

Council Officer Compensation Policy

H-63, F-07

LONG TITLE	A Policy Respecting Compensation for the Speaker of Council, the Deputy Speaker, and the Clerk of CUSA Council	DATE OF ENACTMENT	21 November 2022
		LAST AMENDED	
REFERENCE No.	H-63	NEXT REVIEW	August 2024
CROSS-REFERENCE.	F-07		
CATEGORY	Human Resources, Finance	COMPETENT CHAMBER	Board

MANDATE

This Policy shall govern the compensation of Council Officers in the Association. It is recognized by the Association that Council Officers in the course of their public service ought to be compensated justly for their work. Such compensation is essential to ensure proper dedication to the duties of those offices. This policy shall apply to members of tribunals. This Policy shall be reviewed every two years by Council.

INTERPRETATION

1 This Policy may be called the *Council Officer Compensation Policy*.

2 In this Policy, the following definitions shall apply:

“association” means the Carleton University Students’ Association;

“board” means the CUSA Board of Directors

“compensation” means the full and proper remuneration for an official;

“council officer” means collectively the Speaker of Council, the Deputy Speaker of Council, and the Council Clerk

“subcommittee” means a respective subcommittee of the board

GENERAL ADMINISTRATION

Who should review Council Officer Compensation?

3 The Human Resources Subcommittee and the Finance & Governance Subcommittee should jointly review Councilor Compensation.

Quorum

4 Quorum shall be as established within respective Subcommittee terms of reference, independently of one another.

Independence and Punishable Offenses

5 Council Officers must not interfere with the deliberations of the Subcommittees or the Board or unduly influence them towards a certain course of action.

Conflict of Interest Policy (G-05)

6 Council Officers must not collect any benefits in the execution of their duties for this Association outside of their approved compensation, excluding CUSA Awards and reimbursements.

Conflict of Interest Policy (G-05) s. 4(3)

STANDARDS FOR COUNCIL OFFICER COMPENSATION

What can be considered compensation?

7 Compensation for Council Officers may be:

- (a) A stipend;
- (b) a validation of experience in the Co-Curricular Record; and
- (c) Access to career development resources specific to the council experience

Who is eligible for compensation under this policy?

8 Council Officers as defined in this policy.

What is the compensation for serving as a Council Officer?

9 Compensation for Council Officers will be

- (a) a stipend of \$125.00 for the Speaker and the Deputy Speaker for every meeting where The Speaker and Deputy Speaker of Council serve as presiding officer
- (b) A stipend of \$125.00 for the Council Clerk for every meeting where the Council Clerk takes minutes
- (c) a validation of experience in the Co-Curricular Record;

Can a stipend be increased or decreased?

10 Yes, only at the will of the Board.

How should it be decided whether a stipend is to be granted to a Council Officer or not?

11 Any individual executing in good faith, for any period of time, the responsibilities and duties of a councilor or chair of a committee shall be entitled to their Stipend.

Surrender of Stipend

12 Any Council Officer may, at any time, surrender all or part of their compensation and have it returned to the general fund of the Association.

How is a stipend processed?

13 Upon confirmation of Election or Selection, the Human Resources office shall prepare offers of employment for each individual selected for a Council Officer position reflecting the compensation as outlined in this policy or as otherwise directed by the Board.

14 Individuals selected to Council Officer positions and the appropriate individuals within CUSA will sign offers of employment to formalize the stipend relationship.

How is the Co-Curricular record experience maintained?

15 The Director of Student Development will ensure all applicable Council Officer positions are available within the Co-Curricular record for those Tribunal members eligible to add to their Co-Curricular record.

SCHEDULE OF AMENDMENTS

DATE AMENDED	MOVED	SECONDED	SUMMARY
Before 2013	N/A	N/A	Adopted as s. 3.0 of <i>Bylaw IV - Finances and Fees</i> , Compensation Review Committee created.
30 August 2016			Deadline for Compensation Review report moved to November Council meeting from June 15 of the same year.
21 November 2022	G. Simms	A. Stoikos-Lettieri	Section 9(a) changed from \$150 to \$125