



University Students' Council of the University of Western Ontario CONFERENCE AND RETREAT POLICY

EFFECTIVE: November 30, 2011

SUPERSEDES: Conference Policy
April, 2004

AUTHORITY: Council

RATIFIED BY: Executive Council
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**RELATED
DOCUMENTS:**

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PURPOSE:

This Policy establishes a requirement for gaining approval to attend discretionary conferences, and also establishes reporting requirements for the Executive Council after they attend conferences and learning retreats.

1.00 APPLICATION

1.01 This policy applies to members of the Executive Council and their Commissioners and Coordinators who attend conferences or retreats in their capacity as representatives of the USC.

2.00 CONFERENCE ATTENDANCE BY VIRTUE OF MEMBERSHIP IN EXTERNAL ORGANIZATIONS

2.01 Members of the Executive Council and other representatives of the USC are required to attend conferences by virtue of the USC's membership in external organizations. Conference attendance is considered mandatory to ensure the USC receives maximum value from its membership, and is able to fulfil its governance obligations to the organizations.

(1) Membership in external organizations that require mandatory attendance at conferences:

- i. Canadian Alliance of Student Associations (CASA)
- ii. The Campus Trust
- iii. Ontario Undergraduate Student Alliance (OUSA)

2.02 At the first council meeting after attending a mandatory conference a verbal or written report shall be provided to both the Executive Council and the Council that communicates key developments that arose at the conference.

3.00 ANNUAL RESEARCH AND LEARNING RETREAT



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- 3.01 In line with the 'culture of innovation' enduring principle within the strategic plan, the Executive Council organizes an annual research and learning retreat to investigate programs and services that exist at other students' councils that may be of benefit to Western students. To keep the Executive Council accountable to the Council, and also to share information learned widely, the Executive Council must:
- (1) The Vice-President Finance must present to Council the amount of money set aside for the next Annual Research and Learning Retreat in the forthcoming USC budget before said budget is passed by Council.
 - i. This presentation may be part of the presentation of the overall USC budget if necessary or convenient.
 - (2) The Executive Council must publically release a comprehensive written report no later than the first meeting of Council in September that details:
 - i. lessons learned on the retreat and how they could be applied at Western;
 - ii. budgeted versus actual expenses incurred.
 - (3) The Executive Council must prepare an update on the progress of items discussed in the September report for presentation to council prior to the discussion of the budget for the next Annual Research and Learning Retreat.
 - i. This presentation should offer enough detail for Council to make an educated evaluation of the proposed budget for the next Annual Research and Learning Retreat.
 - ii. The Executive Council must prepare an update if there is any on the progress of the retreat planning at the summer meeting of Council.
 - (4) Failure to adhere to 3.01(1), (2), and (3) shall be considered a serious matter by the Council and could be grounds for discipline as per rules established in By-Law #1.

4.00 DISCRETIONARY CONFERENCES

- 4.01 From time to time a member of the Executive Council may believe that attending a conference would help them enhance her understanding of their respective portfolio, help them improve programs and services for students, or help them become a more proficient Executive Council member.



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- 4.02 Members of the Executive Council wishing to attend a discretionary conference must identify a source of funding within their portfolio budget, and must seek approval of the President.
- (1) If funds do not exist within their portfolio budget, they must work with the Vice-President Finance to identify a source of funds and seek approval from the Executive Council as per established procedures within By-Law #1.
- 4.03 Members of the Executive Council shall submit a report to the President within two (2) weeks of returning from any discretionary conference attended.
- (1) The report shall be distributed to members of the Council and Executive Council and made publically available on the USC website
 - (2) The Executive Council member may make a verbal presentation to the Council and Executive Council if they feel it would be of benefit to either body.
 - i. Either body may request a verbal report if they feel it would be of benefit.
 - (3) In cases in which more than one (1) person attended a conference, each person shall prepare a report, unless the President appoints one (1) person to prepare a consolidated report considering the views and input of other attendees.