

**Trinity Western University Student Association  
Policy Manual**





## TABLE OF CONTENTS

|       |                                    |    |
|-------|------------------------------------|----|
| I.    | Oath of Office                     | 3  |
| II.   | Inter-Departmental Teams           | 3  |
| III.  | Finances                           | 4  |
| IV.   | Office Policies                    | 4  |
| V.    | Student Proposal Guidelines        | 6  |
| VI.   | Conflict of Interest Policy        | 7  |
| VII.  | Resolution Policy                  | 7  |
| VIII. | Rules of Procedure for Meetings    | 8  |
| IX.   | Research Guidelines                | 13 |
| X.    | Advertising Policy                 | 14 |
| XI.   | Events Policy                      | 16 |
| XII.  | Consignment Textbook Store         | 16 |
| XIII. | Election and Referenda Code Manual | 17 |
| XIV.  | Interviewing and Hiring            | 22 |
| XV.   | Ad-hoc Committees and Officers     | 22 |
| XVI.  | Officer Training                   | 22 |
| XVII. | Club Policy and Procedure          | 23 |



## APPENDIX TABLE OF CONTENTS

|      |   |    |
|------|---|----|
| I.   | TWUSA Club Package / Forms              | 29 |
|      | Club Constitution                       | 29 |
|      | Annual Club Report                      | 32 |
|      | Club Funding Request Terms & Conditions | 3  |
|      | Club Funding Request Form               | 39 |
|      | Club Funding Request Checklist          | 41 |
| II.  | Equipment Rental Forms                  | 42 |
|      | Rental Agreement                        | 42 |
|      | Barbeque and Fire Pit                   | 43 |
| III. | Student Proposal Form                   | 43 |
| IV.  | Student Council Position Applications   | 46 |
|      | Elected and Appointed Application       | 46 |
|      | Senate Application                      | 48 |
| V.   | Cube (Consignment Textbook Store) Forms | 49 |
|      | Seller Agreement                        | 49 |
|      | Book Drop-Off Form                      | 50 |
| VI.  | Resolution Form                         | 51 |
| VII. | Transition Document                     | 52 |



Policy Manual: Ratified March 23, 2010

## I. Oath of Office

Each council member shall take the Oath of Office at the first business meeting following his or her appointment or election. For council members elected in the Spring for the following year, this shall be the joint council meeting.

The Oath of Office is a sworn statement of each council member to uphold the purposes of the Student Association.

The Oath:

"I, (stated name), do hereby solemnly swear to uphold and support the mission of the Trinity Western University Student Association, to fulfill the responsibilities of the role in which I serve, and to always bear in mind the students whom I represent. I further pledge an adherence to the governing bylaws and policies of this body."

## II. Inter-Departmental Teams

The President, Vice President of Finance, Vice President of Student Relations, Vice President of Academics, the Executive Director of Internal Relations and Executive Director of Events will all lead a departmental team. The departmental team will meet at a minimum once a week. The weekly team meeting will serve as a time to assist each member in fulfilling their goals, events and providing support and assistance for each team member.

### A. Executive Team

The President will be responsible for the Executive, composed of the Executive Vice President, the Vice President of Finance, the Vice President of Student Relations, the Vice President of Academics, the Executive Director of Internal Relations, and the Executive Director of Events.

### B. Class Representative Department

The Vice President of Student Relations shall lead the Class Representative team, which will consist of the Freshman Class Rep, the Sophomore Class Rep, the Junior Class Rep and the Senior Class Rep.

### C. Communications Department

The Executive Director of Internal Relations will lead the Communications team, which will consist of the Associate Director of Communications and Administrative Assistant. This team will specifically oversee all of the Council's endeavors of branding, imaging and external communications and signage.

### D. Finance and Media Department

The Vice President of Finance will lead the Finance and Media team, which will consist of the Associate Director of Operations, the Associate Director of Services, Mars' Hill Managing Editor, the Reel Editor-in-Chief and Pillar Editor-in-Chief.

### E. Faculty Representatives Department

The Vice President of Academics will lead the Faculty Representatives team, which will consist of the School of Business Representative, the Humanities and Social Sciences



Representative, the Natural and Applied Sciences Representative, and the Professional Studies and Performing Arts Representative, the School of Education Representative, the School of Nursing Representative and the School of Human Kinetics Representative.

#### F. Events Department

The Executive Director of Events will lead the Events team, which will consist of both events assistants and the Associate Director of Concerts and Promotions. They will be in charge of planning and preparing all campus wide events and all Student Council sponsored concerts.

### III. Finances

#### A. Purchasing Procedures

- i. The VP for Finance must be notified of any impending purchases.
- ii. In case of small item purchases, the VP Finance may permit a Council member to make the specific purchases with his/her own funds.
- iii. All purchased items require a receipt. Keep receipts and fill out a cash/request form for reimbursement.
- iv. In case of items that are preordered or large-priced items, the VP for Finance may be requested to issue a cheque to the vendor.
- v. Honorarium payments are made by completing a cheque request form, which must be processed by TWU's Accounting Department for tax purposes.

#### B. Revenue

- i. All revenue from TWUSA events should be submitted to the VP for Finance or the Associate Director of Operations. No department should ever, under any circumstances, pay for expenses with cash they have received in the form of revenue. All expenses that occur are to be paid for separately.

#### C. Reimbursements

- i. To receive reimbursement for items approved by the VP Finance, fill out a cheque request form. Include, as well, any applicable invoice, receipt, or packing slip for verification.
- ii. Funds are reimbursed through Trinity's accounting department or TWUSA's chequing account. The preferred method is for all reimbursements to be sent through Trinity.
- iii. Cheques will never be available with *payable to* or *amount* blank.
- iv. The Student Association reserves the right not to reimburse Council Members for purchases made if the TWUSA Financial Procedures are not followed.

### IV. Office Policy

#### A. TWUSA Offices

- i. The TWUSA offices (i.e. the office and the Cube) shall be open to the use of all Student Association members. The TWUSA office shall be staffed daily by



members of Student Council who shall serve office hours as directed by the Executive Vice President and as outlined in Bylaw IV (Officers-General Duties).

- ii. It is recommended that the office shall remain open between 9:00 AM and 5:00 PM Monday through Friday and closed between 11:00 AM and 12:00 PM for chapel, and between 1:00 PM and 2:30 PM on Tuesdays and Thursdays for Council meetings.
- iii. Student Council members who fail to serve their regular time in the office or the CUBE are subject to the following penalties:
  1. Following one (1) unexcused absence per semester, a formal warning shall be issued.
  2. Following two (2) unexcused absences per semester, a member will be fined \$50 by the Executive VP, who shall direct the VP of Finance to deduct the amount from the member's stipend.
  3. Subsequent absences will be penalized by doubling the fine for each absence.
  4. At the beginning of the Spring semester, every council member will be granted a clean slate.
  5. An absence is deemed excused or unexcused by the Executive Vice President and the member in violation may appeal the decision to the Senate.

#### **B. Bookings**

The TWUSA Office can be booked by TWU affiliated groups or individuals anytime. At all times, Office bookings must be coordinated through the office schedule. Council members reserve the right to refuse use of the office.

#### **C. Photocopies**

All TWUSA members can use the photocopier. Students receive five free copies per day. An additional rate of 5 cents per page will apply for additional copies.

#### **D. Equipment Rental**

- i. Any member of the Student Association can rent TWUSA equipment for a TWU sponsored event or for personal use. The Equipment will not be available to non-Student Association members.
- ii. Any persons using the equipment must sign the Equipment Rental Agreement Form thus taking responsibility for all equipment rented.
- iii. All Student Association members wishing to rent a barbecue or campfire must sign a TWUSA Equipment Loan Agreement form as well as a BBQ Rental Waiver Form, releasing TWUSA from responsibility for damages due to the use of the barbecues, and making the Borrower liable for damages incurred upon the rental equipment. There is to also be a \$25 deposit paid at the time of pickup of equipment. \$20 will be returned to the Borrower following the inspection of the barbecue (ensuring that it is clean and undamaged). \$5 will be retained for fuel and ongoing maintenance costs.
- iv. Any Student Council member may oversee pre-booking of the equipment



- v. The equipment must be returned by the time designated on the Rental Agreement form.
- vi. TWUSA council reserves the right to refuse rental of TWUSA equipment to Student Association members.

## V. Student Proposal Guidelines

### A. General Guidelines

- i. Any student who is a member of the student association can make a proposal to the Student Council. However the proposal must be officially proposed and motioned by a member of the student council. Proposals will be financed through the Proposal budget, which has been set aside for this specific usage in the Student Association's budget.
- ii. Proposals must be submitted to the Vice President of Finance on the date that he/she has specified.
- iii. Proposal Advisory Committee will review proposals before passing them to the Executive Vice President who will form the Business meeting agenda.
- iv. Representative council may refuse any proposal being brought to the table that they feel violates Trinity Western University's Community Covenant Agreement or the Student Association's mission statement. If this decision is made, it can be appealed to the Senate.
- v. All proposals must be initiated and drafted by a member of the Student Association.
- vi. The student council does not accept proposals from other departments of Trinity Western University for projects, initiatives, or programs under their authority.
- vii. The Student Council may partner with Trinity Western University on proposals initiated by a Student Council member.
- viii. All proposals for an individual honorarium may not exceed the amount of \$50.
- ix. The Student Council does not accept proposals from members of the Student Association who intend to use the funds for a class project that will receive a letter grade and/or credit for a class.
- x. All proposals to the Student Council must follow the standard format outlined within this section of the policy manual, which includes the proposal checklist. All proposals must be typed and submitted in an electronic copy.

