensure quotes by those who are not you are properly formatted and cited. When possible, tag the source on the social networking site you are using.

6.3 For Twitter WLUSP staff must identify retweets with the following abbreviations preceding the post:

"RT" – identifies a complete unedited Retweet from another user

"MT" – identifies a modified Retweet from another user

"PRT" – identifies a partial Retweet. In this case parentheses are also recommend

"Quote Tweet" – identifies retweeting a tweet and adding own comment in the retweet

7.0 LIVE-TWEETING / LIVE-POSTING

7.1 Use best practices when live-tweeting or posting about an event on a social networking site.

7.2 Ensure you are using Hashtags and that content is original.

8.0 PHOTOGRAPHS

8.1 WLUSP reserves the right to post photographs from public events on social networking sites

8.2 Use discretion when posting commentary and names with photographs

8.3 Request's to remove names of subjects of photographs on any social networking site will be honored

