



## University Students' Council of the University of Western Ontario **HONORARIA POLICY**

**EFFECTIVE:** 30 October 2012

**SUPERSEDES:** 6 March 2012

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**AUTHORITY:** Council

**RATIFIED BY:** Executive Council  
30 October 2012  
Council  
24 October 2012

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**RELATED DOCUMENTS:**

- Final Reports Procedure

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### 1.00 **PURPOSE:**

1.01 The University Students' Council (USC) recognizes that part of the experience at university is student involvement, and that particular involvement opportunities may require more responsibility, accountability and expectations than others. This Policy will outline the criteria that must be met in order to qualify as a position eligible for honoraria, the criteria that will determine the honorarium available for the position, guidelines for awarding and withholding honoraria

### 2.00 **CRITERIA FOR ELIGIBILITY**

2.01 In order to be eligible for honoraria, a position must meet at least two (2) of the criteria outlined below.

- (1) Necessity: The position is necessary to carry out functions offered by a USC service or the advocacy and governance obligations identified by the USC.
- (2) Confidentiality: Confidential information is imparted to the position in order to permit the individual to carry out her functions, which may include student personal information.
- (3) Level of Responsibility: In order to satisfy this criteria, the position, must meet at least two of the conditions listed below:
  - i. Chairs a USC Committee.
  - ii. Oversees an executive or volunteer support staff.
  - iii. Is authorized to act as a USC representative on an external committee or association.
  - iv. Oversees a budget as set by the USC.
- (4) Accountability: The Coordinator delivers a report to Council or a Standing Committee on a date set with her supervisor.



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2.02 Roles and Expectations: The terms of reference for each Coordinator position may be found in Terms of Reference: Commissioners and Coordinators.

2.03 Gazette Editorial Volunteers are eligible for honoraria and shall not be expected to fulfill the above criteria.

### 3.00 **AWARDING OR WITHOLDING HONORARIA**

3.01 Setting honoraria amounts

(1) The minimum honoraria awarded to a position shall be \$500 and the maximum honoraria awarded shall be \$1,500.

(2) The Council shall be responsible for approving the total funds budgeted for honoraria; this shall be done as part of the annual budget process.

(3) The Executive Council shall be responsible for setting honoraria amounts and disbursement procedures for each eligible position; amounts shall be set within the confines of the budget and the minimum and maximum honoraria approved by Council.

(4) The Gazette Editorial Volunteers' honoraria shall be separate from the honoraria awarded to Commissioners and Coordinators.

(5) The honoraria for Gazette Editorial Volunteers shall be set by the Gazette Editorial Board as part of their annual Budget. If there is a discrepancy between this document and the Gazette Editorial Budget, the Budget shall be deemed to show the correct amount.

3.02 In order to receive an interim honorarium payment, the individual must:

(1) Remain within the position until January 1st in the relevant academic year;

(2) Submit an interim report to her supervisor by the end of the fall term; and,

(3) Receive written notice of approval of the interim report by the individual's supervisor in terms of meeting content requirements under the Final Report Procedure.

3.03 In order to receive a final honorarium payment, the individual must:

(1) Submit a final report to her supervisor in accordance with the Final Report Procedure, and by the timeline outlined in the Policy,



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- (2) Receive written notice of approval of the final report from the USC Board of Directors in terms of meeting content requirements under the Final Report Procedure, and,
  - (3) Remain within the position until the end of the Coordinator's term.
- 3.04 An Executive Officer may withhold any interim honorarium payment and the Executive Council may withhold any final honorarium payment where any of the criteria for payment are not met.
- 3.05 The Executive Council may adjust or withhold an interim or final honorarium payment if an individual does not satisfactorily complete duties within her terms of reference.
- 3.06 An interim honorarium payment shall be received no later than January 15<sup>th</sup> of the academic year, unless approved by an Executive Officer.
- 3.07 A final honorarium payment shall be received no later than May 15<sup>th</sup> of the academic year, unless approved by the Executive Council.

### 4.00 **POSITIONS ELIGIBLE FOR HONORARIA**

#### 4.01 **Presidential Portfolio**

#### 4.02 **Vice-President Campus Issues Portfolio**

- (1) Ally Western Coordinator
- (2) EnviroWestern Coordinator
- (3) Ethnocultural Support Service Coordinator
- (4) Food Support Services Coordinator
- (5) Health and Wellness Coordinator
- (6) I Know Someone Coordinator
- (7) PrideWestern Coordinator
- (8) Women's Issues Network Coordinator

#### 4.03 **Vice-President Communications Portfolio**

- (1) Media Coordinator



(2) Promotions Coordinator

(3) Publications Coordinator

4.04 **Vice-President Finance Portfolio**

(1) Clubs Finance Coordinator

(2) Income Tax Clinic Coordinator

4.05 **Vice-President Student Events Portfolio**

(1) Charity Ball Coordinator

(2) Charity Coordinator

(3) First Year Student Coordinator

(4) Homecoming and Athletics Coordinator

(5) Theatre Western Coordinator

4.06 **Vice-President University Affairs Portfolio**

(1) Early Outreach Coordinator

(2) External Affairs Coordinator

(3) Internal Affairs Coordinator

(4) Student Appeals Support Centre Coordinator

(5) Teaching Awards Coordinator

4.07 **Governance Officer Portfolio**

(1) Chief Returning Officer

(2) Speaker of Council

4.08 **Gazette Editorial Volunteers**

(1) News Editors (5)

(2) Arts Editors (4)



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- (3) Sports Editors (2)
- (4) Photography Editors (3)
- (5) Illustrations Editors (2)
- (6) Graphics Editor
- (7) Web Editor
- (8) Multimedia Director
- (9) Opinions Editor
- (10) Video Editor