### B. Guidelines Concerning Proposals for Attending Conferences

- i. A conference is defined as an off-campus event held by an organization outside the TWU community that occurs over an extended period of time and requires registration fees.
- ii. The guidelines concerning proposals for attending conferences cover organizations or students affiliated with TWUSA.
- iii. Conference proposals are evaluated based upon:



1. The ability of the conference to fulfill TWUSA's mission statement;
  2. The nature and location of the conference;
  3. The number of student involved or impacted.
- iv. Proposals for conference funding are limited to costs directly associated with:
1. Accommodation: TWUSA will not cover accommodation costs if a conference is within 75 km of the TWU campus;
  2. Transportation;
  3. Registration Fees.
- v. Collectively, the proposed attendees must cover a minimum of 25% of the proposed amount, unless otherwise determined by the Representative Assembly.

## VI. Conflict of Interest Policy

### A. Preamble

As the representatives of the Student Association membership, Council must maintain transparency in all aspects of its business.

### B. Definition

For the purpose of the Student Association, a conflict of interest is defined as any benefit, financial or otherwise, or any loyalty (of a type that is not common to the other members of Council) that a Council member may have regarding a particular issue.

### C. Stating a Conflict

Council members (elected or otherwise) must state to the chair any conflict of interest that they have regarding an issue, prior to the beginning of the meeting in which the issue is being brought to the table. If a Council member fails to disclose their conflict of interest, the chair may remove him from the meeting. Prior to the discussion of the issue, the chair must inform all Council members present which members have a conflict of interest, what their conflict is, and whether their vote has been suspended for the discussion. The one exception to this being a case in which a council member has a conflict of interest regarding an issue that has been discussed at a previous council meeting - in this case said member may simply be asked to abstain from voting.

### D. Eligibility to Vote

In the case of a conflict of interest involving an elected representative, voting privileges will be suspended for said Council member. Any Council member, including those in question, may object to this rule and call (with a second) the decision into question. The decision may be appealed by a majority vote of the Representative Assembly. A Representative Assembly member is included in the quorum regardless of the member's voting status for a particular motion.

## VII. Resolution Policy

### A. Preamble

A Resolution exists for the purpose of conveying the majority opinion of students to various facets of the University and the community at large.



**B. Definition**

A resolution is a written motion voted on by the Representative Assembly. A resolution may address any concern pertaining to an interest of the Student Association at large.

**C. Formulation**

Any student may submit a resolution to Proposal Advisory Committee (PAC), following the outline provided in Policy Manual (See Appendix). However, a Council Member must bring it forward to the Representative Assembly.

All resolutions must be in line with the Student Association's mission statement (See Constitution Article 1.2).

**D. Ratification Procedure**

Resolutions must be submitted to Proposal Advisory Committee (PAC) at least one week before the business meeting where it shall be voted on, unless otherwise specified by PAC.

The Executive branch of the Student Association retains the right to refuse a resolution being brought to the table should they deem it to be in contrast with the Community Standards of Trinity Western University or the mission of the Student Association.

A Student Council member must bring a resolution forward to the table.

**E. Voting**

Ratification of all Resolutions requires a two-thirds majority vote of the Representative Assembly.

**F. Post Ratification Procedure**

Any resolution after being ratified by the Representative Assembly shall be brought to the Associate Provost for Student Life, as well as to the appropriate committee or person, who is immediately responsible for the concern that the resolution addresses, by the Student Association President.

Should reasonable action not be taken within a reasonable amount of time, the President of the Student Association shall advise the Associate Provost for Student Life that the resolution at hand shall be brought forward to the subsequent meeting of the President's Cabinet. Again should reasonable action not be taken within a reasonable amount of time, the President of the Student Association shall present the resolution to the President of the University to address the resolution at hand.

## **VIII. Rules of Procedure for Meetings**

**A. Preamble**

- i. Rules of procedure are a system of rules that are designed to protect the rights of those attending and running a meeting. They allow members to reach a majority opinion fairly and quickly.
- ii. The law strives to meet the following goals:



1. Maintain order;
  2. Ensure the right of the majority;
  3. Ensure the right of the minority;
  4. Defend the rights of individual members;
  5. Ensure everyone's right to speak and vote;
  6. Determine action.
- iii. The accurate implementation of the rules of procedure is democracy in action.

#### **B. Rights of Student Association Members**

- i. The rules of procedure protect the rights of members to be dealt with fairly and equitably. This encourages everyone's cooperation and the timely order of business. The following are the rights of Student Association members guaranteed under these rules of procedure:
1. Receive notices of meetings;
  2. Attend meetings;
  3. Make privileged and incidental motions;
  4. Debate motions;
  5. Know the meaning of the question being debated;
  6. Not have to suffer personal abuse and attack;
  7. Have access to minutes of all meetings;
  8. Have access to a copy of the Constitution, By-laws and Policy Manual.

#### **C. Responsibilities of Student Association Members**

- i. Along with rights come responsibilities. For a meeting to function smoothly under these rules of procedure, members must have specific obligations as well. When all members understand their duties as part of a team, business will be accomplished with much greater ease. The following are the responsibilities of members under these rules of procedure:
1. Treat everyone with courtesy;
  2. Speak openly, but also let others have their turn to speak;
  3. Follow the rules of debate;
  4. Make a point concisely;
  5. Attack issues, not people;
  6. Insist on law and order at meetings;
  7. Be familiar with the basic rules of procedure;
  8. Obey the rules of the campus and association;
  9. Respect the rights of others;
  10. Abide by the final decision of the majority;
  11. Be familiar with the association's Constitution, By-laws and Policy Manual;
  12. Respect the chair's opinions and rulings;
  13. Deal with one item at a time.

#### **D. Voting Members**

- i. The Student Association is made up of fifteen voting members (all elected representatives). They include the following positions:

President  
Vice President for Finance  
Vice President for Student Relations  
Vice President for Academics  
Freshman Class Rep



Sophomore Class Rep  
Junior Class Rep  
Senior Class Rep  
Humanities and Social Sciences Representative  
School of Business Representative  
Natural and Applied Sciences Representative  
Professional Studies and Performing Arts Representative  
School of Education Representative  
School of Nursing Representative  
School of Human Kinetics Representative

- ii. In the case of a tie, the Executive Vice President (the chair), would vote to break the tie.

#### E. Quorum

- i. The minimum number of members required to conduct business according to the bylaws. The Student Association's bylaws state that a quorum is set at two-thirds (10) of the voting members. The Executive Vice President is counted within the quorum count. Voting members who have a conflict of interest with the issue on the table or who choose to abstain from voting are counted within the quorum count.

#### F. Motions

- i. A motion is a proposal for action by the group. In the case of the Student Association, only members of the council may make a main motion or a secondary motion. Any member of the Student Association may make an incidental or privileged motion. Motions are introduced with the words, "I move ...." There are two important types of motions:

1. Main Motions
2. Secondary Motions

- ii. Each motion accomplishes a different action and is therefore treated differently. It is important to think of motions in a logical manner because there is a precedence of order. Main motions are, for example, the foundation of all other motions and have the lowest ranking in terms of precedence. These and secondary motions will be those most frequently used for our purposes in business meetings.

- iii. Main Motion

A main motion introduces a new item of business. Only one main motion can be considered at a time. In the case of the Student Association one can only make a main motion (often called a proposal) in writing by submitting it to the Proposal Advisory Committee. In this case be sure to follow the Proposal Guidelines available in the Student Association office.

- iv. Secondary Motion

Secondary motions (also called subsidiary motions) are motions that are applied to other motions to help members dispose of main motions. There are six secondary motions, three are common to the Student Association:

1. Tabling a motion (this allows members to resume discussion at any point, during any subsequent meeting, with a majority vote).



2. Vote to vote (this ends debate and calls for a vote on whether to vote on the motion or not. If it passes a vote on the motion would immediately follow, if it fails discussion would continue).
3. Amend a motion.

#### G. Amendments

- i. An amendment is a secondary motion. It is a change made to a motion. Its primary purpose is to improve and perfect a motion, most often a main motion, in an attempt to make it more acceptable to an assembly.
- ii. Once a motion has been moved, seconded and repeated by the chair, you do not need the permission of the mover to amend the motion because it then belongs to the assembly.
- iii. There are only two kinds of amendments, Primary and Secondary.
  1. Primary amendments:
    - i. Apply directly to the main motion;
    - ii. Can be amended.
  2. Secondary amendments:
    - i. Do not apply directly to the main motions, it is an amendment to the primary amendment;
    - ii. Cannot be amended.
- iv. Two amendments of the same degree cannot be considered at the same time. This means that you cannot have two primary or two secondary amendments on a motion at the same time. Amendments always:
  1. Must pertain to the motion on the floor;
  2. Must be seconded;
  3. Require a majority vote to be adopted;
  4. Can be reconsidered.
- v. The Chair of the meeting of the Student Association will not accept more than a primary and secondary amendment.

#### H. Debate

- i. Debate is the free, orderly exchange of ideas and is the purpose of any meeting. When the rules of procedure are used properly, debate allows members to speak their opinions openly, without fear of condemnation or reprisal. Further, debate gives the association the ability to reach an agreement that reflects the will of the majority of members while, at the same time, ensuring the rights of the minority.
- ii. Only Council members may make a main and secondary motion or, in other words, submit proposals and make amendments. As well, the person who made the motion is entitled to speak first in the debate.
- iii. The person who makes the motion is the only member allowed to yield his or her time to someone else. It is the only time a yield will be recognized by the Chair of the business meetings.
- iv. The member who made the motion may not speak against it.



