

BYLAW 6

DUTIES

6.1 **Executive Council Shall:**

6.1.1 Be responsible for upholding and maintaining the Bylaws and Policies for the effective and efficient administration of the SAOC.

6.1.2 Perform to the best of their abilities all duties necessary as provided for in the Bylaws and Policies or as assigned by the SBOD, to the betterment of the SAOC.

6.1.3 Place the best interests of the SAOC, Olds College, and all SAOC members ahead of the interests or wishes of any specific group or individual.

6.1.4 Adhere to the prescribed job descriptions as presented to them at the beginning of their term.

6.1.5 Meet on a weekly basis. Attendance of these meetings is mandatory. Any member missing a meeting without an excused absence shall have their remuneration deducted as per Bylaw 11.

6.1.6 Maintain and post regular office hours (not including meetings) of 5 hours per week during SAOC office hours to meet the needs of students. Any adjustments to these minimum hours must be discussed with the current Executive Council.

6.1.7 Ensure that co-Executives are held accountable.

6.2 **Directors Shall:**

6.2.1 Act as a member of SBOD for the school he/she represents. The purpose of this is for the member to keep the SBOD informed of the activities of the school that he/she is representing and keep the students of that school informed of the activities of the SAOC.

6.2.2 Adhere to the prescribed job descriptions as presented to him/her at the beginning of their term. (See job descriptions Policy #A2)

6.2.3 Place the best interest of the SAOC, Olds College, and all SAOC members ahead of the interests or wishes of any group or individual.

6.2.4 Work on at least one of the committees of the board for the duration of their term.

6.2.5 Meet twice per month. Attendance at these meetings is mandatory. Any member missing a meeting without an excused absence shall have their remuneration deducted as per Bylaw 11.

6.2.6. Sign a commitment agreement outlining the duties and responsibilities of their position. Failure to abide by this agreement may result in remuneration reduction or removal from office.

6.2.7 Visit the SAOC office and sign in a minimum of two (2) times per week to ensure that current information from SAOC is available to the student body;

6.2.8 Ensure co-Directors are held accountable.

6.3 **Excused Absences**

6.3.1 To receive an excused absence, an interoffice memo must be written to the following supervisor and approved 24 hours prior to a meeting:

(a) Executive Council members other than the President must be excused by the President and/or office Manager.

(b) School Representatives must be excused by the Internal Vice President and/or Office Manager.

(c) The President must be excused by the Executive Council;

(d) The Office Assistant must be excused by the Office Manager;

(e) The Office Manager must be excused by the Executive Council.

6.3.2 The memo requesting an excused absence must include:

(a) The meeting and/or event to be missed;

(b) The reason for missing the meeting and/or event.

6.3.3 A copy of the memo must be given to the Office Assistant to keep on file.

6.3.4 Excused absences include, but are not limited to: illness; family death/illness; class rescheduled; and major reports/assignments/exams due.