



Concordia University of Edmonton

Students' Association

REMUNERATION OF STUDENT REPRESENTATIVES

CONCORDIA STUDENTS' ASSOCIATION

Concordia University of Edmonton

Edmonton, Alberta

February 2017

Concordia Students' Association
Remuneration of Student Representatives

Policy: Remuneration of Student Representatives

Category: Finances

Date Approved: 02/12/17 Date Reviewed: 02/12/17 Date Rescinded:

POLICY

Elected and hired student representatives of the Concordia Students' Association (hereby referred to as the "Association" or "CSA") should receive remuneration for recognition of their service to the Association subject to provisions of the Bylaws as outlined in this Policy.

RATIONALE

Appropriate remuneration and recognition at the CSA is key to having an effective organization. To achieve appropriate remuneration and recognition this policy will:

- Outline the salary and benefits of Executives;
- Outline the remuneration of General Councilors;
- Ensure that remuneration and recognition are appropriate;
- Ensure that remuneration and recognition are reviewed regularly in a fair and impartial process;
- Ensure remuneration and recognition are reasonably secure to provide stability for those working in governance at the CSA.

DEFINITIONS

CPI: Consumer Price Index.

CSA: Concordia Students' Association.

End of Elected Term: The termination of one's elected term, whether that term has been completed in full (including the executive transition period) or an early termination due to resignation, disqualification, or impeachment.

General Council: For the application of section 6 of this policy, the collective body of General Council excluding Executives.

Special Resolution: For the purpose of this policy, a special resolution does not have to be registered with the Societies Registrar. A special resolution requires a minimum of twenty-one days notice to the members of the council of the motion, prior to the administration of the motion. A special resolution also requires a three-quarters majority (75%) to be passed. The three-quarters majority voting of a special resolution may also be passed via proxy votes, with written and consigned consent of informed members.

EXPECTATIONS

Item I: Remuneration

1. This policy will not follow the regular schedule of policy review; the Policy and Governance Committee will review it annually;
 - 1.1. This date shall be no later than the second Saturday of February of every calendar year.

2. Executive members of the CSA shall receive a salaried wage annually with monthly installments, at a rate outlined in REMUNERATION OF STUDENT REPRESENTATIVES: APPENDIX A.
 - 2.1. Any Executive wage increase will be reviewed every year by the Budget Steering Committee and can be increased by the annual average of Alberta's CPI from February 1 to January 31 of the previous year;
 - 2.1.1. Notwithstanding the Budget Steering Committee may recommend against this increase based on the financial or organizational situation of the CSA;
 - 2.1.2. Any years where CPI is a negative number will be regarded as a zero

Concordia Students' Association
Remuneration of Student Representatives

percent increase;

2.1.3. Any years that the Budget Steering Committee suggests a wage increase over the CPI percentage for that year, it must be passed by special resolution through the General Council after approval from the Executive Council.

3. Executives are only entitled to Executive Benefits while they retain the portfolio they were elected, appointed, or hired to;

3.1. Executives will not be eligible for any benefit that would be paid out after the date of their resignation or impeachment except what they are entitled to by law.

4. Members of General Council will be remunerated up to a maximum of \$1,600 per year;

4.1. This \$1,600 will be broken up as follows:

4.1.1. \$75 per General Council Meeting, up to a maximum of \$150.00 per month;

4.1.2. If there is only one General Council meeting in the calendar month, and it is attended by the General Council member; the individual is eligible for the monthly \$150.00;

4.1.3. If the total meetings in the calendar month exceed the maximum \$150.00, the General Council member is only eligible to receive the \$150.00;

4.1.4. If there are no meetings in the calendar month scheduled, and all duties and responsibilities of the General Council member have been met as stated in policy, members are eligible for the monthly \$150.00 as

Concordia Students' Association
Remuneration of Student Representatives

determined by the VP Finance and President;

- 4.1.5. The General Council member must uphold all duties and responsibilities to adequate satisfaction to be eligible to receive the monthly installments;
- 4.2. The Budget Steering Committee may recommend compensation for standing committees in consultation with General Council;
- 4.3. General Councilors will receive their remuneration in a periodic installments, to be paid out at the end of each month.
5. Changes in the amount or type of remuneration student representatives receive will occur through recommendation by the Budget Steering Committee.
6. The Budget Steering Committee will review Executive wage and all other remuneration and benefits of student representatives annually;
 - 6.1. This shall occur no later than the second Saturday of February in the calendar year.
7. If an Executive or General Council member does not fulfill their duties as outlined in this policy the individual may be removed from their position by recommendation from Executive Council to bring forth to General Council for final approval by special resolution;
8. The Budget Steering Committee will present its recommendations to General Council for approval by vote;
 - 8.1. Should General Council not accept the Budget Steering Committee's recommendations within the mandated timeline the previous remuneration will continue to be effective.

APPENDIX A

REMUNERATION OF STUDENT REPRESENTATIVES: EXECUTIVE PAY

1. Executives will be paid at a salary of \$21, 600 per year, to be received in monthly installments not exceeding \$1, 800, as long as the following is adhered to:
 - 1.1. Executive member must work a minimum of sixteen (16) hours a week;
 - 1.2. Three (3) office hours must be held per week in addition to the sixteen (16) work hours;
 - 1.2.1. All hours will be recorded by monthly timesheets kept by the VP Finance and CSA President;
 - 1.3. If an Executive does not meet the requirements as outlined above, they may be subject to a reduction of remuneration based upon hours that have not been completed, subtracted from the total monthly installment;
 - 1.3.1. Exceptions to total completed hours are acceptable if due to extraneous circumstances such as, but not exclusive to, statutory holidays, campus closures, and as deemed appropriate by both VP Finance and CSA President;
 - 1.3.2. If the extraneous circumstances pertain to either the VP Finance and/or CSA President the issue will be brought before the Executive Council and Dean of Students for discussion and resolution;
 - 1.4. If any of the guidelines outlined in this policy are not adhered to the Executive may be subject disciplinary action as deemed by the Disciplinary Officer in adherence to Discipline Policy.

EXECUTIVE BENEFITS

1. Executives will receive benefits up to a total amount of \$90.00 per month;
 - 1.1. This monthly total will be used exclusively towards a monthly bus pass, parking pass subsidization, or Concordia clothing;
 - 1.2. If this amount is not used for the above specified uses, the Executive is not eligible to receive this amount;
 - 1.3. This benefit sum shall not exceed an amount of \$1,090 per Executive per fiscal year;
 - 1.4. If a parking pass has been purchased for an Executive and that Executive no longer holds their portfolio, the parking pass must be returned to the Association.

2. Executives are eligible to receive a Health and Dental plan through the CSA's Health and Dental program provider for student coverage;
 - 2.1. The Executive Health and Dental plan shall be equal to that of the default plan provided to all students;
 - 2.2. The Executive Health and Dental plan shall be implemented at the beginning of each academic term;
 - 2.3. The approval of the eligibility for the Health and Dental program shall be deemed by the Budget Steering Committee.

3. Executives' operational expenses shall be considered costs required for the Executives to fulfill their duties and shall not be considered benefits;

Concordia Students' Association
Remuneration of Student Representatives

3.1. These operational expenses will be outlined and approved in the annual budget.