- v. The person who makes the motion is the only member to whom questions may be asked.
- vi. The member who seconded the motion is not under the same constraints as the member who first made the motion. The person who seconds the motion may speak for or against the motion.
- vii. The debate must be confined to the merits of the pending question. Members cannot speak to other issues, no matter how important to the speaker. This decision is reserved to the discretion of the Chair of the business meetings.

#### **I. Ending Debate**

- i. When a debate runs past its course, the chair can use the following expeditious and sensible methods to bring the question to a vote:
  - ii. Motion to vote
    - 1. A motion to must me motioned and seconded by a council member.
    - 2. Council members may then object to voting.
    - 3. Should no council member object to voting, the motion to vote will be accepted and the motion at hand will be voted upon.
    - 4. Should a council member object to voting, a vote to vote will be taken where a majority vote in favor of ending debate must be achieved to move to consider the question.
  - iii. Table a Motion

To table a motion means to set aside the motion temporarily. If members want to debate the motion again, they need a majority vote to take it from the table. One speaker may speak in favor and one against.

#### **J. Voting**

- i. Only those members who have been elected are eligible to vote. In the case of a secondary motion, all councilors are eligible to vote. The Vice President is not eligible to vote except in the event of a tied vote.
- ii. There are two methods of voting that are necessary for the Student Association. They are:
  - 1. The majority vote;
  - 2. The two-thirds (2/3) vote.
- iii. The Majority Vote

A majority means more than half the votes cast. As a result, majority means that more than half the people entitled to vote must approve the motion for it to pass.

The majority vote is used in the following circumstances:

- 1. Approve a main motion;
- 2. Amend a motion;



3. Approve minutes;
4. Call for adjournment;
5. Table the motion;
6. Refer to committee;
7. Strike an amendment;
8. End discussion/send the matter to committee.

iv. The Two-thirds Vote

The two-thirds vote is used in the following circumstances:

1. Constitutional Amendments By-law Amendments;
  2. Policy Manual Amendments;
  3. Referendum and recall;
  4. Adoption of clubs.
- v. A member who chooses to abstain from voting is not counted within the majority count or within the two-thirds count.

**K. The Chair**

- i. The chair of Representative Assembly meetings shall be the Executive Vice President. In the event that the Executive Vice President is unable to attend a meeting, the Vice President of Academics shall act as chair.
- ii. All members should immediately stop talking if the chair asserts privilege. For instance, if the chair states a point of order, gives information, or speaks on any issue, the speaker must stop talking until the chair's remarks are concluded. People should not whisper, rustle papers, walk around the room, or in any way disrupt the chair or any speaker. If the chair calls a member out of order, the member must immediately cease talking.

**L. Dress Code**

- i. All members of the Student Council shall dress in business attire while attending weekly business meetings. There will be no dress code for Council Meetings held on Thursday. Men must wear a dress shirt, dress pants and dress shoes. Women must wear a blouse or sweater, dress pants, skirt or dress and dress shoes. Absolutely no denim of any kind is permitted.

## **IX. Research Guidelines**

**A. Proposals**

- i. Any proposal can be put to committee action if a movement to committee action is moved, seconded and receives a majority vote.
- ii. A committee shall be made up of at least one voting Executive member, two voting Representatives and an appointed member. The committee shall be composed of at least one member who has spoken in favor and one member who has spoken against the proposal. If any of these members are intrinsically involved in the proposal and their involvement constitutes a conflict of interest then they will stand down and the Executive VP will appoint alternate member(s).
- iii. The committee shall conduct research to determine student opinion on the proposal. The research shall be gathered in a manner fitting the proposal,



most often through a survey of students. The following guidelines should be followed when conducting surveys:

## B. Surveys

- i. The survey sample shall attempt be made up of proportionate numbers of students in the following areas:
  1. Male / female;
  2. Resident / commuter;
  3. Academic faculty;
  4. Year of study.
- ii. The survey questions shall be unbiased. The group affected by the proposal, the mover of the proposal, a Council member against the proposal and at least one Council advisor shall be consulted regarding the wording to survey questions.
- iii. A copy of the proposal shall be attached to the survey as well as posted on the TWUSA website.
- iv. Committee members should make note of any student questions regarding the proposal not answered in the fact sheet and forward the questions to the appropriate individuals.
- v. The sample size of each survey shall be at least 5% of Student Association members.
- vi. The committee shall give its report of conclusions and recommendations to Council at a meeting determined by the President.
- vii. All results shall be distributed to each member of the Representative Assembly prior to the Business Meeting it is to be discussed.
- viii. One member of the committee shall present the results of the survey as well as commenting on the survey process, stating any recurring questions from students and relevant student comments.
- ix. If the committee unanimously agrees upon a course of action, it should be communicated to the Representative Assembly.

## X. Advertising Policy

### A. Preamble

- i. Any student(s) seeking advertisement approval from Student Council must follow and adhere to the following guidelines and responsibilities as outlined in the Advertising Policy.
- ii. NOTE: On-campus advertising by student and off-campus organizations must be approved and stamped by either Student Life or Student Council.
- iii. All advertisements must first be submitted to Student Council and can only be approved by the Associate Director of Communications, or any member of the Executive.
- iv. Once approved, advertisements shall only be posted according to the TWUSA and Trinity Western University guidelines.



- v. The advertiser shall be responsible to remove all copies of the approved advertisement from on-campus display before the conclusion of their advertising period.
- vi. The advertising period may extend no more than two (2) days after an advertised event's conclusion.
- vii. If any copies of the approved advertisement continue to be posted after the conclusion of the approved advertising period, the posted copies will be promptly removed.

#### **B. Advertising Form and Content Rules**

- i. Advertisements posted on campus must be approved through the process defined in the Advertising Policy and shall not be posted until stamped as approved.
- ii. Advertisements must meet these basic visual and content requirements:
  - 1. An advertisement must clearly present the name of the organization or group posting the advertisement, and if not, same group must also present the organization sponsoring and/or funding the cause of the advertisement.
- iii. If the advertisement promotes an event on campus:
  - 1. The advertisement must clearly present the date, time and location of the advertised event.
  - 2. Student Council and/or the appropriate University department(s) must previously approve the advertised event.
  - 3. The location to be advertised for the event must be booked prior to submission of the Advertisement for approval.
- iv. Student Council reserves the right to disapprove any advertisements that promote an off-campus event.
- v. The advertisement shall not display or present objectionable content, including (but not limited to):
  - 1. Obscene language;
  - 2. Objectionable symbols;
  - 3. Sexually suggestive or explicit text or graphics;
  - 4. Violently explicit graphics;
  - 5. Racial slurs or any hate speech;
  - 6. Promotion of illegal drugs and/or illegal drug use;
  - 7. Promotion of alcohol consumption;
  - 8. Promotion of tobacco products;
  - 9. Anything deemed objectionable by the Student Council Associate Director of Communications or the Executive.
- vi. Advertisement must be posted according to Student Council and University Display Guidelines for the purpose of keeping a clean and safe campus:
  - 1. Posters may be posted on bulletin boards.
  - 2. Do not post on any glass doors or windows.
  - 3. Do not post on any painted surfaces.



4. Use only tacks or staples on bulletin boards.

## **XI. Events Policy**

### **A. Preamble**

The TWUSA Events Team is led by the Executive Director of Events, the Events Assistants, and the Associate Director of Concerts and Promotions. However, every Council member is a part of the Events Team and is expected to participate and contribute as needed. All events must conform to university guidelines, including submitting a University Event Approval Form to Student Life.

## **XII. Consignment Textbook Store**

### **A. Operational Procedures**

- i. Student submits books with a completed sheet that includes information on the books being sold as well as the seller's student number.
- ii. Once the Seller Agreement form is signed, a Student Council member must enter the seller information and book information into the online database system.
- iii. When the book sells the seller must be notified by email of the purchase.
- iv. When the seller comes to the Student Council office to pick up money, he/she must sign a receipt of transaction. Seller may then receive money.
- v. All records are kept on file with the Associate Director of Operations.
- vi. Books not sold within the contracted two (2) semester period, must be picked up by the seller (unless other arrangements have been made between the seller and the Associate Director of Operations) and removed from the CUBE, or it will become property of the Student Association.
- vii. All monies earned when a textbook is sold should be picked up from the TWUSA office no later than 30 days after the book is sold. If the money is not picked up and no arrangement is made with the Vice President of Finance, it becomes the property of the Student Association.

### **B. Cube Rates for Selling Books**

- i. All textbooks prices must be rounded to the nearest dollar amount.
- ii. Each book sold in the CUBE will be levied a service charge of 10%.

## **XIII. Election and Referenda Code Manual**

### **A. The Role of the Chief Electoral Officer**

- i. The Chief Electoral Officer shall be the Executive Vice President;
- ii. Oversee the elections and referenda of the Student Association;
- iii. Ensure that all candidates adhere to the guidelines set forth in the Election and Referenda Code Manual;



- iv. Ensure the validity of the voting process.

Note: From here on, throughout this section the Chief Electoral Officer will be called CEO.

## **B. Plurality of Votes**

In all Student Association elections, the candidate receiving the plurality of votes is elected to that office.

A plurality vote requires that a candidate have more votes than his/her opponents to be elected to an Executive position or to a Representative Assembly position. Plurality does not require a 50% majority.

## **C. Election Procedures**

### **i. Applications and Information:**

1. Students wishing to run for a position shall apply for candidacy according to the time set by the Chief Electoral Officer.
2. An information session on the available positions and eligibility requirements shall be hosted one week prior to the due date of applications.

### **ii. Candidacy:**

1. Candidates shall submit a completed application to the CEO prior to the deadline set by the CEO. Individuals who are late in applying or declaring their candidacy may be given candidacy if agreed upon by the Student Association President and the CEO.
2. Candidates must meet with the CEO to confirm their eligibility and be informed of pertinent election information.
3. Should a candidate be deemed ineligible, they must appeal their candidacy to TWUSA Senate prior to elections.
4. Candidates must be current members of the Student Association.

### **iii. Campaign Regulations:**

1. Campaigning officially begins on the date and time specified by the CEO.
2. Campaigning may not begin before the designated time, which may not begin later than 6:00 PM on the Saturday before election week.
3. The total expense of all campaigning paraphernalia and services shall not exceed one hundred dollars per candidate.
4. All campaigning paraphernalia is prohibited from any of the student voting areas.
5. Paraphernalia May not be placed in or near the TWUSA office nor the CUBE.
6. Posters may not be on glass or windows.



7. A candidate may not be present while a student is voting; this includes current council members who are also candidates.
  8. All campaigning paraphernalia shall be removed from the campus by the conclusion of election week as determined by the CEO.
  9. Candidates who are not present at the Langley campus at the time of the election may agree upon alternate methods of campaigning with the CEO.
- iv. Speeches:
1. All candidates must make a formal public speech during the designated time.
  2. Each speech shall be of a maximum of two minutes in length.
  3. The speaker's list shall be made up in order of hierarchy of position and alphabetized thereafter.
  4. Speeches shall adhere to the place and time prescribed by the CEO.
  5. At the one-minute and one minute thirty second time mark, respective signs will be raised by the CEO, or designated assistant, in the front row indicating to the speaker the time remaining.
  6. At zero time remaining a red sign will be raised by the CEO indicating to the speaker that zero time remains.
  7. At two minutes and ten seconds the speaker's microphone will be shut-off and the speaker will asked to be seated.
- v. All Candidates Forum:
1. All candidates must attend the forum unless approved by the CEO.
  2. The forum shall take place in the area and at the time designated by the CEO.
  3. Candidates shall sit in the same order as the speeches were given.
  4. The CEO may limit the candidates answer time per question as he/she sees fit.
- vi. Voting:
1. Shall take place online through Student Portal.
  2. Voting time shall be determined by the CEO but shall not be less than 48 hours.
  3. Must be conducted by secret ballot online or by paper.
  4. All Student Association members are eligible to vote.
  5. For Representative positions, only the appropriate constituent members are allowed to vote.



6. During the spring election members of the Student Association voting for class and faculty representatives will vote for candidates who will represent their class or faculty the following year.
  7. All students may vote for the Executive positions.
- vii. Ballot:
1. Candidates shall appear on the ballot in the same order in which the speeches were given (In order of hierarchy of position and alphabetical thereafter).
- viii. Ballot Counting:
1. All results from the election must be archived and put on file in the TWSUA database and filing system.
  2. Results from the elections may be released to any member of the Student Association upon request.
- ix. Election Announcement to the Candidates:
1. Results shall be announced immediately following the counting procedure by the CEO in the Student Council Office. The announcement may not be made until all candidates are present.
  2. Results shall be formally announced in Chapel on the Friday of election week by the Chief Electoral Officer.
- x. Endorsements:
1. No entity or member under Student Council may endorse or aid a candidate in his or her campaign.
- xi. Complaints
1. Complaints dealing with candidate indiscretions will be forwarded to the CEO and the complaint will be accepted or unaccepted through the discretion of the CEO and the Student Association President.
  2. If one candidate receives over 3 separate complaints, he/she may be disqualified at the discretion of the CEO and Student Association President.
- xii. Technical Problems
1. In the event that the on-line system fails for a time during the elections' week, the CEO and Student Association President will decide how long to extend voting.
  2. If necessary, voting may be rescheduled or moved to paper ballots.

#### **D. Elections Policy for Clubs**

The Executive of the club must appoint a club representative to run the elections.

The appointed club representative will work with the TWUSA CEO to create an on-line ballot for the club elections.



If the club chooses not to do an on-line ballot, they must use the policies set forth for paper ballots.

**E. Elections Policy for Paper Ballots**

i. Voting:

1. Shall take place in the Student Reimer Centre in front of the CUBE. (If club elections, they shall take place where the CEO deems necessary).
2. Shall take place by secret ballot.
3. All Student Association members are eligible to vote.
4. Only members of a club may elect their executive.
5. At the polling station voters are required to present a student card for identification and must have their name crossed off from the voter's list.

ii. Ballot

1. Candidates shall appear on the ballot in the same order in which the speeches were given (In order of hierarchy of position and alphabetical thereafter).
2. The ballot must include the CEO's signature and a space for the validating signature.
3. The ballot must include a validating signature in order to be valid.
4. The Chief Electoral Officer is not allowed to validate the ballot.

iii. Ballot Counting:

1. Each candidate shall appoint a scrutinizer who shall act on behalf of the candidate in the ballot counting procedure.
2. All ballots must have a validating signature in order to be counted.
3. The CEO must record the exact number of votes for each candidate, including Yes and No votes (if applicable).
4. The number of abstentions must also be recorded.
5. Results shall be announced immediately following the counting procedure by the CEO in the Student Council Office. The announcement may not be made until all candidates are present.
6. Results shall be formally announced in Chapel on the Friday of election week by the Chief Electoral Officer.

iv. Ballot Box:

1. Must not be opened at any time during the election process until the votes are to be counted on the Thursday evening of the election week.

v. Spoiled Ballots:



1. Spoiled ballots include ballots with:
  - i. Two or more choices selected in a single race ballots with strange markings;
  - ii. Rude comments;
  - iii. Any ballot that is not clearly marked for the appropriate candidate.
2. It is the responsibility of the Chief Electoral Officer to decide whether a ballot is spoiled or not.
- vi. Election Announcement to the Candidates:
  1. After the votes have been counted and the scrutinizers have been informed of the result, the scrutinizers should be sent to bring back their particular candidate to the TWUSA office.
  2. Candidates, therefore, should plan to be available between 5:30pm and 7:00pm on the Thursday night of election week.
  3. Scrutinizers should not report to their candidate the results of the election before the CEO announces it to the group.

#### **F. Problems and Appeals**

- i. Problem
  1. Should a problem arrive, or a candidate determine that a policy is being violated, the candidate shall alert the CEO immediately.
  2. The CEO will then promptly respond to the concern at their discretion.
- ii. Appeals
  1. Should a candidate determine that the violation was dealt with improperly nor in a timely manner, an appeal may be made to the President of the Student Association who will consult the Executive of the Student Association.
  2. The majority decision of the Executive of the Student Association may be appealed to TWUSA Senate in extraordinary cases according to Bylaw IX.C

### **XIV. Interviewing and Hiring**

The Executive Vice President shall be responsible for the interview process of all Student Council personnel. The Executive shall interview all candidates or applicants for TWUSA positions, and shall maintain the confidentiality and integrity of all information.

Only current members of the Student Association may apply or be hired.

In the case that the TWUSA Executive deems there to be no suitable applicant for an appointed position, the Executive may leave the position vacant. For student media Editors in Chief, a recommendation will not be made to the Communications Committee.



## **XV. Ad-Hoc Committees and Officers**

The Executive of the Student Association shall have the prerogative to enlist the help of Student Association members in the effective workings of the student council. The Executive may form new ad-hoc Student Association positions by formulating a job description or may form a new ad-hoc committee by formulating a committee description. A Student Council two-thirds (2/3) majority vote will be required to approve the funding of an ad-hoc officer otherwise an ad-hoc office may be added at the discretion of the Executive. Appointees must meet all eligibility requirements as outlined in Bylaw III (Officers - Eligibility and Replacement). Ad-hoc officers shall be non-voting members of the Student Council, and financial reimbursement shall be handled on an annual basis in proposal form.

- a) A committee shall consist of a minimum of two members, of which at least one shall be a member of the student council.
- b) Minutes shall be recorded at all official meetings.
- c) All committees shall have a description of the purpose of the committee.
- d) All committees shall report to council according to the schedule set out by the Executive.

## **XVI. Officer Training**

### **A. Transition**

The Executive shall be responsible to form yearly job descriptions, as well as those responsibilities not articulated in the Bylaws for Student Council positions. Incumbent officers are responsible to ensure that all information that would prove useful to future officers is recorded and presented to the Executive Vice President for coordination. Such job description formulations shall be presented to the new position holder at the beginning of his/her term.

Additional transition information (See Appendix VII) shall be completed and passed on to the new council member through the transition training retreat to be set by the joint council Executives.

### **B. Transition Retreat**

Each spring, following the elections and appointment of the new council, there shall be a retreat of joint councils for training and transitioning.

The joint Executives shall plan the agenda of the retreat.

The transition retreat must take place prior to the joint council business meeting.

It is the responsibility of the incoming Executive to communicate with other incoming council members the details of the retreat.

All transition information shall be passed on to the incoming officer at the time of the transition retreat (or an alternately designated time should one not be able to attend the transition retreat).

Once the transition documents are exchanged, both parties must sign a training confirmation sheet (Appendix VII) and turn it in to the current VP of Finance in order to receive the final portion of one's leadership grant.



**C. SLO Week**

Student Leadership Orientation week is conducted one week before Orientation Week at the beginning of the fall semester each year. All members of the Student Council are required to attend this week that combines Student Life programming with specific job instruction and team building exercises coordinated by the Executive.

**XVII. Club Policy and Procedure**

**A. Club Registration**

In order for a club to be recognized, all clubs must complete the registration process as determined and outlined in Bylaw XI, Section B. The needed forms for this process can be found in the Official TWUSA Club Application Package, which is in the Policy Manual Appendix II. Clubs who do not complete this process will not be recognized. New clubs may register at any time during the academic year.

Clubs that apply for ratification during the academic year are eligible for a \$400 Start-up Grant. This money will come out of the proposal budget and shall be voted upon separate from the ratification of the club. Only those clubs ratified before April 1<sup>st</sup> are eligible for these funds. These funds are only available once a year during a clubs renewal process as outlined in the Bylaws Section XI, article C.

**B. Club Responsibilities**

**i. Financial**

1. Clubs are also required to maintain a complete record of all income and expenses with supporting documentation in conjunction with the TWUSA Club Report(s) and the Vice President of Finance.
2. All funds must be managed as specified in the Student Association Policy Manual and kept within the University's accounting system.
3. All signing club officers are considered personally responsible for the payment of debts incurred during their elected term.
4. All monies granted to clubs for funding will be held in a Student Association account until proper receipts have been submitted for the expense.
5. Clubs are expected to hold fundraising events and charge membership fees, as the Student Association cannot financially support an infinite number of clubs. Fundraising and revenue based events are essential to the existence of clubs and are needed for the continual operations of all clubs.

**ii. Yearly Transition**

In order to maintain continuity in strength and leadership within the structure of the club, clubs will pass on information to the incoming officers to ensure that they are prepared to provide the club with effective leadership. This information will be attached to the TWUSA Annual Club Report and given to the Vice President of Academic Relations.

**iii. Club Advisors**

1. Preamble



The Role of an Advisor section has been set forth by the University's President's Cabinet and must be used to maintain and guide the club/advisor relationship. Changes to the "Role of an Advisor" section or "requirements of an Advisor" sections, can only be made by the President's Cabinet.

2. The Role of an Advisor

- a. An advisor needs to be able to advise. Most often the advising relationship is with the president/chair of the group but it may extend to others as well. Familiarity with TWU's campus, organizational structure, mission and operational procedures are essential in assisting student clubs and committees to function well within the TWU community.
- b. An advisor needs to have a familiarity with the group she/he is advising and as such must plan to attend the majority of their meetings and functions. She/he is expected to take an active role with the group and possess a degree of expertise, experience and/or interest in the topic around which the club is being organized. The advisor will be understood to be the TWU sponsor to be co-accountable for all events held by the club.
- c. An advisor needs to have a familiarity with orderly conduct for meetings (e.g. agenda, minutes, and rules of order).
- d. An advisor recognizes that a student club is to be financed and led by students.
- e. An advisor looks for opportunities to mentor members of the group. This may be nurtured through time spent outside of official meetings.

3. Requirements of an Advisor

- a. An advisor to a Student Association club is required to:
  - i. Have at least 70% of full-time on a continuing basis faculty/staff position with TWU.
  - ii. Have read and agree to fulfill the expectations/guidelines for a Student Association Club advisor as described above.
  - iii. Have read the section of the Student Association Constitution that addresses the development and operation of clubs.
  - iv. Notify in writing both the Student Association Office and the Student Life Office of their agreement to serve as advisor to the group they are sponsoring.

iv. Council of Club Presidents (CCP)

1. The purpose of the CCP is to:



- a. Provide a forum that is open to discussions concerning the Student Association and University policies and procedures regarding clubs. This forum provides a place for club leaders to collectively voice their opinions and to work towards enhancing club member's experience;
- b. Facilitate inter-club communication regarding initiatives and activities with the focus of strengthening clubs through sharing experiences and lessons learned;
- c. Coordinate club and Student Association activities by sharing and networking resources and advertising; and
- d. Act as an information hub providing clubs with information regarding the University and Student Association.

2. Structure of the CCP:

- a. The CCP will meet 2 times a semester. A meeting will occur in October, November, January and March.
- b. The Student Association Vice President of Academic Relations will chair the CCP meetings. The Chair will set the meeting agenda when necessary and will moderate the discussions to ensure the productivity of the meetings.
- c. The Student Association Administrative Assistant will act as secretary of all CCP meetings and will be responsible to ensure that all important and relevant information from discussions gets recorded and distributed to the necessary Student Association department Teams.
- d. Members:
  - i. The Vice President of Academic Relations (Chair)
  - ii. The Administrative Assistant (Secretary)
  - iii. Student Association Faculty/School Representatives
  - iv. Officially Recognized Club Presidents or designated representative.
  - v. Each club must be represented at each meeting. If the President is unable to attend a meeting, he/she can designate another club executive member as a representative.

**C. Privileges of TWUSA Clubs**

All clubs officially recognized by the Student Association are entitled to the following benefits in addition to those outlined in the Bylaws.

**i. Financial**

1. Fund Request(s)

- a. Each non-political club recognized by the Student Association is eligible to request funding for the academic year. The Club Funding Request form must be filled out and then voted on by the General Assembly in order for fund distribution.



- b. No club can request more than a \$1,000.00 in any given semester.
- c. Political clubs are not eligible to receive funding from the Student Association.
- d. Once a clubs request for funding is passed by the General Assembly, the said club is guaranteed the requested amount. Monies will not be given to the club until receipts are turned in to the Vice President of Finance.
- e. This allotted money is designed to be an incentive for clubs to be financially partnered with the Student Association for the purpose of accountability and growth.
- f. The procedure and guidelines for fund requests are outlined in the Club Funding Request form in the Policy Manual Appendix II.

## 2. Start-up Grants

- a. Start-up Grants are designed to be a monetary incentive that are available to all non-political clubs upon approval by the General Assembly.
- b. Clubs must apply for the Start-up Grant during the ratification/renewal process. This money will come out of the proposal budget and shall be voted upon separate from the ratification of the club.
- c. Only clubs ratified before April 1<sup>st</sup> of the current year are eligible for these funds.
- d. Clubs applying for Start-up Grants are eligible for up to \$400 in growth incentive monies.

## ii. General Privileges

- 1. Clubs will be able to advertise and recruit at the TWUSA kick-off Barbeque in the fall.
- 2. Use of the Trinity Western University Student Association logo;
- 3. The use of a table at the O-week fair;
- 4. Use of a mail slot in the Student Association for all correspondence;
- 5. By request, included in a Student Association summer mail;
- 6. The option of space within the filing cabinets of the Student Association;
- 7. Use of Web Page advertising and server space for a website.



# Trinity Western University Student Association Policy Manual Appendixes





## I. TWUSA Club Package Forms

Trinity Western University  
Student Association

# Club Constitution

Constitution of the \_\_\_\_\_ Club of Trinity  
Western University

### 1. ARTICLE I: NAME

1.1. The name of the club is the \_\_\_\_\_ club of the Trinity Western  
University Student Association, hereinafter referred to as the Club.

### 2. ARTICLE II: CLASSIFICATION

2.1. The Club is classified as (in accordance with Bylaw XII):

2.1.1. Academic

2.1.2. Community

2.1.3. Religious

2.1.4. Political

2.2. Explanation:

{Using Bylaw as a guide, explain and justify the club classification}

### 3. ARTICLE III: OBJECTIVES

3.1. The purpose of the Club is:

### 4. ARTICLE IV: MEMBERSHIP

4.1. Membership in all TWUSA Clubs is open to any current student enrolled at the University.

4.2. Each voting member shall have the right to one vote at all regular meetings and  
assemblies of the Club in all matters put to vote.

4.3. Membership in the Club may be terminated when the President of the Club issues a hand-  
signed letter, noting the termination is approved by the Executive of the Club.

4.4. All active members must pay a membership fee to be collected by the Club (see Bylaw XII  
B 2 f.

### 5. ARTICLE V: EXECUTIVE COMMITTEE

5.1. The following members shall compose the Executive of the Club:

5.1.1. President, who shall be the Chief Executive Officer of the Club, and coordinator of  
all the activities and interactions of the Club. He/she shall be the official  
representative of the Club at all official functions.



5.1.2. Vice President, who shall be the President's alternative should the President be unable to act in his or her capacity for any reason and shall assist the President in all matters.

5.1.3. Treasurer, who shall be responsible for keeping members apprised of the Club's financial position and in conjunction with the President, shall be the main liaison with the Vice President of Finance of the Student Association.

5.2. The duties of the Executive include carrying out the directives of the Club and acting in any other capacity as is deemed necessary to ensure the proper management of the Club. The Executive of the Club is required to submit to the Vice President of Finance of the Student Association any required reports outlining those events that took place and reporting on the events that will take place in the semester to come. Also, the Executive must provide any other report asked of them by the Proposal Advisory Committee.

## 6. ARTICLE VI: MEETING

6.1. Meetings shall be called by the Executive as required and shall be held at a convenient time for all voting members to attend.

6.2. All members of the Club are entitled to receive forty-eight (48) hours notice in advance of the scheduled start of the meeting.

6.3. There shall be at least one meeting per year of the membership at which business including the election of officers can take place. This is to be known at the Annual Meeting.

6.4. All meetings of the Club shall be chaired by the Vice President or his/her alternative. In the case of a tie, the chairperson convening shall use his/her vote to break the tie. The chairperson may only vote otherwise in the event of a secret ballot.

## 7. ARTICLE VII: ELECTIONS

7.1. All members of the Executive shall be elected at the Annual Meeting of the Club.

7.2. Any post, with the exception of the President, which may become vacant in midterm, may be filled by someone appointed by the Executive. That person shall receive all the rights and privileges associated with the position and shall serve until the next Annual Meeting or until he/she resigns.

7.3. The post of President, should it become vacant, shall be filled by the Vice President of the Club.

## 8. ARTICLE VIII: QUORUM

8.1. A quorum may be declared at any meeting of the Club provided fifty percent (50%) of the membership, or 10 members are present, whichever is the less. This number is to include members of the Executive, including the presiding officer.

## 9. ARTICLE IX: FINANCE

9.1. The Treasurer and President of the Club shall be held accountable for all the financial transactions of the Club and act as the main liaison(s) to the office of the Vice President of Finance on behalf of the Club. The Student Association shall act, as comptroller, for the Club as it is illegal for an individual Club to maintain its own finances.

9.2. All Clubs must adhere to all financial regulations and guidelines that are outlined by the Student Association Bylaws concerning Clubs.



10. ARTICLE X: AMENDMENTS

10.1. The constitution of the Club may be amended by a two-thirds (2/3) majority vote of the full membership at the Club’s Annual Meeting. All amendments to these by-laws are to be accepted by the Student Council.

CONTRACTUAL AGREEMENT

I, \_\_\_\_\_, the President of \_\_\_\_\_ Club, have read and understand the Trinity Western University Student Association Constitution, Bylaws, and Policy Manual. With this understanding, I hereby agree to be responsible to the Student Association for the activities of [Club Name]. Furthermore, I hereby agree to be financially responsible to the Student Association for any monetary transactions undertaken by this Club.

I, \_\_\_\_\_, the Vice-President of \_\_\_\_\_ Club, have read and understand the Trinity Western University Student Association Constitution, Bylaws, and Policy Manual. With this understanding, I hereby agree to be responsible to the Student Association for the activities of [Club Name]. Furthermore, I hereby agree to be financially responsible to the Student Association for any monetary transactions undertaken by this Club.

I, \_\_\_\_\_, the Treasurer of \_\_\_\_\_ have read and understand the Trinity Western University Student Association Constitution, Bylaws, and Policy Manual. With this understanding, I hereby agree to be responsible to the Student Association for the activities of [Club Name]. Furthermore, I hereby agree to be financially responsible to the Student Association for any monetary transactions undertaken by this Club.

SIGNATURES:

-----  
PRESIDENT

-----  
VICE-PRESIDENT

-----  
TREASURER

DATE: \_\_\_\_\_



Trinity Western University  
Student Association

# Annual Report

## Information and Instructions

Once this report has been completed, submit it to the Vice President of Academic Relations. The TWUSA Annual Club Report is due by April 1<sup>st</sup> and should cover the period of time from April 1<sup>st</sup> to March 31<sup>st</sup> of the last operating period. Failure to submit the completed TWUSA Annual Club Report could result in any of the De-Ratification actions as outlined in Bylaw Section XI, Article D.

Date of Submission: \_\_\_\_\_

Name of Club (full name and acronym): \_\_\_\_\_

Club President or contact personnel: \_\_\_\_\_

Club Advisor: \_\_\_\_\_

Club Advisor has read the "Role of an Advisor" found in the Policy Manual and agrees to it

Signature of Club Advisor \_\_\_\_\_

Club Email Address: \_\_\_\_\_

Web Page Address if not on the TWUSA site (URL): \_\_\_\_\_

Total Number of Club Members: \_\_\_\_\_ Membership Fee Charged (per member): \$ \_\_\_\_\_

Date of Club Election: \_\_\_\_\_ Transition Date for Executive: \_\_\_\_\_

PLEASE KEEP A COPY OF YOUR ANNUAL REPORT IN YOUR RECORDS.

TWUSA IS NOT RESPONSIBLE FOR LOST OR MISPLACED DOCUMENTS

### Membership

#### Incoming Executive

Please list the newly elected club executive. At minimum, **four contacts are required**. These are needed in order to ensure that the Students Association contact information is current and up-to-date.

| Name | Position | Student ID | Phone | Email |
|------|----------|------------|-------|-------|
|      |          |            |       |       |
|      |          |            |       |       |
|      |          |            |       |       |

#### Outgoing Executive

Please list the club executives that have completed their elected term. At minimum, **four contacts are required**.





-----  
Location: -----

Date(s): ----- Revenue: \$ -----

TWUSA Funding used: o Yes o No Expense: \$ -----

5. Nature of Activity: -----  
-----

Location: -----

Date(s): ----- Revenue: \$ -----

TWUSA Funding used: o Yes o No Expense: \$ -----

6. Nature of Activity: -----  
-----

Location: -----

Date(s): ----- Revenue: \$ -----

TWUSA Funding used: o Yes o No Expense: \$ -----

7. Nature of Activity: -----  
-----

Location: -----

Date(s): ----- Revenue: \$ -----

TWUSA Funding used: o Yes o No Expense: \$ -----

8. Nature of Activity: -----  
-----

Location: -----

Date(s): ----- Revenue: \$ -----

TWUSA Funding used: o Yes o No Expense: \$ -----

9. Nature of Activity: -----  
-----

Location: -----

Date(s): ----- Revenue: \$ -----

TWUSA Funding used: o Yes o No Expense: \$ -----

10. Nature of Activity: -----  
-----



-----  
 Location: -----  
 Date(s): ----- Revenue: \$ -----  
 TWUSA Funding used:   o Yes o No                      Expense: \$ -----

**Financial Statement**

The Student Association requires a financial statement to correctly assess a club's eligibility and need for funding and/or club proposals. Please use additional sheets if necessary and supply as much detail as possible.

**1. Income Statement**

**REVENUE:**

| Source Description                                | Total Actual Monies |
|---|---------------------|
| 1.     Membership Fees (\$ _____ x _____ members) | \$ -----            |
| 2.     -----                                      | \$ -----            |
| 3.     -----                                      | \$ -----            |
| 4.     -----                                      | \$ -----            |
| 5.     -----                                      | \$ -----            |
| 6.     -----                                      | \$ -----            |
| 7.     -----                                      | \$ -----            |
| 8.     -----                                      | \$ -----            |
| 9.     -----                                      | \$ -----            |
| 10.    -----                                      | \$ -----            |
| <b>Total Revenue:</b>                             | <b>\$ -----</b>     |

**EXPENSES:**

| Source Description  | Total Actual Monies |
|---|---------------------|
| 1.     Office Supplies  | \$ -----            |
| 2.     Photocopying   | \$ -----            |
| 3.     -----  | \$ -----            |
| 4.     -----  | \$ -----            |
| 5.     -----  | \$ -----            |
| 6.     -----  | \$ -----            |
| 7.     -----  | \$ -----            |
| 8.     -----  | \$ -----            |
| 9.     -----  | \$ -----            |
| <b>Total Expenses:</b>  | <b>\$ -----</b>     |
| <b>Net Income/loss (Total Revenue - Total Expenses)</b>             | <b>\$ -----</b>     |
| <b>Year Ending Cash Flow (Previous Year's Balance + Net Income)</b> | <b>\$ -----</b>     |

*Continued on next page*



**2. Assets**

Please list all assets owned by the Club. This could be any form of object or possession that the Club **owns** such as a computer, a desk, a printer, books, banners, etc.

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----

**Recommendations**

As part of every club's yearly transition it is important to pass-on information of experiences to the incoming officers to ensure that they are prepared to provide the club with effective leadership. This helps to maintain the strength and leadership within the structure of a club. Therefore, please list whatever advice, recommendations, or comments you have for future year's executives of your club. This could include anything that went well that you would like to see continue, or anything that may not have been so successful and that should be changed. This information is incredibly important and useful for people running your club in year's to come. Please attach all this information to this packet and it will be given to next year's executive team of your club.

**PLEASE COMPLETE THIS SECTION IN FULL**

I hereby certify that all information contained in this report is accurate to the best of my knowledge.

-----  
*Signature of President*

-----  
*Signature of Treasurer*

**PLEASE KEEP A COPY OF THIS REPORT ON FILE.  
TWUSA IS NOT RESPONSIBLE FOR LOST OR MISPLACED DOCUMENTS.**



Trinity Western University  
Student Association

# Club Funding Request

## Terms and Conditions

---

In order for a Club Funding Request to be considered by the General Assembly and the Proposal Advisory Committee (PAC), the attached form must be completed along with the items outlined in the checklist found on the last page of this form. This form must be submitted to the Vice President of Academic Relations at least 2 weeks prior to the event or time of needed funding. The following is a list of specific terms and conditions in order to receive Student Association funding:

1. The Student Association and the Proposal Advisory Committee will only consider requests for funding that align themselves with the policies outlined in the Policy Manual and Association Bylaws.
2. The Student Association and the Proposal Advisory Committee will not consider any requests that are in direct violation of the Community Covenant, the Student Association Mission Statement, and/or the mission of the university.
3. The Student Association and the Proposal Advisory Committee will only consider requests for funding that further the goals of the Association as outlined in its constitution and that further the goals of the particular Club as outlined in its particular constitution.
4. Clubs may not receive more than \$2000.00, in total, in funding per administrative year (April 1<sup>st</sup> to March 31<sup>st</sup>), and may not receive more than \$1,000.00 per semester.
5. The Student Association will not support costs for the benefit of non-students. Funding will only be granted for requests that benefit students of Trinity Western and the student members of the club requesting funding.
6. The Proposal Advisory Committee will not consider requests made for funding after the event has taken place. The request must be made 2 weeks prior to the duration of the event.
7. Student Association funding shall only be used for the purpose applied for with receipts for verification. Any unused portion shall be returned to the Students Association proposal budget.
8. Should the grant be approved by the Proposal Advisory Committee and then the General Assembly, **a post-event summary must be completed** and submitted no later than one month after the event, in order for the Student Association to keep an accurate account of how its funding has been used. This summary should include a summary of how the event went and what the total attendance was. In the event that a funding request is approved for the month of April, the post-event summary must be received no later than April 30 of the current year. **In order to ensure the possibility of future funding, it is important to complete a post-event summary.**

### Start-Up Grant Application

---

Start-up grants are available to all clubs recognized from the previous administrative year and which have been ratified for the current year of the grant request. An amount of up to \$400.00 may be given as a Start-Up Grant provided:



1. The Club applying for a Start-Up Grant has not yet received a Start-up Grant for the current year.
2. The application is to request support for anyone of the following:
  - a. Promotional costs;
  - b. Office expenses; and/or
  - c. Fund raising expenses.
3. The Club is otherwise in good standing, based on Bylaw XII and Policy Manual

### **Event Funding Request**

---

Event Funding is available to all clubs that meet the terms and conditions on the previous page. These funds will be given in order to help the Club be more active in the campus life of Trinity Western University. The specific guidelines for fund requests are outlined in the Policy Manual. Use the Club Request for Funding and Club Funding Request Checklist as a guide for your application.

### **Reasons for Denying a Funding Request**

---

In order for funding requests to be granted clubs must abide by all of the terms of the Student Association Bylaw Section XI. Common reasons for denying a request are:

1. The Club making the request has failed to meet any of the terms listed above.
2. The Club has failed to submit its TWUSA Annual Club Report for the previous year.
3. The Club has already received the maximum Event Funding Request allowance of \$2000.00 in the administrative year or \$1,000.00 in the current semester.
4. The Club has not submitted an event budget, an amount for the grant, or any other information outlined in the checklist at the end of this form.
5. The Club has submitted a budget that is inaccurate and/or unrealistic as according to the Proposal Advisory Committee.

NOTE: All individual circumstances will be taken into account when a grant application or funding request is considered.

**IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL NECESSARY TERMS  
HAVE BEEN MET IN ORDER TO RECEIVE FUNDING.**



Trinity Western University  
Student Association

# Club Funding Request

## Club Request for Funding Form

Include all information requested on the checklist, if not already provided in your application. Please ensure that you have read and understood all of the terms and conditions relevant to the form of funding you are applying for (Grant or Funding Request).

**Date of Submission:**

**Name of Club:**

**Club Classification (check one):**

- Academic
- Community
- Religious
- Political

**Funding Applied for (check one):**       Start-Up Grant                       Event Funding Request

**Objectives:**

{Frame the basic idea by answering who, what, when and why.}

1. What are the specific objectives of the proposal?
2. Who is the proposal designed to help and how?

**Rationale:**

{Clearly summarize the reasons that you have developed that support your proposal, including how the proposal fits with and advances the overall vision and mission statement of the Council and the Student Association. Explain and justify where needed. Specific points are necessary.}

**Expenses:**

{Describe the specific item} {Item Cost}  
 {Describe the specific item} {Item Cost}  
 {Describe the specific item} {Item Cost}

**Total** {column total}

**Total Amount Received for the administrative year (not including Start-up Grant): \$**

**Implementation and Evaluation:**

{Outline how you plan to execute your strategy and how that performance will be evaluated. What is necessary for the project to be a success? What barriers stand in the way of the projects success? How will Council know the project reached its potential?}

**Anticipated Questions:**

{Outline expected question and their appropriate answers in point form}



**Contact Person for Questions:**

{Include the name and phone number of the person who is to be in communication with the Student Council throughout the proposals duration.}

---

I, [Insert Student Name], holding the position of [Insert Club Position] of the [Insert Club Name] Club, have read and understood all of the terms and conditions as stated in the application and agree to abide by them. I further understand that if I am granted an Event Funding Request that I must submit a one page post-event summary detailing the success of the event no later than one month following the event. Lastly I agree to return any surplus funds not used for the purposed stated in the application to the Student Association.

-----  
Signature

-----  
Date

-----  
Report Due Date (one month after event)



Trinity Western University  
Student Association

# Club Funding Request

## Club Funding Request Checklist

The following information must be provided with any request for funding. It must be legible and stapled to this form. If unsure of the following please contact the Vice President of Academic Relations or your faculty Representative.

**1. Information of Applicant**

- Name.
- Position within the Club.
- Email.
- Telephone.
- Mailing Address.
- Name of Club.
- Number of members in the Club.

**2. Funding**

- Type of funding requested (Start-Up Grant, Event Funding Request).
- Amount requested (\$400.00 for Start-Up Grant, no more than \$1000.00 for Event Funding Request).

**3. Outline of Event (For Event Funding Request Only)**

- Name of event.
- Location.
- Date(s).
- Brief description of event and the event's purpose.

**4. Event Budget (For Event Funding Request Only)**

*Revenue*

- List amount of anticipated and confirmed sources of income.
- Indicate amount contributed by the Club.

*Expenses*

- Provide a realistic breakdown of the costs of the event (advertising, food, honorariums, equipment rental, etc.).

**5. Club Reports**

- TWUSA Annual Club Report for the previous year has been submitted.
- If event takes place in second semester, the TWUSA First Semester Report has been submitted.

**PLEASE BE PREPARED TO ATTEND A PROPOSAL ADVISORY COMMITTEE MEETING TO ANSWER ANY QUESTIONS THE STUDENT ASSOCIATION MAY HAVE ABOUT YOUR FUNDING REQUEST.**



## II. Equipment Rental Forms

Trinity Western University  
Student Association

# Rental Agreement

I understand, acknowledge that as a member of the Trinity Western University Student Association, I will be held responsible for the rental of:\_\_\_\_\_

This responsibility entails the return of the equipment in the same condition by the date and time agreed to on this form to the TWUSA office (Tel: 604.888.7511 ext. 3419, email: twusa@twu.ca)

Any charges from damages to the equipment pending from the use of the equipment will be responsibility of myself, the undersigned and will be paid accordingly. I also acknowledge that will be responsible for a late fee of \$20 per day if I fail to return the equipment at the designated time.

Note: All fees for damaged equipment shall be determined at the next Representative Assembly business meeting by a majority vote.

Note: All events must be approved through the Student Life office.

**Name of event:** \_\_\_\_\_

**Item Rented:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

**Pick up date:** \_\_\_\_\_

**Pick up time:** \_\_\_\_\_

**Return date:** \_\_\_\_\_

**Return time:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Student renting equipment:**

\_\_\_\_\_  
**Signature of Student:**

\_\_\_\_\_  
**Email of student:**

\_\_\_\_\_  
**Phone Number:**

\_\_\_\_\_  
**Printed name of TWUSA council member:**

\_\_\_\_\_  
**Signature of TWUSA council member:**

Please copy this form and give to the student.  
File original in the booking binder.

When returned:

1. Make sure that the item is not damaged or broken.
2. Return the \$20 deposit
3. Write returned across the form and put it in the back of the binder.



Trinity Western University  
Student Association

# Rental Agreement

## Barbeque and Fire Pit Rental Waiver

This agreement made on (Date:) \_\_\_\_\_ between  
(Student Name) \_\_\_\_\_  
(Address) \_\_\_\_\_ (Tel) \_\_\_\_\_  
*hereinafter referred to as "Borrower"* and Trinity Western University (TWU) as represented by,  
**Trinity Western University Student Association (TWUSA)**, 7600 Glover Road, Langley, BC, V2Y  
1Y1, *hereinafter referred to as "TWUSA"*

WHEREAS: TWUSA agrees to loan to the Borrower equipment as listed on the reverse hereof and the Borrower has requested to borrow such equipment in clean and undamaged condition. NOW THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the promises and agreements hereinafter set forth, the parties hereto agree as follows:

1. The Borrower shall be provided with the loan of the equipment as listed on the reverse side and shall be responsible for the return in a clean and undamaged condition.
2. In the event that the equipment is lost, stolen, destroyed or damaged that the Borrower shall be liable to TWUSA for an amount to be determined by TWUSA in its reasonable discretion for an amount up to the replacement cost value of the items lost, damaged or destroyed.
3. TWUSA may or may not charge the Borrower any fee of any kind whatsoever for the use of the equipment or require any form of consideration other than that set out in this Agreement.
4. The Borrower hereby forever releases and discharges on behalf of themselves, their heirs, executors, administrators and assigns - TWUSA and TWU, its Board of Governors, directors, officers, faculty, staff, employees, servants, or agents, including the heirs, executors, administrators and assigns of each of them - from any and all manner of action, cause of action, claim, suit, debt, account, damage, demand or any administrative proceeding whatsoever - in law or in equity, which TWUSA ever had, has, or which TWUSA, their heirs, executors, administrators shall have, upon or by reason of any cause or in any way related to this agreement arising out of any action or inaction or failure to perform including the negligence or misconduct but excluding the gross negligence of TWUSA or those for whom at law TWUSA is responsible.
5. The Borrower agrees that the equipment shall be utilized only for its intended purposes and shall operate or use the equipment in a safe and secure manner. Further, the Borrower shall immediately report any incident causing loss or damage including injury or death of third parties to TWUSA and TWU forthwith.
6. This agreement contains the whole agreement between the parties and may not be altered or otherwise amended except by written agreement of the parties.

-----  
Authorized Signature of TWUSA Council Member

-----  
Position of TWUSA Council Member

-----  
BORROWER Signature (must be aged 19 or older)

-----  
BORROWER Printed Name:

-----  
Signature of Witness

-----  
Name of Witness



### III. Student Proposal

Trinity Western University  
Student Association

# Proposal Form

*[Title of the Proposal]*

*[Date]*

**Motion:**

I move that Trinity Western University Student Association allocates \$\_\_\_\_\_ for \_\_\_\_\_ (Articulate requested action).

**Objectives:**

{Frame the basic idea by answering who, what, when and why.}

1. What are the specific objectives of the proposal?
2. Who is the proposal designed to help and how?

**Rationale:**

{Explain the clearly summarized reasons that you have developed that support your proposal, including how the proposal fits with and advances the overall vision and mission statement of the Council and the Student Association. Specific points are necessary.}

**Partnering Goals:**

{Discuss goals of mutual interests that can be achieved through this proposal. Summarize the possible future relationship between the Council and the activity/organization/club. Include the level and form of accountability if any is to be implemented.}

**Resources required:**

{It is imperative that a cost budget analysis, schedule and outline be included if they are relevant to the proposal.}

**Expenses:**

{Describe the specific item} {Item Cost}  
 {Describe the specific item} {Item Cost}  
 {Describe the specific item} {Item Cost}

-----  
**Total** {column total}

**Implementation and Evaluation:**

{Outline how you plan to execute your strategy and how that performance will be evaluated. What is necessary for the project to be a success? What barriers stand in the way of the projects success? How will Council know the project reached its potential?}

**Anticipated Questions:**

{Outline expected question and their appropriate answers in point form}

**Contact Person for Questions:**



{Include the name and phone number of the person who is to be in communication with the Student Council throughout the proposals duration.}

**Proposal Guideline Checklist:**

1. Is the proposal consistent with the mission statements of the Student Association, Student Council, and of the University?
2. Is there a rational behind each requested expense?
3. Is Student Council responsible for the area that it relates to, or does the expenditure belong in the budget of another department?
4. Has the issue been discussed with as many Student Council members as possible before the business meeting?
5. Have you turned your proposal into the Proposal Advisory Committee (PAC) and gone over it with them?
6. Has the proposal been proofread to perfection?
7. Do two Representative Assembly members support the proposal (one to propose, another to second)?
8. (See Policy Manual Section XII. Student Proposal Guidelines A. 1-10. Your proposal must meet all of these requirements and guidelines.)



#### IV. TWUSA Application Forms



### Trinity Western University Student Association Student Council Elected and Appointed Applications



This application is designed to ensure your eligibility to be on student council. Please complete the blanks to the best of your knowledge. We will be holding you up in prayer as we consider God's will for Student Council. If there is anything that you need, please talk to us. If you have any questions or concerns please contact [twusavp@twu.ca](mailto:twusavp@twu.ca).

**Name (as you want it to appear on the ballot):**

**Position applying for:**

**Year:**

**Credit hours (completed by end of semester):**

**Phone #:**

**Box #:**

**Email:**

**Student Number:**

All the following questions are used for two purposes. One to allow you to consider why exactly you are interested in a TWUSA position while letting the Executive better understand your intentions as well. In addition, these answers will be used to build a bio page on our website regarding all candidates. Accordingly, please note: **THESE ANSWERS WILL BE MADE PUBLIC.**

**Major:**

**Hometown:**

**Favorite Fruit:**

**Celebrity Crush:**

**Favorite TWUSA Event:**

**What interests you about TWUSA?**

**Why are you interested in this position?**

**What is the biggest thing that you would like to see changed/bettered at Trinity?**

**What are your goals for this position?**

**What skill set will you bring to the job?**

**What is something everyone should know about you?**



I understand that the Eligibility Requirements for an Executive position is to hold a 2.5 GPA, while all other appointed positions require a 2.25 GPA. I qualify to apply for this position. I understand and accept that my eligibility must be verified with Enrolment Services through Student Life. I further agree and understand that some of my answers may be used publically to promote elections.

I also understand that if I have any concerns or questions regarding elections or the legitimacy of them, it is my duty to notify the Executive Vice President as soon as possible. Once the results have been announced, the decision is final.

I have discussed the position with last year’s officer in the position: Y / N

I have read my job description in the TWUSA bylaws: Y / N

I understand the Student Association’s Constitution and Bylaws: Y / N

Signature: \_\_\_\_\_

**Executive applications due by.**  
**All other applications due by.**

All executive representative applicants must attend an all candidates meeting

All elected representative applicants must also attend an all candidates meeting

Please turn in all applications to the TWUSA office or email [twusavp@twu.ca](mailto:twusavp@twu.ca)





### Trinity Western University Student Association Senate Elected Applications

This application is designed to ensure your eligibility to be on the Trinity Western University Student Association Senate. Please complete the following the application. If there is anything that you need, please do not hesitate to contact a current Executive member. All information regarding Senate can be found in the Trinity Western University Student Association Bylaws.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Place of residency next year: \_\_\_\_\_

Please outline your previous experience on Student Council:

| Council Position | Year |
|------------------|------|
|                  |      |
|                  |      |
|                  |      |
|                  |      |

I have discussed the position with another member of Senate: Y / N

I have read responsibilities of a Senator as outlined in the TWUSA By-laws: Y / N

I understand the Student Association’s Constitution, Bylaws, and Policy Manual: Y / N

Name of person nominating my candidacy for Senate: \_\_\_\_\_

Signature: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

**All applications due by**



### III. CUBE (Consignment Textbook Store) Forms



## The Cube Trinity Western University Student Association

### Seller Agreement

This document is an agreement between the Trinity Western University Student Association (hereinafter referred to as "TWUSA") and any student selling books at The Cube (hereinafter referred to as "the Seller").

1. I, \_\_\_\_\_, as a Seller at The Cube, agree to the following terms and conditions relating to the selling of books at the Cube:
2. A **service charge of 10%** on each item sold must be withheld by TWUSA upon the Seller's receipt of the funds from a sale. Charges are laid out in the Cube Operational Procedures document.
3. TWUSA may from time to time change the service charge applied to books sold in The Cube with notification by email to the seller.
4. TWUSA will keep consigned textbooks for 2 semesters. After this period, TWUSA will notify the Seller, via email, that their book(s) must be picked up. If the book(s) is not picked up by the Seller within a reasonable period of time (approx. two weeks), the book(s) will become the property of TWUSA. Books placed in the Cube mid-semester will be counted for that entire semester.
5. TWUSA may refuse consigning any textbook.
6. TWUSA will strive to treat all merchandise passing through The Cube with the highest level of care. However, TWUSA, and all workers for TWUSA, are not in any case liable for lost, stolen, or damaged books.
7. TWUSA may from time to time change this document, the "Seller Agreement", with notification by email to the seller.
8. TWUSA may from time to time remove old editions from the Cube inventory with notification by email to the seller.
9. All Cube Operational Procedures must be followed.
10. Within a 30 day period of the sale of your book, you must pick up your money from the TWUSA office or make arrangements with the VP of Finance.

Signed,

-----  
Print name

-----  
Signature





## VI. Resolutions

Trinity Western University  
Student Association

# Resolution

*[Resolution Title]*

*[Resolution Number:]*

Date:

**Motion:**

I move that the Trinity Western University Student Association adopt Resolution [].

I move the Trinity Western Student Association Adopt the following resolution \_\_\_\_\_ WHEREAS, TWUSA is the representative voice of the students

WHEREAS, [supporting evidence for claim]

WHEREAS, [additional support]

THEREFORE BE IT RESOLVED [what the association resolves]

BE IT FURTHER RESOLVED [further action or claims of support]

[This is the desired change or endorsement]

**Currently:**

[This is an overview of the current situation. Please be specific.]

**Rationale:**

[This is an explanation of why a change or endorsement is necessary, please be sure to include why/how this resolution furthers the vision and mission of the Student Association.]

**Research:**

[This section shall include, in as much detail as possible, evidentiary support for the resolution; ideally, both quantitative and qualitative evidence should be included.]

**Anticipated Questions:**

[Outline anticipated questions and their appropriate answers in point form.]

**Contact person for questions:**

[See Proposal Guideline checklist]



## VII. Transition Documents

Trinity Western University  
Student Association

# Transition

Name:

Position:

Transitioning Person:

Contact Information (email, phone, etc):

1. What goals did you have when you started this position:
2. What were the main requirements of this position:
3. How does this position interact with other positions within TWUSA:
4. What do you think worked well in this position:
5. What did not work in this position:
6. If I were going to do this again, what would I do differently:
7. What were the challenges with this position:
8. Going into this position, I wish I would have known:
9. How do you spend your office hours:
10. What were some advocacy issues you pursued and how did it work out:
11. What events did you do and how did they work out:
12. What committees did you sit on and what is important to know about these committees:
13. Where do you think TWUSA should spend more time and resources next year:
14. How could TWUSA be more effective:
15. Additional thoughts/recommendations:

Plan of Action (what you should be doing in the...)

A. Spring semester after election

- a.
- b.
- c.
- d.
- e.

B. Summer

- a.
- b.
- c.
- d.
- e.



C. Pre-Slow

- a.
- b.
- c.
- d.
- e.

D. SLOW

- a.
- b.
- c.
- d.
- e.

E. O-Week

- a.
- b.
- c.
- d.
- e.

F. September

- a.
- b.
- c.
- d.
- e.

G. October

- a.
- b.
- c.
- d.
- e.

H. November

- a.
- b.
- c.
- d.
- e.

I. December

- a.
- b.
- c.
- d.
- e.

J. January



- a.
- b.
- c.
- d.
- e.

K. March

- a.
- b.
- c.
- d.
- e.

L. April

- a.
- b.
- c.
- d.
- e.

Specific tasks (List tasks that you routinely do to ensure it is covered with your transition partner):

Meetings (list meetings you routinely have, who you have them with, what you cover, and how often they occur):

Additional Notes: